



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

**In the Province of Alberta held on
Thursday, October 20 at 8:00 p.m.
In the Bawlf Village Office**

PRESENT:

Mayor G. Blatz, Deputy Mayor J. Yuha and Councillors R. Blatz, F. Reinke & K. Robbins
Lynn Horbasenko, Village Manager
Jocelyn Sparks, Communications Coordinator
Desiree Kuori and Aleks Nelson, Municipal Inspectors

1. CALL TO ORDER

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

2. DELEGATIONS

NONE.

3. GENERAL GOVERNMENT

a) AGENDA

MOTION 148/11: MOVED BY Deputy Mayor Yuha to accept the Agenda as presented.
CARRIED.

b) MINUTES OF THE REGULAR MEETING OF COUNCIL HELD September 21, 2011

MOTION 149/11: MOVED BY Mayor G. Blatz that the Minutes of the Regular Meeting of Council held September 21, 2011 be accepted as amended.

CARRIED.

c) MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD October 7, 2011

MOTION 150/11: MOVED BY Councillor R. Blatz that the Minutes of the Special Meeting of Council held October 7, 2011 be accepted as presented.

CARRIED.

d) ACCOUNTS PAYABLE FOR SEPTEMBER, 2011

MOTION 151/11: MOVED BY Deputy Mayor Yuha to accept the September, 2011 Accounts Payable register for information.

CARRIED.

e) FINANCIAL STATEMENT FOR SEPTEMBER, 2011

MOTION 152/11: MOVED BY Councillor Reinke to accept the September, 2011 Financial Statement for information.

CARRIED.

4. BUSINESS ARISING

a) INSURANCE CLAIM – DAMAGE TO CAMPER

Discussion.

MOTION 153/11: MOVED BY Mayor G. Blatz to accept the memorandum regarding the insurance claim for the damaged camper as information only and to be addressed at a further date when all facts and figures are compiled.

CARRIED.

b) EXTERNAL AUDIT SERVICES - RESULTS OF SECOND REQUEST FOR PROPOSALS

Discussion.

MOTION 154/11: MOVED BY Deputy Mayor Yuha that the Village Council appoint Firm #1 to provide the Village of Bawlf's external audit services for 2011 at a cost of \$ 6750 plus \$ 150 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 the auditor is found to be satisfactory.

CARRIED.

5. NEW BUSINESS

a) SHIRLEY McLELLAN REGIONAL WATER SERVICES COMMISSION RESOLUTIONS

Discussion.

MOTION 155/11: MOVED BY Deputy Mayor Yuha that the Village Council approve the Shirley McLellan Regional Water Services Commission Business Plan dated September 14, 2011 as presented.

CARRIED.

MOTION 156/11: MOVED BY Mayor G. Blatz that the Village Council approve the Shirley McLellan Regional Water Services Commission Five Year Water Rate of \$1.75 per cubic metre for 2011, as well as future rates projected to be \$1.80 (2012); \$1.85 (2013); and \$1.90 (2014-2016).

CARRIED.

MOTION 157/11: MOVED BY Councillor R. Blatz that the Village Council approve Bylaw 5-11 as presented by the Shirley McLellan Regional Water Services Commission.

CARRIED.

MOTION 158/11: MOVED BY Deputy Mayor Yuha that the Village Council approve Bylaw 6-11 as presented by the Shirley McLellan Regional Water Services Commission provided that reference to Bylaw No. 1 proves to be a typographical error and is corrected to read Bylaw 5-11.

CARRIED.

b) NOVEMBER – SENIORS' FALLS PREVENTION MONTH PROCLAMATION

Discussion.

MOTION 159/11: MOVED BY Mayor G. Blatz that the Village Council proclaim the month of November 2011 to be Seniors' Falls Prevention Month in Bawlf.

CARRIED.

c) APPOINTMENT OF FIRE CHIEF

Discussion.

MOTION 160/11: MOVED BY Councillor Robbins 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.

CARRIED.

MOTION 161/11: MOVED BY Councillor R. Blatz that the Village Council appoint Dr. Robert J. Wilson as the Village of Bawlf Fire Chief.

CARRIED.

d) EVALUATION OF NEED FOR COUNCIL REPRESENTATION ON COMMITTEES AND BOARDS

Councillor R. Blatz left the meeting at 9:37 p.m. and did not return.

Discussion.

MOTION 162/11: MOVED BY Councillor Reinke that the Village Council abolish the current Council committees namely General Government, Environmental Services, Protective Services, Public Works, Recreation and Community Services, Village Planning and Development, and Personnel Labour Relations.

CARRIED.

MOTION 163/11: MOVED BY Councillor Reinke that the Village Council discontinue representation on the following boards, namely: Bawlf School Board, Camrose & District Support Services, and Regional Rural Children's Centre.

CARRIED.

e) PUBLIC WORKS LIGHTING, EQUIPMENT AND SUPPLIES

Discussion.

MOTION 164/11: MOVED BY Deputy Mayor Yuha that the Village Council authorize the Administration to complete the necessary work to the transmission and hydraulics of the bobcat to a maximum of \$2000 and that the funds be derived from operating reserves.

CARRIED.

MOTION 165/11: MOVED BY Mayor G. Blatz that the meeting extend beyond 10:00 p.m.

CARRIED.

MOTION 166/11: MOVED BY Deputy Mayor Yuha that the Village Council refer the request from the Public Works department regarding lighting for the shop, receptacles and power tools to the 2012 Budget deliberation process.

CARRIED.

f) FAMILY VIOLENCE AWARENESS MONTH

Discussion.

MOTION 167/11: MOVED BY Councillor Robbins that the Village of Bawlf participate in the Family Violence campaign initiative by placing a red silhouette in the lobby of the Village office.

CARRIED.

g) FORTISALBERTA ELECTRIC DISTRIBUTION FRANCHISE FEE

Discussion.

MOTION 168/11: MOVED BY Councillor Reinke that the Village Council accept the Fortis Alberta franchise fee notice for information.

CARRIED.

h) 2012 PARKLAND REGIONAL LIBRARY BUDGET

Discussion.

MOTION 169/11: MOVED BY Councillor Robbins that the Village Council approve the Parkland Regional Library budget for 2012 as presented.

CARRIED.

i) REGIONAL MUNICIPAL INTERN EXTENSION

Discussion.

MOTION 170/11: MOVED BY Mayor G. Blatz 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.

CARRIED.

6. STANDING COMMITTEE REPORTS

a) MAYOR'S REPORT

As attached to these Minutes.

b) ADMINISTRATION REPORT

As attached to these Minutes.

c) RECREATION & COMMUNITY SERVICES

i. Dave Knipe Memorial Library – Councillor K. Robbins

- A meeting was held on October 12, 2011
- The meeting highlights are attached to these minutes
- The next meeting will be held on November 9, 2011

ii. Providence Place – Mayor G. Blatz

- A meeting was held on September 28, 2011
- The meeting highlights are attached to these minutes
- The next meeting will be held on October 26, 2011

iii. Sanden Court – Councillor F. Reinke

- A meeting was held on October 4, 2011
- The meeting highlights are attached to these minutes

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

- A meeting was held on October 13, 2011
- The meeting highlights are attached to these minutes

v. BRAED – Mayor G. Blatz

- Mayor Blatz was unable to attend the meeting
- The annual meeting will be held on November 10, 2011

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

- A meeting was not held
- The next meeting will be held on October 26, 2011 in Castor

vii. Regional Children's Centre – Councillor R. Blatz

- A meeting was not held

viii. Protective Services – Deputy Mayor Yuha

- A meeting was not held

ix. Bawlf Parent Council Meeting – Deputy Mayor Yuha

- A meeting was not held

x. Bawlf School Modernization Meeting – Deputy Mayor Yuha

- A meeting was not held

7. CORRESPONDENCE

NONE

8. CONFIDENTIAL ITEMS

a) Village Manager Performance Evaluation

MOTION 171/11: MOVED BY Mayor G. Blatz that the meeting move in camera at 11:07 p.m.

CARRIED.

MOTION 172/11: MOVED BY Mayor G. Blatz that the meeting move out of camera at 11:12 p.m.

CARRIED.

9. ADJOURNMENT

The meeting adjourned at 11:12 p.m.

These minutes were approved at the Regular Meeting of Council held November 15, 2011.

MAYOR

VILLAGE MANAGER



**MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL
OF THE VILLAGE OF BAWLF**

In the Province of Alberta held on

Thursday, October 20, 2011

In the Village of Bawlf Village Office

PRESENT

Mayor G. Blatz, Deputy Mayor J. Yuha and Councillors ~~R. Blatz~~, F. Reinke & K. Robbins
Lynn Horbasenko, Village Manager
Jocelyn Sparks, Communications Coordinator
Desiree Kuori and Aleks Nelson, Municipal Inspectors

1. CALL TO ORDER

Village Manager Horbasenko called the meeting to order at 11:16 P.M.

2. ADOPTION OF THE AGENDA

MOTION 173/11: MOVED BY Mayor G. Blatz to accept the Agenda with the removal of "Oath of Office".

CARRIED.

3. NOMINATIONS FOR MAYOR

Councillor F. Reinke nominated Mayor G. Blatz for the position of Mayor. The Village Manager called for further nominations twice and after hearing none, declared G. Blatz as Mayor by acclamation.

4. NOMINATIONS FOR DEPUTY MAYOR

Councillor K. Robbins nominated Councillor J. Yuha. The Village Manager called for further nominations twice and after hearing none, declared J. Yuha as Deputy Mayor by acclamation.

5. MEETINGS

MOTION 174/11: MOVED BY Deputy Mayor Yuha that the regular meeting of Council be held on the third Wednesday of each month in the Bawlf Council Chambers. Regular meetings of Council shall begin at 7:00 P.M. and adjourn at 10:00 P.M. Should the business of the agenda not be completed at 10:00 P.M., the Mayor shall rise on a Point of Order and present a non-debatable resolution requesting that the meeting continue until the business is completed.

1. If the motion or resolution is passed, the Mayor may amend the agenda to ensure that only required business is completed and other matters are postponed until a later meeting.
2. If the motion or resolution is not passed, the Mayor shall immediately schedule another meeting to address the uncompleted business. Upon decision, the Mayor shall call for Adjournment.

CARRIED.

6. REMUNERATION

MOTION 175/11: MOVED BY Councillor K. Robbins to request that the Administration research remuneration, mileage, and per diems of other municipalities and bring the recommendation and a draft policy to the November Council Meeting.

CARRIED.

7. COMMITTEE REPRESENTATIVES

MOTION 176/11: MOVED BY Councillor K. Robbins to defer the Committee Representatives appointments to the next council meeting.

CARRIED.

8. BOARD REPRESENTATIVES

MOTION 177/11: MOVED BY Councillor F. Reinke to continue with the current board appointments with a review of the appointments at the November Council Meeting.

CARRIED.

9. SIGNING AUTHORITY

MOTION 178/11: MOVED BY Mayor G. Blatz that one of the Mayor or the Deputy Mayor and one of the Village Manager or the Office Administrator have signing authority for the Village.

CARRIED.

10. ADJOURNMENT:

The meeting was adjourned at 11:41 P.M.

These Minutes were approved at the Regular Meeting of Council held November 15, 2011.

MAYOR

VILLAGE MANAGER



VILLAGE OF BAWLF

Cheque Listing For Council

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2011-Nov-08
1:01:58 PM

Cheque	Date	Name	Invoice	Description	Invoice Amount	Cheque Amount
20100852	2011-10-12	A-1 SUPPLY		PAYMENT		43.97
			118297	GREASE GUN	43.97	
20100853	2011-10-12	ALBERTA ANIMAL SERVICES		PAYMENT		546.62
			10536	BYLAW ENFORCEMENT	546.62	
20100854	2011-10-12	BAWLF COUNTRY STORE		PAYMENT		9.75
			18	BANK FEES <i>Garbage Bags, etc. - 8.97</i>	9.75	
20100855	2011-10-12	CAN PAK ENVIRONMENTAL		PAYMENT		2,583.00
			01022	GARBAGE PICKUP <i>Recycling - 929.88</i> <i>Garbage - 1653.12</i>	2,583.00	
20100856	2011-10-12	CLENNIN, BRENT		PAYMENT		709.75
			1	SEWER BLOCKAGE	709.75	
20100857	2011-10-12	DAYSLANDER MOTEL		PAYMENT		15.12
			53553	BUS FREIGHT -WATER SAMPLES	15.12	
20100858	2011-10-12	MUNIWARE		PAYMENT		267.27
			110989	SUPPORT FOR OCTOBER	267.27	
20100859	2011-10-12	STERLING WATER CONDITIONING LTD.		PAYMENT		595.35
			13252	CHLORINE - RESERVOIR	595.35	
20100860	2011-10-12	WINDWOODGROUP		PAYMENT		26.37
			11053153	KEYS - REC BOARD	26.37	
20100861	2011-10-14	PAUL, TIFFANY		PAYMENT		
			15	WAGES		
20100862	2011-10-14	SCHULTZ, DANIEL		PAYMENT		
			20	WAGES		
20100863	2011-10-31	A-1 SUPPLY		PAYMENT		32.20
			118464	GLOVES & RAINUIT	32.20	
20100864	2011-10-31	AMSC INSURANCE SERVICES LTD.		PAYMENT		1,959.99
			18	EMPLOYEE BENEFITS	1,956.99	
			24175	GRASSHOPPER INSURANCE	3.00	
20100865	2011-10-31	ANKERTON GAS CO-OP		PAYMENT		267.39
			26	NATURAL GAS	267.39	
20100866	2011-10-31	BAWLF COUNTRY STORE		PAYMENT		11.49
			19	CLEANING SUPPLIES - RESERVOIR	11.49	
20100867	2011-10-31	BLATZ, GORDIE		PAYMENT		572.90
			29	REMUNERATION	572.90	
20100869	2011-10-31	BODEN SAND & GRAVEL SUPPLIES		PAYMENT		621.13
			7488	CRUSHED GRAVEL	621.13	
20100870	2011-10-31	CLEARTECH INDUSTRIES INC.		PAYMENT		113.28
			475559 SJ	WATER TESTING SUPPLIES	113.28	
20100871	2011-10-31	D.S. EXCAVATION SERVICES		PAYMENT		1,050.00
			00674	SEWER REPAIR - CLENNIN	1,050.00	
20100872	2011-10-31	DENNIS, TRACEY		PAYMENT		31.45
			01	FLASHLIGHTS - FIRE DEPT.	31.45	
20100873	2011-10-31	PAUL, TIFFANY		PAYMENT		
			16	WAGES		
20100874	2011-10-31	PHOENIX DESIGN GROUP		PAYMENT		63.00
			508	DEEP DITCH SIGNS LETTERS	63.00	
20100875	2011-10-31	REINKE, DARYL		PAYMENT		150.00
			13	WATER OPERATOR	150.00	
20100876	2011-10-31	REINKE, FERN		PAYMENT		310.00

Item: 3.d)



VILLAGE OF BAWLF

Cheque Listing For Council

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2011-Nov-08

1:01:58 PM

Cheque	Date	Name	Invoice	Description	Invoice Amount	Cheque Amount
20100876	2011-10-31	REINKE, FERN	9	REMUNERATION	310.00	310.00
20100877	2011-10-31	ROBBINS,, KAREN	13	PAYMENT REMUNERATION	310.00	310.00
20100878	2011-10-31	SPARKS, JOCELYN	05	PAYMENT WAGES		
20100879	2011-10-31	STERLING WATER CONDITIONING LTD.	13271	PAYMENT STENNER TUBES - RESERVOIR	74.03	74.03
20100880	2011-10-31	TOWN OF DAYSLAND	110044	PAYMENT MILEAGE & STAFF - LIFT STATION	128.50	359.79
			20110041	PUBLIC WORKS ASSISTANCE	188.00	
			20110044	LIFT STATION REPAIRS	43.29	
20100881	2011-10-31	TRANSALTA ENERGY MARKETING	11-1134742	PAYMENT ELECTRICITY	3,605.88	3,605.88
20100882	2011-10-31	UFA	17	PAYMENT FUEL	522.58	522.58
20100883	2011-10-31	WILSON, ROBERT & MARGARET	01	PAYMENT LAMINATE MAPS	78.44	78.44
20100884	2011-10-31	YUHA, JODY	26	PAYMENT REMUNERATION	310.00	310.00
20100885	2011-10-31	BEAVER COUNTRY HOLDINGS INC.	0042	PAYMENT STRAW BALES FOR LAGOON	78.75	78.75
20100886	2011-10-31	BLATZ, ROD	32	PAYMENT REMUNERATION	210.00	210.00
20100887	2011-10-31	DAYSLANDER MOTEL	053559	PAYMENT WATER SAMPLE FREIGHT	26.50	26.50
20100888	2011-10-31	HORBASENKO, LYNN	28	PAYMENT WAGES		
20100889	2011-10-31	SCHAPANSKY, MYRNA	25	PAYMENT WAGES		23.38
			26	PUROLATOR - LAGOON SAMPLE	23.38	
20100890	2011-10-31	SCHULTZ, DANIEL	21	PAYMENT WAGES		
20100891	2011-10-31	VILLAGE OF BAWLF	2	PAYMENT TAX REFUND NYSCHUK	34.59	34.59
				WAGES		
				Total	26,466.57	10,852.60

Item: 3.d)

There is a problem with the Financial Statement. I need the Muniware to take over my computer and find out what happened. I could not give up my computer today because I had to get ready for the meeting. I will get Muniware onto my computer first thing Monday morning.

Myrna S.

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: November 3, 2011
SUBJECT: Village of Bawlf 2012 Service Levels

PURPOSE:

The purpose of this memo is to present the amended 2012 Service Levels to Village Council for final review and approval. These service levels provide the basis for budget preparation and work duties for the staff.

BACKGROUND:

The 2011 Service Level document that was presented at the September 21, 2011 Council Meeting has been amended based on the discussion. It is attached to this memorandum with the changes marked in yellow highlight for easy identification. Two points that I recommend be deleted are marked in green highlight.

ALTERNATIVES:

1. That the Village Council approve the Village of Bawlf 2012 Service Levels and that the Village Council and Administration use this document throughout the 2012 Budget process.
2. That the Village Council propose additional amendments to the Village of Bawlf 2012 Service Levels and that the amended document be brought forward to a future Council meeting.

RECOMMENDATION:

It is recommended that the Village Council approve the Village of Bawlf 2012 Service Levels and that the Village Council and Administration use this document throughout the 2012 Budget process.

Village of Bawlf



2012 Service Levels

Approved by Village Council: _____

Hem 4.a)

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I. Purpose of Council and Staff

The purpose of the Council and staff is to:

1. provide good government,
2. provide services, facilities and other things that in the opinion of the Council, are necessary or desirable for all or a part of the community, and
3. develop and maintain a safe, viable and sustainable community.

II. Legislative Services

A mayor and four councillors govern the Village of Bawlf and determine the goals, objectives and directives for the common good of all citizens.

The Council is responsible for:

1. developing and evaluating the policies and programs of the municipality,
2. ensuring that the powers, duties and functions of the municipality are appropriately carried out, and
3. carrying out the powers, duties and functions expressly given to it under the Municipal Government Act, or any other enactment.

The mayor and councillors sit on various boards and committees to assist the Village in achieving its objectives and fulfilling regional responsibilities.

III. Employee Empowerment

The Service Levels provide direction and consistency in the way employees offer service to our community.

Service Levels are meant to be adhered to; however, they are not intended to cover every circumstance that an employee may face.

Employees are expected to use their best judgement when faced with a circumstance where making an exception to a level of service, appears to be in the best interest of our organization. These exceptions should be reported to the Village Manager at the earliest reasonable opportunity.

IV. Administration

The Administration area provides administrative services in meeting the needs of the Village's citizens and others who interact with the Village.

These services include:

- | | | |
|--------------------------|------------------------|-----------------------|
| - Council Support | - Liaison with Library | - Budgeting |
| - Municipal Elections | - Accounts Payable | - Financial Reporting |
| - Municipal Census | - Accounts Receivable | - Annual Audit |
| - Secretarial | - Assessment/Taxes | - Investments |
| - Filing Systems | - Payroll | - Insurance |
| - Information Technology | - Utility Billings | - Human Resources |
| - Development | | |

V. Protective Services

The Protective Services area provides services in three major areas:

A. Fire Department

The local Fire Department is a volunteer organization lead by the Fire Chief and Deputy Fire Chief. The local department serves the village as well as the surrounding area on behalf of Camrose County. A funding agreement outlines the cost sharing between the Village and the County.

B. Bylaw Enforcement

Bylaw Services are contracted to an external agency and include weekly patrols and follow up that may include notices, tickets, letters, etc.

C. Disaster Services

The Village has entered into a Regional Emergency Services Agreement with Camrose County and the Public Works Director acts as the Director of Disaster Services. The Deputy Director of Disaster Services is a volunteer position.

** Police and Ambulance Services are provided by external agencies.

VI. Roads and Public Works

The Roads and Public Works area provides the following services:

A. Roads and Sidewalks

1. Roadways are inspected and potholes are repaired on an ongoing basis.
2. Asphalt cracks are repaired once per year. — not done this year Rod
3. Asphalt patching is completed as required.
4. Gravel is added to village roadways and back alleys as required.
5. The cemetery road east of the village is re-gravelled every 2-3 years, as required.
6. Roadways are graded on a regular basis.
7. Back alleys are graded as required.
8. Damaged sidewalks are removed in residential areas as needed and replaced with seed or sod.
9. Sidewalks are repaired in the commercial areas as required.
10. Paved roadways are swept once per year in spring.
11. Gutters are cleaned once per year in spring.

B. Building, Vehicle and Equipment Maintenance

1. All Village owned buildings (ie. Village Office, Fire Hall, Public Works Shop, Storage Shed, Water Reservoir, Lift Station, Well House, Curling Rink?, Outdoor Rink Building, Historic Fire Hall and Jubilee Park Concession and Toilets) are checked and maintained on a regular basis.
 - a. The water in the curling rink basement is pumped out annually in fall (by October 1st).
2. Village owned vehicles are maintained as required.
3. Public works and parks equipment is maintained as follows: — daily — Rod
 - a. Bobcat – service check completed every 250 hours; greased every 10 hours.
 - b. Tractor – service check completed every 100 hours; greased every 10 hours.
 - c. Mowers – service check completed every 100 hours; greased every 10 hours.
 - d. Weedeaters – service check completed as required.

C. Water Services

1. The Village water is supplied through two wells. Clean, potable water is provided to Village residents at 60 lb (420 kpa) pressure.
2. The Village will be eligible to access water through the Shirley McClellan Regional Water Services Commission should the need ever arise.
3. The water supply is tested daily and samples are sent to the University of Alberta Laboratory on a weekly basis. Reports are forwarded to Alberta Environment.
4. Pumphouse/Reservoir:
 - a. The building is inspected once per week.
 - b. The standby generator is started four times per year.
 - c. The reservoir is disinfected as required (approximately every five years, if needed).

5. Hydrants:

- a. All hydrants are flushed, serviced and checked for leak loss twice per year.
- b. They are also checked for proper drainage once per year in fall.
- c. The isolation valves are checked twice per year to ensure they are fully opened.

6. Valves:

- a. The valves are exercised and inspected once per year in spring.
- b. The stems and nuts are inspected for damage or leaks.
- c. The valve stem cover is cleaned.

7. Water Mains:

- a. All mains are directionally flushed twice per year during hydrant flushing.

D. Sewer Services

1. Lift Station:

- a. The engines and pumps are checked daily (the engines were replaced in June 2010).
- b. The back-up gas engine was replaced by a natural gas generator in September 2010. The generator will supply power to all aspects of the lift station in the event of a power outage (which will allow the water service to remain "on" as well). (delete)
- c. The automatic dialer alarm was upgraded in September 2010. (delete)
- d. Staff respond to the alarm as required.

2. Sewer Mains:

- a. All mains are flushed twice per year (spring and fall) with the regionally purchased sewer flush/vacuum truck.
- b. The manholes are checked visually twice per year.
- c. Sewer video camera surveillance is completed as required.

3. Wastewater Lagoon:

- a. The lagoon cells are checked monthly for malfunctions, leaks in the banks, tree growth, etc.
- b. The wastewater is released into the Daysland Drainage Ditch and tested annually.
- c. Repairs to the banks and berms are completed as required.
- d. The crossover valve and weir are checked monthly.

E. Surface Water Drainage

1. Ditches:

- a. The drainage ditches are checked weekly during the summer and daily during the spring melt.
- b. The ditches are cleaned out as required.

2. Drainage Gate (at north end):

- a. Water flow is monitored regularly in the spring and fall to determine the opportune time to open or close the gate.

F. Snow Clearing, Removal and Sanding

*Make N. end Makae st
a priority - to identify
where road is
(fill it)*

1. Snow Clearing and Removal:

- a. Snow will be cleared according to the priorities outlined in the chart on page 8.
- b. Roadways are to be brought to a drivable condition for vehicles equipped with suitable tires within the specified time and when the depth of freshly fallen or drifting snow exceeds the depth specified in the chart.
- c. Roadways are to be cleared of snow when two-lane traffic cannot be safely maintained for Priorities 1 and 2.
- d. Windrows on both sides of the street and avenue adjacent to the school property will be removed within one week, in ordinary circumstances.
- e. Snow will be removed up to the curbs on residential roadways as required.
- f. The Village will contract grader services through Camrose County, with the understanding that the village roadways will be cleared after the County roads have been cleared. This could take up to four days.
- g. If snow clearing is required prior to the County grader being available, the Village will either contract the snow clearing services through another company or use Village equipment to clear the areas in order of priority.
- h. If the County grader leaves a windrow in front of a residential driveway or around a parked vehicle on the street or avenue, the Public Works staff will assist the homeowner with removing the windrow.
- i. Residential driveways will be cleared as the last priority and will be based on requests submitted to the Village Office. In the event of a medical emergency, a residential driveway may warrant being cleared by Public Works Staff prior to the approved priorities.
- j. Snow will be removed from municipal sidewalks that are normally used by the public. Sidewalks infrequently used by the public will not be cleared of snow.
- k. Whenever possible, residents will be notified in advance when snow clearing will be expected to occur in their area. Sandwich boards will be placed in highly visible locations approximately 12-24 hours prior to the commencement of clearing. On extraordinary occasions, notification in advance may not be possible.

2. Sanding:

- a. In order to provide for the safe movement of vehicular and pedestrian traffic, sanding will occur as soon as possible when necessary and will be dependent on road and weather conditions.
- b. Sanding will occur according to the priorities outlined on page 8.
- c. The sanding material consists of two percent calcium chloride (so the sand stock pile does not freeze), five percent salt (to melt the snow and ice on roadways) and sand/chips (to provide traction on slippery road surfaces).

Snow clearing and sanding on municipal roadways will be carried out in the priorities described below and as indicated on the attached map (Schedule A). During unusual snowfall events, it may not be possible to achieve these levels of service stated.

Snow Clearing Priority	Roadway Description	cm snow (before plowing)	Plow Roads within "x" hrs of snowfall	Sanding Priority
1	Vrolson Road from Highway 13 to the northern Camrose County boundary; Railway Avenue from Vrolson Road to Jamieson Street; Fire Hall driveways	7.5 cm	12-18 hrs	3
2	Around the school (Alberta Avenue from Vrolson Road to King Street AND King Street between Alberta and Molstad Avenues); Hanson Street from Railway Avenue to Molstad Avenue	7.5 cm	18 hrs	2 4
3	Depending on the day of the week of the snowfall or drifting, either a) or b) first: a) the back alleys (to be cleared before garbage collection day) OR b) all residential street and avenues with the priority being the roadways most drifted in	7.5-15 cm	18-24 hrs	
4	Municipal parking lots (ie. Village Public Works shop and Administration Office)	15	after other priorities	
5	Residential driveways		after other priorities	
	Railway crossing on Vrolson Road			1
	All intersections			5

G. Solid Waste Collection

1. Landfill:

- a. The Village has a contract with Camrose County for residents to haul waste to the Kelsey Transfer Station.
- b. Household residential and commercial refuse is removed once per week by Can-Pak Environmental.

2. Spring Clean-Up:

- a. The Village coordinates an annual spring clean up event to assist in keeping the Village clean.
- b. During the spring clean-up, the Village will pick up and transport unwanted large appliances and then invoice the owners for any environmental costs incurred.
- c. Public Works Staff will be scheduled to work the evening of the event.

H. Recycling

- Bi-weekly curb-side pick-up is provided by Can-Pak Environmental.
- Sorting of the recyclables is not required.

I. Composting

- Residents may dump their grass clippings to the grass composting area east of the water reservoir.
- Residents may also take tree branches to the wood collection area east of the water reservoir.

VII. Planning and Development

A. Development Permits & Compliance Certificates

- The Village Development Officer administers all applications for development permits and compliance certificates.

B. Building Permits and Inspections

- The City of Camrose administers the building permits (including electrical, plumbing and gas permits) and completes the necessary building inspections.

C. Planning and Subdivision Services

- Camrose County is contracted by the Village to provide planning and subdivision services.

1. The first part of the report

is devoted to a

description of the general situation in the country.

The second part

contains a detailed analysis of the economic situation.

The third part

deals with the

social and cultural aspects of the situation.

The fourth part

contains a summary of the findings of the study.

The fifth part

contains a list of references.

12

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The third part

deals with the

social and cultural

aspects of the situation.

The fourth part

contains a summary of the findings of the study.

The fifth part

contains a list of references.

The sixth part

contains a list of references.

VIII. Recreation, Parks, Culture and Support Services

A. Recreation and Parks

1. Grass Cutting and Weed Control

- a. All grass on Village property (including the Community Centre, the cemetery and the ball diamonds) is mowed weekly (more or less depending on the annual rainfall).
- b. Weed-eating is completed as required.
- c. Weeds are sprayed under Camrose County's license as required in spring and fall.

2. Trees

- a. All trees are inspected for insects, diseases and pests once per year and recommendations for action are made as necessary.
- b. Newly planted trees are watered as required based on rainfall amounts.
- c. Trees are fertilized as necessary.
- d. Trees are pruned as required.
- e. Dead trees are removed as soon as noticed and recorded on a list for replacement.

3. Flower and Shrub Beds

- a. The flowerbeds are planted and maintained by the Public Works staff. Beds include: Village entrance off Highway 13, Village of Bawlf Office Building, Village Fire Hall and the Historical Sign Shrub Bed.
- b. Rototilling and/or the addition of peat occurs as required in spring.
- c. Beds are weeded weekly.
- d. Watering occurs twice per week and is dependent on the amount of rainfall.

4. Jubilee Park

a. Campground

- Approximately 22 sites are available (12 have electricity).
- Fire wood is cut and provided as it becomes available.
- The roadway ^(of) into the campground is maintained as required.

b. Toilets

- The toilets are checked and cleaned weekly.
- They are restocked as required and especially prior to all booked ball tournaments or events.
- The facilities are winterized by October 15th.

c. Concession Building

- The building is maintained by the Village.
- It is operated by the user groups booking tournaments or events in the park.

d. Playground

- The playground equipment was funded and installed by the Lions' Club in the 1980's.
- It is maintained jointly by the Lions' Club and the Village.
- Safety checks are completed bi-weekly during the summer months.

e. Fire Pits

- Approximately seven fire pits are available for use by campers and park users.

f. Refuse Collection

- The garbage cans are checked weekly and emptied as required. During special events, the garbage is checked more often.

5. Recreation Board

- a. The Village provides the Bawlf and District Recreation Board an annual grant.

B. Culture

1. Bawlf Community Centre (new hall)

- a. The Lions' Club secured provincial grant funding and lead the project to construct the hall.
- b. The Lions' Club operates and maintains the hall and will continue to do so until December 31, 2017. At that time, the Village will be responsible for the operation and maintenance of the hall.
- c. The Village provides the hall booking services and collects the rental fees. The funds are turned over to the Lions' Club at year end.
- d. The Village provides grass cutting, tree maintenance, weed control, etc. on the grounds around the hall.

*** Council raised the question about snow removal around the hall – the agreement between the Lions and the Village does not include the Village providing the snow removal. (This statement will be removed before saving the final document.)*

2. Bawlf Community Hall (old hall)

- a. The Village takes care of the grass cutting, tree maintenance and weed control on the grounds around the old hall.

3. Village of Bawlf Public Library

- a. The Village of Bawlf Public Library is housed in the Village Office Complex.
- b. The Village Council appoints the members of the Library Board as required.
- c. The Village provides an annual operating grant to the Library Board.
- d. The Public Library serves the residents of Bawlf and area as well as Rosalind and area. Library memberships are recognized at any library within the Parkland Regional Library service area.

*** Councillor Reinke mentioned she had one more item to add to this list. When approved by Council, we can add it before saving the final document.*

4. Historical Assets

- a. Old Fire Hall (built in 1911)
- b. Historical Sign

*- Fern brought doc
- approving bylaws
- approving person doing finances*

C. Support Services

1. Camrose and District Support Services (CDSS)

The Village partners with CDSS on this provincial program and the Village of Bawlf's share of the municipal portion (20%) is approximately \$2700 per year.

The services and programs available to Bawlf residents by contract:

- a. Home Support (light housekeeping and Meals on Wheels)
- b. Licensed Pre-School
- c. Family Resource Centre (eg. parenting education, playgroups and counselling)
- d. Family Violence Action Society (eg. counselling and support groups)
- e. OSCAR (licensed out-of-school care)
- f. Rural Communities Program (eg. Summer in the Park, information & referral, and community development)
- g. Volunteer Centre (eg. volunteer recruitment and data base of clubs & organizations)
- h. DARE Program in Schools (eg. drug and alcohol resistance and bullying prevention)
- i. Open Door Program (eg. youth outreach, shelter and counselling services)
- j. Service Options for Seniors – SOS Program (eg. assistance to access provincial, federal, regional and local programs and supports)

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: November 2, 2011
SUBJECT: Council Remuneration – Other Municipalities

PURPOSE:

The purpose of this memo is to present the council remuneration rates from the other municipalities within Camrose County.

BACKGROUND:

During the Organizational Meeting of Council held on October 20, 2011, the Council asked the Administration to research the remuneration rates of others within our County. A table with the findings is attached to this memorandum.

ALTERNATIVES:

1. That the Village Council discuss the various remuneration rates and pass a motion to establish the Village of Bawlf's Council remuneration rates for Monthly Meeting Attendance, Additional Council Meeting Attendance, Attendance at Out-of-Town Meetings and Mileage.

RECOMMENDATION:

n/a

Villages and Town Remuneration Rates within Camrose County:

October 2011

Municipality	Mayor Mtgs	Councillor Mtgs	Other Meetings	Full Day	mileage
Bashaw	\$425/month	\$300/month	Included in monthly rate.	n/a	0.60/km
Bawlf	\$ 150/mtg	\$ 110/mtg	\$ 100 in village; \$125 out of village (regardless of mtg length)	n/a	0.45/km
Bittern Lake	\$ 135/mtg	\$ 90/mtg	DEM \$ 85.00	Council full day \$135 DEM \$170	0.45/km
Edberg	\$ 120/mtg	\$ 100/mtg	\$ 75 (5 hrs or less); \$100 (over 5 hrs)	\$ 100/day	0.50/km
Ferintosh	\$ 100/mtg	\$ 80/mtg	\$80	n/a	0.53/km
Hay Lakes	\$ 150/mtg	\$ 140/mtg Special Mtgs are \$ 60.00 per mtg under 2 hours; mtgs that exceed 2 hours reg rate applies.	\$85 in village; \$100 out of village	\$ 250.00	0.45/km
New Norway	\$ 125/mtg	\$ 115/mtg	Half of the reg. mayor/council amount	Full mtg amount	0.45/km
Rosalind	\$ 200/mtg	\$ 100/mtg	same amt regardless of mtg length	n/a	0.47/km

at Council
mtg Dec 19

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: November 2, 2011
SUBJECT: Council Representatives on Committees and Boards

PURPOSE:

The purpose of this memo is to summarize the discussion and motions passed at the October 20, 2011 Regular Council Meeting and ask Council to continue the process of evaluating the need for council representation on the various boards and committees.

BACKGROUND:

At the October 20, 2011 Regular Council Meeting, the Council passed the following motions:

MOTION 162/11: MOVED BY Councillor Reinke that the Village Council abolish the current Council Committees namely General Government, Environmental Services, Protective Services, Public Works, Recreation and Community Services, Village Planning and Development, and Personnel Labour Relations.
CARRIED.

MOTION 163/11: MOVED BY Councillor Reinke that the Village Council discontinue representation on the following boards, namely: Bawlf School Board, Camrose & District Support Services, and Regional Rural Children's Centre.
CARRIED.

A decision is required regarding having Council representation on the remaining seven boards, namely:

<input checked="" type="checkbox"/> Bawlf School Modernization	<input checked="" type="checkbox"/> Providence Place
<input checked="" type="checkbox"/> Bawlf Recreation Board	<input checked="" type="checkbox"/> BRAED (Battle River Alliance for Economic Development)
<input checked="" type="checkbox"/> Sanden Court Board	<input checked="" type="checkbox"/> Shirley McClellan Regional Water Services Commission
<input checked="" type="checkbox"/> Bawlf Public Library Board	

Required @ their end.

Additional Information for Council's Consideration:

The Municipal Inspectors pointed out that if Council would like to hear about the activities and issues of the various boards, the Village could request copies of their meeting minutes and these could be included in the Council agenda packages. Board representatives always have the opportunity to attend a Council Meeting as a delegation and could invite a Village representative to attend one of their meetings if the need arose.

Bawlf School Modernization – may require further discussion.

Recreation Board – here are some highlights from the Bawlf Area Regional Recreation Agreement between the Village of Bawlf and Camrose County:

- The agreement is dated September 19, 1983.
- It states that a Bawlf & District Recreation Board shall be formed (and it was).
- There are clauses in the agreement that appear to be outdated (eg. the Village of Bawlf shall be the signing authority for all contracts, cheques, vouchers and monies received; the expenditures of the

Board must be audited with the Village's annual audit; the County and Village are to agree on designating the Board's unspent budgets at year end; etc.).

- The membership of the Board is somewhat confusing (ie. members shall represent Gladstone (2), the citizens within Village boundaries (1), the interests of the Bawlf & District Recreation Association (1), the recreation area at large (2) - one living in the Village and one in the County, and Village Council (1).
- In light of the agreement being fairly outdated, perhaps the Village could discontinue sending a rep to the Recreation Board meetings if the Council felt there is not a huge benefit in doing so.

Sanden Court Board – Councillor Reinke agreed to check the Sanden Court Board bylaws regarding the need for a Village representative on the Board.

Bawlf Public Library Board – here ^{they do} are points to consider:

- The Library Board's bylaws do not require that a Council representative be appointed to the Board.
- Bylaw 422/85 which was passed to establish the Library Board does not mention who the members must be.
- The Letter of Understanding between the Village and the Library Board includes the clause *"A special link exists with the member of the Council appointed to serve as a Board member, in that this individual is expected to report to the Council on library matters and to the Board on Council matters affecting the library operation."* (This clause was included due to the Village's long standing practice to have a representative on the Board.) Perhaps the Village could discontinue appointing a representative to this Board and rely on learning about the Library activities via the meeting minutes. The Letter of Understanding could be amended if necessary.

Providence Place – may require further discussion.

BRAED – may require further discussion.

Shirley McClellan Regional Water Services Commission – the Village is required to appoint a council member to represent the Village on the Commission. Because the Village is on the proposed regional water line, it would be in the Village's best interest to continue with appointing a council representative.

ALTERNATIVES:

1. That the Village Council discuss the seven boards mentioned above and decide which to continue and which to discontinue appointing council representatives to.
2. That the Village Council ask the Administration to write letters under the Mayor's signature to the boards that Council has elected to no longer appoint Council representatives to, explaining the change and reminding them that they may attend Council meetings by request as a delegation and/or to invite a Village representative to attend their meeting. This would be also be an opportunity to ask the boards to consider sending the Village copies of their meeting minutes for inclusion in the Council agenda packages.

RECOMMENDATION:

n/a

MEMORANDUM

TO: Village Council
FROM: Acting Village Manager
DATE: November 10, 2011
SUBJECT: Appointment of the Subdivision and Development Appeal Board.

PURPOSE:

The purpose of this memo is to inform Council that the four members at large have agreed to stay on the Subdivision and Development Appeal Board and that we'll have to advertise in the December Village Voice for the fifth member.

BACKGROUND:

One June 17th, 1996, the Village of Bawlf passed Bylaw 484/96 to establish a Subdivision and Development Appeal Board as required under the MGA. The Board consisted of five citizens at large as appointed by resolution of Council. All persons appointed to the Board had to reside within the corporate limits of the Village of Bawlf. No employees or Council members could be appointed to the Board. On February 19th, 2008 Bylaw 555/08 was passed to amend Bylaw 484/96. A person appointed to the Board no longer had to be a resident of the Village and the appointment was for a three year term at the Organizational Meeting.

Members appointed to the Board at the present time are Rob Barrie, Denis Girard, Rob Luscombe, Merle Stover and Mark Yuha with Eldon Banack and Sherry Staggs as alternates. One member has passed away and another has moved away.

Members that are willing to serve another three year term are Rob Barrie, Merle Stover, Mark Yuha and Eldon Banack. There has been no reply from Denis Girard.

RECOMMENDATION:

1. It is recommended that the Village Council advertises in the December, 2011 Village Voice for a new member for the vacant position on the Subdivision and Development Appeal Board.



MEMORANDUM

TO: Village Council
FROM: Acting Village Manager
DATE: November 10, 2011
SUBJECT: Appointment of Village of Bawlf Auditor

PURPOSE:

The purpose of this memo is to request that the Council officially appoint the selected auditing firm for the Village of Bawlf 2011 Audit.

BACKGROUND:

At the October 20, 2011 Council Meeting, the Village Council passed a motion to appoint Firm #1 from the list of five auditing firms that submitted tenders to our request for proposals.

Firm #1 is the Brian King Professional Corporation from Hardisty.

Mr. Brian King will submit an "Annual Engagement Letter" in the near future to be signed by the Village. This document will outline all the services and responsibilities that will be provided by the Brian King Professional Corporation during the annual audit.

ALTERNATIVES:

1. That the Village Council appoint the Brian King Professional Corporation 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 an additional four (4) years if the performance of auditor is found to be satisfactory.
2. That the Village Council authorize the Administration to sign the proposed "Annual Engagement Letter" with Brian King Professional Corporation for the 2011 Audited Financial Statement.

RECOMMENDATION:

It is recommended that the Village Council appoint the Brian King Professional Corporation 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 an additional four (4) years if the performance of auditor is found to be satisfactory and further, that the Village enter into a contract with the Brian King Professional Corporation for the preparation of the 2011 Audited Financial Statement.

MEMORANDUM

TO: Village Council
FROM: Office Administrator
DATE: November 9, 2011
SUBJECT: Restrictive Covenants on Village Lot Sales

PURPOSE:

The purpose of this memo is to request that the Village Council pass a motion to leave the Restrictive Covenant as it is or to remove the condition from the sale of Village lots.

BACKGROUND:

When the real estate market was booming the Village introduced a Restrictive Covenant stating that if the purchaser of a lot did not build within an eighteen month period, the Village would take the lot back. Once the economy slowed, the covenant was changed to twenty four months plus the purchaser would be refunded 50% of the purchase price if the lot was taken back by the Village. The market is much slower now and people are less likely to spec build.

When the Village has to buy back a lot, it costs money that is not included in the budget. The Village then incurs the expense and hassle of selling it.

The Village receives tax revenue of \$287.50 to \$546.07 per year for vacant lots.

ALTERNATIVES:

1. That the Village Council leaves the Restrictive Covenant as is.
2. Relax the condition to build by a certain deadline.
3. Remove the Restrictive Covenant.

RECOMMENDATION:

It is recommended that the Village Council remove the Restrictive Covenant.

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: November 5, 2011
SUBJECT: Reimbursement to Owners of Parcel J 1140MC

PURPOSE:

The purpose of this memo is to request that the Village Council pass a motion approving the reimbursement of the installation of the main water and sewer services along Vrolson Road to Parcel J 1140MC.

BACKGROUND:

While reviewing our payables, the Municipal Affairs Inspectors noticed a \$3000 payable to the current owners of Parcel J 1140MC and asked about the specific details of the payable. To ensure we have the proper audit trail, the Inspectors indicated the Council must pass a motion to authorize the reimbursement.

History - In November 2008, Fossen Excavating was hired by the owners of Parcel J 1140MC to tie into the main sewer line on Village property and to add a new main water line for the home being built. Work proceeded without Village approval. Consequently, the homeowner agreed to cover the full cost of the new lines. After the work began, it was discovered that the existing sewer main was partially collapsed and required replacing.

Additional discussion occurred at the April, May, July and August 2009 Council Meetings regarding whether the Village or the homeowner was responsible for covering the costs.

The Council passed the following motion in July:

MOTION 92/09: MOVED BY Councillor Porter that the Village reimburse the owner of Parcel J 1140MC, upon receipt of proof of payment, for the expenses incurred for the installation of the main water and sewer lines along Vrolson Road north of Alberta Avenue to Parcel J 1140MC. **CARRIED.**

Due to the correct main stop not yet being installed, the Village Council passed this motion in August:

MOTION 104/09: MOVED BY Councillor Porter that the Village Council rescind Motion 92/09.

CARRIED.

The replacement of the main stop was completed in October 2009 by a second contractor. The Village sent a letter to the homeowners in January 2010 stating that the Village may consider reimbursing them for the costs incurred on the main water and sewer lines provided that proper documentation is submitted to the Village showing that full payment was received by Fossen Excavating.

In February 2011, a receipt initialed by Fossen Excavating was submitted to the Village Office. The Administration reimbursed the homeowners in the amount of \$3000.00 (no GST). A copy of the receipt is attached for your reference.

Council discussed this issue several times between November 2008 and August 2009. Even though Motion 92/09 was rescinded, I believe it was Council's intent to reimburse the homeowners upon proof of payment. Therefore, I recommend that Council pass a motion approving the \$3000 reimbursement and that a copy of the motion be added to the payables record for audit purposes.

ALTERNATIVES:

1. That the Village Council approve reimbursement to the homeowners of Parcel J 1140MC based on the receipt received in the amount of \$3000 for the costs incurred for the installation of the main water and sewer lines along Vrolson Road north of Alberta Avenue to Parcel J 1140MC.
2. Others?

RECOMMENDATION:


It is recommended that the Village Council approve reimbursement to the homeowners of Parcel J 1140MC based on the receipt received in the amount of \$3000 for the costs incurred for the installation of the main water and sewer lines along Vrolson Road north of Alberta Avenue to Parcel J 1140MC.

FOSSEN EXCAVATING BAWIF

DATE _____

NAME DON KRUGER
ADDRESS BOX 171 BAWIF

SOLD BY	COD	CHARGE	ON ACCOUNT	AMOUNT DWD

1			
2	INSTALL WATER	3000	00
3	LINE ON TOWN		
4	PROPERTY ON		
5	UROLSON ST		
6			
7	 FOSSEN EX.		
8			
9			
10	PAID		
		GST	
TAX REG. No.:		PST	
		TOTAL	

RECEIVED
FEB 24 2011
@ 2:05 PM

3 Myrna

Please process the
cheque as soon as
you can. Gaudie
told me on Thursday that
the "kids" need the \$
by the end of the month
L.

MEMORANDUM

TO: Village Council
FROM: Office Administrator
DATE: November 9, 2011
SUBJECT: Camrose & District Support Services 2012 Budget

PURPOSE:

The purpose of this memo is to request that Village Council pass a motion approving the Camrose & District Support Services 2012 Budget.

BACKGROUND:

The Village of Bawlf has supported CDSS since the organization was first formed. Many residents of the Village have benefited from the programs provided by CDSS.

There was no increase to the provincial FCSS grant. All FCSS funding must be spent on programs that reflect the FCSS mandate to provide preventive social services based on local needs and priorities. The combined 2012 provincial and municipal FCSS grant for CDSS is \$773,180. The provincial government provides 80% and municipal governments provide 20%. The provincial funding for the Village of Bawlf for 2012 is \$9,559.00 and the Village's funding is \$2,389.75.

Internal programs that receive funding from CDSS are Camrose & District Home Support, Camrose & District Pre-School, Community (Community Development & Administration), Family Resource Centre, Family Violence Action Society, OSCAR – Out of School Care and Rural Communities Program. External Program Grants are the Boys and Girls Club, Hay Lakes Playschool, Open Door and Service Options for Seniors.

ALTERNATIVES:

1. That the Village Council approves the CDSS 2012 Budget as presented.
2. That the Village Council not approve the CDSS 2012 Budget.

RECOMMENDATION:

It is recommended that the Village Council approves the Camrose & District Support Services 2012 Budget as presented.



**CAMROSE & DISTRICT
SUPPORT SERVICES**

#3, Camrose Community Centre
4516-54 Street
Camrose, Alberta T4V 4W7
Ph: (780)672-0141 Fax: (780)672-
2833

October 27, 2011

To: Members of Bawlf Village Council
By: Email: LHorbasenko@bawlf.com

I am attaching three documents in support of the CDSS 2012 Budget presentation to Bawlf Village Council, scheduled for Wednesday evening, November 16, 2011.

1. Combined FCSS Funding 2011 and 2012
2. CDSS Global Budget 2012
3. CDSS Funded Programs 2012: Program Descriptions

Again this year, there was no increase to the provincial FCSS grant. The FCSS Association of Alberta continues to work with the province to explore appropriate FCSS funding to meet increasing costs, while local programs continue to work to ensure that financial and outcomes reporting provide the necessary rationale for a provincial grant increase.

Meanwhile, the CDSS Board of Directors has established a 2012 Global Budget based on a thorough assessment of applications from programs currently funded by CDSS. Our FCSS dollars must be spent on programs that reflect the FCSS mandate to provide preventive social services based on local needs and priorities. When making its 2012 budget decisions, the CDSS Board also considered outcome achievements, as per annual and interim program reporting, along with financial need and fund development capacity.

As indicated in the first attachment, the combined 2012 provincial and municipal FCSS grant for CDSS is, again, \$773,180.

In 2011, CDSS was grateful to Camrose County and the City of Camrose for providing \$10,000 each to CDSS, beyond the required 20% municipal match. Ferintosh, Hay Lakes, New Norway and Rosalind were similarly generous with "over-contributions". *We encourage all of our municipal partners to continue this generosity by over-contributing to CDSS in 2012.*

The 2012 Global Budget (second attachment) includes another additional \$10,000 from the City of Camrose. We are confident (though not certain) that will be approved. Rather than provide CDSS with an additional \$10,000 again in 2012, Camrose County has chosen to relieve us of a County-required contribution to Bashaw FCSS (\$24,200 in 2012; \$22,000 in 2011) while still directing its full required municipal match to CDSS. The bottom line? The County's "over-contribution" to CDSS has effectively increased by \$12,000 - from \$10,000 in 2011 to \$22,000 in 2012. We are very grateful for that extra support.

CDSS is, as yet, unsure what to expect from the Villages in terms of 2012 "over-contributions" and looks forward to raising this opportunity when we present our budget package to all of our municipal partners next month.

Specifically, CDSS looks forward to meeting with Bawlf Village Council on Wednesday, November 16, 7:00 pm. Unfortunately, both Dennis Wishnowski, the Villages Representative on the CDSS Board of Directors and I will both be in Edmonton attending the annual FCSSAA Conference and AGM that day. I am confident that Clarence Hastings, Rural Communities Program Director, will do an exemplary job presenting the budget and answering any questions that Council members might have. I expect the presentation to be brief, as I know you hope it will be, and trust that the information I am sending now will be helpful in that regard.

Sincerely,



Margaret Holliston
Executive Director

Attachments: 3

Copies to: Dennis Wishnowski and Clarence Hastings

**Combined FCSS Funding
2011 and 2012**

Municipality	2011 Funding			2012 Funding		
	Provincial	Municipal	Total	Provincial	Municipal	Total
County of Camrose	\$193,596	\$ 48,399.00	\$ 241,995.00	\$193,596	\$ 48,399.00	\$241,995.00
City of Camrose	\$ 380,545.00	\$ 95,136.25	\$ 475,681.25	\$ 380,545.00	\$ 95,136.25	\$475,681.25
Village of Bawlf	\$9,559	\$ 2,389.75	\$ 11,948.75	\$9,559	\$ 2,389.75	\$ 11,948.75
Village of Bittern Lake	\$ 5,117.00	\$ 1,279.25	\$ 6,396.25	\$ 5,117.00	\$ 1,279.25	\$ 6,396.25
Village of Edberg	\$ 3,655.00	\$ 913.75	\$ 4,568.75	\$ 3,655.00	\$ 913.75	\$ 4,568.75
Village of Ferintosh	\$ 4,386.00	\$ 1,096.50	\$ 5,482.50	\$ 4,386.00	\$ 1,096.50	\$ 5,482.50
Village of Hay Lakes	\$ 9,503.00	\$ 2,375.75	\$ 11,878.75	\$ 9,503.00	\$ 2,375.75	\$ 11,878.75
Village of New Norway	\$ 7,310.00	\$ 1,827.50	\$ 9,137.50	\$ 7,310.00	\$ 1,827.50	\$ 9,137.50
Village of Rosalind	\$ 4,873.00	\$ 1,218.25	\$ 6,091.25	\$ 4,873.00	\$ 1,218.25	\$ 6,091.25
Total	\$618,544	\$ 154,636.00	\$ 773,180.00	\$618,544	\$ 154,636.00	\$773,180.00

Note: The funding level has been the same for 2010, 2011 and 2012.

CDSS Global Budget 2012

CDSS Revenue (2011 and 2012 for comparison)	2011	2012		
Total FCSS Funding (Provincial & Municipal)	\$ 773,180	\$ 773,180		
Additional Funding from Camrose County - see note	\$ 10,000			
Additional Funding from City of Camrose	\$ 10,000	\$ 10,000		
Additional Funding from Ferintosh	\$ 503			
Additional Funding from Hay Lakes	\$ 329			
Additional Funding from New Norway	\$ 272			
Additional Funding from Rosalind	\$ 183			
Less County Allocation to Bashaw FCSS - see note	-\$ 22,000			
TOTAL	\$ 772,467	\$ 783,180		
Internal Program Grants - 2012	Total Program Budget	\$ Funded by CDSS	% Funded by CDSS	2011
Camrose & District Home Support	\$ 147,898	\$ 65,085	44%	44%
Camrose & District Pre-School	\$ 163,532	\$ 73,196	45%	46%
Community (Community Dev't & Admin)	\$ 212,720	\$ 145,700	68%	76%
Family Resource Centre	\$ 399,228	\$ 65,661	16%	16%
Family Violence Action Society	\$ 163,007	\$ 52,609	32%	36%
OSCAR - Out of School Care	\$ 251,965	\$ 98,000	39%	37%
Rural Communities Program	\$ 105,861	\$ 91,561	86%	89%
TOTAL	\$ 1,444,211	\$ 591,812	41%	42%
External Program Grants - 2012				
Boys and Girls Club	\$ 177,166	\$ 80,000	45%	46%
Hay Lakes Playschool	\$ 12,455	\$ 1,500	12%	11%
Open Door	\$ 762,800	\$ 30,000	4%	5%
Service Options for Seniors	\$ 86,490	\$ 70,000	81%	87%
TOTAL	\$ 1,038,911	\$ 181,500	17%	19%
Total All Programs	\$ 2,483,122	\$ 773,312	31%	32%
Total Available CDSS Funding	\$ 783,180			
Total Grants	\$ 773,312			
Contingency Fund	\$ 9,868			
Grants plus Contingency Fund	\$ 783,180			
Surplus/Deficit	\$ -			

Note: In 2012, Camrose County will forward funds directly to Bashaw FCSS, thereby relieving CDSS of a \$22,000 expenditure, effectively increasing its "overcontribution" to CDSS by \$12,000 (from \$10,000 direct in 2011 to \$22,000 relief in 2012).

CDSS Funded Programs 2012: Program Descriptions

FCSS OUTCOMES

All programs funded by CDSS must, as directed by provincial, address at least one of five FCSS outcomes.

1. Citizens have increased independence, strengthened coping skills and are more resistant to crisis.
2. Citizens have interpersonal and group skills which enhance constructive relationships.
3. Citizens within the community assume responsibility for decisions and actions which affect them.
4. Citizens are aware of social needs within the community.
5. Citizens are supported as active participants in the community.

INTERNAL CDSS PROGRAMS

Camrose and District Home Support: Includes Meals on Wheels and light house-keeping for people who cannot manage on their own or afford private services. Most clients are seniors. Last year, 104 clients received 1,430 hours of homemaker service; 20 clients received 6,071 meals. An additional 531 frozen meals were purchased - 59 by county/rural residents. Home Support clients consistently report an enhanced capacity for independent living as a result of using the service.

Camrose and District Pre-School: A licensed pre-school for three- and four-year old City and County children designed to help children develop independence and social skills, and prepare for public school. All classes are full this year (September 2011 to June 2012). Children are mainly from city families, but rural families also enrol in Camrose Pre-School. Families consistently report positive perceptions regarding their children's social/emotional readiness to attend public school, which bodes well for continuing school success.

Community Development & Administration: Information and referral (Help Book,; website; telephone/in-person consultation - average 50/week); internal program support; community development (Camrose and Area Early Childhood Coalition; Emergency Planning - Disaster Social Services; Family Violence Response Council; Interagency and Interagency Newsletter; Prairie Central FASD Network; Seniors Coalition; Social Planning Advisory Committee; various other committees as may arise), provincial liaison (FCSS Association; FCSS Directors Network; Inter-City Forum on Social Policy); financial management; personnel supervision; CDSS board support and accountability.

Family Resource Centre/Parent Link Centre: FRC services include an Indoor Playground; parenting workshops; counselling; city and rural playgroups; and annual events (Bike and Trike Sale; Family Day Festivities; Hallowe'en Monster Mash). Last year, over 2,250 people were served, reporting positive outcomes related to increased resiliency, reduced isolation, and improved parenting. The Centre also hosts a Taking Action on Bullying project in Charlie Killam junior high school, and Roots of Empathy in six city and five county elementary schools.

Family Violence Action Society: Provides individual and group counselling for men, women, children and youth affected by family violence, bullying and other forms of abuse (including elder abuse), and coordinates the Camrose Family Violence Response Council, which hosts various public awareness and professional education activities. Last year, 57 clients attended eight to sixteen weeks of group programming; 36 attended between one and six hours of individual counselling. The office also provided consultative support with respect to 112 documented referrals. Clients consistently report positive outcomes related to enhanced interpersonal family relationships along with increased resiliency and coping skills.

OSCAR – Out-of-School-Care: Provides licensed after-school child care for elementary-aged children in four schools (Chester Ronning, Jack Stuart, Sifton and Sparling; Sparling School also serves children from St. Patrick School). All four sites achieved a successful accreditation process this past year. Providing a safe, affordable alternative to the “latch-key” phenomenon, OSCAR eases family stress regarding parental employment and enhances children’s interpersonal and group skills. Last year, 160 children attended OSCAR (up by 10 over the previous year); similar numbers are anticipated for 2011-2012.

Rural Communities Program: Provides information and referral, and community development support to the seven CDSS Villages, along with the Summer-in-the-Park program. A Registered Social Worker, the RCP Program Director is available to counsel and help Village residents access appropriate human services as needed, including those offered by CDSS. Last year, 49 rural residents were provided with this level of service.

The RCP also works with the Villages on local initiatives, notably in terms of fund development. Over the past few years, the program has helped various rural groups raise approximately **1.3 million dollars**. Projects are large (Hay Lakes Multi-Use Skate Park; Bawlf Regional Rural Children’s Centre) and not-so-large (Round Hill School Breakfast Program; Edberg Ferry Point Cemetery enhancement).

EXTERNAL PROGRAMS

Boys and Girls Club: Provides after-school and summer programs, including a mentorship program with Augustana’s Athletics Department. Last year, 85 children participated in the after-school program (now called Kid Way); 46 children were attended summer programming, and 15 participated in the teen program. Special events include the Mayor’s Walk/Run; Safe Hallowe’en at Duggan Mall, and the Father’s Day Picnic (with the Family Violence Action Society). Children and their families consistently report enhanced leadership, greater community involvement and improved interpersonal relationships.

Hay Lakes Playschool: Operates a play school primarily for three- and four-year olds. Last year 11 children from the Village and surrounding County area attended, achieving outcomes related to interpersonal and group skills indicating social readiness for kindergarten and public school.

Service Options For Seniors: Helps seniors and others (low income; disabled) access provincial, federal, regional and local programs, and prepare tax returns (often needed to determine program eligibility). Services also include advocacy and outreach education, notably fraud prevention presentations. Last year, SOS recorded over 5000 walk-in and telephone requests for support; helped clients successfully complete 1,344 program forms and assisted with another 550 income tax forms. Services ease financial stresses, closely related to outcomes regarding increased independence, reduced isolation and enhanced capacity to cope.

The Open Door: Provides outreach, shelter, and counselling services to “youth at risk” and their families. Also operates Café Connections, an income-generating social enterprise that gives youth employment experience. Last year, an estimated 500 area youth were fed, clothed, sheltered, helped with employment and/or counselled with respect to other issues. The Open Door continues to build on financial success and a strong fund-raising capacity. CDSS funding decreased slightly in 2011 and again in 2012; it is intended to assist The Open Door with the preventive component of services that are often directed towards helping youth meet basic needs (which is outside the FCSS mandate). Youth consistently report increased resiliency and enhanced capacity to meet their own needs and assume responsibility for their choices.

MEMORANDUM

TO: Village Council
FROM: Office Administrator
DATE: November 8, 2011
SUBJECT: Alberta Animal & Municipal Enforcement Services 2012 Contract

PURPOSE:

The purpose of this memo is to renew the Alberta Animal & Municipal Enforcement Services 2012 Contract.

BACKGROUND:

The Village of Bawlf entered into a contract with Alberta Animal Control of Red Deer, Alberta on January 1, 2008 to provide Bylaw Enforcement Services for the Village. The contractor provided services relevant to animal control and bylaw enforcement services. There was a \$100.00 per case fee for the contractor to prepare documentation for the Village's legal representative in the case of prosecution. The contractor provided a minimum of four hour patrols per month at a monthly cost of \$480.00 plus GST. A special patrol requested by the Village apart from the regular schedule was \$60.00 per hour for a minimum of one hour. The Village would pay the contractor for each unclaimed animal \$20.00 per night boarding fees. Animals would be kept for three working days. Either party could terminate the agreement with three months written notice. The agreement was effective from January 1, 2008 – December 31, 2008.

The new agreement is effective from January 1, 2012 to December 31, 2012. In the new contract "animal" means any domesticated animal that the Village agrees to have the contractor impound or deal with under our current bylaws. The cost to prepare documentation for the village's legal representative is priced at \$150.00 per case. The contractor will provide a minimum of four hours per month at a monthly cost of \$560.00 plus GST. The cost of an additional callout remains at \$100.00 per hour. Unclaimed animal costs will be \$25.00 per night for a maximum 5 nights. Euthanasia fees will be \$10.00 per animal. There will be an additional cost of \$30.00 to dispose of the deceased animal. Either party can terminate the agreement with one month's notice.

ALTERNATIVES:

1. There is no other option for Bylaw Enforcement Services.

RECOMMENDATION:

It is recommended that the Village Council accept the 2012 Alberta Animal & Municipal Enforcement Services Contract.

full doc on website
Village voice - bylaw requirements for noisy animals nuisance.



ALBERTA ANIMAL & MUNICIPAL ENFORCEMENT SERVICES



September 27, 2011

Re: Contract for Animal Control Services

Enclosed you will find an updated contract for your Municipality. There have been a few updates to your contract that I would like to note below.

- The minimum holding time has been **increased from three (3) days to five (5) days**. The reason for this change is due to a trend we have noticed in owners not coming in to claim their animals within a reasonable amount of time. Several Municipalities have updated their holding times already and we as a company feel this is a positive step to take as we hold the animals much longer to ensure they are claimed by owners or given a good chance for re-homing.
Please note that your Municipality is only responsible for boarding fees if the animals are unclaimed
- We have updated the contract renewal dates to reflect our own quarterly cycles. All of our areas will receive contract renewals on a specific date so you may notice that your renewal date is slightly more than or slightly less than one year in length to accommodate our cycles.
- We have updated our fee schedule for the 2011 and 2012 patrol years. Your patrol fees will have increased in accordance with our updated fee schedule however we have kept the court fees, special patrol rates, and dog boarding rates at the same cost.

If you have any questions regarding your contract please feel free to contact me.

Sincerely,
Don Elliott
Municipal Enforcement Supervisor
Alberta Animal Services

Item 5.c)

1972-1973

1974-1975





ALBERTA ANIMAL & MUNICIPAL ENFORCEMENT SERVICES



Contract

Between: VILLAGE OF BAWLF
BOX 40
BAWLF, ALBERTA
T0B 0J0
(Hereby called the Municipality)

AND

ALBERTA ANIMAL SERVICES
4640 61 STREET
RED DEER, ALBERTA
T4N 2R2
(Hereby called the Contractor)

Effective from: JANUARY 1, 2012 to DECEMBER 31, 2012

In this contract the term "Animal" shall mean any domesticated animal that the Municipality agrees to have the Contractor impound or deal with under their current Municipal Bylaws.

- The Contractor
- a) provides services relevant to Animal Control and wishes to enforce the Animal Control Bylaw within the Municipality
 - b) wishes to provide Bylaw Enforcement Services within the Municipality.

The Municipality is prepared to permit the Contractor to enforce Bylaws and apprehend Animals under the following terms and conditions.



ALBERTA ANIMAL & MUNICIPAL ENFORCEMENT SERVICES



1. The Contractor shall provide and maintain a building for the impounding of Animals and shall provide cages or pens, together with exercise pens which shall be properly heated and cleaned. These pens will be of adequate size to comply with all applicable Bylaws and regulations and shall meet the reasonable requirements of the Municipality.
2. The Contractor shall provide an office and shall be open during normal business hours.
3. The Contractor shall use his best endeavors to apprehend Animals running at large within the Municipality.
4. The Contractor shall, as soon as possible after an Animal is apprehended, notify the owner if such information is readily available.
5. The Contractor shall properly house, feed, and care for all Animals impounded.
6. The Contractor shall provide the necessary personnel and equipment for the above-mentioned purposes. The Contractor shall use his best endeavors to provide such further services as may be required to apprehend Animals running at large within the Municipality and shall investigate complaints in the Municipality as allowed within the time frame of this contract.
7. The Contractor will retain all impounded Animals for not less than five business days, at the expiration of which time the Contractor may dispose of the Animal as he sees fit. If the Animal is deemed as dangerous or seriously ill, the Contractor may dispose of the Animal prior to the said five days. The Contractor will attempt to contact the owner, if known, before this action is followed through.
8. The owner of any impounded Animal may redeem the same in the following manner:
 - a) payment of the impound fees, current boarding fees, Municipal Licensing Fee, and if applicable;
 - b) the fine for such Animal as specified.
9. The Contractor shall retain all impoundment and boarding fees. All licensing fees and fines collected will be forwarded to the Municipality.
10. The Contractor shall pick up any injured Animal and deliver the same to a veterinary surgeon only with authorization from Municipal Administration. The Municipality will be responsible for any fees of such veterinary surgeon if the same cannot be recovered from the owner of the Animal.
11. The Contractor shall keep an accurate and detailed record of all complaints, impounds, names of owners, and dispositions of Animals. The Contractor shall report monthly to the Municipality.
12. The Contractor shall obtain and maintain all public liability and property damage and shall provide evidence of the same at the request of the Municipality.
13. The Contractor shall, at the request of the Municipality, be responsible for preparing documentation for the Municipality's legal representative in the case of prosecution, relevant to the Bylaws. There will be an additional charge for this service and it is priced at **One Hundred and Fifty Dollars (\$150.00) per case.**



ALBERTA ANIMAL & MUNICIPAL ENFORCEMENT SERVICES



14. The Contractor shall provide patrols as agreed upon between the two parties.
15. The Municipality shall supply the Contractor with a list of known Animal owners, along with addresses, in the Municipality on a regular basis or as requested.
16. The Contractor shall provide a minimum of four (4) one hour patrols per month at a monthly cost of **Five Hundred and Sixty Dollars (\$560.00) plus GST.**
17. If further call-outs, other than outlined in Section 16 above, are requested of the Contractor by the Municipality, the Contractor shall make every effort to respond to the said requests and shall charge out these costs at a rate of **One Hundred Dollars (\$100.00) per hour.**
18. The Municipality shall pay to the Contractor for each unclaimed Animal as follows:

DOGS per:	\$25.00/night Boarding Fee (maximum 5 nights)
EUTHANASIA Fee	\$10.00/Animal
19. Any Animals, other than those noted in Section 18, that the Municipality agrees the Contractor may impound shall be charged out as follows:

\$25.00/night Boarding Fee (maximum 5 nights)
\$10.00/Animal Euthanasia Fee
20. If the Municipality wishes the Contractor to take and dispose of any deceased Dogs or Cats this shall be done at a cost of **Thirty Dollars (\$30.00) per animal.**
21. In the event that either party defaults in the performance, either party may terminate the agreement with one month written notice.
22. The Contractor shall have no right to assign this agreement without the written consent of the Municipality.
23. This agreement shall be binding and enforceable by the parties and their respective heirs, administrators, and executors.

The Municipality of Bawlf

Date _____

Per _____

Alberta Animal Services

Date: _____

Per _____

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: November 5, 2011
SUBJECT: Amendment of the Land Use Bylaw

PURPOSE:

The purpose of this memo is to

BACKGROUND:

The Village of Bawlf Land Use Bylaw 526/04 was passed in 2004. There was an amendment passed in 2008 – Bylaw 554/08.

At the September 21, 2011 Council Meeting, Council heard a delegation from the Village Realtor, Dennis Johnson, and part of his presentation was regarding the styles of homes currently allowed as either permitted or discretionary uses in the R1 Land Use Districts. In particular, he received an inquiry about the possibility of moving a double-wide manufactured home onto one of the new R1 lots along the north block of Niblock Street. The Development Officer also received a similar question about moving a similar home onto an R1 lot along Vrolson Road. The Mayor received an inquiry about the possibility of moving a 1981 mobile home onto an R1 lot on Sanden Street. In the current Land Use Bylaw, these types of homes are neither permitted nor discretionary uses in the R1 Districts.

Neither the Development Officer nor the Subdivision and Development Appeal Board have the authority to vary the specific criteria listed under the Permitted Uses and the Discretionary Uses in the Land Use Bylaw. The only way to allow different uses (ie. types of homes) would be to amend the Land Use Bylaw. If the Village Council decided that it would like to amend the permitted and discretionary uses of the Land Use Bylaw, it would be advisable to review the entire Land Use Bylaw and make all necessary amendments at the same time.

The process of amending this bylaw will take a fair amount of time (it is a 36-page document). The Village Manager, who is also the Development Officer, will not realistically have the time to review the existing bylaw until after the budget process has been completed (the interim budget is scheduled to be passed at the December Council Meeting). After the Development Officer completes a comprehensive review, the amended bylaw would be presented to council for first reading. Prior to second reading, a public hearing is required to be held. Council would then consider all comments made at the public hearing and amend the bylaw accordingly. Second and third readings would complete the process.

ALTERNATIVES:

1. That the Village Council discuss the process of amending the Land Use Bylaw and if amending it is desired, pass a motion requesting that the Development Officer conduct a review and a rewrite with the knowledge that the process will not realistically begin until January 2012.

RECOMMENDATION:

n/a



Support Inform Refer

**Camrose and District Victim Services**

6220-48 Ave, Camrose Alberta, T4V 0K7

780-672-4570- Camrose Police Service

780-672-3342- Camrose RCMP

victimservices@camrose.ca

"The mission of Camrose and District Victim Services is to aid and assist victims of crime and tragedy by providing a community support program in partnership with the RCMP and CPS."

November 1, 2011

Village of Bawlf:

Dear Mayor & Council,

Camrose & District Victim Services is a not for profit organization governed by a volunteer Board of Directors. The program has one staff member to complete the administrative and coordination component of the program, as well as volunteer professional advocates certified by Alberta Solicitor General training to deliver program services to victims of crime & tragedy. The organization is funded solely by grants, fundraising, and generous donations.

Our unit offers a dedicated group of professionally trained volunteer advocates who provide direct services to victims of crime and tragedy at the time of crisis and afterwards through support, information, and referrals. Teams are available 24/7 to be dispatched by the Camrose Police Service and the Camrose RCMP. In addition, we have formed one of the only partnerships with Canadian Red Cross and have cross trained advocates able to provide immediate service to victims of disaster or trauma.

The advocates work diligently with victims during the criminal investigation or tragedy in numerous ways including via home visits, telephone, on-scene, or walk-ins. Services provided at time of crisis may include assistance with location of Shelters or safe places, bereavement support, safety planning, providing information on Emergency Protection Orders/restraining orders/peace bonds, and referrals to other agencies.

During the criminal investigation or after the initial crisis, we offer Critical Incident Stress Debriefings and provide information about Victim Impact Statements, Financial Benefits, and Restitution Requests. During the criminal justice proceedings, court orientation and courtroom accompaniment is available upon request. Information about parole and probation is also provided where applicable upon request. Preventative services offered by our unit include crime prevention education and information.

The geographical area that we provide services to includes the villages of Hay Lakes, Bittern Lake, New Norway, Rosalind, and Bawlf; as well as the Hamlets of Round Hill, Ohaton, Kelsey, Duhamel, Kingman and Armena. This also includes Tillicum Beach, Miquelon Lake Park, the county farming communities, and the City of Camrose.

We would like to be able to say we are not busy, as that would mean that we have no crime or tragedy impacting anyone's lives. Unfortunately, that is not the reality in which we all live. We never know when crime or tragedy will affect our lives, possibly making us a victim.

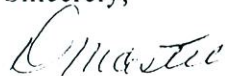
In order to maintain the services we provide and to meet granting obligations, we are required to annually apply for a Grant from the Victims of Crime Fund to support the needs of our unit. In addition to this, we seek support from the communities we serve to help make ends meet and provide the best program we can.

Item 5-e)

At this time we are humbly requesting a donation to help to cover costs of providing these specialized services to those needing them in our communities. A tax-deductible receipt is available for all donations and will be sent out to those who are able to make a contribution.

We appreciate the support you have provided us in the past and would like to thank you in advance for your consideration. If you would like to receive more information, please contact the office at 780-672-4570.

Sincerely,

A handwritten signature in cursive script, appearing to read "Donna Mastel".

Donna Mastel
Chair, Board of Directors
Camrose & District Victim Services

Providence Place November 2011

.Budget overview

.Staffing issues

. Golf car questions

.Recycling questions (gave Can Pak their ph. no.). Hope that this may result in a lower price to us)

.Questioned whether Bawlf requires a board member. Eugene Waldorf stated that he figured that it was in their bylaws. I stated that I would remain on their board whether I was reimbursed by Bawlf or not. At least until my term was over.

.I was told I could be reimbursed by Providence Place. I will continue going either way.

Gordie



LIFE EXTENDING TECHNOLOGY FOR NEW AND EXISTING PIPELINES

Water

Swagelining technology – or die drawing as it was originally known in the water industry, is now regarded as a leading method of pipe rehabilitation for water transmission mains. The cost benefits of the technology are clear - independent organisations and government bodies have estimated that cost savings of up to 50% can be achieved over traditional open cut replacement methods.

From its debut on a 12" cast iron pipe in 1987, the technology graduated into rehabilitation of a 42" water transmission pipeline in 1992. Since then, Swagelining™ has been utilised for the rehabilitation of potable water mains and is increasingly being considered for sewage, outfall water applications and pumping mains with a variety of host pipe materials.

Capable of delivering both a structural or semi-structural solution in all pipe diameters, Swagelining Limited is currently operational both in the UK and worldwide, working with National Utility Companies, State Water Companies, Engineers and Contracting Organisations.

The common focus for all of these organisations is the same – to provide the most cost effective, fit for purpose system, whilst causing the minimum of disruption to supplies and the general public. Swagelining Limited focuses on meeting these project objectives by:

- Engineering longer pulling lengths to minimise the numbers of connection pits required
- Strategically planning the location of these pits to accommodate local conditions
- Designing equipment, to minimise the size of these excavations
- Intelligent site planning centred on available workspace and geography
- Optimising the design of the polymer liner – structural or semi-structural
- Delivering an approved connection system
- Considering the future requirements of the system
- Experienced project management

Swagelining Limited's 'Integrated Lining System' encompasses all these items and allows a complete lining service to be delivered as a single package, in sizes up to 60" diameter.

Taken from <http://swagelining.com/05001-water.html>



LIFE EXTENDING TECHNOLOGY FOR NEW AND EXISTING PIPELINES

Utilities

Swagelining™ has a track record of use in pipeline rehabilitation within the utility sector that is second to none. Originally developed by British Gas and United Utilities to regenerate ageing, buried pipeline networks distributing gas and water throughout the UK, both companies have since made extensive use of the technology to cost effectively extend the life of their pipeline systems. They are still using the technology today.

Since those early days in the UK, Swagelining™ has been used in every continent world-wide in a range of sectors. The flexibility of the technology for use in urban and cross country environments has been proven time and again for many pipeline operators and today, the utility sector is again in focus as Swagelining Limited extends the range and flexibility of its process technology.

Working in conjunction with pipeline owners and main contractors, Swagelining Limited is proactively developing process technology parameters to eliminate expenditure that adds no value to the rehabilitation project. Longer individual pull lengths produce fewer excavations / interventions. Spread mobility and the working footprint are designed to minimise civil engineering expenditure and site services support. Simpler, more robust connector technology for water pipelines is also being made available for use as part of the Integrated Lining System.

However, some things will not change. Swagelining™ is still the industry's preferred solution for the installation of structural liners. When the subject pipeline is no longer able to take the pressure and the client still wants to maximise the pipeline bore, Swagelining Limited will design and install the thinnest liner that can be used for pressure containment inside the host pipeline. By reviewing standard pipe sizes and considering bespoke pipe design, significant savings can be made in PE pipe costs. This engineering-led approach typifies the Swagelining Limited approach to designing liner systems that focus on optimising the total project costs for the pipeline owner.

Taken from <http://swagelining.com/05000-swagelining-utilities.html>

*Those women
could Ennau - every day
A/Nh says - walk in and
walk out once a week
mwe Dayi! Do it.*

**PROVIDENCE PLACE
DAYSLAND & DISTRICT AGING IN PLACE FOUNDATION BOARD
Minutes of September 28, 2011**

PRESENT: Gene Waldorf, Nick Saik, Mariann Wolbeck, Arlene Lohner, Ernestine Ferris,
Marlene Wolbeck, June Rittammer, Maureen Schreiber, Jay Adams, Doug Mills,
Benji Waser [guest]
REGRETS: Joe Rau

1. CALL TO ORDER

Chairperson Gene Waldorf called the meeting to order at 6:50 PM. He introduced a guest, Benji Waser from the accounting firm MNP.

2. APPROVAL OF AGENDA

Motion by E. Ferris to accept the agenda as presented. CARRIED

3. RESIDENT COUNCIL REPORT - Marlene Wolbeck

- The Resident council did not meet over the summer months, but resumed meeting again in September. The issue of recycling in Providence Place was raised at that meeting. The space designated for collecting recyclable items is getting too small for the quantities collected, and residents have contacted the County of Flagstaff requesting a bin for glass and tin to be located in Daysland. [Action: N. Saik will bring the issue to Daysland Town Council. G. Blatz will inquire about the recycling company that has contracted with the village of Bawlf.]
- Several special events were highlighted.
- Four new residents have been welcomed over the summer, and the residents appreciate the new maintenance man.

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

4. MINUTES OF PREVIOUS MEETING

Motion by G. Blatz to accept the minutes of the June 23, 2011 meeting as circulated. CARRIED

5. BUSINESS ARISING

- SUNROOM – The account has been sent off to a collection agency. D. Mills will follow up on the issue.
- FINANCING – Providence Place still does not have financing in place for Phase IV. However, approval from the management of Battle River Credit Union is expected later this week. Clark Builders have been given some interim payments using the down payments from the residents buying the new units.
- PHASE IV – Good progress is being made on the construction, with completion still projected for December occupancy. The site drainage plan still has not been passed by the engineer for Daysland Town. The requested water line has been installed, along with two valves. The road easement will soon be in place with Alberta Health Services for shared access on the road past the Daysland Health Center.

6. CORRESPONDENCE – none

7. CONNECTING CARE & FINANCIAL STATEMENTS - Doug Mills

- D. Mills circulated the Budget & Loss Budget Performance statement to the end of August 2011.
- The Alberta Health Services contract shows a three month claw back of excess payments, so the total income is \$551,226.16 versus the budget projection of \$591,496.28. Total expenses are \$503,360.08 versus the YTD budget of \$536,582.62. Thus, the net income to the end of August is \$10,513.96.

Motion by G. Blatz to accept the financial report. CARRIED

- The audited financial statement for the year ended March 31, 2011 was presented by Benji Waser of MNP. Total revenue was \$1,382,301 and total expenses were \$1,437,301, leaving a deficiency of revenue of \$55,000.

Motion by M. Wolbeck to accept the audited financial statement as presented. CARRIED

8. MANAGER REPORT - Jay Adams

- The summer months have been busy at Providence Place with a variety of special events and regular activities for the residents.
- A new maintenance man, Bob Latreille, has been hired and is working out well. He has been busy with yard work and has done some suite painting. Bob takes pride in his work, and is liked by the residents.
- Staffing levels are good, and DAL remains full.
- Currently the waitlist for the current suites show 29 wanting to buy and 28 wishing to rent. In Phase IV, 21 suites have been sold with 6 remaining.
- No financial authorizations requested.

Motion by A. Lohner to accept the Manager reports. CARRIED

9. NEW BUSINESS

- Permission request from a resident to purchase a golf cart for use by residents to drive over to the hospital – The issue of insurance and liability was discussed. Board members have no objections as long as the Board is free of liabilities. Handivan Board members will investigate the issue with the insurer of the Handivan.
- Request for permission to remove wood chips around a patio and replace with washed rock. - Board members felt that the landscaping should all look the same, but did acknowledge that the wood chips need replenishing. Motion by A. Lohner that Jay Adams speaks to the resident about refurbishing the existing wood chips. CARRIED
- Letter regarding price increases - This issue will be addressed indirectly at the Annual General meeting through the Chairperson's report. [Action: Jay Adams was instructed to address this issue at the October Resident Council meeting.]

10. NEXT MEETING – Wednesday, October 26, 2011 starting with supper at 5:00 PM

11. ADJOURNMENT – G. Waldorf adjourned the meeting at 7:25 PM

Chairperson

Recording Secretary

DAYSLAND & DISTRICT FOUNDATION
Profit & Loss Budget Performance
September 2011

	Sep 11	Budget	Apr - Sep 11	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4-0000 · Income					
4-1101 · Donations, Memorials & Grants	205.00	1,500.00	2,400.00	9,000.00	18,000.00
4-1105 · Suite Rental	27,555.00	28,495.33	175,687.00	170,972.02	341,944.00
4-1108 · Condo Fee	25,030.00	23,454.33	130,767.92	140,726.02	348,832.00
4-1110 · Rentals and Services	9,073.86	7,833.33	51,519.01	47,000.02	94,000.00
4-2000 · Food Recoveries	8,917.98	9,166.67	50,898.64	54,999.98	110,000.00
4-3000 · Guest Suite Rental	225.00	166.67	1,096.00	999.98	2,000.00
4-4000 · Alberta Health Contract					
4-4001 · DSL	27,183.00		163,098.32		
4-4002 · Home Care	9,903.00		59,418.00		
4-4000 · Alberta Health Contract - Other	0.00	46,432.91	0.00	278,597.50	557,194.96
Total 4-4000 · Alberta Health Contract	37,086.00	46,432.91	222,516.32	278,597.50	557,194.96
4-4005 · Multi-purpose Room Rental	465.00	416.67	3,180.00	2,499.98	5,000.00
4-8000 · Miscellaneous Income	288.00	333.33	22,007.11	2,000.02	4,000.00
Total 4-0000 · Income	108,845.84	117,799.24	660,072.00	706,795.52	1,480,970.96
4-3005 · Respite	0.00	500.00	0.00	3,000.00	6,000.00
Total Income	108,845.84	118,299.24	660,072.00	709,795.52	1,486,970.96
Gross Profit	108,845.84	118,299.24	660,072.00	709,795.52	1,486,970.96
Expense					
6-1000 · Admin					
6-1001 · Professional Fees	0.00	7,966.67	47,164.00	47,799.98	95,600.00
6-1003 · Board Expenses	565.00	750.00	2,635.00	4,500.00	9,000.00
6-1004 · Dues & Subscriptions	0.00	83.33	0.00	500.02	1,000.00
6-1006 · Advertising	1,550.98	333.33	4,941.19	2,000.02	4,000.00
6-1007 · Insurance for Board Members	81.90	104.17	491.40	624.98	1,250.00
6-1015 · Postage & Shipping	62.45	104.17	720.70	624.98	1,250.00
6-1020 · Stationery & Office Supplies	197.29	229.17	1,638.97	1,374.98	2,750.00
6-1025 · Bank Charges	44.60	41.67	384.60	249.98	500.00
6-1030 · Computer supplies	49.95	166.67	299.70	999.98	2,000.00
6-1031 · Donation Expense	0.00	833.33	0.00	5,000.02	10,000.00
6-1035 · Home Care Supplies	678.20	250.00	1,237.99	1,500.00	3,000.00
6-1040 · Telephone	400.40	333.33	2,162.93	2,000.02	4,000.00
6-1045 · Travel & Education	145.00	416.67	1,926.61	2,499.98	5,000.00
6-1100 · Activities & Party Supplies	0.00	208.33	104.14	1,250.02	2,500.00
6-1200 · Administration Expense	251.05	208.33	934.93	1,250.02	2,500.00
6-1205 · Building & Liability Insurance	1,213.00	1,500.00	7,278.00	9,000.00	18,000.00
Total 6-1000 · Admin	5,239.82	13,529.17	71,920.16	81,174.98	162,350.00
6-2000 · Dietary					
6-2105 · Food Supplies	6,078.80	7,500.00	41,998.77	45,000.00	90,000.00
6-2110 · Water (Bottled)	192.00	150.00	912.00	900.00	1,800.00
6-2115 · Dishwasher Lease	126.00	133.33	756.00	800.02	1,600.00
6-2120 · Other Dietary&Kitchen Supplies	920.31	666.67	2,673.52	3,999.98	8,000.00
Total 6-2000 · Dietary	7,317.11	8,450.00	46,340.29	50,700.00	101,400.00

PROVIDENCE PLACE
DAYSLAND & DISTRICT AGING IN PLACE FOUNDATION

AGENDA

October 26, 2011 Supper – 5:00 pm

- ✓1. Organizational Meeting – Chair, Vice Chair, Recording Secretary
- ✓2. Call to order
- ✓3. Approval of agenda
- ✓4. Resident Council Report
- ✓5. Minutes of previous meeting September 28, 2011
6. Business Arising from Minutes
 - ✓• Sunroom – Jim Rebus payment
 - ✓• Financing *LOAN APPROVED, 2.8m*
 - ✓• Phase IV – Minutes from design meeting & construction update.
- ✓7. Correspondence
 - License Agreement with AHS re: road easement
- ✓8. Connecting Care and Financial Statement
9. Manager Report
 - Maintenance report, Safety/Fire reports
 - Financial Authorization Requests
10. New Business
11. Next Meeting – November 23, 2011
12. Adjournment

SHIRLEY MCCLELLAN REGIONAL WATER SERVICES COMMISSION REPORT

COUNCILLOR BLATZ

- Big Valley has \$200,000 invested in the regional line. Now there is a petition against it. There will be a meeting on November 10th to clarify the problems.
- The Town of Stettler was found to be overcharging for services of approximately \$100,000 per year.
- A vote November 9th to change administration charges from the present rate to a fairer rate was defeated.
- Bylaw 611/11 was given third reading.
- The November 9th meeting was held by conference call.

Charity checkstop
offer - Gordie read
Sat Dec 3.

Rec Board update in mail - Jody -
said ~~we~~ ^{will likely} ~~may~~ offer ~~for~~ ^{curling rink building}
public tender. ~~150~~



Battle River School Division #31

5402-48A Avenue, Camrose, Alberta, Canada T4V 0L3 Phone (780)672-6131 Fax (780)672-6137 www.brsd.ab.ca

BRSD Board reviews current year staffing changes

The Board of Trustees of Battle River School Division received an update on school division staffing during the October 27 meeting.

Greg Friend, Manager of Human Resources for the school division, told Board members that BRSD has the equivalent of 359.15 full-time teaching positions this year. That's 32.29 fte less than in the 2010-2011 school year.

In addition, Trustees heard that 37 educational assistants had been laid off at the end of June and, of that number, the division has been able to hire back 24. However, Mr. Friend also pointed out that, overall, educational assistants tend to be working fewer hours this year.

In addition to these changes, the division has also reduced the number of bus routes and eliminated or reduced positions in Transportation, Operations and Maintenance, as well as at division office. The reduction in staff is a direct result of the 3% decline in student numbers the school division is experiencing this year. According to projections, the student number is expected to decline again in the year ahead. But its possible that the recent government funding announcements will allow the school division to slightly adjust teaching or educational assistant hours in schools for the next few months.

Update on funding

Battle River School Division has now gotten word that it will be receiving about \$1 million more than originally granted by from the provincial government this year. The money comes in two categories — \$691,618 is a restoration of grant dollars that were reduced and a further \$322,644 is for classroom and community supports.

The school division's priority for the grant money will be on restoring dollars to programs. The priority for the classroom and community supports dollars will be on finding ways to get additional funds into school budget templates for such things as support staff in classrooms, inclusion initiatives or technology.

The \$1 million that has been reinstated is only a portion of the funding decline the school division is experiencing. The larger funding drop is a result of a 3% decline in student population.

Hem 7.a)

Ride times consistent with other divisions

Due to lower ridership and reduced funding, the BRSD Transportation Department reviewed and revamped bus routes across the division this school year, with the intent of maximizing route efficiency and providing the best possible service.

The average combined morning and afternoon ride time in BRSD is 1 hour 20 minutes per day — about 40 minutes on the bus during each trip of the day.

The average first pick up time on morning routes in BRSD is 7:19 a.m.

The Board of Trustees heard from Brenda Johnson, BRSD's Director of Transportation, that times are "very consistent" with other rural school divisions.

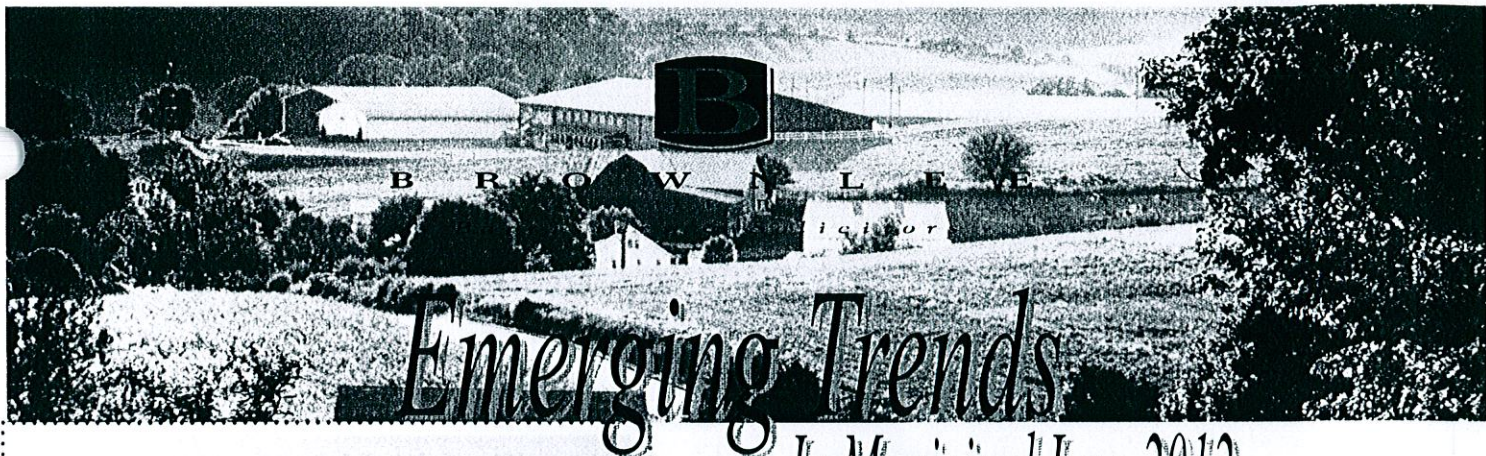
Achievement Results are in

The Board received a first glance at the recently received achievement results from June of 2011. The school division has improved its results from previous three year averages in 7 of 16 categories of measurement. Some areas, such as Rutherford Scholarship eligibility have improved significantly, while in most areas the school division has maintained the previous standards.

Check the website

If you'd like to learn more about Battle River School Division or contact the Board or Superintendent, please check the website at www.brsd.ab.ca.

*For more information contact
Diane Hutchinson
Communications Coordinator
Ph. 780-672-6131 ext. 5248
dhutchinson@brsd.ab.ca*



THE LATEST ISSUES IMPACTING MUNICIPALITIES

"KEEPING IT SIMPLE IN A COMPLEX WORLD"

The Best Laid Plans
Redevelopment Challenges and Solutions

The Cure for What Ails You
*Simple Practical Solutions to Your Human
Resources Nightmares*

Social Media
(Breakout Session)
Promotion, Pitfalls and Privacy

Intermunicipal Infrastructure Projects
and Operations
(Breakout Session)
Hit the Ground Running – Stay on Track

Bear Pit Session
Your Questions Answered

In Municipal Law 2012

Calgary

Thursday, February 2, 2012

Carriage House Inn

9030 Macleod Trail South

Phone: 403.253.1101

8:00AM – 3:30PM (Reception to follow)

SEE REVERSE SIDE FOR REGISTRATION DETAILS

NEW VENUE!!

Edmonton

Thursday, February 9, 2012

Northlands EXPO Centre

7300-116 Avenue

8:00AM – 3:30PM (Reception to follow)

WE WANT YOUR INPUT!

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

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

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

Item 7.6)



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

Calgary
February 2, 2012

Edmonton
February 9, 2012

Register by faxing or mailing this sheet to:

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

Phone: (780) 423-7514 Toll Free: 1-800-661-9069
Fax: (780) 424-3254

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

Yes, I will be attending in:

Edmonton

Calgary

(Please include names of all individuals attending)

Name(s) & Position:		
Breakout Session Preferred: <input type="checkbox"/> TOPIC #1 <input type="checkbox"/> TOPIC #2		
Municipality:		
Address:	City:	PC:
Phone:	Fax:	
E-Mail:		

Registration Fee
\$125/person (no GST)

Payment options

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

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

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

Registration Deadlines: January 13, 2012 for both Calgary & Edmonton Seminars

Emerging Trends in Municipal Law 2012

CARRIAGE HOUSE INN - **CALGARY**

Windsor Ballroom

8:00 – 8:50 a.m.	Registration and Continental Breakfast	
8:50 – 9:00 a.m.	Welcome and Introductory Remarks – Joanne M. Klauer	
9:00 – 10:15 a.m.	The Best Laid Plans <i>Redevelopment Challenges and Solutions</i> <i>Presented by: Joanne M. Klauer</i>	
10:15 – 10:30 a.m.	Coffee Break	
10:30 - 11:45 a.m.	The Cure for What Ails You <i>Simple Practical Solutions to Your Human Resources Nightmares</i> <i>Presented by: Colin R. Fetter</i>	
11:45 - 12:45 p.m.	Lunch - Victoria/Surrey Room	
12:45 - 2:00 p.m.	Breakout Session - Option 1 Windsor Ballroom Social Media <i>Promotion, Pitfalls and Privacy</i> <i>Presenter: Lorne I. Randa and Jenelle R. Butler</i>	Breakout Session - Option 2 Clarence/Phaeton Room Municipal Infrastructure Projects and Operations <i>Hit the Ground Running – Stay on Track</i> <i>Presented by: Rodd C. Thorkelsson, Paul V. Stocco, and John C. McDonnell</i>
2:00 – 2:15 p.m.	Coffee Break	
2:15 – 3:30 p.m.	Bear Pit Session - Windsor Ballroom	
	Reception to follow – Clarence/Phaeton Room	

