



AGENDA

Regular Meeting of Council of the Village of Bawlf in the Province of Alberta Thursday, October 20, 2011 – 8:00 p.m. Council Chambers

- **1. CALL TO ORDER**
- **2. DELEGATIONS**
NONE
- **3. GENERAL GOVERNMENT**
 - a) Agenda
Motion to adopt as presented
 - b) Minutes of the Regular Meeting of Council held September 21, 2011
Motion to adopt as presented
 - c) Minutes of the Special Meeting of Council held October 7, 2011
Motion to adopt as presented
 - d) Accounts Payable – September 2011
 - e) Financial Statement – September 2011
- 4. BUSINESS ARISING**
 - a) Insurance Claim - Damage to Camper
For Information
 - b) External Audit Services – Results of Second Request for Proposals
Motion
- 5. NEW BUSINESS**
 - a) Shirley McLellan Regional Water Services Commission Resolutions
Motions
 - b) November – Seniors' Falls Prevention Month Proclamation
Motion
 - c) Appointment of Fire Chief
Motion

- d) Evaluation of Need for Council Representation on Committees and Boards

Discussion/Motion

- e) Public Works Lighting, Equipment and Supplies

Discussion/Motion

- f) Family Violence Awareness Month

Motion

- g) FortisAlberta Electric Distribution Franchise Fee

Discussion/Motion

- h) 2012 Parkland Regional Library Budget

Motion

- i) Regional Municipal Intern Extension

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

NONE

8. CONFIDENTIAL ITEMS

- a) Village Manager Performance Evaluation

9. ADJOURNMENT



AGENDA

Organizational Meeting of Council of the Village of Bawlf in the Province of Alberta

Thursday, October 20, 2011 – Approximately 9:45 p.m.

Village Office Council Chambers

- 1. Oath of Office**
- 2. Call to Order**
- 3. Adoption of the Agenda**
- 4. Nomination of Mayor**
- 5. Nomination of Deputy Mayor**
- 6. Meetings**
- 7. Remuneration**
- 8. Committee Representatives**
- 9. Board Representatives**
- 10. Signing Authority**
- 11. Adjournment**



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

In the Province of Alberta held on
Wednesday, September 21, 2011 at 7:00 p.m.
In the Bawlf Village Office

PRESENT:

Mayor G. Blatz, Deputy Mayor Yuha and Councillors Reinke & Robbins
Lynn Horbasenko, Village Manager
Jocelyn Sparks, Communications Coordinator
Dennis Johnson, Coldwell Banker
Desiree Kuori and Aleks Nelson, Municipal Inspectors
Guests: Laurie Callsen (Camrose Canadian), Betty Crow, David Gray, Sharon Girard, Terry Lindballe,
Armand Magnin, Don and Sonja Uglem, Margaret and Robert Wilson.

ABSENT:

Councillor R. Blatz

1. CALL TO ORDER

Mayor G. Blatz called the meeting to order at 7:01 p.m.

2. DELEGATIONS

a) CONDITIONS OF SALE OF LOTS – Dennis Johnson, Coldwell Banker

Dennis Johnson discussed with Council the recommendations regarding current building deadlines within the Village of Bawlf.

Dennis Johnson left the meeting at 7:24 p.m.

3. GENERAL GOVERNMENT

a) AGENDA

MOTION 133/11: MOVED BY Councillor Reinke to accept the Agenda with the addition of Items: 5.f) Insurance Review, 5.g) Water and Sewer and 8.a) Administration Report.

CARRIED.

b) MINUTES OF THE REGULAR MEETING OF COUNCIL HELD August 17, 2011

MOTION 134/11: MOVED BY Deputy Mayor Yuha that the Minutes of the Regular Meeting of Council held August 17, 2011 be accepted as amended.

CARRIED.

- c) *ACCOUNTS PAYABLE FOR AUGUST, 2011*
Accepted for audit purposes.
- d) *FINANCIAL STATEMENT FOR AUGUST, 2011*
Accepted for audit purposes.

4. BUSINESS ARISING

- a) *WATER AND WASTEWATER CAPACITY BUILDING INITIATIVE*

Further information regarding the "Closer to Home" initiative of the Alberta Water and Wastewater Operators Association (AWWOA) was presented by the Village Manager to the Village Council. The AWWOA encourages municipalities to continue to submit their written expressions of interest in order to assist the AWWOA to understand water and sewer operator recruitment and retention issues for municipalities of all sizes.

MOTION 135/11: MOVED BY Deputy Mayor Yuha that the Village Council authorize the Administration to submit a written expression of interest to the Alberta Water and Wastewater Operators Association regarding the "Closer to Home" initiative focusing on recruiting and training water and wastewater operators.

CARRIED.

- b) *MILLING AND VIDEOING OF SANITARY SEWER LINES ON MACRAE, SANDEN AND KING STREETS*

A summary and comparison of quotations received for the milling and videoing of the sanitary sewer lines on Macrae, Sanden and King Streets was presented to the Village Council by the Village Manager to assist Council in determining whether Council wishes to proceed with the work during the current budget year

MOTION 136/11: MOVED BY Deputy Mayor Yuha that the Village Council authorize the Administration to contract Insituform to mill and video Macrae, Sanden and King Streets, with costs not to exceed \$20,000 plus GST and with the funds to be derived from the Sewer Operations Capital Account.

CARRIED.

5. NEW BUSINESS

- a) *2012 VILLAGE OF BAWLF SERVICE LEVELS*

The proposed amendments to current service levels were presented to the Village Council for review and approval as a basis for the preparation of the 2012 budget and to provide direction regarding work duties for the staff. Council made recommendations for amendment to the document. The final document will be brought to the October Council Meeting for approval.

- b) *REQUEST FOR PROPOSALS – EXTERNAL AUDIT SERVICES*

The Village Manager presented a copy of the Request for Proposals for External Audit Services for the Village of Bawlf to the Village Council and asked Council to select one of the proposals submitted by invited Accounting Firms.

MOTION 137/11: MOVED BY Deputy Mayor Yuha that the Village Council request the Administration to proceed with research on the Request for Proposals for External Audit quotations received and seek further advice.

CARRIED.

c) *CAMROSE AND DISTRICT SUPPORT SERVICES (CDSS) VILLAGES REPRESENTATIVE – THIRD TERM OF OFFICE*

MOTION 138/11: MOVED BY Councillor Reinke that the Village Council approve Dennis Wishnowski, CDSS Villages Representative on the CDSS Board, to serve a third term from November 15, 2011 to November 14, 2012.

CARRIED.

d) *2012 BUDGET PROCESS AND TIMELINE*

The Village Manager proposed a tentative process and timeline for the preparation of the 2012 Village of Bawlf Operating and Capital Budget.

MOTION 139/11: MOVED BY Councillor Robbins that the Village Council accept the proposed process and timeline for developing the 2012 operating and capital budget and that dates for the budget meetings be scheduled as follows:
Meeting #1: Tuesday, October 25, 2011 at 7:00 p.m., to create a capital budget list;
Meeting #2: Monday, November 21, 2011 at 7:00 p.m., to review operating budget line by line, the proposed mil rate and tax rate, the capital budget; and
Meeting #3: Tuesday, November 29, 2011 at 7:00 p.m., a continuation of Meeting #2, if necessary.

CARRIED.

e) *OCCUPATIONAL HEALTH AND SAFETY DRAFT POLICY AND PROCEDURES MANUAL*

The first draft of the Occupational Health and Safety Policy and Procedures Manual as compiled and drafted by the Regional Municipal Intern, Ingrid Buyks, was presented to the Village Council for information.

MOTION 140/11: MOVED BY Councillor Robbins that the Village Council accept the draft Occupational Health and Safety Policy, Procedures Manual and supporting documentation as information.

CARRIED.

f) *INSURANCE REVIEW*

Councillor Reinke circulated a letter submitted by a resident to Council to readdress an insurance claim brought forth at the July 13, 2011 Council Meeting.

MOTION 141/11: MOVED BY Councillor Reinke that the Village Council table further discussion regarding the insurance claim until the October Council Meeting.

CARRIED.

g) *WATER AND SEWER*

The Village Manager discussed with Council the status of the lift station and certification training for operation of the water and sewer systems.

6. STANDING COMMITTEE REPORTS

a) MAYOR'S REPORT

As attached to these Minutes.

b) ADMINISTRATION REPORT

As attached to these Minutes.

MOTION 142/11 MOVED BY Councillor Reinke that the Village Council request the Administration to pay off the Lagoon debenture using funds derived from reserves.

CARRIED.

*** At this point Robert Wilson's letter of interest regarding the position of Fire Chief was read. Council accepted it for information, and requested that it be included on the agenda and ratified at the October 20, 2011 Council Meeting. How and where would Council like this expressed in the Minutes, as it was not added as an agenda item and no motion was made? ***

c) RECREATION & COMMUNITY SERVICES

i. Dave Knipe Memorial Library – Councillor Robbins

- Meetings were held on August 24, 2011 and September 14, 2011
- Summer reading program hosted 22 participants.
- Health and Safety policy is under creation.
- Proposed 2012 budget is complete.
- The next meeting will be held on October 12, 2011.

ii. Providence Place – Mayor G. Blatz

- No meeting was held in August.
- The next regular meeting will be immediately followed by the Annual General Meeting, to be held on September 28, 2011.

iii. Sanden Court

- No meeting was held.
- The next meeting will be held on October 4, 2011.

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

- Councillor R. Blatz was unavailable to report.

v. BRAED – Mayor G. Blatz

- No meeting was held.

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

- Deputy Mayor Yuha attended the meeting held on September 14, 2011.
- The business plan was approved by the Commission, and must be approved by member municipalities before the October Commission meeting.

Mayor B. read a letter read from R. Wilson expressing his interest...

X

- First reading of Bylaws 5-11 and 6-11 were given. Member municipalities must approve the Bylaws before the October Commission meeting
- Debenture financing was tabled until final cost figure is obtained.
- Project manager provided update on the Big Valley Line
- The Project Manager met with the Town of Stetter regarding true-up costs for 2011. A meeting is scheduled for October to further discuss the costing.
- The next meeting will be held on October 26, 2011 in Castor.

vii. *Regional Children's Centre – Councillor Reinke*

- No meeting was held.
- The next meeting has not been scheduled.

viii. *Protective Services – Deputy Mayor Yuha*

- No meeting was held.

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

- No meeting was held.

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

- No meeting was held.

7. CORRESPONDENCE

- Let's Resolve Workshops (Municipal Affairs)*
Accepted for information.
- 2011 Stars of Alberta Volunteer Awards*
Accepted for information.
- Town of Nanton Proposed AUMA Resolution*
Accepted for information.
- Alberta Rural Development Network Information Package*
Accepted for information.

The meeting recessed for five minutes at 9:20 p.m.

8. CONFIDENTIAL ITEMS

MOTION 143/11: MOVED BY Councillor Reinke that Council move in camera at 9:24 p.m. to discuss the Administration Report.

an item in

CARRIED.

Council returned to the open meeting at 9:31 p.m.

11. ADJOURNMENT

The meeting adjourned at 9:31 p.m.

These minutes were approved at the Regular Meeting of Council held October 20, 2011.

MAYOR

VILLAGE MANAGER



**MINUTES OF THE SPECIAL MEETING OF COUNCIL
OF THE VILLAGE OF BAWLF**
in the Province of Alberta held on
Friday, October 7, 2011 at 8:00 p.m.
in the Bawlf Village Office

PRESENT:

Mayor G. Blatz, Deputy Mayor J. Yuha, Councillors R. Blatz, F. Reinke and K. Robbins
Lynn Horbasenko, Village Manager
Desiree Kouri, Municipal Affairs Inspector (by telephone)
Resident Betty Crow

1. CALL TO ORDER

Mayor G. Blatz called the meeting to order at 8:06 p.m.

Mayor G. Blatz indicated that the item on the agenda was an in-camera legal issue and that unfortunately, all residents would be required to leave. Resident Betty Crow left the meeting at 8:07 p.m.

2. GENERAL GOVERNMENT

a) AGENDA

MOTION 144/11: MOVED BY Deputy Mayor J. Yuha to accept the Agenda with the addition of "Fire Truck Repairs".

CARRIED.

3. NEW BUSINESS

a) *Fire Truck Repairs*

Councillor F. Reinke indicated that a member of the fire department contacted her to bring forward the question of whether or not the Village was agreeable to completing minor repairs to the fire truck that the Village currently has advertized for tender.

MOTION 145/11: MOVED BY Mayor G. Blatz that the Village spend up to \$200 in install a starter and battery cable in the old fire truck.

CARRIED.

4. CONFIDENTIAL ITEMS

Due to conflict of interest, Councillor F. Reinke excused herself and left the meeting at 8:12 p.m.

MOTION 146/11: MOVED BY Councillor R. Blatz that Council move in camera at 8:12 p.m. to discuss the In-Camera Legal Issue.

CARRIED.

Council returned to the open meeting at 8:20 p.m.

MOTION 147/11: MOVED BY Councillor R. Blatz that the Village Council authorize the Chief Administrative Officer to contract Mr. Einar Fossen and/or Mr. Keith Friend and/or Town of Daysland staff to provide water operator services and to train the public works staff by visiting the Village of Bawlf water plant a minimum of five times per week, except for weeks with a statutory holiday, in order that the Village meet the requirements in the "Minimum Certified Operator Attendance Guidelines for Waterworks Systems" and further, that the Village Council approve a budget adjustment in the amount of up to \$4000 to the Water Contract Account to cover the water operation services to December 31, 2011 with the funds to be taken from reserves.

CARRIED.

5. ADJOURNMENT

The meeting adjourned at 8:24 p.m.

These minutes were approved at the Regular Meeting of Council held October 20, 2011.

MAYOR

VILLAGE MANAGER



VILLAGE OF BAWLF

Cheque Listing For Council

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Cheque	Date	Name	Invoice	Description	Invoice Amount	Cheque Amount
20100794	2011-09-15	PAUL, TIFFANY	12	PAYMENT WAGES		
20100795	2011-09-15	SCHULTZ, DANIEL	17	PAYMENT WAGES		
20100796	2011-09-20	1461003 ALBERTA LTD., OK TIRE & AUTO	4508	PAYMENT TIRE REPAIR - MOWER	21.47	21.47
20100797	2011-09-20	A-1 RENTALS	53111	PAYMENT LANDSCAPE RAKE	83.90	83.90
20100798	2011-09-20	ACKLANDS - GRAINGER INC.	608503306 608503307	PAYMENT PAPER TOWELS - NEW HALL FLOURESCENT BULB	120.46 9.65	130.11
20100799	2011-09-20	ALBERTA ANIMAL SERVICES	10511	PAYMENT BYLAW ENFORCEMENT	546.00	546.00
20100800	2011-09-20	BATTLE RIVER RECREATIONAL REPAIR	31776	PAYMENT LAWN MOWER	261.85	261.85
20100801	2011-09-20	BAWLF COUNTRY STORE	64723	PAYMENT RAID	11.36	11.36
20100802	2011-09-20	BORDER PAVING	16721	PAYMENT TAC OIL	31.50	31.50
20100803	2011-09-20	CAMROSE COUNTY	11370	PAYMENT ASSESSMENT TRAINING	83.47	83.47
20100804	2011-09-20	CAN PAK ENVIRONMENTAL	00976	PAYMENT GARBAGE PICKUP	2,583.00	2,583.00
20100805	2011-09-20	DAYSLANDER MOTEL	395795	PAYMENT FREIGHT WATER SAMPLES	18.90	18.90
20100806	2011-09-20	FOSSSEN, EINAR	4	PAYMENT WATER CONTRACT	400.00	400.00
20100807	2011-09-20	MUNIWARE	20110636 20110647 20110808	PAYMENT MUNIWARE SUPPORT BLUE PAPER → <i>cheque paper</i> MUNIWARE SUPPORT	267.27 562.75 267.27	1,097.29
20100808	2011-09-20	REINKE, DARYL	11	PAYMENT S & W CONTRACT	690.00	690.00
20100809	2011-09-20	STERLING WATER CONDITIONING LTD.	13199	PAYMENT CHLORINE	420.52	420.52
20100810	2011-09-20	STREBS AUTO IND SUPPLY	966219 968052	PAYMENT OIL FILTERS OILS FILTERS	12.56 26.59	39.15
20100811	2011-09-20	UFA	008433	PAYMENT FUEL	841.59	841.59
20100829	2011-09-29	A-1 SUPPLY	116435 117357	PAYMENT SAFETY GLASSES, OIL PAN GLOVES, BROOM, RAKE	40.94 171.41	212.35
20100830	2011-09-29	ANKERTON GAS CO-OP	25	PAYMENT NATURAL GAS	203.67	203.67
20100831	2011-09-29	BAWLF PUBLIC LIBRARY	5	PAYMENT 2011 REQUISITION	3,000.00	3,000.00
20100832	2011-09-29	BAWLF RECREATION ASSOCIATION		PAYMENT		4,050.00

Cheques 812-826 Cancelled - Forgot To change to ink.

Item: 3.d)



VILLAGE OF BAWLF

Cheque Listing For Council

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Cheque	Date	Name	Invoice	Description	Invoice Amount	Cheq Amount
20100832	2011-09-29	BAWLF RECREATION ASSOCIATION	6	2011 REQUISITION	4,050.00	4,050.00
20100833	2011-09-29	BAWLF SCHOOL	3	PAYMENT 2 SCHOLARSHIPS	400.00	400.00
20100834	2011-09-29	BLATZ, GORDIE	28	PAYMENT REMUNERATION	324.36	324.36
20100835	2011-09-29	BLATZ, ROD	30	PAYMENT REMUNERATION	121.93	121.93
20100836	2011-09-29	BORDER PAVING	17207	PAYMENT TAC OIL	31.50	31.50
20100837	2011-09-29	CAMROSE FARM EQUIPMENT LTD.	19431	PAYMENT INSPECTED ROTOTILLER	279.53	279.53
20100838	2011-09-29	HACH SALES & SERVICES CANADA	39235	PAYMENT WATER TESTING MATERIAL	172.62	172.62
20100839	2011-09-29	PAUL, TIFFANY	14	PAYMENT WAGES		
20100840	2011-09-29	PORTER, RETA	17	PAYMENT DEDUCTIONS REFUND	4.99	4.99
20100841	2011-09-29	REINKE, FERN	8	PAYMENT REMUNERATION	120.10	120.10
20100842	2011-09-29	SCHULTZ, DANIEL	19	PAYMENT WAGES		
20100843	2011-09-29	SPARKS, JOCELYN	10	PAYMENT WAGES		
20100844	2011-09-29	TRANSALTA ENERGY MARKETING	11-1132984	PAYMENT ELECTICITY	994.45	994.45
20100845	2011-09-29	YUHA, JODY	25	PAYMENT REMUNERATION	360.41	360.41
20100846	2011-09-30	FOSSEN, EINAR	5	PAYMENT WATER & SEWER CONTRACT	200.00	200.00
20100847	2011-09-30	HORBASENKO, LYNN	25	PAYMENT WAGES	-	241.68
			26	MILEAGE	149.85	
			27	WALL ANCHORS, MOTION LIGHT, ETC.	66.83	
				GIFT CERTIFICATE - YUHA	25.00	
20100848	2011-09-30	RECEIVER GENERAL	10	PAYMENT REC GEN.	11,174.28	11,174.28
20100849	2011-09-30	REINKE, DARYL	12	PAYMENT WATER & SEWER CONTRACT	960.00	960.00
20100850	2011-09-30	ROBBINS,, KAREN	11	PAYMENT REMUNERATION	234.97	234.97
20100851	2011-09-30	SCHAPANSKY, MYRNA	22	PAYMENT WAGES		57.70
			24	GIFT & CARD R. BLATZ	57.70	
				WAGES	10,951.84	10,951.8
				Total	41,356.49	

Item: 3.d)



VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

GL Number	Description	September 2011 Actual	2011 YTD Actual	2011 Budget	2011 Budget Remaining \$
TAX REVENUE					
1-00-110	TAXES - RESIDENTIAL	0.00	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	0.00	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	0.00	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	4,170.64	8,611.79	4,000.00	(4,611.79)
1-00-116	GRANTS IN LIEU	0.00	3,942.58	0.00	(3,942.58)
*	TOTAL TAX REVENUE	4,170.64	286,341.24	8,300.00	(278,041.24)
INVESTMENT REVENUE					
1-00-550	RETURN ON INVESTMENTS	0.00	48.11	200.00	151.89
*	TOTAL INVESTMENT REVENUE	0.00	48.11	200.00	151.89
GENERAL REVENUE					
1-12-410	Sale of General Services	8.39	2,057.47	2,500.00	442.53
1-12-590	OTHER REVENUE	0.00	0.00	0.00	0.00
1-12-741	FINES & COSTS	0.00	0.00	0.00	0.00
*	TOTAL GENERAL REVENUE	8.39	2,057.47	2,500.00	442.53
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	18,567.00	37,134.00	18,567.00
1-12-850	COUNTY CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
*	TOTAL GRANTS	0.00	18,567.00	37,134.00	18,567.00
FIRE REVENUE					
1-23-110	SPECIAL TAX - FIRE	0.00	7,000.00	7,040.00	40.00
1-23-410	FIRE FIGHTING FEES CHARGED	0.00	1,105.00	7,000.00	5,895.00
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: 3.00



VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

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GL Number	Description	September 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		0.00	21,907.00	32,407.00	10,500.00
BYLAW REVENUE					
1-26-525	DOG LICENSES	15.00	880.00	800.00	(80.00)
1-26-530	BYLAW FINES	0.00	183.00	200.00	17.00
* TOTAL BYLAW REVENUE		15.00	1,063.00	1,000.00	(63.00)
ROADS & STREETS					
1-32-110	SPECIAL TAX - STREET IMPROVEMENT	0.00	24,558.38	25,600.00	1,041.62
1-32-410	SALE OF GOODS & SERVICES	0.00	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	74,400.00	0.00	(74,400.00)
1-32-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
* TOTAL ROADS & STREETS		0.00	99,492.13	26,100.00	(73,392.13)
WATER REVENUE					
1-41-410	MONTHLY WATER FEES	6,425.00	55,104.00	73,500.00	18,396.00
1-41-412	BULK WATER SALES	753.40	1,703.64	1,600.00	(103.64)
1-41-511	WATER PENALTIES	352.32	1,610.08	1,500.00	(110.08)
1-41-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
* TOTAL WATER REVENUE		7,530.72	58,417.72	76,600.00	18,182.28
SEWER REVENUE					
1-42-410	MONTHLY SEWER FEES	5,425.00	48,104.00	63,800.00	15,696.00
1-42-511	SEWER PENALTIES	0.00	1,257.75	1,500.00	242.25
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		5,425.00	49,361.75	65,300.00	15,938.25
WASTE MANAGEMENT REVENUE					
1-43-410	MONTHLY GARBAGE FEES	2,040.00	18,156.00	24,600.00	6,444.00
1-43-412	MONTHLY RECYCLING FEES	907.20	5,427.00	11,000.00	5,573.00



VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

GL Number	Description	September 2011 Actual	2011 YTD Actual	2011 Budget	2011 Budget Remaining \$
* TOTAL WASTE MANAGEMENT REVEN		2,947.20	23,583.00	35,600.00	12,017.00
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	0.00	180.00	500.00	320.00
* TOTAL DEVELOPMENT REVENUE		0.00	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	0.00	4,375.00	4,400.00	25.00
1-72-560	PARK & CAMPGROUND RENTALS	165.00	1,350.00	1,000.00	(350.00)
1-72-570	PARK DONATIONS	0.00	0.00	200.00	200.00
1-72-590	UTILITIES RECOVERED	100.00	3,457.15	0.00	(3,457.15)
1-72-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	2,400.00	2,400.00
1-72-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	2,800.00	2,800.00
1-72-850	COUNTY CONDITIONAL GRANTS	0.00	12,500.00	12,500.00	0.00
* TOTAL PARKS & RECREATION REVEN		265.00	21,682.15	23,300.00	1,617.85
CULTURE REVENUE					
1-74-560	HALL RENTALS	1,225.00	7,315.00	0.00	(7,315.00)
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		1,225.00	7,365.00	0.00	(7,365.00)
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		21,586.95	590,985.57	373,300.00	(217,685.57)



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COUNCIL EXPENSES					
2-11-130	COUNCIL - PAYROLL DEDUCTIONS	(126.17)	0.00	400.00	400.00
2-11-150	COUNCIL REMUNERATION	940.00	9,743.88	18,100.00	8,356.12
2-11-211	COUNCIL TRAVEL & SUBSISTENCE	113.40	633.15	1,800.00	1,166.85
2-11-214	COUNCIL PROFESSIONAL DEVT	0.00	0.00	1,500.00	1,500.00
*	TOTAL COUNCIL EXPENSES	927.23	10,377.03	21,800.00	11,422.97
ADMINISTRATION EXPENSE					
2-12-110	ADMINISTRATION - SALARIES	10,349.41	66,060.67	98,700.00	32,639.33
2-12-130	ADMINISTRATION - PAYROLL DEDUCTION	1,612.53	4,561.67	0.00	(4,561.67)
2-12-131	EMPLOYEE BENEFITS	0.00	1,958.05	0.00	(1,958.05)
2-12-211	TRAVEL & SUBSISTENCE	149.85	887.90	900.00	12.10
2-12-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	1,842.62	2,700.00	857.38
*	TOTAL ADMINISTRATION EXPENSE	12,111.79	75,310.91	102,300.00	26,989.09
OFFICE OPERATIONS					
2-12-215	FREIGHT & POSTAGE	0.00	231.42	900.00	668.58
2-12-217	TELEPHONE	52.45	3,108.33	4,800.00	1,691.67
2-12-220	ADVERTIZING & PRINTING	119.07	1,626.93	2,700.00	1,073.07
2-12-225	VILLAGE PROMOTIONS	400.00	400.00	900.00	500.00
2-12-230	PROFESSIONAL & CONSULTING SERVICE	0.00	0.00	0.00	0.00
2-12-231	AUDITING SERVICES	0.00	21,355.00	16,000.00	(5,355.00)
2-12-232	ASSESSMENT SERVICES	0.00	3,859.68	4,400.00	540.32
2-12-233	ASSESSMENT REVIEW BOARD	79.50	79.50	400.00	320.50
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	76.97	977.97	700.00	(277.97)
2-12-253	TECHNICAL SUPPORT	509.08	4,080.38	3,400.00	(680.38)
2-12-258	OFFICE JANITORIAL CONTRACT	0.00	0.00	0.00	0.00
2-12-274	INSURANCE	0.00	15,185.90	14,000.00	(1,185.90)
2-12-341	LAND TITLES SERVICES	0.00	0.00	200.00	200.00
2-12-510	OFFICE SUPPLIES	582.55	3,520.11	5,900.00	2,379.89
2-12-511	MISCELLANEOUS	54.95	1,765.56	1,300.00	(465.56)
2-12-519	OTHER SERVICES	0.00	0.00	5,400.00	5,400.00
2-12-540	UTILITIES	139.77	1,968.26	2,300.00	331.74
*	TOTAL OFFICE OPERATIONS	2,014.34	58,309.74	63,800.00	5,490.26
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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GL Number	Description	September 2011 Actual	2011 YTD Actual	2011 Budget	2011 Budget Remaining \$
* 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	55,544.19	74,059.00	18,514.81
* TOTAL REQUISITIONS		18,514.73	55,544.19	74,059.00	18,514.81
FIRE EXPENSES					
2-23-148	IN-SERVICE TRAINING	0.00	0.00	1,200.00	1,200.00
2-23-159	HONORARIUMS - ANNUAL & HOURLY	0.00	373.61	6,900.00	6,526.39
2-23-211	TRAVEL & SUBSISTENCE	0.00	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	0.00	577.05	1,500.00	922.95
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	127.00	500.00	373.00
2-23-251	VILLAGE TRUCK REPAIRS	0.00	621.69	1,000.00	378.31
2-23-252	COUNTY TRUCK REPAIRS	0.00	1,284.89	1,000.00	(284.89)
2-23-253	PAGER REPAIRS	0.00	0.00	1,200.00	1,200.00
2-23-254	PROTECTIVE EQUIPMENT REPAIRS	0.00	1,299.00	6,500.00	5,201.00
2-23-270	CONTRACTED SERVICES	0.00	0.00	100.00	100.00
2-23-274	INSURANCE	0.00	203.10	1,400.00	1,196.90
2-23-510	GOODS & SUPPLIES	0.00	376.09	1,000.00	623.91
2-23-511	MISCELLANEOUS	0.00	0.00	400.00	400.00
2-23-521	FUEL & LUBE	0.00	97.99	800.00	702.01
2-23-540	FIRE HALL POWER	79.50	1,286.95	1,800.00	513.05
2-23-541	FIRE HALL NATURAL GAS	53.51	780.39	1,500.00	719.61
2-23-750	DISPATCH AGREEMENT	0.00	1,178.00	1,200.00	22.00
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		133.01	8,417.66	30,550.00	22,132.34
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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BYLAW ENFORCEMENT					
2-26-270	BYLAW ENFORCEMENT OFFICER	520.00	4,170.17	6,500.00	2,329.83
2-26-234	LEGAL SERVICES	0.00	930.00	0.00	(930.00)
2-26-510	BYLAW SUPPLIES	0.00	249.82	300.00	50.18
*	TOTAL BYLAW ENFORCEMENT	520.00	5,349.99	6,800.00	1,450.01
PUBLIC WORKS SALARIES & WAGES					
2-32-110	PW - SALARIES	4,294.34	21,752.24	27,100.00	5,347.76
2-32-130	PW - PAYROLL DEDUCTIONS	717.36	1,443.48	0.00	(1,443.48)
2-32-131	EMPLOYEE BENEFITS	0.00	223.08	0.00	(223.08)
*	TOTAL PUBLIC WORKS SALARIES &	5,011.70	23,418.80	27,100.00	3,681.20
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	(1,531.75)	2,046.08	3,000.00	953.92
2-32-270	CONTRACTED SERVICES	(854.04)	5,094.38	4,000.00	(1,094.38)
2-32-510	GOODS & SUPPLIES	(164.80)	7,669.98	8,000.00	330.02
2-32-511	MISCELLANEOUS GENERAL SERVICES	0.00	0.00	0.00	0.00
2-32-521	FUEL & LUBE	358.27	2,154.77	2,100.00	(54.77)
2-32-540	UTILITIES - STREET LIGHTS	114.93	7,936.40	10,200.00	2,263.60
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	(2,077.39)	24,940.99	27,700.00	2,759.01
DRAINAGE					
2-37-250	DRAINAGE - REPAIRS & MAINTENANCE	2,793.85	12,150.76	500.00	(11,650.76)
2-37-750	REQUISITION - DRAINAGE	0.00	204.00	200.00	(4.00)
*	TOTAL DRAINAGE	2,793.85	12,354.76	700.00	(11,654.76)
WATER OPERATIONS					
2-41-110	SALARIES & WAGES	0.00	0.00	0.00	0.00
2-41-211	TRAVEL & SUBSISTENCE	0.00	340.65	1,900.00	1,559.35
2-41-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	1,275.42	800.00	(475.42)
2-41-217	TELEPHONE	0.00	625.35	1,200.00	574.65
2-41-230	PROFESSIONAL & CONSULTING SERVICE	0.00	0.00	200.00	200.00
2-41-240	CUSTOMER BILLING	73.76	671.83	600.00	(71.83)
2-41-250	REPAIRS & MAINTENANCE	0.00	8,398.00	14,400.00	6,002.00
2-41-270	WATER - CONTRACT	1,125.00	5,502.90	5,200.00	(302.90)
2-41-510	GOODS & SUPPLIES	582.90	3,381.02	2,000.00	(1,381.02)
2-41-540	UTILITIES	632.03	6,501.63	10,000.00	3,494.63



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2-41-762	CAPITAL PURCHASES	0.00	0.00	27,100.00	27,100.00
2-41-790	WATER SYSTEM - AMORTIZATION	0.00	0.00	0.00	0.00
2-41-750	REQUISITION - SMRWSC	0.00	8,023.98	13,200.00	5,176.02
*	TOTAL WATER OPERATIONS	2,413.69	34,724.52	76,600.00	41,875.48
SEWER OPERATIONS					
2-42-110	SALARIES & WAGES	0.00	0.00	0.00	0.00
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	453.45	1,100.00	646.55
2-42-230	PROFESSIONAL & CONSULTING SERVICE	0.00	9,458.50	10,400.00	941.50
2-42-240	CUSTOMER BILLING	73.77	612.51	600.00	(12.51)
2-42-250	REPAIRS & MAINTENANCE	0.00	2,906.58	1,900.00	(1,006.58)
2-42-270	SEWER - CONTRACT	1,125.00	4,288.05	5,200.00	911.95
2-42-274	INSURANCE PREMIUMS	0.00	0.00	1,300.00	1,300.00
2-42-510	GOODS & SUPPLIES	0.00	549.93	1,000.00	450.07
2-42-540	UTILITIES	26.82	2,642.69	3,600.00	957.31
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	3,290.00	8,330.00	5,040.00
2-42-831	LAGOON DEBENTURE INTEREST	0.00	1,110.00	1,670.00	560.00
*	TOTAL SEWER OPERATIONS	1,225.59	26,676.68	65,300.00	38,623.32
WASTE MANAGEMENT					
2-43-270	GARBAGE - CONTRACT	1,574.40	10,675.11	16,700.00	6,024.89
2-43-350	LANDFILL FEES	0.00	48.20	200.00	151.80
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	885.60	6,855.76	13,500.00	6,644.24
*	TOTAL WASTE MANAGEMENT	2,460.00	17,829.07	31,200.00	13,370.93
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	5,000.00	20,000.00	15,000.00
2-51-840	CONDITIONAL GRANTS TO CDSS	0.00	0.00	9,559.00	9,559.00
*	TOTAL CAMROSE & DISTRICT SUPPO	0.00	7,389.75	32,159.00	24,769.25
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)



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PLANNING & DEVELOPMENT					
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	4,294.32	20,399.38	43,500.00	23,100.62
2-72-115	CSJ & STEP WAGES	179.19	12,769.76	0.00	(12,769.76)
2-72-130	RECREATION & PARKS - PAYROLL DEDUC	918.50	2,054.83	0.00	(2,054.83)
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	153.57	1,513.00	1,600.00	87.00
2-72-270	CONTRACTED SERVICES	629.04	1,258.08	500.00	(758.08)
2-72-510	GOODS & SUPPLIES	(25.44)	3,175.00	1,600.00	(1,575.00)
2-72-521	FUEL & LUBE	358.28	2,135.67	2,100.00	(35.67)
2-72-540	UTILITIES - REC BOARD, ETC	53.33	1,640.22	0.00	(1,640.22)
2-72-750	REQUISITIONS - RECREATION	4,050.00	4,050.00	0.00	(4,050.00)
2-72-762	CAPITAL PURCHASES	0.00	0.00	1,500.00	1,500.00
2-72-770	GRANTS TO ORGANIZATIONS	0.00	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	(10,610.79)	(62,444.24)	(68,050.00)	(5,605.76)
CULTURE					
2-74-250	REPAIRS & MAINTENANCE - OLD HALL	0.00	64.00	400.00	336.00
2-74-510	GOODS & SUPPLIES	123.91	306.73	0.00	(306.73)
2-74-540	UTILITIES	41.18	2,142.40	3,400.00	1,257.60
2-74-584	SPECIAL EVENTS	0.00	82.96	1,100.00	1,017.04
2-74-750	REQUISITION - PARKLAND LIBRARY	0.00	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	3,000.00	3,000.00	3,000.00	0.00
2-74-831	DEBENTURE INTEREST	0.00	0.00	0.00	0.00
*	TOTAL CULTURE	3,165.09	13,611.87	12,000.00	(1,611.87)
GENERAL					
2-97-990	GENERAL CONTINGENCY	0.00	2,506.00	2,500.00	(6.09)



VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

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* TOTAL GENERAL		0.00	2,506.09	2,500.00	(6.09)
** TOTAL EXPENSES		59,824.42	443,854.21	647,068.00	203,213.79
*** SURPLUS/DEFICIT		38,237.47	(147,131.36)	273,768.00	420,899.36

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: October 13, 2011
SUBJECT: Insurance Claim – Damage to Camper

PURPOSE:

The purpose of this memo is to provide Council with the history of an insurance claim brought forward by a resident regarding damage to his camper and to inform Council of the current status of the file with our insurance company.

BACKGROUND:

Here are the details and history of the insurance claim brought forward to the Village's insurance company through the claimants' insurance company:

- February 22 or 23, 2011 – an invoice addressed to Armand Magnin from Ben's RV Repair was placed in the Village's outside drop box. An explanation of the invoice was not attached.
- February 24 – the Mayor informed me that the invoice was for damages caused by a rock thrown against the camper by Mr. Calvin Elless, a previous Village employee, with a Village mower. This was the first I had heard about the incident.
- February 24 – I sent a letter to Mr. Magnin asking that his insurance company serve the Village in writing. The original invoice was returned to Mr. Magnin.
- March 1 – I spoke to Mr. Magnin and he stated that Mr. Elless told him to get it fixed and the Village would take care of it. I told Mr. Magnin that Mr. Elless never mentioned anything to me about it but regardless, the claim would have to go through our insurance companies to follow the appropriate processes.
- March 8 – Ms. Lacey Hagen from the claimant's insurance company contacted the Village asking who the Claims Notice should be forwarded to.
- March 22 – the Village received the Claims Notice by fax. (The Date of Loss on the Notice was June 21, 2010. Mr. Elless' last day of employment with the Village was May 28, 2010.)
- March 22 – as requested by the Village's insurance company, I faxed the standard Liability Claims Reporting Form and the claimant's insurance company's Claims Notice to the Village's insurance company.
- June 2 – the Village's Insurance Adjuster sent an email requesting additional information from the Village regarding the lease agreement between the Village and Mr. Rodney Blatz and also provided us with copies of the Statements made by Mr. Magnin and Mr. Elless to the claimant's Insurance Adjuster (dated April 29 and May 13, respectively).
- June 8 – as requested by the Insurance Adjuster, I provided a statement of events to date, a copy of the invoice from Ben's RV Repair and a copy of the lease agreement between the Village and Mr. Blatz.
- June 14 – as requested by the Insurance Adjuster, I signed the company's standard consent form to collect, use and distribute information pertinent to this claim.
- Exact Date Unknown – Village received an invoice from the claimant for the \$200 deductible that he paid.
- July 4 – Mr. Magnin and Ms. Lindballe came to the Village Office inquiring as to the status of the claim and stating that their insurance company informed them that they had a cheque ready for them. They

wondered if it was a cheque from the Village's insurance company. I reported that my last communication with the Village's adjuster was 2-3 weeks ago and that I did not know the status of the claim.

- July 4 – I emailed the Adjuster asking about the status of the claim.
- July 6 – the Village received an email from the Adjuster with a copy for Village records of the denial letter dated July 6 that was sent from the Village's Adjuster to the claimant's Adjuster.
- July 13 – Council Meeting - "Insurance Issues" added to New Business. Motion 112/11: MOVED BY Councillor R. Blatz that the Village Council pay Armand Magnin's insurance deductible and any increases in his insurance premium for one year in connection with the damage incurred by his trailer caused by the Village's grasshopper mower. Motion defeated.
- September 21 – Council Meeting - letter from claimants dated September 20th was distributed during the meeting. MOTION 141/11: MOVED BY Councillor Reinke that the Village Council table further discussion regarding the insurance claim until the October Council Meeting. Motion carried.
- October 7 – I called the Claims Department of our insurance company to inform them of the claimant's September 20th letter to the Village Council asking for the Village's insurance company to reimburse their company. The representative authorized the claim to be readdressed by the Village's insurance company.

Regarding the statements affronting me personally in the September 20th letter from the claimants, I would like to state the following:

- It appears as though the claimants hold me personally responsible for the outcome of the claim. My role was to forward the claim to the Village's insurance company and to provide information as they requested. The decision to deny the claim was made by the Adjuster for the Village's insurance company.
- When the claimants came to speak to me on July 4, the focus was on the *status* of the claim, not on the *details* that our insurance Adjuster asked me for and that I provided. Any comment that I may have made regarding "not knowing what was happening", was in reference to the status of the claim at that time as that was what the discussion was about.
- Mr. Elless did not tell me about the incident at any point during a staff meeting or otherwise. (I have retained all of my staff meeting notes which supports this statement.) Neither had anyone else informed me of this incident prior to February 24, 2011, when the Mayor mentioned the details to me. I have no reason to deny knowledge of the incident. The process of forwarding the claim to our insurance company would have remained unchanged regardless of when I was informed.
- I cannot comment on what previous Village Administrators have done regarding insurance claims. I can only confirm that I followed the standard practice that municipalities follow when an insurance claim is being made against the municipality.

When the Village receives communication back from our insurance company after readdressing the claim, the information will be brought back to a Regular Council Meeting.

RECOMMENDATION:

It is recommended that the Village Council this memorandum as information.

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: October 12, 2011
SUBJECT: External Audit Services – Results of Second Request for Proposals

PURPOSE:

The purpose of this memo is update the Village Council on the tender process for the Village's external audit services.

BACKGROUND:

The Village tendered out the audited services and the results were presented at the September 21, 2011 Council Meeting. Our Request for Proposals stated that the firm must employ Chartered Accountants and we received one tender from a Certified Management Accountant. The Council requested that Administration further research the criteria set out by Municipal Affairs regarding the accountant classification that is required for audited financial statements to be accepted by the province.

Municipal Affairs has advised that the annual Municipal Financial Information Return must be prepared in accordance with the Canadian Institute of Chartered Accountants and further that chartered accountants, certified management accountants and certified general accountants all follow the guidelines of the Institute. Therefore, a firm with any of these three designations is an acceptable firm to prepare municipal audits.

The Administration prepared an amended Request for Proposals, invited the two firms that initially submitted bids to resubmit and contacted seven additional firms to ask if they prepare municipal audits and if they would be interested in bidding. Two of the seven indicated that they no longer prepare municipal audits.

The amendments to Request for Proposals document included the following changes:

1. Clause 1: The Village of Bawlf will accept proposals until 2:00 p.m. on Tuesday, October 18, 2011.
2. Clause 2: The firm must be chartered accountants, certified management accountants or certified general accountants engaged in public practice in the Province of Alberta.
3. The audit appointment will be made for one year initially, and if the performance of the selected auditor is found satisfactory, it is proposed that the appointment be extended for a total period of five (5) years.

After 2:00 p.m. on Tuesday, October 18, 2011, the submitted proposals will be tabulated and presented to the Council at the Council Meeting on October 20th. Council will be asked to appoint an auditor for the 2011 Audit.

ALTERNATIVES:

n/a

RECOMMENDATION:

n/a

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: October 19, 2011
SUBJECT: External Audit Services Bids – Second Request for Proposals

PURPOSE:

The purpose of this memo is to present the bids from the second request for proposals and ask Council to appoint an auditor to prepare the 2011 audited financial statement.

BACKGROUND:

The Village Manager spoke to nine accounting firms inquiring whether or not they would be interested in submitting bids to prepare our external audit. Two indicated they do not prepare municipal audits any longer, one did not call back for the details, one indicated they do not have the resources to take on another client, the two firms that submitted bids on the first RFP agreed to resubmit, and three additional firms indicated they were interested and did submit bids.

Details included in the five bid documents received:

Firm	Proposed Bid for 2011 Audit	Bids for 2012/13/14/15	Non-Audit Services Rate	Other Alberta Municipal Audits
#1	\$6750	\$7000 (2012); \$7200 (2013)	\$150/hour	11 others
#2	\$15,750		Rate not provided	8 others
#3	\$6500-\$7000	Add 5% per year.	\$70-\$250/hour	2 others
#4	\$21,000	\$17,300/\$18,000/ \$18,900/\$19,845	\$100-\$225/hour	4 others
#5	\$15,000	\$15,750/\$16,535/ \$18,000/\$19,800	\$100-\$280/hour	19 others

ALTERNATIVES:

1. That the Village Council appoint Firm #1 to provide the Village of Bawlf's external audit services for 2011 at a cost of \$6750.00 plus \$150.00 per hour for additional non-audit services, as required, with the intention that the appointment be extended for a total period of five (5) years if the performance of auditor is found to be satisfactory.
2. That the Village Council select and appoint an alternative audit firm to prepare the Village of Bawlf's external audit services for 2011.

RECOMMENDATION:

It is recommended that the Village Council appoint Firm #1 to provide the Village of Bawlf's external audit services for 2011 at a cost of \$6750.00 plus \$150.00 per hour for additional non-audit services, as required, with the intention that the appointment be extended for a total period of five (5) years if the performance of auditor is found to be satisfactory.

Item #: 4.b.i

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: October 13, 2011
SUBJECT: Shirley McLellan Regional Water Services Commission Resolutions

PURPOSE:

The purpose of this memo is to present the Shirley McLellan Regional Water System Business Plan, the projected five year water rate and Bylaws 5-11 and 6-11 to the Village Council for approval.

BACKGROUND:

The Shirley McLellan Regional Water Services Commission was established in 2006 and consists of 16 member municipalities. The section of the regional water line from Stettler to Consort has been completed and the leg from Stettler to Big Valley is planned to be constructed in 2012. It is anticipated that the line to Bawlf will be constructed by 2016.

The Shirley McLellan Regional Water Services Commission met on September 14, 2011 at which time the Commission adopted the Shirley McLellan Regional Water System Business Plan in principle for presentation to the Commission members for approval. The Commission is asking that the Business Plan be presented to each of the Councils and approved by resolution. The Administration does not see any reason to not approve the Business Plan as presented by the Commission. The Business Plan is a 131-page document and is available to council members who wish to review the entire Plan. The Executive Summary is attached for your information.

The projected five year water rates appear on pages 64 and 65 of the Business Plan. The 2011 Budgeted water rate is \$1.75 per cubic metre. Future rates have been projected to be: \$1.80 (2012); \$1.85 (2013); and \$1.90 (2014-2016). The Commission is asking for Councils to approve the five year water rate.

Bylaws 5-11 and 6-11 are attached for information and approval. The Administration does not see any reason to not approve the two bylaws as presented.

ALTERNATIVES:

1. That the Village Council pass the appropriate motions to approve the SMRWSC Business Plan, the Five Year Water Rates and Bylaws 5-11 and 6-11.
2. That the Village Council choose not to approve any or all of the SMRWSC Business Plan, the Five Year Water Rates and Bylaws 5-11 and 6-11.

RECOMMENDATIONS:

It is recommended that the Village Council pass the following motions:

- That the Village of Bawlf approve the Shirley McLellan Regional Water Services Commission Business Plan dated September 14, 2011 as presented.
- That the Village of Bawlf approve the five year water rate (as per Section 6.3.2 – *Calculation of Rates 2011-2016* of the Shirley McLellan Regional Water Services Commission Business Plan) as presented.
- That the Village of Bawlf approve Bylaws 5-11 and 6-11 as presented by the Shirley McLellan Regional Water Services Commission.

Item #: 5.a)

Executive Summary

A series of dry years over the past decade together with the demands of growth and continuing development have combined to put serious pressure on the existing ground and surface water supplies in the East Central Alberta Region. To meet the challenge of securing a long term water supply that will enable communities to continue to remain viable and to go grow and to ensure that a safe and secure source of potable water is available to the population of the region, 16 rural and urban municipalities have joined together to form the Shirley McClellan Regional Water Services Commission (Commission). With significant funding from the Water for Life Program of the Government of Alberta, the Commission has constructed and put into operation the initial section of the Main Transmission Line taking water east along Highway 12 to Consort. This line is part of a larger network that will serve the region and to this end the Commission has developed a Business Plan which:

1. Identifies the long term water need of the Commission Members and an overall system to serve the Members,
2. Sets out the stages of development of this overall system, the timing, capital costs and sources of capital financing,
3. Describes the governance and administration of the Commission and the responsibilities of the Members, and
4. Projects expected operating costs of the System for the years 2011 – 2016, and the rates and contributions required of the Members

The long term water needs of the Members have been calculated based on expected population growth and consumption rates. This 25 year projected volume is the commitment of the Commission to the Members and the Member's proportionate share of the System's capacity.

Members	Volume M3	%
Camrose County	624,554	12.3%
Lacombe County	100,000	2.0%
Paintearth County	504,515	10.0%
Stettler County	1,844,291	36.4%
Town of Castor	292,805	5.8%
Town of Coronation	336,334	6.6%
Village of Bawlf	110,048	2.2%
Village of Big Valley	106,474	2.1%

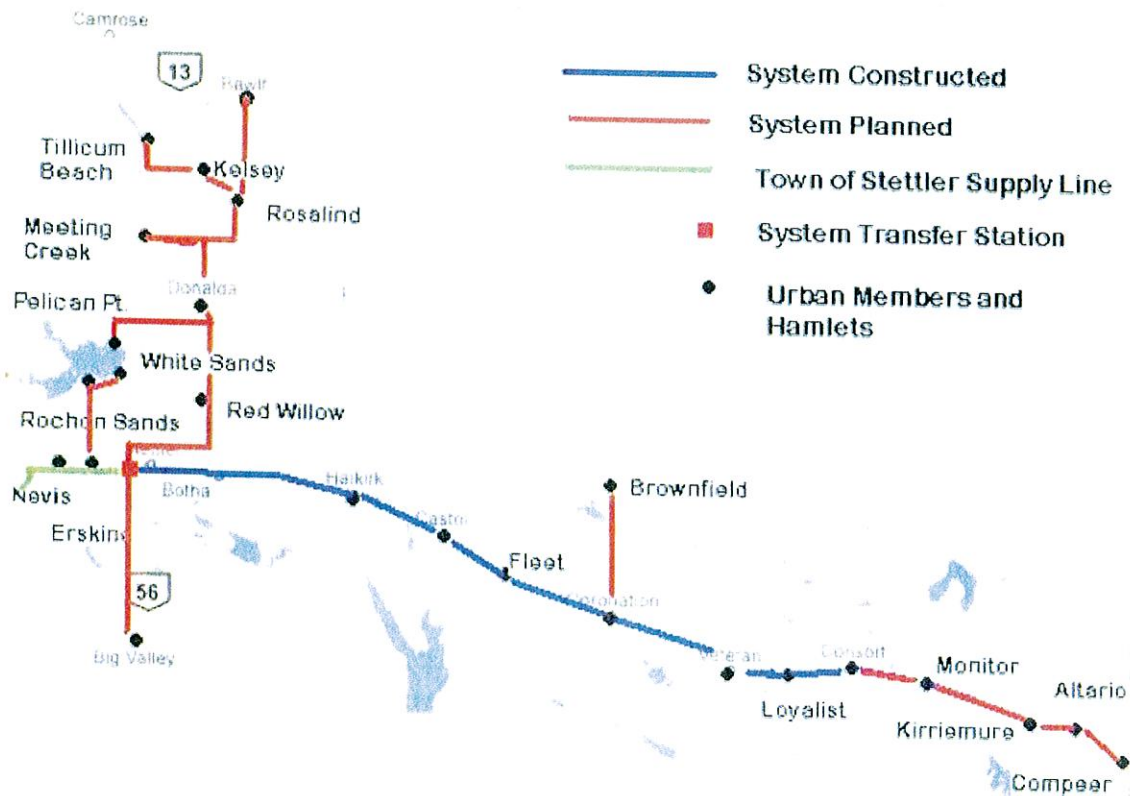
Members	Volume M3	%
Village of Consort	198,544	3.9%
Village of Donalda	72,027	1.4%
Village of Halkirk	36,500	0.7%
Village of Rosalind	61,430	1.2%
Village of Veteran	91,443	1.8%
SV of Rochon Sands	78,840	1.6%
SV of White Sands	74,724	1.5%
Special Areas	531,691	10.5%
	5,064,220	100.0%

Shirley McClellan Regional Water System – Business Plan
Draft 2.1 – September 14, 2011

The Members have agreed that in the long term, the operating and capital development costs of the System will be recovered by way of a rate per cubic meter (m3) of water actually consumed by each Member. This rate will be a "postage stamp rate" or one that is uniform and common to all Members regardless of their location within the System. However, until all Members are substantially drawing water from the System, the capital development costs will be allocated on the Member's proportionate share of the System capacity, while the governance and administration costs of the Commission will be shared equally among the Members.

Regional Water System

By way of purchase agreement with the Town of Stettler, the System will be supplied with treated water from the Stettler Water Treatment Plant which draws raw water from the Red Deer River. This plant was upgraded with funds from the Water for Life Program to serve the needs of the Shirley McClellan system and also that of the Highway 12 / 21 Regional Water System to the west. Treated water will be conveyed in time to all of the Members through the pipeline network set out in the figure below.



The remaining portion of the System will be constructed in stages, the timing of which will be dependent on the water needs and supply situation of the Members to be served by the particular stage and on the availability of major grant funding. The Commission has identified in the following table, the expected timing at this point of the full development of the System. Provincial Government funding has been approved for the Big Valley Branch and the Commission is moving forward to construct this line in 2012. The priority of

Shirley McClellan Regional Water System – Business Plan
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the other sections may need to be adjusted to respond to changes of circumstance or availability of funding and the Commission will continue to review the timing of the stages. It is the top priority and goal of the Commission to develop the entire system by 2021, 10 years from this point in time and 15 years from the time the Members came together in order to develop the regional system.

Estimated Capital Costs and Financing

The estimated capital cost of the entire System is estimated at \$100 Million. Nearly \$45 Million has already been expended on the Water Transfer Station, a central reservoir and pumping facility for the System, and the Main Transmission line east. An additional \$55 Million would be required to complete the remaining sections of the System.

	Completed	2012	2013	2014	2015	2016	2016-2021	Total
Capital Costs								
Water Transfer Station	\$10,821,892						\$0	\$10,821,892
Main Transmission Line								
Transfer Station to Consort	\$32,069,301						\$0	\$32,069,301
Consort to Kierleaguir							\$6,270,000	\$6,270,000
Kierleaguir to Compeer							\$4,470,000	\$4,470,000
Brownfield Branch							\$4,470,000	\$4,470,000
North Line								
Transfer Station to Donalds			\$9,988,000				\$0	\$9,988,000
North Shore Branch							\$4,370,000	\$4,370,000
Donalds to Rosalind							\$0	\$0
Rosalind to Bawlf					\$6,300,000		\$0	\$6,300,000
Meeting Creek Branch						\$2,850,000	\$2,850,000	\$2,850,000
Tillamook Beach Branch							\$1,530,000	\$1,530,000
Big Valley Branch		\$6,317,068					\$4,180,000	\$4,180,000
Buffalo Lake Branch				\$6,000,000			\$0	\$6,000,000
	\$42,891,194	\$6,317,068	\$9,988,000	\$6,000,000	\$6,300,000	\$2,850,000	\$27,990,000	\$99,486,262
Funding								
Water for Life								
Eligible Costs	\$42,367,448	\$6,317,068	\$9,988,000	\$6,000,000	\$6,300,000	\$2,850,000	\$27,990,000	\$98,962,416
Funding Rate	90%	90%	90%	90%	90%	90%	90%	
Grant	\$38,130,613	\$5,685,361	\$8,989,200	\$5,400,000	\$5,670,000	\$2,565,000	\$25,191,000	\$89,066,174
Commission Funding								
Share of Eligible Costs	\$4,236,735	\$631,707	\$993,800	\$600,000	\$630,000	\$285,000	\$2,799,000	\$9,896,242
Funding for Ineligible Costs	\$523,846							\$523,846
Total Commission Funding	\$4,760,581	\$631,707	\$993,800	\$600,000	\$630,000	\$285,000	\$2,799,000	\$10,420,038
	\$42,891,194	\$6,317,068	\$9,988,000	\$6,000,000	\$6,300,000	\$2,850,000	\$27,990,000	\$99,486,262

For the constructed portion of System, a grant of 90% of the cost was received from the Water for Life Program. The remaining 10% was funded by the Commission through debenture debt borrowing. The Big Valley Branch has also been approved for Water for Life Funding at 90%. The same proportion of grant funding has been forecast for the remaining stages of the System.

The Commission's 10% share of the remaining capital costs will continue to be funded by long term, 25 year amortization borrowing from the Alberta Capital Financing Authority. The Plan's financial calculations

Shirley McClellan Regional Water System – Business Plan
Draft 2.1 – September 14, 2011

allow for a 5% annual interest rate though the current borrowing rate is less than 3.5%. Ultimately, the Commission is expected to borrow in excess of \$10 Million with annual repayment costs reaching nearly \$750,000 annually. Because of the magnitude of the expected borrowing, the Commission will need approval of the Minister of Municipal Affairs to exceed the Commission's allowed debt limit.

Governance, Administration and Operation of the Commission

The Commission is governed by provisions of the *Municipal Government Act* and its bylaws. The present originating bylaw of the Commission will be updated to ensure consistency with the provisions of this Plan. Each of the present 16 Members of the Commission is entitled to appoint a Director to the Board of the Commission and each Director is entitled to an equal vote regardless of size or type of municipality. The Commission has engaged the County of Stettler on a contractual basis to undertake the management and administration of the Commission and the operation of the System. Other provisions of the Plan address:

- the Commission's strategic direction, Business Planning process and policy areas on which the Commission will focus.
- expectations of Members and the contractual arrangements between the Commission and a Member
- administrative and financial procedures of the Commission

Operating Costs and Projected Rates

The Plan includes an operating expenditure estimate for the period 2011 through to 2016. As well, the Plan provides a possible financial picture for year 2021, the year by which the full system will have been constructed.

	2012	2016	2021
	Projected	Projected	Projected
Projected Volume of Water to Members (m3)	542,960	847,132	1,177,807
Cash Revenue			
Rates from Connected Members	\$977,328	\$1,609,551	\$2,414,503
Interest Income, Dividends			
Town of Stettler - Water Transfer Station	\$51,000	\$55,204	\$60,950
Direct Contributions from Members			
Governance and Administration	\$130,050	\$140,770	\$143,586
Debenture Costs	\$335,698	\$537,410	\$734,784
Total Revenue	\$1,494,076	\$2,342,935	\$3,353,823
Cash Expenditures			
Governance and Administration	\$130,050	\$140,770	\$155,422
Purchase of Water	\$686,736	\$1,159,775	\$1,780,317
Transmission Lines O and M	\$212,058	\$305,516	\$448,965
Transfer Station O and M	\$89,148	\$122,224	\$172,753
Transfer to Operating Reserves	\$25,000	\$25,000	\$25,000
Debenture Debt Payments	\$335,698	\$537,410	\$734,784
Total Expenditure	\$1,478,690	\$2,290,695	\$3,317,241

Shirley McClellan Regional Water System – Business Plan
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Through the initial period, the expected rate will need to increase from the present \$1.75 per cubic meter to \$1.90 / m³ by 2014 after which it would tend to remain stable for a few years. Even with the completion of the full system in 2021, the expected rate, at about \$2.05 / m³, is not significantly higher than present levels. These rates, however, do not include the governance and administration costs of the Commission or the debenture debt repayment costs, both of which are recovered from the Members through direct contributions. If all of these costs were included in the rates, the rates would be \$.80 to \$.90 higher.

For comparison, present rates from other regional water systems have been included, though these must be approached with caution as circumstances of each system will be unique.

Mountain View - \$1.20, \$1.33 in 2012
Westlock - \$1.35
Twin Valley - \$1.65
Shirley McClellan - \$1.75

Elk Point / St. Paul - \$1.80
North Red Deer - \$1.92
Highway 12/21 - \$2.35
Kneehill - \$3.10

Risks and Barriers

For the Big Valley Branch, 90% funding has already been approved and the Commission require Ministerial approval to borrow the remaining 10%. If the require provincial approval is delayed, the Village of Big Valley would need to continue to use its existing source of water supply, one with significant regulatory deficiencies which need to be addressed. Any investment in the existing supply facilities to bridge the time gap in approval would most be lost investment and would need to be borne fully by Big Valley. As well, delays in the project could jeopardize the Water for Life grant funding already approved and would put on hold plans of Stettler County for rural servicing in that area.

As to the completion of the rest of the stages of the System, the approach laid out in the Business Plan, relying as it does on the 90/10 funding levels of the Water for Life program, allows the development of the entire System over a 10 year period with water rates that, while high, are acceptable and affordable. If there is a delay in receiving Water for Life funding (or a similar magnitude of alternative funding from provincial or federal government sources) or the funds are simply unavailable for any of the subsequent stages of System development, the Commission would not be able to proceed with the planned construction. Already needing Ministerial approval to borrow a 10% share, the Commission would simply be unable to carry the significant amount of capital borrowing that would be needed.

For those Members with existing systems, these communities would need to continue using their existing sources of water supply until the regional source becomes available. For some, this may be possible without serious implication. For others, however, the adequacy of existing systems in terms of quantity and quality will be such that the status quo would not be an option. Where water quality and safety with existing supply are an issue, there would be no alternative but to undertake improvements to existing water supply systems in order to bridge the gap until a regional supply arrives. If present systems do not have the quantity of water needed, then the alternative would be that future growth and development in the communities, a feature of great importance to future viability of municipalities in East Central Alberta, would have to stop.

In cases where Members had planned new distribution systems to serve existing hamlet and rural populations and provide an alternative to private dependence on depleting or undrinkable groundwater sources, these initiatives could not go ahead.

Conclusions

To meet the needs of the urban and rural communities for a long term assured supply of safe water, the municipalities in East Central Alberta as Members of the Commission have set out a plan for the continued development of the complete System. Significant funds, nearly \$43 Million, have already been expended with 90% of these costs funded by the Government of Alberta. The Commission has received funding approval for the second stage of System development, the Big Valley Branch, and has laid out in the Plan the staged development over the next 10 years of the remainder of the System.

The Members, through the engineering studies completed, in working closely with provincial departments and with the consultants and with the management team engaged have concluded that the Shirley McClellan regional system is most viable and practical way to provide for the long term water needs of the municipalities and their citizens. The Business Plan sets out how this will be achieved. The operation of the system and its continued construction and development will be expensive and but the Commission believes that the cost will be affordable water. However, the Plan clearly identifies that future development of the remaining parts of the System will only be financially possible with a continuation of the significant level of provincial funding support that has been received to this point.

SHIRLEY MCCLELLAN REGIONAL WATER SERVICES COMMISSION

BYLAW NO. 5-11

Being a By-Law of the Shirley McClellan Regional Water Services Commission in the Province of Alberta (Commission) respecting the appointment of a Board of Directors, Chair and Vice Chair

BYLAW No. 5-11 of the Shirley McClellan Regional Water Services Commission being a bylaw to repeal Bylaw 1 which was adopted on November 24, 2007 respecting the appointment of a Board of Directors, Chair and Vice Chair.

WHEREAS pursuant to the provisions of the Municipal Government Act, R.S.A. 2000, c. M-26; the Board of the Commission must pass a Bylaw respecting the appointment of its Directors and the designation of its Chair, and

WHEREAS such Bylaw requires does not come into effect until the approved by the Minister of Municipal Affairs.

NOW THEREFORE the Board of Shirley McClellan Regional Water Services Commission, duly assembled, enacts the following:

1. DEFINITIONS

- 1.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, c. M-26;
- 1.2 "Board" means the Board of Directors of the Commission;
- 1.3 "Chair" means the Chairperson of the Board;
- 1.4 "Commission" means the Shirley McClellan Regional Water Services Commission;
- 1.5 "Director(s)" means the representative of a Member to the Board (the representatives of the Members to the Board) appointed in accordance with this Bylaw;
- 1.6 "Member(s)" means that Member (or those Members) of the Commission set out in the Regulation;
- 1.7 "Regulation" means *Alberta Regulation AR 455/2007*;

2. BOARD OF DIRECTORS

- 2.1 The Board shall consist of Sixteen (16) Directors and be composed of One (1) Director representing each Member as appointed by the municipal council of the Member from among the Member's elected officials;
- 2.2 A Member may revoke its appointment of a Director and may appoint a replacement Director.
- 2.3 An alternate Director, as appointed by a Member, is entitled to act in the place of the Director in respect of who he is named as alternate when the original Director is absent or not able to attend a meeting of the Board.
- 2.4 When an alternate Director acts in place for a Director, the alternate Director is a member of the Board for all purposes.

3. CHAIR AND VICE CHAIR

- 3.1 The Directors shall elect, from amongst their number, the Chair and the Vice-Chair at the first Regular Meeting of the Board in November of each year.
- 3.2 The term of office of the Chair and Vice Chair is one year.

4. AMENDMENT

- 4.1 In accordance to section 191 (2) of the Act, a bylaw to amend this Bylaw does not come into force until the bylaw is passed by a three quarters majority of the Directors and approved by the Minister of Municipal Affairs.
- 4.2 Written notice of a proposed amendment to this Bylaw shall be provided to each Director and each Member not less than thirty (30) days in advance of the meeting at which the amendment is to be considered.

5. REPEAL

- 5.1 Bylaw No. 5-11 hereby repeals Bylaw No. 1, passed November 24, 2007 and approved by the Minister of Municipal Affairs June 4, 2008.

6. BYLAW IN FORCE

- 6.1 In accordance to section 191 (2) of the Act, this Bylaw shall come into force and effect upon approval by the Minister of Municipal Affairs.

READ A FIRST TIME this 14th day of September, 2011 A.D. on a motion of Wayne Nixon.
Carried

READ A SECOND TIME this _____ day of _____, 2011 A.D. on a motion of _____.
Carried

READ A THIRD TIME this _____ day of _____, 2011 A.D. on a motion of _____.
Carried

CHAIRPERSON

MANAGER

Approved by the Minister of Municipal Affairs this _____ day of _____ 20__

Minister of Municipal Affairs

L:\Shirley McClellan Regional Water Services Committee\Bylaw\SMRWSC Bylaw 5-11 - Appoint Board of Directors, Chair and Vice Chair.doc

SHIRLEY MCCLELLAN REGIONAL WATER SERVICES COMMISSION

BYLAW NO. 6-11

Being a By-Law of the Shirley McClellan Regional Water Services Commission in the Province of Alberta (Commission) respecting the Operation of the Commission and Provision of Services

WHEREAS appointment of the Board of Directors and the selection of Chair and Vice Chair of the Board has been established under Bylaw No. 1, and

WHEREAS pursuant to the provisions of the Municipal Government Act, the Board of the Commission may pass Bylaws

1. respecting the provision of the commission's services;
2. governing the administration of the commission.

NOW THEREFORE the Board of Shirley McClellan Regional Water Services Commission, duly assembled, enacts the following:

1. DEFINITIONS

- 1.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, c. M-26;
- 1.2 "Annual Meeting" means the Meeting of the Board and the Members to be held on a date and at a location to be determined by the Board in accordance with this Bylaw;
- 1.3 "Auditor" means the auditor of the Commission appointed by the Board pursuant to Section 9 hereof;
- 1.4 "Board" means the Board of Directors of the Commission;
- 1.5 "Budget" means the capital budget and the operating budget required by the Act;
- 1.6 "Chair" means the chairperson of the Board, selected in accordance with Bylaw No. 5-11;
- 1.7 "Commission" means the Shirley McClellan Regional Water Services Commission established under the Regulation;
- 1.8 "Director" means the representative of a Member on the Board appointed in accordance with Bylaw No. 5-11;

- 1.9 "Financial Plan" means the financial plan for the Commission for the forthcoming three (3) financial years, as it exists from year to year;
- 1.10 "Manager" means the person appointed by the Board as Manager in accordance with Section 8 of this Bylaw;
- 1.11 "Member(s)" means the member(s) of the Commission as set out in the Regulation;
- 1.12 "Regulation" means *Alberta Regulation AR 455/2007*;
- 1.13 "Regular Meeting" means the meetings of the Board to be held each year on dates and at locations to be determined by resolution of the Board pursuant to Paragraph 6.1 hereof;
- 1.14 "System" means the water transfer station, transmission pipelines, reservoirs, pump stations and control systems operated by the Commission for the purpose of providing water to the members and customers of the Commission.
- 1.15 "Special Meeting" means a meeting of the Board called in accordance with Paragraph 6.2 of this Bylaw;
- 1.16 "Vice Chair" means the vice chairperson of the Board, selected in accordance with Bylaw No. 5-11;
- 1.17 "Water Services" means all treated water services provided by the Commission; and
- 1.18 All other words in this Bylaw are as defined or used in the Act or the Regulation.

2. OBJECTS

- 2.1 The objects of the Commission are to provide:
 - (a) wholesale treated water services to its Members, and

3. MANAGEMENT

- 3.1 The management of this Commission shall be vested in the Board.

4. BOARD OF DIRECTORS

- 4.1 The proceedings of the Board shall be conducted in accordance with the Act and this Bylaw.
- 4.2 The Board shall be responsible for the management and conduct of the affairs of the Commission, which responsibility shall include, but not be limited to, the following:
- (a) to approve the Financial Plan for the forthcoming three (3) years and the Budget for the forthcoming year;
 - (b) to maintain the operations of the Commission in a manner which benefits the Members; and
 - (c) to cause the minute books and financial records of the Commission to be maintained and to make the same available to the Members.
- 4.3 The Directors shall receive for attending any Board meeting or for carrying out any Director's responsibilities, meeting fees and expenses including travel expenses as permitted by the rates and fees set out the Financial Plan and Budget.

5. OFFICERS

- 5.1 The Chair shall preside over the Annual Meeting, each Regular and Special Meeting and any meetings of any committee of the Commission.
- 5.2 The Chair shall appoint all officials and committees as directed by the Board.
- 5.3 The Chair shall be an ex-officio member of all committees.
- 5.4 The Chair shall vote on all matters before the Board.
- 5.5 The Chair shall perform all other and such other duties as are usually performed by the Chair.

- 5.6 The Vice-Chair shall act and perform the duties of the Chair in the absence of the Chair or the Chair's inability to perform the duties of the Chair.
- 5.7 In the absence of the Chair at any meeting, the Vice-Chair shall preside over the meeting for that meeting only.
- 5.8 During the absence or inability of the Chair and Vice-Chair, a Director appointed by the Board for that purpose shall exercise the duties and powers of the Chair.
- 5.9 The Board in its discretion may appoint other Officers from time to time.
- 5.10 In addition to the duties set forth herein, the Officers shall have such duties as the Board may from time to time determine.

6. MEETINGS OF THE BOARD OF DIRECTORS

- 6.1 The Board, by resolution, shall establish the dates and number of Regular Meetings held during a year, however, there shall be not less than two (2) Regular Meetings per year.
- 6.2 The Chair:
 - (a) may call a Special Meeting at the discretion of the Chair; and
 - (b) shall call a Special Meeting upon receipt of written request by at least Five (5) Directors.
- 6.3 Notice of the time and place of every Board meeting shall be given to each Director personally, by telephone or by facsimile transmission or by any other electronic medium not less than forty-eight (48) hours before the time fixed for the holding of such Board meeting, provided that any Board meeting may be held at any time and place without such notice if:
 - (a) all the Directors are present thereat and signify their waiver of such notice at such meeting; or
 - (b) All the Directors present thereat signify their waiver of such notice and all the Directors that are absent have signified their consent to the meeting being held in their absence.
- 6.4 A Director may participate in a Board meeting or in a meeting of a committee of the Board by means of telephone conference or other electronic communications medium that permits each of the Directors to

hear each of the other Directors and to be heard by each of the other Directors.

- 6.5 The Chair shall establish the agenda for any meeting of the Board. Directors shall be entitled to add items to the proposed agenda by submitting a written request to the Manager at least twenty-four (24) hours before the meeting.
- 6.6 The Board shall adopt the agenda at the beginning of the meeting and may, upon agreement of two thirds of those Directors present at the meeting, add or delete items from the agenda.
- 6.7 Any matter properly placed before a meeting of the Board shall be decided by a majority of the votes cast by the Directors present at the relevant Board Meeting.
- 6.8 A quorum of the Board shall be a majority of the Directors.

7. ANNUAL MEETING

- 7.1 The Board shall call an Annual Meeting which shall be held no later than April 30th of each year.
- 7.2 Written notice of the Annual Meeting shall be provided to each Member by mail postmarked not less than thirty (30) days prior to the date of the Annual Meeting.
- 7.3 At the Annual Meeting, the Auditor shall present the audited financial statements of the Commission and the Chair shall report on the activities of the past year of the Board and the future plans of the Commission.

8. MANAGER

- 8.1 The Board shall appoint a Manager and may select:
 - (a) an individual that is an employee of the Commission; or
 - (b) an individual, municipality, or firm engaged on a contractual basis;on such terms and conditions as may be acceptable to the Board.
- 8.2 The Manager shall act as the administrative head of the Commission and without limiting the foregoing, the Manager shall:

- (a) ensure that the policies and programs of the Commission are implemented;
- (b) advise and inform the Board on the operations and affairs of the Commission;
- (c) maintain custody of the seal of the Commission and when required on any instrument requiring the seal of the Commission, affix the same together with one of the Chair or the Vice-Chair;
- (d) perform the duties and exercise the powers assigned to the Manager in this Bylaw
- (e) perform the duties and exercise the powers required of the Manager in the Act or any other applicable legislation;
- (f) cause the funds of the Commission to be received and disbursed in accordance with the directions of the Board, subject to this Bylaw;
- (g) cause to be kept detailed accounts of all income and expenditures including proper vouchers for all disbursements of the Commission;
- (h) cause to be rendered to the Board at Regular Meetings or whenever required by the Board an account of all transactions of the Commission and the financial position of the Commission;
- (i) cause all facts and minutes of all proceedings to be kept on all meetings of the Commission;
- (j) cause all notices to be given to Members and to Directors required by this Bylaw;
- (k) cause to be kept all books, papers, records, correspondence, contracts and other documents belonging to the Commission and shall cause the same to be delivered up when required by the Act or when authorized by the Board to such person as may be named by the Board; and
- (l) shall carry out any lawful direction of the Board from time to time.

8.3 Either the Chair or Vice-Chair, together with the Manager are authorized to execute and deliver any cheques, promissory notes, bills of exchange and other instruments, whether negotiable or not, on behalf of the Commission.

- 8.4 The Board may, from time to time, appoint an acting manager who shall be authorized, in the absence the Manager, to perform such duties of the Manager as the Board may prescribe.
- 8.5 Members shall have the right to inspect and may obtain extracts or copies of all books and records of the Commission.

9. AUDITOR

- 9.1 The Board shall appoint an Auditor who shall report to the Board on the annual financial statement of the Commission and on the financial procedures and activities of the Commission.
- 9.2 The Board shall appoint the Auditor at the first meeting of the Board following the Annual Meeting for the ensuing year.

10. VOLUME OF WATER SUPPLIED

- 10.1 Each member of the Commission shall be entitled to the following minimum annual allocations in cubic meters per year:

Camrose County	624,554	Village of Consort	198,544
Lacombe County	100,000	Village of Donalda	72,027
Paintearth County	504,515	Village of Halkirk	36,500
Stettler County	1,844,291	Village of Rosalind	61,430
Town of Castor	292,805	Village of Veteran	91,443
Town of Coronation	336,334	Summer Village of Rochon Sands	78,840
Village of Bawlf	110,048	Summer Village of White Sands	74,724
Village of Big Valley	106,474	Special Areas, 2,3 and 4	531,691

and the Commission shall undertake to provide capacity within the System to supply the volume of water annually requested by each member. The Commission may at its discretion, provide to Members volumes of water exceeding these allocations.

- 10.2 Members shall provide the Commission in the fall of each year, a request for water for the next ensuing year, based on a reasonable estimate of the volume of water expected to be required to meet the needs of the Member's customers in that next year, together with a forecast of volumes anticipated to be required by the member for the second through fifth ensuing years.
- 10.3 Where the capacity of the system is insufficient to deliver the water requested by the Members, the Members shall be allocated the available

capacity proportionately based on the previous year's volumes, until such time as the Commission is able to fully supply the volume required.

11. FINANCIAL

11.1 The financial year of the Commission shall be the calendar year.

11.2 Without limiting the requirements for the Budget pursuant to the Act, the Board in fall of each year will prepare the Financial Plan for the forthcoming three (3) financial years and a Budget for the next financial year which will set out the:

- (a) expected consumption requirements of the Members;
- (b) estimate expenditures for the:
 - (i) operations of the Board and Manager;
 - (ii) operations of the system;
 - (iii) purchase of water;
 - (iv) transfer to operating reserves;
 - (v) repayment of debt obligations;
 - (vi) transfer to capital reserves;
 - (vii) non cash expenditures; and
 - (viii) return on equity and investments;
- (c) estimated revenue requirements to meet the expenditures of the Commission and the rates and fees to be charged to Members and customers of the Commission;
- (d) second and third year projections of operating expenditure, revenue requirements and rate trends;
- (e) capital projects planned and expected to be completed in the forthcoming financial year and the second and third financial years of the Financial Plan;
- (f) estimated costs and sources of revenue for each year of the Financial Plan;
- (g) rates of remuneration and expenses to be provided to the Directors.

11.3 Subject to and in accordance with the Act and the Budget, the Commission may:

- (a) accumulate operating surplus funds to an amount up to but not exceeding 50% of the annual operating expenditures in any year; and
 - (b) accumulate capital reserve funds to an amount up to but not exceeding the total expected capital expenditures in the three years of the Financial Plan and Budget.
- 11.4 Each Director shall be entitled to vote on the Budget and on the Financial Plan.
- 11.5 Upon receipt of authorization from the Board to distribute the proposed Budget and Financial Plan, the Manager shall distribute to each Member a complete copy of the proposed Budget and Financial Plan for the relevant financial year.
- 11.6 Any Member may submit comments and questions to the Board in writing in relation to the Budget and the Financial Plan within thirty (30) days immediately following the date of distribution of the Budget and the Financial Plan.
- 11.7 At the next meeting of the Commission after the thirtieth (30th) day immediately following the date of distribution of the Budget and the Financial Plan, the Directors shall finalize and approve the Budget and the Financial Plan for the relevant financial year. Approval of the Financial Plan and Budget shall require a majority of votes cast by the Directors at the meeting to be in favour.
- 11.8 If the Budget and Financial Plan are not both approved by majority vote as aforesaid, the Manager shall, as soon as reasonably practicable thereafter, deliver to each Member a revised Budget and Financial Plan for review and comment and the process set out in Paragraphs 11.6 and 11.7 herein shall continue until the Budget and the Financial Plan for the relevant financial year have both been approved.
- 11.9 Subject to the Act, the Manager may, during any financial year, present to the Members amendments to the Budget and the Financial Plan for the then current financial year. Any amendments to the Budget and the Financial Plan shall be made in accordance with the procedure for approval of the Budget and the Financial Plan set forth in Paragraphs 11.5, 11.6, 11.7 and 11.8, herein.
- 11.10 The Commission shall set out in the annual Budget and Financial Plan, the rate to be charged by the Commission for providing Water Services to

the Members and customers and such rates and fees shall be adopted by the Commission by Bylaw.

- 11.11 The estimated costs of the system shall be determined on a cost of service basis utilizing the principles set out in the American Water Works Association (AWWA) manuals of practice dealing with water rates and charges, as revised and updated from time to time, and in accordance with the findings and directives of the Alberta Utilities Board, such approach being commonly referred to as the "utility rate model" and shall include full recovery of the annual costs of the Commission for those cost components set out in Paragraphs 11.2 and 11.3.
- 11.12 The rate for water services to Members shall be a common rate, calculated by dividing the estimated costs of the system determined under Paragraph 11.11, by the total volume of water requested by the Members under Paragraph 10.2
- 11.13 Members shall pay to the Commission the product of the actual volume of water purchased by the Member in a year times the rate set out in Paragraph clause 11.10. Notwithstanding the actual volume of water purchased, the Member shall be responsible for a minimum payment to the Commission of 90% of the volume requested by the Member under Paragraph 9.2 times the rate set out in Paragraph 11.10
- 11.14 Notwithstanding Paragraph 11.13, until such time as all Members are purchasing water services from the Commission in actual proportions of volume approximating the proportions of volume set out in Paragraph 10.1, the Members shall be responsible for payment to the Commission annually:
- (a) $1/x$ of the annual costs attributed to the Board and Manager as set out under sub-clause 11.2 (b)(i) where "x" is the number of Members of the Commission;
 - (b) "y" times the capital cost components for the System set out in sub-clauses 11.2 (b)(v)(vi)(vii) and (viii) where "y" is the ratio of the members volume allocation to the total volume allocation set out in Paragraph 10.1; and
 - (c) where water services are provided to a Member, the product of the actual volume of water purchased by the Member in a year times a rate per cubic meter set to recover annual operating cost components of the System set out in sub-clauses 11.2 (b)(ii)(iii) and (iv) subject to the minimum payment as provided in Paragraph 11.13.

12. CUSTOMERS AND RESTRICTIONS IN USE OF WATER

- 12.1 The Commission shall not sell Water Services to a Member and a Member shall not resell Water Services to any customer for the purpose of the supply of Water Services for water flood injection into any geological subsurface structure or formation for oil and gas recovery.
- 12.2 The Commission may terminate the supply of water services to any Member for failure to pay for water services received from the Commission.

13. CHANGE IN MEMBERSHIP

- 13.1 The Board may agree to the addition of a municipality as a Member of the Commission if sufficient capacity for the supply of water can be made available.
- 13.2 A new Member shall be required to pay an amount to be calculated at the time of application.
- 13.3 Any contribution received by the Commission under Paragraph 13.2 shall inure to the benefit of the existing Members in the proportion to the contribution of the existing members to the Commission from the date of inception of the Commission to the date of entry of any new member.
- 13.4 A Member may withdraw from membership of the Commission upon two (2) years notice. The withdrawing Member may sell the equity contributed by the Member during the Member's term of membership of the Commission to any other Member of the Commission for such compensation and on such terms as the parties may agree subject to the approval of the Board. However, the Commission or any Member shall not be obligated to purchase the withdrawing Member's proportionate share of the system. The Commission shall not utilize the capacity of the system related to the withdrawing Member's equity or utilize the withdrawing Member's water volume allocation without fair compensation.
- 13.5 The withdrawing Member shall still be responsible for any respective proportion of outstanding debt principle for which the Member is responsible and the Member shall either pay the outstanding principle and any accrued interest to the Commission or agree to continue to pay the respective share of the annual payments on the debt. Any proceeds to the Member from the sale of capacity under Paragraph 13.4 shall be firstly applied to the outstanding debt principle of the Member.
- 13.6 The addition of any new Member or the withdrawal of any Member shall be subject to the approval of the Government of Alberta.

14. AMENDMENTS

- 14.1 An amendment to this Bylaw may be passed by the Board upon a three quarters majority of the Directors of the Board.
- 14.2 Written notice of a proposed amendment to the Bylaw shall be provided to each Director and each Member not less than thirty (30) days in advance of the meeting at which the amendment is to be considered.

15. SEVERABILITY

- 15.1 Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable

16. BYLAW IN FORCE

- 16.1 This Bylaw shall come into force and effect upon final passing thereof.

READ A FIRST TIME this 14th day of September, 2011 A.D. on a motion of Rod Zinger.
Carried

READ A SECOND TIME this _____ day of _____, 2011 A.D. on a motion of _____.
Carried

READ A THIRD TIME and finally passed this _____ day of _____, 2011 A.D. on a motion of _____.
Carried

CHAIR

MANAGER

L:\Shirley McClellan Regional Water Services Committee\Bylaw\SMRWSC Bylaw 6-11 - Operation and Provision.doc

Finding Balance



ALBERTA
MEDICAL
ASSOCIATION

September 1, 2011

Re: Seniors' Falls Prevention Month

Dear Mayor/Reeve and Members of Council,

We are writing to inform you that the annual seniors' falls prevention awareness program, entitled *Finding Balance*, is just around the corner – launching on November 1, 2011 across Alberta. We are seeking your Council's support by recognizing November as *Seniors' Falls Prevention Month*. A sample proclamation is enclosed.

The Alberta Centre for Injury Control & Research (ACICR) and the Alberta Medical Association (AMA) has developed this multi-year program in partnership with an advisory committee representing seniors' groups, physiotherapists and other health care professions, and Alberta Health Services staff who work in falls prevention. The provincial campaign includes television advertisements which will air on Global TV across Alberta, print advertisements in weekly newspapers, and a variety of printed educational materials such as posters and flyers, in addition to a wide variety of local activities.

In 2011, the campaign's fourth year, the program continues to focus on seniors living in the community and encourages them to take preventative measures to avoid falls. New to the campaign are a series of educational resources translated into 10 different languages.

Here are some of the surprising statistics which prompted the development of this program:

- Falls are the most common cause of injury for seniors;
- 1 in 3 seniors in the community will experience a fall each year, while up to 50% of those in institutions will fall;
- Annual hospitalization costs resulting from falls are estimated to be \$96 million and will reach \$228 million by 2031 if left unchecked. These statistics do not include emergency department costs, payments to physicians and physiotherapists; home care or the costs to the patient and families.

If you would like further information on the program or examples of the promotional materials, please do not hesitate to contact ACICR Communications Coordinator, Liza Sunley at (780) 492-9759 or liza.sunley@ualberta.ca.

Please contact Liza at the phone number or email address above to let us know if you will participate. Thank you for considering supporting this important initiative.

Sincerely,

Handwritten signature of Kathy Belton.

Kathy Belton
Associate Director
Alberta Centre for Injury Control & Research

Handwritten signature of William S. Hnydyk.

William S. Hnydyk, MD
Assistant Executive Director (Professional Affairs)
Alberta Medical Association

1983-1984





PROCLAMATION

WHEREAS seniors are a vital part of our families, communities and province, giving generously of their wisdom, experience and love; and

WHEREAS one in three seniors will fall each year, with 50% of them falling repeatedly; and

WHEREAS seniors have 9 times more falls than other groups in Alberta; and

WHEREAS falls among our seniors will result in over 7,200 hospital admissions and over 19,400 emergency department visits each year; and

WHEREAS falling, and the fear of falling, can lead to depression and hopelessness, loss of mobility, and loss of independence; and

WHEREAS individuals and organizations from a multitude of disciplines across Alberta are working together to increase awareness of this issue and encourage Albertans to take steps to prevent falling; and

WHEREAS the quality of life is improved for Alberta seniors who remain healthy, active and independent;

NOW THEREFORE, I (name), do hereby proclaim the month of November 2011 to be *Seniors' Falls Prevention Month* in (location).

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: October 13, 2011
SUBJECT: Appointment of Fire Chief

PURPOSE:

The purpose of this memo is to request that the Village Council accept the resignation of the Village of Bawlf Fire Chief and to appoint a new Fire Chief for the Village of Bawlf.

BACKGROUND:

The Village Manager received a letter from Rod Blatz dated September 22, 2011 resigning from his position as Fire Chief. At the September 21st Regular Council Meeting, the Council received a letter from Dr. Robert J. Wilson expressing interest in the Village of Bawlf Fire Chief position.

As per Bylaw 406/84, Clause 2 states that the Fire Chief shall be appointed by the Council.

RECOMMENDATIONS:

1. That the Village Council accept the resignation of Rodney Blatz as the Village of Bawlf Fire Chief with thanks and appreciation for his many years of dedicated service.
2. That the Village Council appoint Dr. Robert J. Wilson as the Village of Bawlf Fire Chief.

- newsletter welcome

October 4, 2011

To The Village of Bawlf Council Members,

A special meeting was called for the Bawlf Fire Dept. on October 3, 2011 to introduce Robert Wilson as a candidate for Bawlf Fire Chief. The meeting was called to order at 7:10 p.m. and Robert was introduced to the fire fighters and he gave a brief overview of his qualifications and answered questions from the fire fighters. Robert left the room and a hand vote was done, it was a unanimous vote to have Robert step in as the new Bawlf Fire Chief. Congratulations to Robert.

Bawlf Fire Department
Secretary/Treasurer
Tracey Dennis



September 22, 2011

Ms. Lynn Horbasenko
Village Manager
Village of Bawlf
PO Box 40
Bawlf, AB T0B 0J0

Dear Ms. Horbasenko

Re: Resignation of Village of Bawlf Fire Chief

The purpose of this letter is to inform you in writing of my resignation as the Bawlf Fire Chief effective as of September 22, 2011. My resignation was previously given verbally to yourself and various council members as well to members of the Village of Bawlf Fire Department due to my health issues.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rod Blatz', with a stylized, overlapping flourish at the end.

Rod Blatz

cc:

Village of Bawlf Fire Department
Village of Bawlf Council

Item 5.c)

SEP 21 2011

Dr. Robert J. Wilson
216 Sanden Street, (P. O. Box 34) Bawlf, Alberta. T0B 0J0, Canada.

Mr. Gordon Blatz
Mayor of Bawlf,
Alberta, Canada.

Dear Sir

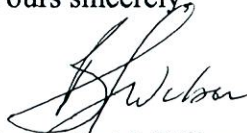
This letter confirms my interest in assisting to help lead the Bawlf Fire Department by undertaking the role of Fire Chief. My interest in this position comes about due to the illness of our current Fire Chief Mr. Rod Blatz and my attempts to help him fulfill his duties, while he is dealing with a debilitating condition.

I have twelve years of Fire Fighting experience, starting in Tumbler Ridge BC. – Bashaw, Alb. Arrowwood, Alb, and Nisgaha, BC. I have completed Fire Fighter I and II Courses. Taken Vehicle Rescue and Extrication courses and held E.M.R Certification (in Alberta). I also attended the Vermillion Fire Training School and took a lengthy Fire Management/Strategies Course for Officers. I have diligently held the rank of Fire Fighter, Lieutenant, Captain, Deputy Chief and Acting Chief during my years of volunteer service. Tumbler Ridge and Arrowwood were very active Departments with an average of 2.5 call-outs per week. Throughout this time, I have attended approximately 32 local Fire Service training sessions offered by larger Fire Departments to help ensure that the smaller Departments had a chance to stay current and be up to date.

Margaret and I retired to Bawlf in 2007. However, I was asked to open a new private School in Bangkok, Thailand thereby extended my professional career by three years. I served Public Education as a Teacher and Principal for forty years.

I believe I have the knowledge and experience to meet the current needs this position.

Yours sincerely,



Dr. Robert J. Wilson
Dip. P.E, Dip. Teach, M. Ed, Ed. D.

Telephone: 780 373 2445 Mobile: 780 781 4415

Item 5.c)

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: October 13, 2011
SUBJECT: Evaluation of Need for Council Representation on Committees and Boards

PURPOSE:

The purpose of this memo is to have the Village Council discuss the need and/or benefit of appointing Council representatives to the various committees and boards.

BACKGROUND:

The Village of Bawlf has appointed council representatives to various committees and boards for several years and the list of committees and boards has evolved somewhat over time.

Through the Municipal Inspection process, the inspectors have challenged us to evaluate the need for council representation on the committees and boards we have identified. Council members may want to ponder the following points and bring their thoughts and comments for discussion during the October Council Meeting:

- What is the purpose of having council representation on these committees and boards?
- What is the benefit to the Village?
- What is the benefit to the specific committee or board?
- How do the volunteer board members feel when they learn that the council representatives receive a meeting per diem?
- If communication is required between the Village and one of the committees or boards, are there other methods of ensuring that strong communication occurs? What might those methods be?
- Could ad hoc committees be formed as the need arises?
- There are boards that currently require council representation according to existing bylaws or agreements (ie. Bawlf & District Recreation Board, Village of Bawlf Library Board, Shirley McClellan Regional Water Services Commission). If there is not a strong need for a council representative to attend the meetings, would it be appropriate to amend the agreements?

ALTERNATIVES:

1. That the Village Council discuss the above points in relation to each of the committees and boards previously identified as requiring a council representative and to amend the list of committees and boards that council members are appointed to.
2. That the Village Council decide to continue with appointing council representatives to each of the committees and boards previously identified.

RECOMMENDATION:

It is recommended that the Village Council discuss the need and/or benefit of appointing Council representatives to the existing committees and boards and make the appropriate council appointments during the Organizational Meeting.

Current Committee Representatives:

General Government	Deputy Mayor J. Yuha, Councillor R. Blatz
Environmental Services	Mayor G. Blatz, Councillor K. Robbins
Protective Services	Councillor F. Reinke, Deputy Mayor J. Yuha
Public Works	Councillor R. Blatz, Councillor K. Robbins
Recreation and Community Services	Councillor R. Blatz, Councillor F. Reinke
Village Planning & Development	Councillor K. Robbins, Mayor G. Blatz
Personnel Labour Relations	Deputy Mayor J. Yuha, Councillor F. Reinke

Current Board Representatives:

Bawlf School Board	Deputy Mayor J. Yuha
Camrose & District Support Services	Councillor K. Robbins
✓ Bawlf Recreation Board	Councillor R. Blatz
Sanden Court	Councillor F. Reinke
✓ David Knipe Memorial Library	Councillor K. Robbins
Providence Place	Mayor G. Blatz
✓ BRAED	Mayor G. Blatz
✓ Shirley McClellan Regional Waterline	Councillor R. Blatz, Deputy Mayor J. Yuha
Regional Rural Children's Centre	Councillor F. Reinke
✓ Bawlf School Modernization Committee	D.M. Yuha

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: October 13, 2011
SUBJECT: Public Works Lighting, Equipment and Supplies

PURPOSE:

The purpose of this memo is to request approval from Council for additional lighting in the Public Works Shop, substantial maintenance to Village equipment and the purchase of small hand tools and supplies not initially budgeted for in the 2011 Budget.

BACKGROUND:

The current lighting in the Public Works Shop is supplied by four 60 watt bulbs, making it difficult for staff to work on equipment and/or public works projects. Staff obtained quotes from two companies to install four 4-lamp T-8 strip fixtures as well as two additional duplex receptacles above the work bench. Details of the two quotes received are:

- Company #1 - \$1115 + GST with the proposal to bring the lines directly from the panel in the fire hall
- Company #2 - \$2200 + GST with the proposal to add a new sub-panel in the shop (*Is a sub-panel required?*)

The bobcat requires maintenance that was not budgeted for. The hydraulics require relatively substantial maintenance and the transmission fluids require flushing. The staff feel that because the bobcat is no longer under warranty, the Village could save a substantial amount of money if the work was done by a company other than "Bobcat" in Edmonton. The staff would research local companies that are able to complete the necessary work. We are not able to accurately estimate the amount of funds that may be required as it will be dependent upon what issues are found as the work is completed. It could require anywhere from \$1000-\$2000 as a rough estimate. (*Is anyone aware of what the Village did with the snow bucket that was part of the original bobcat purchase package?*)

The Village does not own a drill or a sander and staff are planning on refurbishing the picnic tables from the park over the winter. They would also like to build a few more planters and/or flower pots. It is estimated that the cost of a belt sander would be approximately \$100 and a rechargeable drill kit (with 1-2 additional rechargeable tools such as a jigsaw, impact or grinder) could cost up to \$700.

In summary, the Administration requests that Council approve the following budget adjustment:

2-32-510 (Public Works Goods & Supplies): \$1200 + \$2000 + \$800 = \$4000 + GST

ALTERNATIVES:

1. That the Village Council approve a budget adjustment in the amount of \$4000 for Public Works Goods & Supplies and that the funds be derived from operating reserves.
2. That the Village Council approve an amended amount as a budget adjustment and ask the Administration to bring forward the unapproved items to the 2012 Budget deliberation process.

RECOMMENDATION:

It is recommended that the Village Council approve a budget adjustment in the amount of \$4000 for Public Works Goods & Supplies and that the funds be derived from operating reserves.

Item #: 5.e)

Lynn Horbasenko

From: Myrna Schapansky [vilbawlf@syban.net]
Sent: October-05-11 1:09 PM
To: 'Lynn Horbasenko'
Subject: FW: Family Violence Awareness Month Initiative
Attachments: Family Violence Awareness.pdf

From: Clarence CDSS [mailto:cdss4@telusplanet.net]

Sent: October-04-11 3:10 PM

To: Village of Rosalind; Village of New Norway; Village of Hay Lakes; Village of Ferintosh; Village of Edberg; Village of Bittern Lake; Village of Bawlf

Subject: Family Violence Awareness Month Initiative

Hi All My Awesome CAO's:

Attached is the Camrose Family Violence Response Council flyer explaining the Red Silhouette Campaign that is being planned for this November – Prevention of Family Violence and Bullying month through-out Alberta.

Whether you know it or not, people from your communities are suffering in silence. We need to reach these people so I am asking each Village to participate in the campaign. Essentially, it would mean the Village Offices and/or one other location would host a red silhouette, probably during the week of November 28 – December 2. I will transport the silhouette's to and from your offices.

Each red silhouette is life-sized; most represent women and children adversely affected by family violence (women and children are by far the main "victims", but I believe there will be some representing men.) Each silhouette will feature a story or statistic related to how people are affected by family violence. The Council has opted not to focus solely on those who have died as other campaigns have done. There will also be contact information re: where to get help.

The Red Silhouette Campaign stems from the Silent Witness Project, which began in 1990 in the US – Minnesota – to honour women killed by their partners in acts of domestic violence. The first Project was undertaken by an ad hoc group of artists and writers who created 27 silhouettes. Since then, variations of the Silent Witness Project or the Red Silhouette Campaign have happened in other American and Canadian cities – according to the London Abused Women's Centre (Ontario) website: "to date, all 50 states and several countries are participating in the project". (I think the date is 2007 or 2008?). I am aware of several Alberta cities participating in the mid-2000s, and the Muriel McQueen Foundation in New Brunswick (big family violence research and funder) has also promoted this awareness initiative.

More information about the origins of the Silent Witness Project can be found at the London Abused Women's Centre website: <http://lawc.on.ca/the-silent-witness-project/>.

I strongly encourage you to participate in this initiative. It is small but significant way to make sure our family, friends, co-workers and community members can be given the tools necessary to break the cycle of violence. I encourage you to ask questions if you need any clarification and I look forward to seeing you all.

Clarence Hastings, RSW
Rural Community, Director
Camrose and District Support Services
780-672-0141

*How does Council feel about
participating in this initiative?*

Family Violence Awareness



Red Silhouette Campaign

What is the Red Silhouette Campaign?

This campaign aims to raise awareness about Family Violence in our community by placing red silhouettes in prominent places around the city to represent local citizens enduring violence. It sends a message to victims that they are not alone and helps to inform citizens about where and how to get help.

We could use your help!

Let us know if you can:

- ◆ Host a silhouette in the community for one week in November during Family Violence Awareness month
- ◆ Donate materials i.e. paint rollers, plywood, etc.
- ◆ Donate heated warehouse space for our helpers to paint the silhouettes and allow them to dry.

If you want to help or would like more information please contact the Family Violence Action Society
ph: 780-672-0141

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: October 12, 2011
SUBJECT: Fortis Alberta 2012 Franchise Fee

PURPOSE:

The purpose of this memo is to present the Village Council with a letter from Fortis Alberta regarding the option of instituting an Electric Distribution Franchise Fee for 2012.

BACKGROUND:

In the past, the Village of Bawlf has chosen not to exercise the option of applying a franchise fee to customers' billings. In 2009, approximately 2/3 of Fortis Alberta customers had instituted a franchise fee.

The attached letter from Fortis Alberta requests that the Village of Bawlf review and make a decision regarding a 2012 franchise fee. For example, if the Village charged a franchise fee of 2%, the approximate increase to each household would be \$0.84/month and the Village would receive \$2797 in annual revenue from Fortis. If the franchise fee were to be set at 5%, each household would see an increase of \$2.10/month and the Village would receive \$6992 annually from Fortis.

The revenue collected through a franchise fee may be utilized for any number of expenses (ie. to reduce the Village's cost to operating the street lights, fund a special project, etc.). Some benefits of a franchise fee are:

- All customers, whether they pay taxes or not, are charged the same franchise fee.
- Renters who pay utility bills, pay the franchise fee. It would be a way to spread the tax burden a bit more rather than have the homeowners pay all the taxes.

The downside of instituting a franchise fee may be that residents would feel that it is just another tax.

ALTERNATIVES:

1. That the Village Council pass a motion to amend the current Fortis Alberta franchise fee of 0% to a percentage between 1% and 5% for 2012 and that the residents be notified of such as per the guidelines set out in the Village of Bawlf's agreement with Fortis Alberta.
2. That the Village Council choose not to institute a change in the Fortis Alberta franchise fee of 0% for 2012 and that the Administration inform Fortis Alberta of this decision.

RECOMMENDATION:

It is recommended that the Village Council choose not to institute a change in the Fortis Alberta franchise fee of 0% for 2012 and that the Administration inform Fortis Alberta of this decision.

FORTIS ALBERTA

FortisAlberta Inc.
100 Chippewa Road
Sherwood Park, Alberta
(780) 464-8311 Direct Line
(780) 868-7040 Cellular
(780) 464-8398 Fax
(780) 235-8025 Truck
Dave.Hunka@FortisAlberta.com
www.FortisAlberta.com

September 6, 2011

Bawlf, Village of
Lynn Horbasenko
101 Hanson St PO Box 40
Bawlf, Alberta
T0B 0J0

Dear Lynn Horbasenko,

RE: Request confirmation of Electric Distribution Franchise Fee for 2012

FortisAlberta is requesting your municipality counsel to confirm their decisions to either keep the Franchise Fee percentage at current percentage, increase or decrease the percentage for 2012. Please review the enclosed document to be faxed back to our Sherwood Park office.

As per Article 5 of the Electric Distribution System Franchise Agreement, the municipality has the option to adjust the franchise fee percentage annually upon written notice to FortisAlberta Inc. The percentage increase must not go over your current Cap, which was determined by your council during negotiations of the FortisAlberta franchise agreement. *(Please refer to Article 5 of the Electric Distribution System Franchise Agreement for the cap percentage)*

Attached you will find the FortisAlberta tariff estimate spreadsheet specific to your municipality. The spreadsheet is intended to assist in determining the estimated revenue forecast from the Franchise Fee. By changing the Franchise Fee percentage (yellow box) on the first tab of the spreadsheet, you can view the impact to an average residential bill. By changing this field, the spreadsheet will update automatically to reflect the estimated revenue to be collected by the municipality.

(Please note: The Distribution Tariff revenues shown is an estimate only, and this is subject to change dependent on several factors, including but not limited to; fluctuations in the municipalities' population, businesses in operation, and/or changes to Transmission or Distribution rates. Also, FortisAlberta has applied to the Alberta Utilities Commission (AUC) for an 8.2% increase effective January 1, 2012 and 6.9% for 2013. We have supplied a calculator on the spreadsheet to assist you with the impact this increase will have on your Franchise fee should the increase be approved by the AUC).

The following timelines are important in order to ensure franchise fee changes become effective January 1, 2012:

- Prior to October 15th, 2011, your Council should review and approve the proposed 2012 fee percentage.
- Proposed fee and resulting impact to the customer's annual billings are required to be advertised in the newspaper having the widest circulation within your municipality **prior to October 15th, 2011**. (A sample advertisement is attached).
- By October 15th, 2011, a copy of the advertisement, the date and place of publication, along with your Council decision should be faxed to FortisAlberta at (780) 464-8398 or e-mailed to kayla.law@fortisalberta.com.
- FortisAlberta will insure the proposed changes are submitted to the AUC for review.
- If your franchise fee is to remain the same, please fax notification to FortisAlberta at (780) 464-8398, send an e-mail to kayla.law@fortisalberta.com or notify the undersigned.

Please note that any notification of changes to your municipal franchise fee percentage received after October 15th, 2011, may not be in effect for January 2012, and may impact your 2012 municipal access fees for the year.

Should you require further information, please contact me.

Sincerely,



Dave Hunka
Manager, Customer Relations
FortisAlberta
(780) 464-8311 Direct

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: October 13, 2011
SUBJECT: Regional Municipal Intern Extension

PURPOSE:

The purpose of this memo is to inform the Village Council of the opportunity to extend the Regional Municipal Intern's position for the year 2012-2013.

BACKGROUND:

The Village of Bawlf is one of nine partners within Camrose County who have entered into an agreement to contract a Municipal Intern to assist us with both regional projects as well as individual municipal projects. Ingrid Buyks has been working with us since May 2011.

The costs for the 2011-2012 year were split evenly among the nine partners and the contributions were budgeted at \$5400 each. It appears as though the actual cost will be \$4800 for the year. We have an opportunity to extend the intern's time with us for one additional year. The funding formula for splitting the costs among the partners is being evaluated and the Internship Steering Committee hopes to gather feedback from each of the municipalities in order to make a decision by mid-December 2011. Please see attachment.

If the net costs are split evenly among the nine partners, the cost to each of the partners would be \$6200. The County is willing to consider covering a larger portion of the costs (and would, therefore, utilize more of the intern's time). If the County covered 50% of the cost, the other eight partners would be expected to contribute \$3500 each. If the County's share increases to 60%, the cost to the other partners would be \$2800. At the October 12th Mayors/Reeve/Administrators meeting, the members were asked to discuss these options with their respective Council's and provide feedback to the Steering Committee.

To date, the intern has created several common bylaws that each municipality could choose to adopt (or amend and adopt), a draft OH&S Policy and Hazard Assessment Manual, and a comprehensive Land Titles Checklist. She has also spent time in each of the various municipalities completing projects/tasks as the requests have arisen. She is willing to work on nearly any project – all we have to do is ask.

ALTERNATIVES:

1. That the Village Council support a one-year extension to the Municipal Intern's contract with the regional partners within Camrose County with costs for the 2012-2013 year not to exceed \$3500, based on Camrose County utilizing and covering the costs of 50% of the regional intern's time.
2. That the Village Council discuss other alternatives for splitting the costs among the partners.

RECOMMENDATION:

It is recommended that the Village Council support a one-year extension to the Municipal Intern's contract with the regional partners within Camrose County with costs for the 2012-2013 year not to exceed \$3500, based on Camrose County utilizing and covering the costs of 50% of the regional intern's time.

Item #: 5.i

**Camrose Regional Municipal Intern
2012-2013 Budget**

*decide by
mid Dec. by
Interstip Steering
Committee*

Revenue						
Provincial Grant						
	Salary		\$15,000.00			
	Benefits		\$2,000.00			
	Intern Expenses		\$2,000.00			
Carry Over from Year 1 Contributions*			\$2,800.04			
Municipal Contributions						
		Evenly	County 50%	County 60%	County 70%	County 80%
	Camrose County	\$6,184.44	\$27,829.99	\$33,395.98	\$38,961.98	\$44,527.98
	Town of Bashaw	\$6,184.44	\$3,478.75	\$2,783.00	\$2,087.25	\$1,391.50
	Village of New Norway	\$6,184.44	\$3,478.75	\$2,783.00	\$2,087.25	\$1,391.50
	Village of Bawlf	\$6,184.44	\$3,478.75	\$2,783.00	\$2,087.25	\$1,391.50
	Village of Ferintosh	\$6,184.44	\$3,478.75	\$2,783.00	\$2,087.25	\$1,391.50
	Village of Hay Lakes	\$6,184.44	\$3,478.75	\$2,783.00	\$2,087.25	\$1,391.50
	Village of Rosalind	\$6,184.44	\$3,478.75	\$2,783.00	\$2,087.25	\$1,391.50
	Village of Edberg	\$6,184.44	\$3,478.75	\$2,783.00	\$2,087.25	\$1,391.50
	Village of Bittern Lake	\$6,184.44	\$3,478.75	\$2,783.00	\$2,087.25	\$1,391.50
Total Revenue			\$77,460.03			
Expenses						
	Salary		\$61,800.00			
	Benefits		\$12,360.00			
	Training and Development		\$3,300.00			
	Courses/Workshops		\$300.00			
	Municipal Refresher May 8-11		\$1,000.00			
	AUMA Conference - 3 days Sept		\$1,000.00			
	AAMD&C Fall- 4 days Nov		\$1,000.00			
Total Expenses			\$77,460.00			
Balance			\$0.03			

Calculations		
Total Municipal Contribution	\$55,659.97	
Camrose County	\$44,527.98	<- Change percentage in formula to see different scenarios.
Villages	\$1,391.50	

*only a letter
needed to ask
for a 2nd year*

*Steering Committee:
Rosemary
Tonya
Steve
?*

mayors report october 2011

- . Oct 7 special meeting N/R
- . Oct 12 Mayors and administrators meeting New Norway
 - . Very informative eg. RCMP
 - . Small employers certification program
 - . Review of the Intern program (recommend continuing the program)
 - . Aug 24-26 2012 is the County of Camrose 50th anniversary
 - . October 28 County Tour
- . Oct 15 ongoing calls from the sewer lift station (starting early Sunday morning every 1/2 hour)
- . Oct 20 council meeting
- . Oct 26 Providence Place

Gordie

Report from the Administration

For the period September 15 – October 14, 2011

Administration:

- Three tax accounts in arrears have recently been paid in full and one has been partially paid.
- The Administration coordinated the scheduling of Council, staff and residential interviews with the Municipal Affairs inspectors.
- The October Village Voice which was distributed through the mailboxes on October 5th. The staff have been hearing from a few residents that they do not regularly receive copies of the newsletter in their mailboxes.
- On September 30, the Village received half of the 2011 MSI Operating grant in the amount of \$18,567.
- The Village is in the process of paying off the lagoon debenture by cashing in T-bills.
- The Village Manager amended the Request for Proposals and sent invitations to several firms inviting bids for the Village's 2011 Audit.
- The Village entrance sign has been taken down to allow construction of the service lane to the elevator. Stewart Weir, the construction company, will reinstall the sign south of the new service lane. It is not known when the sign will be up again.
- A For Sale ad was placed in the October Village Voice for the Village's old fire truck. The deadline to receive bids is November 3, 2011.
- The Municipal Intern will be assisting the Village Manager with researching and creating policies in the near future.
- The Village Manager attended the following external meetings/events:
 - October 12 – Mayors/Reeve/Administrators Meeting (New Norway)
 - October 14 – Local Government Administrators Association Zone 4 Meeting (Holden)

Development:

- No development permits were issued this past month.
- 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 Development Officer received an inquiry regarding permit requirements for a front deck.
- The Transfer of Land process for Lot 6A, Block 17, Plan 072-0313 has been initiated by the Village's lawyer.
- The Battle River School Division would like to delay paving the drop-off/pick-up lane to the Regional Children's Centre until it's been decided if the Village will pave Macrae Street or not. As Development Officer, I do not see any concern with them waiting.

- The engineer working on planning the new school has been in contact with the Village for information regarding services, zoning, etc.
- The Development Officer met with a Village resident and Camrose County's Planning and Development Manager regarding a possible subdivision application.
- The County has provided the Village with updated maps showing the legal descriptions as well as an aerial photo with legal descriptions.

Public Works:

- The northern block of Hanson Street was ripped up by Daysland Backhoe the latter part of September.
- The following areas of roadways are in poor condition and should be costed for possible inclusion in the 2012 Budget:
 - Niblock Street – south end by Railway Avenue (this has been a trouble area for several years)
 - Niblock Street – north half of block between Alberta and Molstad Avenues (pavement is breaking up)
 - Alberta Avenue – at corner of King Street and Alberta Avenue (the hot mix pavement is breaking down)
 - Hanson Street – in front of the Community Centre
- The culverts around the Village have been cleaned out and the black hoses used to aid in thawing frozen culverts have been installed or secured as needed.
- Two homes (one in the north end and one along Railway Avenue) had 'dirty' water coming through their water lines. The flush out line at the north end of Hanson Street was flushed and the hydrants near the residence on Railway Avenue were also opened to flush the lines. Both issues have been cleared up.
- A resident on Macrae Street has had lower than normal water pressure in her house for several years and felt that the situation was worsening lately. The pressure appears to have improved slightly in the last week and the homeowner has decided to accept it rather than possibly be faced with the cost if the problem happens to be on her property.
- A resident on Sanden Street experienced a blocked sewer line where the lateral line connects to the main line. The line was required to be dug and repaired. The Village is responsible for the associated costs as the blockage was not on private property.
- The Village Manager contacted Insituform to mill out and video the sanitary sewer lines of Macrae, Sanden and King Streets as per the motion passed at the last meeting. The crews should begin work in the next few days.
- Tiffany and Daniel will be receiving training on the operations of the water treatment plant. Einar Fossen has been contracted to provide certified coverage a minimum of 5 days per week (or 4 days per week during weeks with a statutory holiday).

Parks and Facilities:

- Staff have trimmed a few trees as required.
- Should the Village remove the two pillars at the entrance to Jubilee Park? Is there any reason to keep them? To mark the entrance, the Village could install a "Jubilee Park" sign at ground level with a flower bed at the base. How do Council members feel about this?
- The Village is looking for a used rototiller that is PTO driven. Does anyone on Council know of anyone who might have one for sale?
- The Senior Citizen's Association will begin floor curling at the Community Centre on October 12th.
- The facilities at Jubilee Park have been winterized.
- The picnic tables have been moved to the public works shop in preparation for refurbishing and repainting.

By-Law Services:

- The Village received two barking dog complaints this month.

Fire Department:

- Crews responded to a hay fire on September 22nd and a motor vehicle accident on September 27th.

Bawlf Public Library Board Meeting
October 12, 2011

- Bawlf family Christmas party will be held Dec. 4th from 1 – 3 p.m. in the community hall.
- Geneology Workshop on October 24 from 7 – 9 p.m. in the library.
- Fundraising this year went well: Flower sales
V.I.P. spring sale
V.I.P. fall sale
- The Library is to receive a new computer for the public's use this year through Parkland Regional Libraries with the "community access program"
- Gift Cards for memberships are now available at the Bawlf library. Great gift idea!
- Next meeting: November 9, 2011

Providence Place September Report

- . Sunroom problems
- . Financing information
- . Phase IV update (22 units sold 6 more to sell)
- . May have to build a retaining pond (depends on the Town of Daysland)
- . Approved audited statement from MNP

Annual Meeting

- . Went through the financial statement
- . Brought a copy for info.

Gordie

**PROVIDENCE PLACE
DAYSLAND & DISTRICT AGING IN PLACE FOUNDATION BOARD
Minutes of June 23, 2011**

PRESENT: Gord Blatz, Marlene Wolbeck, Ernestine Ferris, June Rittammer,
Arlene Lohner, Nick Saik, Joe Rau, Gene Waldorf, Maureen Schreiber,
Doug Mills, Jay Adams

REGRETS: Marianne Wolbeck

1. CALL TO ORDER

The meeting was called to order at 5:45 PM by Chairperson Gene Waldorf.

2. APPROVAL OF AGENDA

✓ Additions to agenda: 6. d) Food safety inspection report

8. c) In Camera – re: former employee

Motion by E. Ferris to approve the agenda as amended. CARRIED

3. RESIDENT COUNCIL REPORT

- The June meeting was held on the 9th, and a bank balance of \$4,120.57 was reported.
- A donation of \$100 was given to support the work of the Pastoral Care Committee. A picture display will be posted on a bulletin board in remembrance of deceased residents, and as a welcome for new residents or a farewell to residents who are moving out of Providence Place.
- A cabinet has been donated for displaying crafts, and this will be installed when the new addition is completed.
- The next Resident Council meeting is scheduled for September 8.

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

4. MINUTES FROM PREVIOUS MEETING

Motion by A. Lohner to accept the minutes of the May 25, 2011 meeting.
CARRIED

5. BUSINESS ARISING

- SUNROOM – Jim Rebus is no longer in business. The next step will be to engage the services of a collection agency. D. Mills will look after this issue.
- FINANCING OF NEW ADDITION – A representative from the Credit Union toured the building today. A copy of the 2011/2012 budget is still required, but final approval for financing should be given within three weeks. So far, the life lease deposits have paid for the construction costs, but financing will soon be needed to cover the remainder of the costs.
- PHASE IV CONSTRUCTION UPDATE – The whole building will be on one transformer, so the transformer which currently serves the building

will be removed from beside the road. Several telephone outlets are being added to the parkade and hallways. The engineer for the Town of Daysland has approved the drainage and water plans. The booster pump is in place, but the controls have not yet arrived. [N. Saik requested to be kept in the loop regarding this issue, as it relates to a stipulation from the Town of Daysland]. The landscape design has been amended; not all the proposed trees will be installed at the beginning. Some minor changes have been made in suite designs. On June 22, Clark Builders advised that due to weather delays, the estimated completion date has been revised to mid-December of 2011.

Discussion occurred around the water line and hydrant which are required by Daysland's development permit.

6. CORRESPONDENCE

- Joint access agreement with Daysland Health Centre – A letter was received outlining how both facilities could share the road. A reply was sent from Providence Place on June 8.
- Home Care Funding Increase – notification was received from Alberta Health Services of a 3.8 % increase in funding for Home Care hours, effective April 1, 2011.
- Supportive Living Funding Increase – A 3.8 % increase for care hours in DAL is also effective April 1, 2011.
- Food Safety Inspection Report – The inspection occurred on June 23, and everything is fine.

Motion by J. Rau to file correspondence. CARRIED

7. CONNECTIONG CARE AND FINANCIAL STATEMENTS

- The Profit and Loss statement to May 2011 shows an income of \$132,727.63 and operating expenses of \$106,564.25. Interest expense was \$7,192.53, leaving a net YTD income of \$19,000.85. [Note: this includes a grant of \$16,000, and AHS will be clawing back \$30,000 in adjustments for the year by withholding an amount each month].

Motion by G. Biatz to accept the Profit and Loss statements. CARRIED

- D. Mills presented the financial statements in a format which assigned all items into three categories: building, hospitality, and care. This gives a more specific picture of how the money is flowing. The operating cost in the building is \$1.52 per square foot.
- BUDGET – D. Mills presented a draft budget for 2011/2012. He suggested that condo fees and secondary service fees be increased by 10%.

Motion by A. Lohner to increase the condo fees and secondary service fees by 10 %. CARRIED

Motion by E. Ferris to accept the budget as presented with the added 10 % on specified fees. CARRIED

8. MANAGER REPORT

- The staff members enjoyed a campout weekend together.

Sanden Court Meeting

- A meeting was held Oct.4, 2011.
- While Ankerton Gas was installing a new gas line in the north unit they discovered what looked like mold. Cindy will be contacting Alberta Housing to further check into the matter.
- Request from a tenant to erect a tarp garage was denied due to lack of space from back alley.
- New tenants moved in so all units are rented.
- New bedroom windows have been replaced in north unit.
- Cindy reviewed a rough copy of the budget items. Budget was discussed and approved.

Rec Board Mtg Oct 13/11

- Justin Jacobsen to be caretaker of skating rink
- New Booth covered area to be built at the park.
- Zanoni tractor to be repaired
- 5000⁰⁰ to be forwarded to Bawlf school for bus purchase
- Booth at Jaywalkers to be cancelled unless someone steps forward at annual mtg.
- Fate of Curling Rink to be decided at annual mtg

FaBly

Item 6. c) iv.

