



AGENDA

Regular Meeting of Council of the Village of Bawlf in the Province of Alberta Wednesday, March 21, 2012 – 7:00 p.m. Council Chambers

1. CALL TO ORDER

2. DELEGATIONS

- a) 7:00 p.m. – Village of Bawlf Fire Department (Robert Wilson, Fire Chief, and Dwayne Dennis, Member)

3. GENERAL GOVERNMENT

- a) Agenda

Motion to adopt as presented

- b) Minutes of the Regular Meeting of Council held February 21, 2012

Motion to adopt as presented

- c) Accounts Payable – February, 2012

Motion to accept as information

- d) Financial Statement – January and February 2012

Motion to accept for information

4. BUSINESS ARISING

- a) Outdoor Rink Valuation

Discussion

- b) Dissolution Study Motion Clarification

Motion

- c) Bin and Vehicle Storage Promissory Note

Discussion/Motion

- d) Regional Emergency Management Services Liaison Position

Discussion/Motion

- e) Daysland Drainage District #4 Proposed Requisition Increase

Discussion

- f) Compensation for Location of Village Water Wells

Discussion

- g) Pecuniary Interest

Discussion

5. NEW BUSINESS

- a) Subdivision and Development Appeal Board Additional Members

Motion

- b) Regional Assessment Review Services Agreement Extension

Motion

- c) Assessment Services Agreement 2012-2015

Motion

- d) Deputy Fire Chief Approval

Motion

- e) Regional Health & Safety Officer

Discussion/Motion

- f) Village Clean Up

Discussion

- g) Community Garage Sale

Discussion

- h) Fire Department Delegation – *no memo*

Discussion

6. STANDING COMMITTEE REPORTS

- a) Mayor's Report

- b) Administration Report

- c) Board Reports:

- Bawlf & District Recreation Association
- BRAED
- Shirley McClellan Regional Water Services Commission

7. CORRESPONDENCE

- a) Letter from Anita Gillard, Director Villages West and Mayor of Clive

- b) CDSS Minutes – January 16, 2012

- c) Parkland Regional Library Board Newsletter – March 1, 2012

8. CONFIDENTIAL ITEMS

- a) Personnel

9. ADJOURNMENT

Bawlf Volunteer Fire Department

March 2012

Preamble

The Bawlf Volunteer Fire Department exists to protect the lives and property of the residents of the Bawlf Fire District. By design, the Bawlf V.F.D. serves both urban and rural communities, which by their nature create challenges that need to be acknowledged and accommodated.

Objectives:

- to improve and maintain - our **training and skill development.**
- to improve and maintain - our **vehicles and Equipment.**
- to put in place plans - that **guide and prepare our members to meet the future needs of the Bawlf Fire District.**

Priorities:

- 1 Training! **Training!** Training!
- 2 Consolidation of **Vehicles and Equipment in one place.**
- 3 Preparation and instigation of a **First Response service.**
- 4 Development of **short and long term plans.**
- 5 Pursuing Grant Monies to **aid in our development and growth.**

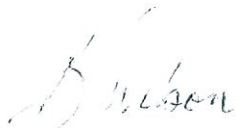
To help address the listed priorities, we respectfully offer the **following recommendations** for consideration by the Bawlf Village Council.

- 1 Build a small appendage, against the south wall of the Fire Hall to **house our Snuffer unit.** In our view, this addition need simply be a moderate size garage with personnel access from the main Hall and vehicle access facing south or east.

Item: 2.a)

- 2 Permit B.V.F.D. to instigate a First Response capacity in support of regional E.M.S. This initiative would enhance the level of service we offer to the residents of the Bawlf Fire District.
- 3 Continue to support and assist the Bawlf V. F. D. to develop and refine long and short-term goals.
- 4 Continue to support the Bawlf V.F.D. efforts to access quality training for our members.

Thank you for this opportunity to share our priorities and objectives.



Robert Wilson

Bawlf Volunteer Fire Department

Fire Chief

Read Contracting Ltd.

#4 4617 41 ST.
Camrose Ab.
T4V 2Y8

Phone 780-672-7280
Fax 780-672-1547
ben.readcon@syban.net

February 8, 2012
Project: Bawlf Fire Hall Addition

Read Contracting Ltd. is pleased to provide a quote for the construction of a 42'x 34' wood frame commercial building based on the information provided.

Read Contracting Ltd. will supply labor, material and equipment for the construction of the above mentioned project including:

Building

- All work performed under COR certified safety program
- General Liability insurance
- 4' Concrete foundation wall on a 20"x 8" spread footing
- 2" Below grade rigid insulation around the perimeter of the foundation
- 6" Concrete filled bollards outside overhead door
- 42'x 34'x 6" graded and compacted gravel base
- 42 x 34' 5" concrete floor reinforced with 10mm rebar 16" OC each way
- 1- Two compartment sump
- 30' Concrete gutter connected to the sump
- 14' Eve wall height on all exterior walls
- 2x6 wall studs
- 29ga colored duraclad roof cladding
- 29ga colored Duraclad exterior wall cladding on rear gable and eve walls
- 29ga colored flashings and trims
- Continuous vented ridge cap
- Aluminum soffit and fascia
- Aluminum eaves trough and downspouts
- 3- 12x 12 TD134 overhead door with operator
- 3-0x 7-0 exterior pressed steel frame commercial man door
- 3- 20"x 60" Picture PVC windows
- R40 Blown insulation in the attic
- R20 Batt insulation in the exterior walls

Interior Finishes

Truck Bays

- Painted drywall ceiling finish
- Painted drywall wall finish
- Interior concrete curb clad with prefinished metal flashing
- Sealed concrete floor finish

Washroom

- Painted drywall ceiling finish
- Painted drywall wall finish
- Painted 3-0x 7-0 pressed metal frame and door
- 4' white thermowrap bathroom vanity
- 8- 36"h x 12"w x 15"d stackable plastic lockers
- Kleton locker room bench

Item: 2.a)

Electrical

- 9- surface mounted T8 light fixtures in the truck bay
- 2- surface mounted light fixtures in the washroom
- 4- 70w exterior light packs
- 9- 15amp convenience outlets in the truck bay
- GFI receptacle in the Washroom

Mechanical

Washroom fixtures

- 1- Tank type water closet
- 1- Lavatory c/w standard deck mounted faucet (non electric)
- 1- 3" floor drain-Cl body 5" nickel bronze strainer
- 1- 36"x 36" shower stall c/w shower door

Equipment & systems

- 40 USG water heater
- Sanitary below and above grade- PVC DWV pipe and fittings as per code to service fixtures and equipment listed above
- Domestic hot and cold water- type L copper piping and fittings as per code to service fixtures and equipment listed above
- Natural gas-standard black steel piping and fittings as per code to service two 60MBH unit heaters and one tank type HWT

HVAC scope

Shop area

- 2- 60MBH unit heaters vented outdoors
- 1- 1000 cfm exhaust fan c/w motorized damper
- 1- Motorized intake damper c/w operator
- 1- Humidistat
- 2- Thermostats

Washroom

- 1- 50 cfm fan

Project Notes

- Existing wall cladding may not match new addition wall cladding
- Quote assumes 4" cast piping in front of building is in good working order and can be utilized for sanitary sewer services
- Natural gas riser on property has been abandoned by gas company

Not included:

- Development permit
- Building permit
- Engineering
- Course of construction insurance
- Winter heat and hoarding
- Site work
- Site services

Price limited to the above scope of work is: **\$208,850.00**
(Two hundred eight thousand eight hundred fifty)

Government sales tax not included
Quote is valid for 30 days

We appreciate your interest in our company. Should you have any questions please call the undersigned.

Regards,



Ben Paulson
Construction Manager
#4 4617 41 St.
Ph: 780-672-7280
Fax: 780-672-1547



Item: 2.a)



THE UNIVERSITY OF CHICAGO
LIBRARY

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1967-1968





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

In the Province of Alberta held on
Wednesday, February 21, 2012 at 7:00 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
Myrna Schapansky, Office Administrator
Imogene Walsh - Battle River School Division
Laurie Callsen – Camrose Canadian

1. CALL TO ORDER

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

2. DELEGATIONS

- a) Imogene Walsh – Battle River Regional Division – Location of New School.
Imogene Walsh left the meeting at 7:10 p.m.

3. GENERAL GOVERNMENT

a) AGENDA

MOTION 18/12: MOVED BY Mayor G. Blatz to accept the Agenda with the addition of 4. e)
Rescind Motion 16/12.

CARRIED.

b) MINUTES OF THE REGULAR MEETING OF COUNCIL HELD January 18, 2012

MOTION 19/12: MOVED BY Deputy Mayor Yuha that the Minutes of the Regular Meeting of
Council held January 19, 2012 be accepted as amended.

CARRIED.

c) ACCOUNTS PAYABLE FOR JANUARY, 2012

MOTION 20/12: MOVED BY Mayor G. Blatz to accept the January, 2012 Accounts Payable
register for information.

CARRIED.

d) FINANCIAL STATEMENT FOR December, 2011

MOTION 21/12: MOVED BY Councillor Reinke to accept the December, 2011 Financial
Statement for information.

CARRIED.

4. BUSINESS ARISING

a) *SKATING RINK INSURANCE – Clarification of Declared Value*

MOTION 22/12: MOVED BY Councillor R. Blatz that Village Council rescind Motion 206/11.

CARRIED.

MOTION 23/12: MOVED BY Deputy Mayor Yuha that Village Council agrees that the declared value of the outdoor rink be \$100,000 and further, that should there be a loss to the outdoor rink, the Village accept that the maximum payable to the Village would be \$100,000 regardless of the actual replacement cost of the rink.

CARRIED.

b) *DISSOLUTION STUDY MOTION CLARIFICATION*

Discussion

c) *CAT BYLAW FROM THE VILLAGE OF ALLIANCE*

Discussion

MOTION 24/12: MOVED BY Mayor G. Blatz that Village Council accept the Village of Alliance's cat bylaw for information and that a letter be sent to the complainant. If Administration receives more complaints, Village Council will revisit the bylaw.

CARRIED.

d) *SANITARY SEWER RELINING*

Discussion

MOTION 25/12: MOVED BY Deputy Mayor Yuha that Village Council pass a motion to contract Focus Corporation to proceed with tendering and construction engineering services for the relining of the main sanitary sewer lines on Macrae, Sanden and King Streets with engineering costs not to exceed \$25,900 + GST and further, that the required funds be derived from Capital Reserves.

CARRIED.

e) *MOTION 16/12 – FOIP COMPLAINT*

MOTION 26/12: MOVED BY Councillor Reinke to rescind Motion 16/12.

CARRIED.

MOTION 27/12: MOVED BY Councillor Reinke on behalf of the Village of Bawlf Acting CAO Schapansky submit a complaint to the Office of the Information & Privacy Commission of Alberta and request a volunteer complaint be submitted by Mayor Blatz and Councillor Blatz in what appears to be a violation of their FOIP rights.

CARRIED.

5. NEW BUSINESS

a) *SANDEN COURT MANAGEMENT – Mayor Gordie Blatz*

MOTION 28/12: MOVED BY Councillor Reinke that Village Council approve the transfer of the management of Sanden Court to the Bethany Group of Camrose, Alberta.

CARRIED.

b) *VOLUNTEER APPRECIATION WEEK – APRIL 15-21*

Discussion.

MOTION 29/12: MOVED BY Mayor Gordie Blatz that Village Council asks the Administration to organize and host a Volunteer Appreciation event on Monday, April 16th, 2012 at 7:00 p.m. with costs not to exceed the budgeted amount of \$500.00.

CARRIED.

c) *PROPOSAL FOR BIN AND VEHICLE STORAGE*

Discussion.

d) *REVIEW OF LEASE AGREEMENT FOR LOT 29 BLOCK 7 PLAN LVII*

Discussion.

e) *BATTLE RIVER COUNTRY AMBASSADOR PROGRAM – Mayor G. Blatz*

Discussion.

MOTION 30/12: MOVED BY Mayor G. Blatz that he, along with a person from the business community, attend the premiere of BRAED's Battle River Country Ambassador program induction of a Battle River Country Ambassador scheduled for February 23, 2012 at 6:30 p.m. at the Strome Community Centre.

CARRIED.

f) *SUBDIVISION AND DEVELOPMENT APPEAL BOARD APPOINTMENT*

MOTION 31/12: MOVED BY Councillor Reinke that Village Council appoint continuing members Mark Yuha, Eldon Banack and Rob Barrie along with new member, Bryan Beattie, to serve on the Village of Bawlf Subdivision and Development Appeal Board for the remainder of the three year term that coincides with the municipal election.

CARRIED.

g) *HIGHWAY 13 WIDENING – Encasing of Sewer Line*

MOTION 32/12: MOVED BY Councillor Robbins that Village Council approve the quotation for engineering services provided by Focus Corporation with the understanding that there would be no cost to the Village for encasing the main sewer line beneath the elevator access road between the railway and the north edge of Highway 13.

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

- A meeting was February 15, 2012.
- Picnic Shelter grants are in place.
- New ball program director.
- Bus was purchased for the school.

- Two funding requests were received.
- Decision on the Curling Rink was tabled until the fall.
- Jaywalkers Booth will be a go.
- All officers remained in their positions after elections were held.

ii. *BRAED – Mayor G. Blatz*

- A meeting was not held.

iii. *Shirley McClellan Regional Water Services Commission – Councillor R. Blatz*

- A meeting was held on January 26 in Castor.
- Bylaw 7/12 listing the executive was passed. This will help with funding for the Big Valley line as the money cannot be forwarded without this Bylaw.

7. CORRESPONDENCE

- a) Bawlf Recreation Association 2011 Program Summary.
- b) Town of Bashaw – Letter regarding Regional Emergency Management Liaison.
- c) Growing Rural Tourism Conference – April 2-4, 2012 in Camrose.

8. CONFIDENTIAL ITEMS

None.

9. ADJOURNMENT

The meeting adjourned at 9:30 p.m.

These minutes were approved at the Regular Meeting of Council held March 21, 2012.

MAYOR

VILLAGE MANAGER



VILLAGE OF BAWLF

Cheque Listing For Council

Page 1 of 2

2012-Mar-15

9:39:51 AM

| Cheque | Date | Name | Invoice | Description | Invoice Amount | Cheque Amount |
|----------|------------|----------------------------------|-----------|-----------------------------|----------------|---------------|
| 20101046 | 2012-02-17 | A-1 RENTALS | | PAYMENT | | 40.95 |
| | | | 55268 | STEAMER RENTAL | 40.95 | |
| 20101047 | 2012-02-17 | ACKLANDS - GRAINGER INC. | | PAYMENT | | 1,227.76 |
| | | | 608503349 | EQUIPMENT - F.D. | 1,214.47 | |
| | | | 608503361 | LIGHT BULB & AIR REFRESHNER | 13.29 | |
| 20101048 | 2012-02-17 | ALBERTA ANIMAL SERVICES | | PAYMENT | | 588.00 |
| | | | 10634 | BYLAW ENFORCEMENT | 588.00 | |
| 20101049 | 2012-02-17 | CAMROSE BOOSTER | | PAYMENT | | 153.68 |
| | | | 0946 | BUSINESS CARDS F.D. | 153.68 | |
| 20101050 | 2012-02-17 | CHARDERRY TRUCKING | | PAYMENT | | 729.75 |
| | | | 1480 | UTILITY REPAIRS | 729.75 | |
| 20101051 | 2012-02-17 | DAYSLANDER MOTEL | | PAYMENT | | 22.74 |
| | | | 53576 | FREIGHT - WATER SAMPLES | 22.74 | |
| 20101052 | 2012-02-17 | DENNIS, TRACEY | | PAYMENT | | |
| | | | 16 | WAGES | | |
| 20101053 | 2012-02-17 | ELFRIEDA ENTERPRISES | | PAYMENT | | 203.70 |
| | | | 158337 | DOG TAGS | 203.70 | |
| 20101054 | 2012-02-17 | FREIND, KEITH | | PAYMENT | | 800.00 |
| | | | 2 | WATER OPERATOR | 800.00 | |
| 20101055 | 2012-02-17 | INDUSTRY CANADA | | PAYMENT | | 229.00 |
| | | | 2015305 | RADIO LICENSE F.D. | 229.00 | |
| 20101056 | 2012-02-17 | MUNIWARE | | PAYMENT | | 267.27 |
| | | | 20111710 | SUPPORT | 267.27 | |
| 20101057 | 2012-02-17 | STERLING WATER CONDITIONING LTD. | | PAYMENT | | 595.35 |
| | | | 13577 | CHLORINE - RESERVOIR | 595.35 | |
| 20101058 | 2012-02-17 | TELUS COMMUNICATIONS INC. | | PAYMENT | | 602.34 |
| | | | 25 | TELEPHONE - | 602.34 | |
| 20101059 | 2012-02-17 | UFA | | PAYMENT | | 272.34 |
| | | | 6981 | FUEL P.W. | 272.34 | |
| 20101060 | 2012-02-17 | WILSON, ROBERT | | PAYMENT | | 141.94 |
| | | | 02 | SUPPLIES - FIRE DEPT. | 141.94 | |
| 20101062 | 2012-02-17 | AMSC INSURANCE SERVICES LTD. | | PAYMENT | | 992.85 |
| | | | 20 | EMPLOYEE BENEFIT | 992.85 | |
| 20101063 | 2012-02-29 | JACOBSEN, JUSTIN | | PAYMENT | | 37.60 |
| | | | 37 | WAGES | | |
| | | | 38 | 1/2 FORD WASH/VACUUM | 17.60 | |
| | | | 39 | WATER SAMPLE TO DAYSLAND | 20.00 | |
| 20101064 | 2012-02-29 | ALBERTA ANIMAL SERVICES | | PAYMENT | | 588.00 |
| | | | 10657 | BYLAW ENFORCEMENT | 588.00 | |
| 20101065 | 2012-02-29 | ANKERTON GAS CO-OP | | PAYMENT | | 1,068.12 |
| | | | 31 | NATURAL GAS | 1,068.12 | |
| 20101066 | 2012-02-29 | BAWLF COUNTRY STORE | | PAYMENT | | 9.53 |
| | | | 85095 | PAPER PRODUCTS | 3.93 | |
| | | | 86385 | GARBAGE BAGS | 2.60 | |
| | | | 86940 | BATTERIES | 3.00 | |
| 20101067 | 2012-02-29 | BLATZ, GORDIE | | PAYMENT | | 251.60 |
| | | | 35 | REMUNERATION | 251.60 | |
| 20101068 | 2012-02-29 | BLATZ, ROD | | PAYMENT | | 110.00 |

Item: 3.6)



VILLAGE OF BAWLF

Cheque Listing For Council

Page 2 of 2

2012-Mar-15

9:39:51 AM

| Cheque | Date | Name | Invoice | Description | Invoice Amount | Cheque Amount |
|----------|------------|----------------------------|-----------|----------------------|----------------|---------------|
| 20101068 | 2012-02-29 | BLATZ, ROD | 41 | REMUNERATION | 110.00 | 110.00 |
| 20101069 | 2012-02-29 | FOUNTAIN TIRE | | PAYMENT | | 43.83 |
| | | | 036104118 | TIRE REPAIR - BOBCAT | 43.83 | |
| 20101070 | 2012-02-29 | FREIND, KEITH | | PAYMENT | | 1,650.00 |
| | | | 3 | WATER OPERATOR | 1,650.00 | |
| 20101071 | 2012-02-29 | HORBASENKO, LYNN | | PAYMENT | | 171.79 |
| | | | 34 | WAGES | | |
| | | | 35 | OFFICE SUPPLIES | 17.14 | |
| | | | 36 | MILEAGE TO BASHAW | 79.65 | |
| | | | 37 | DOCTOR'S CERTIFICATE | 75.00 | |
| 20101072 | 2012-02-29 | LAMB FORD SALES LTD. | | PAYMENT | | 82.51 |
| | | | 9908041/1 | FORD 1/2 REPAIRS | 82.51 | |
| 20101073 | 2012-02-29 | LASLOP, PAUL | | PAYMENT | | 4,270.46 |
| | | | 3 | ASSESSMENT SERVICES | 4,270.46 | |
| 20101074 | 2012-02-29 | REINKE, FERN | | PAYMENT | | 190.00 |
| | | | 12 | REMUNERATION | 190.00 | |
| 20101075 | 2012-02-29 | ROBBINS, KAREN | | PAYMENT | | 110.00 |
| | | | 19 | REMUNERATION | 110.00 | |
| 20101076 | 2012-02-29 | SCHAPANSKY, MYRNA | | PAYMENT | | |
| | | | 34 | WAGES | | |
| 20101077 | 2012-02-29 | TRANSALTA ENERGY MARKETING | | PAYMENT | | 4,190.00 |
| | | | 6 | ELECTRICITY | 4,190.00 | |
| 20101078 | 2012-02-29 | WORKERS COMPENSATION BOARD | | PAYMENT | | 767.44 |
| | | | 18191253 | PREMIUM | 767.44 | |
| 20101079 | 2012-02-29 | YUHA, JODY | | PAYMENT | | 110.00 |
| | | | 30 | REMUNERATION | 110.00 | |
| WAGES | | | | | 6407.86 | 6407.86 |
| Total | | | | | 26,926.41 | |

Item: 3. b)

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: March 14, 2012
SUBJECT: Outdoor Rink Valuation

PURPOSE:

The purpose of this memo is to report the findings regarding the Village's request to the Alberta Municipal Services Corporation (AMSC) for a reassessment of the value of the outdoor rink.

BACKGROUND:

At the February 21, 2012 Council Meeting, it was suggested that we contact AMSC to request a reassessment of the outdoor rink and adjacent building. This request was made and the attached is a copy of the email reply stating that another valuation cannot be done at this time.

Is Council still comfortable with the motion made at the February 21, 2012 Council Meeting?

MOVED BY Deputy Mayor Yuha that the Village Council agree that the declared value of the outdoor rink be \$100,000 and further, that should there be a loss to the outdoor rink, the Village accept that the maximum payable to the Village would be \$100,000 regardless of the actual replacement cost of the rink. CARRIED.

Is any further discussion required? If not, and if the Council is satisfied with the motion, no further action is required.

ALTERNATIVES:

n/a

RECOMMENDATION:

n/a

Lynn Horbasenko

Subject: FW: Declared Value Bawlf Outdoor Rink

From: Lynn Horbasenko [<mailto:LHorbasenko@bawlf.com>]

Sent: March-08-12 10:02 AM

To: 'Gordie Blatz'

Subject: FW: Declared Value Bawlf Outdoor Rink

Hi Gordie,

Please read the trail of emails below. What would you like to do about this?

Lynn

From: Kim Welby [<mailto:kwelby@auma.ab.ca>]

Sent: March-07-12 2:27 PM

To: Lynn Horbasenko

Subject: RE: Declared Value Bawlf Outdoor Rink

Hi Lynn!

Sorry about the delay!

I have spoke with my Director, who has advised that RMS will not be able to do another valuation because this one is fairly recent. It is entirely possible that the Town may be able to rely on volunteers to reconstruct this building. However, that is a luxury that we do not have and all the facets of reconstruction have to be considered (debris removal, professional fees, electrical, plumbing etc.). Because we ensure replacement cost we need to make sure that those costs are reflected should there be a loss.

I hope this is helpful but should you have any further questions, please let me know.

Thanks and have a great day!



Kim Welby

Alberta Municipal Place

300-8616 51 Ave Edmonton, AB T6E 6E6

Phone: 780-989-7413 Toll-free: 310-AUMA

Fax: 1-780-409-4314

www.auma.ca www.amsc.ca

From: Lynn Horbasenko [<mailto:LHorbasenko@bawlf.com>]

Sent: February-28-12 3:27 PM

To: Kim Welby

Subject: Declared Value Bawlf Outdoor Rink

Hi Kim,

There has been more discussion about this and we are wondering if the outdoor rink and shack could be reassessed. Municipal Affairs has advised that perhaps the Village Council should not go against the value recommended by AMSC and yet we have several people who feel strongly that \$421,000 is far too high. With volunteer help and a simple garage package, they truly believe we could rebuild the facilities for \$100,000. This is such a big difference that I think it might be best to have the people who calculate the valuation come back to Bawlf and perhaps meet with a couple of Recreation Board reps and Council reps. Is this feasible?

Lynn

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: March 14, 2012
SUBJECT: Dissolution Study Motion Clarification

PURPOSE:

The purpose of this memo is to request that the Village Council formally clarify its intent regarding Motion 10/12 made at the January 18, 2012 Council Meeting by passing another motion that is clear.

BACKGROUND:

In speaking with Municipal Affairs, Motion 10/12 was deemed as vague and unclear. The Administration asked for clarification at the February 21, 2012 Council Meeting and received verbal clarification.

However, because the motion will be required to be submitted to Municipal Affairs in writing, the Village must be clear with the wording of the motion. Therefore, it is recommended that Motion 10/12 be rescinded and that a new motion be made.

ALTERNATIVES:

n/a

RECOMMENDATION:

n/a

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: March 14, 2012
SUBJECT: Bin and Vehicle Storage Promissory Note

PURPOSE:

The purpose of this memo is to update the Village Council on the proposal brought forward to the last Council meeting regarding a bin and storage area south of Railway Avenue and to inform the Council that the developer has requested a promissory note from the Village.

BACKGROUND:

The Village Manager contacted the developer and communicated the following Council comments from the last Council meeting:

- It is great that someone is interested in developing some land in Bawlf.
- Council would prefer if the development could occur east of the Ankerton Gas property rather than adjacent to the entrance to Bawlf.
- I invited the developer to the next Council meeting. (He was not sure that he could attend.)

The developer indicated that he would now pursue purchasing the east parcel from the Canadian Pacific Railway. Being that the parcel is fairly large, he would incur additional costs for subdividing it. He would like the Village to provide him with a promissory note indicating that his proposal would be approved prior to him investing in the purchase and subdivision of the land.

The land is zoned Institutional and a development of this type is considered a Permitted Use. Therefore, the Development Officer has the authority to approve the development based on the Land Use Bylaw. Certain basic conditions will be included in the development permit (ie. screened fencing and possibly some plants/trees, site must be kept neat and orderly with garbage and weeds contained, if security lighting will be installed the lighting must not interfere with neighbouring residences, signage regulations, storage must be for mechanically functional vehicles ie. not vehicles for parts, etc.). The developer will be informed that there will be certain conditions attached to the development permit which should assist him with his decision of whether or not to purchase the land.

Is the Village Council comfortable with the Development Officer issuing such a promissory note?

ALTERNATIVES:

1. That the Village Council authorize the Development Officer to provide a promissory note to the individual interested in developing a storage bin and vehicle storage area in Bawlf.
2. That the Village Council discuss other options as it sees fit.

RECOMMENDATION:

It is recommended that the Village Council authorize the Development Officer to provide a promissory note to the individual interested in developing a storage bin and vehicle storage area in Bawlf.

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: March 14, 2012
SUBJECT: Regional Emergency Management Services Liaison Position

PURPOSE:

The purpose of this memo is to provide additional information regarding the Regional Emergency Management Services Liaison position and to ask the Village Council if Bawlf wishes to move forward on the regional initiative or if it wishes to pull out.

BACKGROUND:

Al Radke, Assistant County Administrator with Camrose County, recently summarized the following background information for Camrose County Council and was willing to share the information with the municipalities that partnered in the study. History:

- April 2008 – Shared Fire Protection Services Funding Agreement was signed with Camrose County.
- January 2009 – discussion at the Regional Mayors/Reeve/Administrators Meeting regarding the feasibility of a regional resource to assist all fire departments with Standard Operating Guidelines and other paperwork.
- June 2009 – all municipalities within Camrose County passed Council resolutions to participate in applying for a Regional Partnership Exploration Grant to determine the feasibility, viability, synergies and economies of scale for developing a Regional Fire Resource Coordinator.
- April 2010 – \$75,000 grant funding approved.
- May 2010 – a Request for Proposals (RFP) went out for the completion of a Regional Emergency Management Services Liaison Study with a closing date of June 25, 2010.
- September 2010 – it was announced at the Mayors/Reeve/Administrators Meeting that Pamadon Resources Limited from Lacombe had been awarded the RFP and the study began.
- January 2012 – partnering Councils attended the Mayors/Reeve/Administrators Meeting to hear the presentation of the Regional Fire and Emergency Management Services Report.

The services that the Regional Emergency Management Services Liaison position could provide to the fire departments include:

- Key Point: Local fire hall identities will not be compromised or diminished.
- Carry out provincial and county fire reporting procedures.
- Remove administrative duties from fire chiefs and local municipal administrations.
- Remove direct legislative obligations and responsibilities from local municipal councils.
- Coordinate and implement training opportunities.
- Assist with recruiting of new members.
- Responsible for driver abstract research, collection and annual updates.
- Schedule vehicle inspections and maintenance and act as the depository for the records.
- Consolidate and unify the Standard Operating Guidelines (SOG's) by updating and maintaining them.
- Coordinate volume purchases on equipment.

- Evaluate equipment and capital needs assessments and establish a capital replacement program.
- Responsible for annual global operating budget preparation.

Other benefits that could be realized include:

- Overall reductions to insurance premiums.
- Added insurance assurance to residents.
- Synergies and economies of scale for capital equipment purchasing and allocation.
- Emergency Public Warning System integration, training and allocation.
- Increased and comprehensive communication.
- Project integration.
- Standard service expectations for all fire departments.
- Uniform and consistent response tactics and applications.
- Team environment when deployed into any setting.
- Complimentary and higher training levels for all fire department equates to increased professionalism and protection to rate payers.

The study looked at both fire and disaster services. The general feeling of the County is that perhaps the fire services should be focused on in the short term with disaster services being added a later date.

The governance model, including the funding formula, is yet to be determined. The cost to each of the partners will be proposed at a later date and will be partially dependent on the number of participating municipalities.

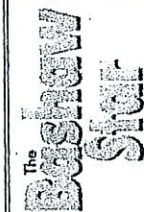
Attached to this memorandum for your information is an article from the Bashaw Star highlighting the discussion that occurred at a recent Bashaw Town Council Meeting.

ALTERNATIVES:

1. That the Village Council approve in principle the Village of Bawlf's interest in partnering with the other municipalities in Camrose County regarding the proposed Regional Emergency Management Services Liaison position, dependent on the funding formula and proposed cost to the Village.
2. That the Village Council choose to opt out of the proposed partnership with the other municipalities in Camrose County regarding the Regional Emergency Management Services Liaison position.

RECOMMENDATION:

It is recommended that the Village Council approve in principle the Village of Bawlf's interest in partnering with the other municipalities in Camrose County regarding the proposed Regional Emergency Management Services Liaison position, dependent on the funding formula and proposed cost to the Village.



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Bashaw and ...

Bashaw mulls regional fire plan

CHRISTOPHER WALSH

Star contributor

A Camrose County proposal to introduce a regional emergency management position county-wide would mean improved standards for firefighting in Bashaw, but it's not known what it would cost the town.

Camrose County assistant chief administrative officer Al Radke said the new position would help to develop a unified response to emergency situations, and a higher level of training for local fire crews, and would cut back on all of the bureaucratic duties facing volunteer firefighters.

"Many of the current fire chiefs, who are all volunteers, are finding it very cumbersome to man all of the paperwork and everything else associated with being a fire chief, based on regulations that must be adhered to in each municipality," he said. "(This) will basically reduce the paperwork and administration that a lot of fire halls are seeing."

Radke said a study into the creation of the new position, called the regional emergency management services liaison, has been completed and the issue is now in the hands of individual

municipalities to decide if the idea flies.

He couldn't put a price tag on the initiative until after the county knows how many municipalities will come on board.

"It would be beautiful to have 100 per cent buy-in, but each municipality has to weigh out the pros and cons, and then make a decision as to whether or not they want to be a participant and move forward," Radke said.

"The cost should be secondary, because at the end of the day, the service level provided to each and every community ... will increase. There'll be a standardized response and tactical effort and protection of the county and individual towns and villages will be greatly benefited."

Bashaw Mayor Bob Cammidge said town council has approved the idea in principle, but isn't committing to anything until the actual cost is known.

"It's going to mean a lot of things to the fire department and emergency management," Cammidge said. "We have to look into it a lot more. It's a big project and an important project, but we gotta know the costs."

He added it would improve emergency service in the area and would be something the town wouldn't be able to implement on its own.

"We think it's a good thing," Cammidge said. "We need to be looking this way and we can't do it on our own. We have to do it regionally."

Radke said the new position would help local municipalities in recruiting, by taking the burden of provincially mandated paperwork duties away from local fire halls.

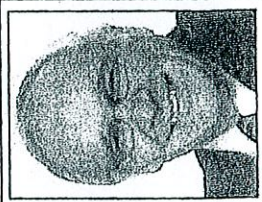
"Volunteers at fire halls are hard to come by and recruiting is difficult," he said. "This will help relieve all the pressures that a lot of firefighters didn't sign up as a volunteer to do. They signed up because they wanted to do something for their community. They saw this as a way of helping to protect and respond when called upon and doing something admirable for their community. But they didn't realize it came with a whole bunch of paperwork and other attachments."

"It helps everybody. It's just a win-win."

More details and information on costing are expected to be clearer in the coming months, Radke said.

Albertans want voice heard after task force

Looking ahead
future government
consultations
decisions that affect
property will take
place earlier, be more
inclusive and more
meaningful, so your
voice is heard. An
decisions will be full,
transparent, with amn



Many Albertans
spoke out on property
rights, government
heard you, and now
we're taking action.

Premier Alison
Redford and the
Alberta government
know that property
rights are fundamental
to who we are, how we
live, and how we work
together.



Item: 4.d)

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: March 15, 2012
SUBJECT: Daysland Drainage District #4 Proposed Requisition Increase

PURPOSE:

The purpose of this memo is to bring forward the Daysland Drainage District #4 proposal for an increase to the annual requisition as presented at the January 18, 2012 Council Meeting and to ask Council for feedback to be taken back to the Daysland Drainage District.

BACKGROUND:

The Village of Bawlf has been paying an annual requisition of \$204 to the Daysland Drainage District #4. It is believed that the requisition has been constant for many years.

Blaine Fenske with the Daysland Drainage District attended the January 18, 2012 Council Meeting and presented a proposal for an increase to the annual requisition. I believe copies of a draft invoice were handed out at the meeting. (A copy is attached to this memo.)

On March 8, 2012 Mr. Fenske visited the Village Office to ask what the discussion around the Council table was. From the January 18th Meeting Minutes, it appears that discussion did not take place later in the meeting.

How does Council feel about their proposal? Would phasing in the increase be more palatable? Does Council wish to make a budget adjustment for 2012?

ALTERNATIVES:

n/a

RECOMMENDATION:


n/a

Daysland Drainage District #4
Box 38
Daysland, AB
T0B1A0

Invoice

| Date | Invoice # |
|----------|-----------|
| 1/9/2012 | 2011154 |

| |
|--|
| Invoice To |
| BAWLF, Village of Box 140 Bawlf, AB T0B 0J0 |

| Item | Land Location | Benifit Assessed | Rate | Amount |
|--|--|------------------|-------------------|-------------------|
| Town/Village Rate | Total Sewer Outlets | 174 | 6.00 | 1,044.00 |
| Area of Town/Village | DDD rate(\$1.80/ac) X 1.44 (factor:water runoff of pavement to soil)=\$2.59/ac | 175 | 2.59 | 453.25 |
|  | | | | |
| ****BALANCE DUE October 31/2012*** LATE PENALTY @ 12% added November 1/2012 | | | 2010 Total | \$1,497.25 |

*****KEEP THIS INVOICE AS YOUR RECEIPT*****

MARK THIS INVOICE# ON YOUR CHEQUE

*******THANK YOU*******

Terry Pederson, Sec/Treas

Phone/Fax(780) 373-2150

email if any information needs to be updated

dayslanddrainage@mcsnet.ca

In Negotiation

Item: 4.e)

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: March 15, 2012
SUBJECT: Compensation for Location of Village Water Wells

PURPOSE:

The purpose of this memo is to bring forward a request by Mr. Blaine Fenske for compensation from the Village for the two Village water wells located on his land.

BACKGROUND:

I understand that Blaine Fenske approached the Village Council at the January 18, 2012 Council Meeting regarding some form of compensation for the Village water wells being located on his land. Mr. Fenske asked me on March 8, 2012 if the Village had discussed his request for compensation. According to the January 18th Minutes, it appears as though further discussion has not occurred.

Two 'Grant of Easement' agreements were signed and sealed by Mr. Sonke Matzen (Mr. Fenske's grandfather who owned the land at that time) and the Village of Bawlf in 1981 and 1984. Lump sum payments were made in the amounts of \$700.00 in 1981 and \$2500.00 per linear mile plus \$1600.00 as a one-time allowance for crop loss or crop damage in 1984. I mentioned this to Mr. Fenske when we met and he feels the easement agreements were for the pipeline only. (However, this does not appear to be the case according to the agreement details described below.) The well house near the roadway obstructs the movement of large farming equipment to and from that particular corner of his land. He feels because he pays taxes on that land, he should receive some compensation in addition to the amounts his grandfather received. He is not asking for large amounts of cash. He did suggest that one option may be that the Village could allow him all the bulk water he needs for spraying his crops.

The easement agreements both state that *the Grantee (the Village) shall have the right to lay down, construct, operate, maintain, inspect, remove, replace, reconstruct and repair a pipe line or lines, together with all sub-stations, well, structures, drips, valves, fittings, meters and other equipment and appurtenances as may be necessary or convenient in connection therewith for the carriage, conveyance, transportation and handling of water through or by means of the same and the right of ingress and egress, for all purposes incidental to the grant from the date hereof.*

Would Council be open to considering additional compensation to Mr. Fenske for the two water wells located on his land? If Council wishes, the Administration could have the Village lawyer review both Grant of Easement agreements for completeness and fairness and provide comments.

ALTERNATIVES:

n/a

RECOMMENDATION:

n/a



MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: March 15, 2012
SUBJECT: Pecuniary Interest

PURPOSE:

The purpose of this memo is to bring forward the issue of pecuniary interest that occurred during the February 21, 2012 Council Meeting.

BACKGROUND:

On the February 21, 2012 Council Meeting Agenda, the item of Reviewing the Lease Agreement for Lot 29, Block 7, Plan LVII was included. When the item came up for discussion, the member of council with whom the lease agreement is with, did not declare a pecuniary interest and participated in the discussion.

The Municipal Inspectors working with the Village provided an email quoting the sections of the Municipal Government Act that were contravened and the consequences of that contravention. That email is attached for reference.

ALTERNATIVES:

n/a

RECOMMENDATION:

n/a

Subject: FW: Feb Council Agenda

From: Desiree Kuori [mailto:Desiree.Kuori@gov.ab.ca]

Sent: February-29-12 9:45 AM

To: Greg and Jody Yuha; Aleks Nelson

Cc: ! LHORBASENKO; 'Gord Blatz'; Rod Blatz; Fern Reinke; 'Karen Robbins'

Subject: RE: Feb Council Agenda

Hello,

Thank you for your email requesting further information.

In the event that a Councillor has a pecuniary interest he or she must:

- Disclose the conflict prior to the discussion;
- Abstain from discussion on the matter;
- Abstain from voting; and
- Leave the room until discussion and voting are concluded.

Section 175 of the Municipal Government Act states;

Resignation on disqualification

175(1) A councillor that is disqualified must resign immediately.

(2) If a councillor does not resign immediately,

(a) the council may apply to a judge of the Court of Queen's Bench for

(i) an order determining whether the person was never qualified to be or has ceased to be qualified to remain a councillor, or

(ii) an order declaring the person to be disqualified from council,

or

(b) an elector who

(i) files an affidavit showing reasonable grounds for believing that a person never was or has ceased to be qualified as a councillor, and

(ii) pays into court the sum of \$500 as security for costs,

may apply to a judge of the Court of Queen's Bench for an order declaring the person to be disqualified from council.

(3) An application under this section may only be made within 3 years from the date the disqualification is alleged to have occurred.

(4) An application under this section may be started or continued whether or not an election has been held between the time the disqualification is alleged to have occurred and the time the application is or was commenced and whether or not the person in respect of whom the application is being brought

- (a) resigns before or after the election,
- (b) was re-elected in the election,
- (c) was not re-elected or did not run in the election, or
- (d) has completed a term of office.

Hope this provides the clarification you were in search of. Thanks

Desiree Kuori
Municipal Advisor
Local Government Services
Alberta Municipal Affairs
Telephone - (780) 644-8528
Fax (780) 420-1016

From: Greg and Jody Yuha [mailto:gjuha@syban.net]

Sent: Tuesday, February 28, 2012 6:28 PM

To: Desiree Kuori; Aleks Nelson

Cc: ! LHORBASENKO; 'Gord Blatz'; Rod Blatz; Fern Reinke; 'Karen Robbins'

Subject: Fw: Feb Council Agenda

Desiree & Aleks,

Upon receiving the email from you yesterday Desiree, I have the following comments and question.

Thanks for the information you have provided with regard to the points below, it provides information, we, as a Council can build upon.

Specifically, regarding the lease agreement. When discussions took place regarding the lease agreement I specifically said let's say it's "Joe Blow". Would Council allow a 99 year lease as was indicated should be the case, or leave the lease with no renewal date? Would Council not specify the use for the leased land? At that time I was abruptly informed that it wasn't "Joe Blow" that we were dealing with, it is him. My point being just as you said, we need to ensure that we treat everyone the same, no matter who they are, so I am happy to see that you state "there should be a policy on this kind of agreement so that all residents are treated equitably".

With regard to Councillor Blatz being disqualified from council, as per section 174 of the Municipal Government Act. What happens next?

Jody

From: [Jody Yuha](#)

Sent: Tuesday, February 28, 2012 8:32 AM

To: gjyuha@syban.net (gjyuha@syban.net)

Subject: FW: Feb Council Agenda

From: Desiree Kuori [<mailto:Desiree.Kuori@gov.ab.ca>]

Sent: February-24-12 9:20 AM

To: ! LHORBASENKO; Aleks Nelson

Cc: 'Gordie Blatz'; Jody Yuha; rblatz@xplornet.com; 'Fern Reinke'; krobbins500@yahoo.ca; MSchapansky@bawlf.com

Subject: RE: Feb Council Agenda

Hi Lynn,

Further to Aleks' email and your subsequent response with respect to the insurance for the skating rink and the lease agreement, I have the following comments;

- 1) If the skating rink is a village owned facility, the village needs to ensure that they are complying with recommendations from their insurance company, not the recreation board.
- 2) If Councillor Blatz participated in the lease agreement discussion he is technically disqualified from council as per section 174 of the Municipal Government Act;

Reasons for disqualification

174(1) A councillor is disqualified from council if

- (g) the councillor contravenes section 172;

Disclosure of pecuniary interest

172(1) When a councillor has a pecuniary interest in a matter before the council, a council committee or any other body to which the councillor is appointed as a representative of the council, the councillor must, if present,

- (a) disclose the general nature of the pecuniary interest prior to any discussion of the matter,
- (b) abstain from voting on any question relating to the matter,
- (c) subject to subsection (3), abstain from any discussion of the matter, and
- (d) subject to subsections (2) and (3), leave the room in which the meeting is being held until discussion and voting on the matter are concluded.

If you have any questions or concerns, please do hesitate to contact Aleks or I. Thanks.

*Desiree Kuori
Manager, Municipal Advisory
Local Government Services
Alberta Municipal Affairs*

Telephone - (780) 644-8528
Fax (780) 420-1016

From: ! LHORBASENKO

Sent: Thursday, February 23, 2012 3:14 PM

To: Aleks Nelson; Desiree Kuori

Cc: 'Gordie Blatz'; 'Jody Yuha'; rblatz@xplornet.com; 'Fern Reinke'; krobbins500@yahoo.ca; MSchapansky@bawlf.com

Subject: RE: Feb Council Agenda

Hi Aleks, Hi Des,

I will insert my answers within the body of your text below.

Lynn

From: Aleks Nelson [<mailto:Aleks.Nelson@gov.ab.ca>]

Sent: February-23-12 1:59 PM

To: ! LHORBASENKO

Subject: RE: Feb Council Agenda

Hello Lynn:

I've had a chance to review the minutes from January, and the agenda for February and have some questions and comments.

January Minutes:

Fuel Bills-It would be useful for staff to have a policy around vehicle use which would include the requirement to fill out a log book. **OK, makes sense.**

Dissolution Study-The motion is very vague. Does Council want to request the minister do a study or are they going to conduct a study on their own or do they just want more information? This is an important topic and the motion should be crystal clear. **This was clarified verbally at the council meeting on Feb 21 but a new motion was not made. I will add this to the March meeting agenda.**

Rate of Pay for Acting CAO-Is it \$32.00 per hour/week or month? (Motion says be paid at the rate of \$32.00) I'm guessing it's per hour, but again, the motion is not clear. **In your opinion, do we add this to the March agenda to remake or clarify the motion or do we use your comment as a learning for future motions?**

Agenda-February

Skating Rink-It appears this is being done because of a request by the Rec Board. AMSC has valued the replacement cost considerably higher. Is there a policy for insuring municipal buildings, and if not, perhaps there should be. I'm not sure it's prudent to insure the asset for so much less than replacement cost. **No, we do not have a policy for insuring municipal buildings. The Rec Board reimburses the Village for the cost of the premiums and some Rec Board members feel that the valuation of the rink/change facility was too high even though an AMSC representative visited the site to complete the valuation. I don't know what to say regarding insuring the asset for so much less than replacement costs – perhaps Council will want to revisit this?**

What is the addition of Motion 16/12 related to? Was there any backup provided to council for their information? **Back up was not provided for information. Councillor Reinke requested that this be added to the agenda at the start of the meeting. She indicated that she spoke with someone at Municipal Affairs and she needed to reword the motion. Therefore, she rescinded her original motion (Motion 16/12) and made a subsequent motion deleting "in conjunction with Clr. Reinke".**

Lease Agreement-I'm guessing this made the agenda in large part due to the insurance claim. Again, there should be a policy on this kind of agreement so that all residents are treated equitably. The current agreement is extremely vague and should be reviewed/revised by your legal rep. I'm sure they can help you with a proper agreement. Also, as it is

Councillor Blatz who is the leaseholder in this case, I trust he declared his pecuniary interest in the matter and removed himself from the discussion. **Noted RE: writing a policy to treat all residents equitably. Yes, I will speak to the Village's lawyer for assistance with a new agreement. No, Councillor Blatz did not declare a pecuniary interest – he was present for the full discussion.**

SDAB-not sure if you are aware of the training AMA offers for SDAB members. This is a complex area and it's important anyone sitting on the board is suitably trained and understands their role. I will provide you with a contact if you like for more information. **Please send the contact information regarding training. Thank you.**

Those are the main points Lynn. Please cc your council on this email.

Thanks,
Aleks Nelson, CGA
Financial Advisor
Capacity Building Unit
17th Floor, Commerce Place
10155 - 102 Street
Edmonton, AB T5J 4L4
Phone (780)422-8113
Fax (780)420-1016
aleks.nelson@gov.ab.ca

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: March 13, 2012
SUBJECT: Subdivision & Development Appeal Board Additional Members

PURPOSE:

The purpose of this memo is two-fold: firstly, to inform the Village Council of an instance where an existing Subdivision and Development Appeal Board was unable to rehear an appeal and secondly, to ask if Council would support a regional Subdivision and Development Appeal Board.

BACKGROUND:

At the Regional CAO Meeting on February 29, 2012, Al Radke, Assistant County Manager, reported that recently the County of Vermilion River had a Subdivision and Development Appeal Board (SDAB) hearing that was required to be reheard. All of the SDAB members were removed for the second hearing – they had to be replaced. This caused undue stress for the County.

Should a similar situation occur in Bawlf, it is very likely that we could experience difficulty with replacing the five members in a short amount of time. Camrose County has brought the idea forward that perhaps it may be prudent for all municipalities to appoint additional members to their SDABs or to appoint a regional SDAB to avoid the pressure of having to find replacement members. One option that was briefly discussed at the CAO meeting that would require further research would be to appoint the Regional Assessment Review Board (ARB) members as SDAB members as well. The ARB is in existence; therefore, new people would not be required to be recruited.

Does the Village Council support the idea of some form of a Regional SDAB which may or may not include the idea that the Regional ARB members could also serve as SDAB members?

ALTERNATIVES:

1. That the Village Council support the idea of appointing some form of Regional Subdivision and Development Appeal Board in the event that the current Bawlf Subdivision and Development Appeal Board is unable to serve during an appeal hearing.
2. That the Village Council discuss other options for appointing additional Subdivision and Development Appeal Board members in the event that additional members must be called upon.

RECOMMENDATION:

It is recommended that the Village Council support the idea of appointing some form of Regional Subdivision and Development Appeal Board in the event that the current Bawlf Subdivision and Development Appeal Board is unable to serve during an appeal hearing.



MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: March 13, 2012
SUBJECT: Regional Assessment Review Services Agreement Extension

PURPOSE:

The purpose of this memo is to request the Village Council's approval for a one-year extension to the Regional Assessment Review Services Agreement between Camrose County and the Village of Bawlf as one of the Member Municipalities partnering on this agreement.

BACKGROUND:

The Regional Assessment Review Board (ARB) agreement was signed in May 2010 and expires on May 27, 2012. Each municipality within Camrose County partnered to form this agreement, thereby requiring that one member per municipality be appointed rather than three (as required if we were to appoint our own Assessment Review Board). Taking a regional approach regarding assessment review has been beneficial from both the financial and efficiency perspectives.

Clause 7: Term states that the term of this Agreement is for two years from the execution date. The term may be extended for another five (5) years in one year increments at the Coordinator's sole discretion. After five years, the agreement will be reviewed and rewritten as required.

ALTERNATIVES:

1. That the Village Council approve the extension of the Regional Assessment Review Board Agreement for a one year term to May 27, 2013.
2. That the Village Council discuss other options regarding the Regional Assessment Review Board.

RECOMMENDATION:

It is recommended that the Village Council approve the extension of the Regional Assessment Review Board Agreement with the partnering municipalities within Camrose County for one year to May 27, 2013.



MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: March 13, 2012
SUBJECT: Assessment Services for 2012-2015

PURPOSE:

The purpose of this memo is to request that the Village Council approve the proposed contract for assessment services for the next four assessment years (2012-2015).

BACKGROUND:

The Village of Bawlf has utilized the assessment services of Mr. Paul Laslop since 2009 and his current contract with the Village is due to expire this month. The last signed agreement between the Village and Paul Laslop covered the assessment years of 2010 and 2011 (which are included in the 2011 and 2012 budget years). The assessor's work for the 2012 assessment year will begin this summer even though we will not budget for and pay the invoice until 2013.

Mr. Laslop's rates for the last four years have been \$11.50 per parcel in 2009, \$12.00 in 2010, \$13.50 in 2011, and \$15.00 in 2012. He is proposing to maintain the rate of \$15.00 per parcel for the next four years. \$15.00 per parcel was the industry standard in 2009. However, Mr. Laslop was willing to negotiate starting at a lower rate with the understanding that the Village would work up to the standard rate of \$15.00 per parcel. The rates of \$1.12/parcel for CAMALOT, \$175/day and \$40/hour for additional assessment services have remained constant since 2009.

The Administration has been extremely happy with the service provided by Mr. Laslop to date and is confident that he will continue to provide more than satisfactory service. He has the ability to effectively deal with requests for reassessment by explaining the process and details to the residents. They either agree to accept the assessment or he adjusts the assessment accordingly – both situations prevent the assessments from being appealed (which are long processes with additional costs to the Village). The Village has not had an assessment go to appeal since he began as our assessor in 2009. The consistency of contracting the same assessor from year to year is also a benefit.

ALTERNATIVES:

1. That the Village Council approve the attached four-year assessment contract between the Village of Bawlf and Mr. Paul Laslop for the assessment years of 2012 – 2015.
2. That the Village Council propose other options for the Administration to discuss with Mr. Laslop.
3. That the Village Council request the Administration to go to tender for future assessment services.

RECOMMENDATION:

It is recommended that the Village Council approve the attached four-year assessment contract between the Village of Bawlf and Mr. Paul Laslop for the assessment years of 2012 – 2015.

This AGREEMENT dated this 1st day of March, A.D. 2012.

Between:

PAUL LASLOP.

(hereinafter called "the Assessor")

and

THE VILLAGE OF BAWLF

(hereinafter called "the Village")

CONTRACT FOR SERVICES

The Assessor shall perform the services described in Schedule A for the fees and expenses set out in Schedule B.

The Village shall from time to time provide information and materials to assist the Assessor to complete the services as set out in Schedule C.

Schedule A

Duties of the Assessor:

Annual Assessment of Real Property:

1. Conduct an on-site inspection of all properties issued a building permit.
2. Assess new land subdivisions.
3. Yearly report to the Alberta Assessment Equalization Board.
4. Assessment report and summary to the Village
5. One Assessment Review Board hearing.
6. Yearly updating of assessment of all land and improvements within the Village when necessary.
7. Yearly update of the Provincial ASSET program.

In all cases in this Schedule A, the Assessor shall provide qualified personnel and insured vehicle to conduct the services.

The Assessor will conduct all assessment related duties in accordance with all Provincial Acts and Regulations in a professional manner.

The Assessor will not be involved in tax collecting matters.

All assessment information collected belongs to the Village.

Schedule B

Obligations of the Village:

The Village agrees to pay the Assessor for the provision of annual assessment services for the assessment years 2012, 2013, 2014 and 2015 as follows:

2012 Year

1) \$15 per parcel on January 31, 2013 plus CAMALOT charges at \$1.12 per parcel (2012 estimate 264 parcels x \$15 = \$3960; CAMALOT charges 264 x \$1.12 = \$295.68; GST \$14.78; Total estimate \$4270.46)

2013 Year

2) \$15 per parcel on January 31, 2014 plus CAMALOT charges at \$1.12 per parcel (2013 estimate 264 parcels x \$15 = \$3960; CAMALOT charges 264 x \$1.12 = \$295.68; GST \$14.78; Total estimate \$4270.46)

2014 Year

3) \$15 per parcel on January 31, 2015 plus CAMALOT charges at \$1.12 per parcel (2014 estimate 264 parcels x \$15 = \$3960; CAMALOT charges 264 x \$1.12 = \$295.68; GST \$14.78; Total estimate \$4270.46)

2015 Year

4) \$15 per parcel on January 31, 2016 plus CAMALOT charges at \$1.12 per parcel (2015 estimate 264 parcels x \$15 = \$3960; CAMALOT charges 264 x \$1.12 = \$295.68; GST \$14.78; Total estimate \$4270.46)

The Village agrees to pay the Assessor \$ 175 a day for preparation and appearing at the Alberta Municipal Government Board for assessment appeal hearing.

The Village agrees to pay the Assessor at the rate of \$ 40.00 per hour for Assessment Equalization Appeal hearing to the maximum of \$ 2,000.00.

The Village agrees to pay the Assessor at the rate of \$ 40.00 per hour for assessment changes due to changes in Legislation.

Schedule C

The Village shall provide photocopies of property ownership information from the Land Title Office to the Assessor or provide access to the Land Title Office by way of internet services provided to the Village.

The Village shall provide all subdivision plans, zoning map and index map to the assessor.

The Village undertakes and agrees to pay legal costs of any solicitors in representing the Town on any appeals of assessment.

Termination of Contract

Either party may terminate the Contract by providing to the other party three months written notice prior to the end of the then current assessment year.

The Village agrees that the Assessor is entitled to all fees earned by the Assessor up to the date of termination.

Amendment of Contract

Any amendment to this contract must be in writing and mutually agreed on.

Signed and sealed at the Village of Bawlf this ____ day of _____ 2012.

Paul Laslop, AMAA Assessor.

Per:

Paul Laslop.

Village of Bawlf

Per:

Mayor.

Administrator.



MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: March 13, 2012
SUBJECT: Deputy Fire Chief Approval

PURPOSE:

The purpose of this memo is to ask the Village Council to approve the Village of Bawlf Fire Chief's recommendation for the appointment of a Deputy Fire Chief.

BACKGROUND:

Attached is a letter from Dr. Robert Wilson, Fire Chief, recommending Dwayne Dennis to the position of Deputy Fire Chief.

Clause 3 in the Bawlf Fire By-Law # 406/84 states: "Other Officers and Members as the Fire Chief deems necessary may be appointed to the Fire Department with the approval of the Council."

ALTERNATIVES:

1. That the Village Council approve the appointment of Dwayne Dennis to the position of Deputy Fire Chief as recommended by Fire Chief Wilson.
2. Others?

RECOMMENDATION:

It is recommended that the Village Council approve the appointment of Dwayne Dennis to the position of Deputy Fire Chief as recommended by Fire Chief Wilson.

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

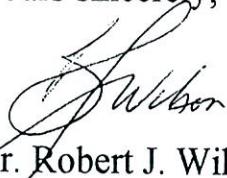
Mayor and Council
Village of Bawlf
Bawlf, Alberta.
T0B 0J0

Dear Sir,

I respectfully recommend that the Bawlf Village Council approve my nomination of Mr. Dwayne Dennis as the new Deputy Fire Chief of the Bawlf Volunteer Fire Department.

Dwayne Dennis is a respected member our Department, who has shown leadership within the Department and has a wealth of practical experience dealing with local fire fighting challenges. I believe Mr. Dennis will continue, in his new role, to serve the Bawlf Fire District with diligence and skill.

Yours sincerely,



Dr. Robert J. Wilson
Fire Chief
Bawlf Volunteer Fire Department

Telephone: 780 373 2445 rjwkiwi@gmail.com Mobile: 780 781 4415

Item: 5.d)

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: March 14, 2012
SUBJECT: Regional Health and Safety Officer

PURPOSE:

The purpose of this memo is to bring forward information and a possible opportunity regarding regional Occupational Health and Safety services.

BACKGROUND:

Occupational Health and Safety (OH&S) Legislation is important to every organization and creating/ implementing the required policies, procedures and control mechanisms is a large project that often appears on the back burner due to other priorities. A draft OH&S Policy and Procedures Manual was created by the Regional Municipal Intern in conjunction with Village of Bawlf staff and subsequently shared with all municipalities in Camrose County. At the September 21, 2011 Council Meeting, the Council passed a motion to accept the draft documents as information. This is a good start but much more work is required.

At the February 29, 2012 Regional CAO Meeting, Camrose County reported that there may be an opportunity for the town and villages within the County to join forces on a regional approach to OH&S. Camrose County is involved in a tri-party agreement with Wetaskiwin and Beaver Counties and Wetaskiwin County has recently opted out of the agreement to hire their own OH&S Officer. Herein lies the opportunity.

If we were to participate in this joint venture, the current OH&S Officer serving the two counties would also provide base services to us such as providing the necessary training to staff, researching any changes in legislation, creating the necessary forms and manuals, performing audits, etc.

The costs that would be attributed to each of the partnering municipalities are not known at this time. We do know, however, that each municipality cannot afford to hire their own OH&S Officers and with most municipalities having part-time administrative staff, the time required to complete this large component is simply not available.

What are Council member's thoughts on this? What do we do about this issue?

ALTERNATIVES:

1. That the Village Council agree in principle to a regional approach to meeting the requirements of the Occupational Health and Safety Legislation, dependent on the cost to the Village.
2. That the Village Council consider other options that may arise during the discussion.

RECOMMENDATION:

It is recommended that the Village Council agree in principle to a regional approach to meeting the requirements of the Occupational Health and Safety Legislation, dependent on the cost to the Village.

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: March 15, 2012
SUBJECT: Village Clean Up

PURPOSE:

The purpose of this memo is to make a recommendation regarding setting a date for the Village Clean Up Event.

BACKGROUND:

Historically, the Village Clean Up Event has been scheduled for the week prior to the Community Garage Sale (which has typically been scheduled for the Saturday before Mothers' Day).

In the past, the School has participated with the students picking garbage around town during a portion of a school day. Then the crew of Village volunteers pick up their bags as well as other larger items that residents notify us as being needed to be picked up from their lots (this includes unwanted appliances). After the garbage and other items have been hauled away, volunteers congregate at the fire hall for a hot dog, pop and conversation. This has been a successful community event in past years even though the number of volunteers has somewhat dwindled. And the Village looks great (for a few weeks anyway)!

It is recommended that the Village Clean Up Event be scheduled for May 7, 8, 9 or 10, 2012 in conjunction with Council members calendars and the School. If we set the date this month, we can advertize it in the April and May editions of the Village Voice.

ALTERNATIVES:

n/a

RECOMMENDATION:

n/a

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: March 15, 2012
SUBJECT: Community Garage Sale

PURPOSE:

The purpose of this memo is to discuss setting a date for the annual Community Garage Sale.

BACKGROUND:

Historically, the Community Garage Sale has been held the Saturday before Mothers' Day. This year, that date would be Saturday, May 12, 2012.

Are there any reasons to change the date of the garage sale? Shall we proceed with advertizing it for May 12, 2012?

ALTERNATIVES:

n/a

RECOMMENDATION:

n/a

Mayors Report March 2012

- . Attended Lutheran Church supper
- . Feb 23 BRAED Meeting in Killam re ambassador induction
- . Feb 28 school meeting re location of new school
- . March 21 Council meeting

Gordie

Report from the Administration

For the period February 17 – March 15, 2012

Administration:

- The March 2012 Village Voice was prepared by the Regional Municipal Intern.
- Researched the AAMD&C Trade Division Program. The Village is eligible to apply to participate in the program. Benefits include possible savings when purchasing a variety of products including but not limited to fuel and lube, tires, automotive batteries, stationery, energy (possibly after our current contract expires), water and sewer chemicals, traffic signs, etc. dependent upon local suppliers being on the AAMD&C approved listing.
- The 2011 Statistics Canada Federal Census reported that Bawlf's population has increased to 403 (from 374). This is a 7.2% increase from the municipal census conducted in 2008.
- The Village received one outstanding tax payment this month.
- The Office Administrator has been working with MuniWare to close out the 2011 books in preparation for the audit process.
- The Development Officer has begun the process of amending the Land Use Bylaw.
- We have been in contact with the Stewart Weir representative regarding having our Village message board reinstalled on the sign at the entrance.
- Working on the application to AAMD&C for the Group Buying Programs for fuel, tires, etc.
- The Village Manager attended the following external meetings:
 - Feb. 29 – Regional CAO Meeting - Bashaw
- Brian King, the auditor, is scheduled to come to Bawlf on March 19th.

Development:

- The Village realtors received one inquiry about the cost and availability of our vacant lots.
- No development permits were issued this past month.
- The total number of permits approved to date in 2012: zero.
- No Compliance Certificates were issued this past month. Total compliance certificates issued in 2012: zero.

Public Works:

- Focus Corporation created the revised tender documents and the Village Manager posted the Invitation to Tender the Sanitary Sewer Rehabilitation Project on the Alberta Purchasing Connection website as is required. The closing date for tenders is Friday, March 23, 2012 at 2:00 p.m. with submissions to be sent directly to Allan Yamashita or Wahida Zaman at Focus.
- The estimates for relining the main sanitary sewer lines + shorties (ie. ~1 metre up the lateral from the main) are: \$139,900 for Macrae, \$80,000 for Sanden and \$39,900 for King = Total of **\$259,800** based on estimates provided through the tender process in 2011. (This information was presented at the May 18/11 Council Meeting.) These estimates do not include costs to repair the detached manhole on Macrae Street or any other major

repairs to the sanitary line that may be required prior to relining. For information, both the City of Edmonton and the Town of Beaumont elected to not reline the shorties, just the main lines. This option would mean a reduction in cost.

- Our Public Works Director has been registered for the Small Systems Water and Wastewater Courses on May 7 & 8, 2012 in Edmonton.
- The snow was cleared and streets sanded as needed after the last big snowfall.
- The ditch from the bus barns north to the Daysland Drainage Ditch has been opened up and water is draining well. A few other ditches and culverts have not yet begun to flow but it is anticipated this should occur in the near future.
- Water accumulating around the village is being pumped as required.
- Sand is being stored in barrels in the lean-to.
- The Village ½-ton truck repairs have been completed (axle seal and outer tie-rod end).
- A few minor repairs to the bobcat have been made to the hydraulic lines, fittings and the blade.

Parks and Facilities:

- The outdoor ice rink is now closed for the season.

By-Law Services:

- No complaints this month.

Fire Department:

- There were no Fire Calls this month.
- There was no Motor Vehicle Accidents this month.
- Two fire practices were held:
 - Feb 6 – 8 members attended (protective clothing, equipment and ensembles).
 - Feb 21 – 7 members attended (fire fighter safety and vehicle and equipment checks).
- The damaged pump assembly on the Snuffer truck was repaired.
- The Fire Chief completed the Alberta FireSmart survey. The results will be used to help improve the Alberta Sustainable Resource Development and Alberta Emergency Management Agency FireSmart Programs.
- The Fire Chief has confirmed that the Bawlf Fire Department is comfortable in responding to medical events as first responders. This confirmation has been communicated to Stu Williams, the Director with Alberta Health Services, who will be notifying the Camrose City Police for dispatch purposes.
- Statement from the Fire Chief in his monthly report: "We continue to build on our skills and knowledge. Our morale is good and our goals and objectives are being refined and translated into action items. We look forward to better weather and using our vehicles and equipment in "live" practice.



Dear Mayor and Councilors,

I would like to take this opportunity to wish you a Merry Christmas and a Happy and Prosperous New Year!

As your representative on the AUMA Board and the Chair of the Small Communities Committee, I would also like to encourage you to offer me your opinions as to what issues and/or ideas you would like to see addressed in the upcoming year. I hope you find our Small Communities Newsletter informative. It is also a good venue for distributing information or sharing good-news stories from various communities. I would love to hear from you.

It is my intention to visit as many of your communities as possible in the upcoming year.

Wishing you a joyous holiday season!

Anita Gillard, Mayor

Village of Clive

Director Villages West

Bawlf Public Library
Box 116
Bawlf, AB T0B 0J0

March 20, 2012

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

RE: BAWLF PUBLIC LIBRARY BOARD MEMBER

Dear Mayor Blatz & Council:

We are writing to ask Council to approve the addition of Leanne Nelson to the Bawlf Public Library Board.

An avid reader, Ms. Nelson is a long-time cardholder of the Library and a dedicated member of the community.

Upon reviewing her application on March 19, 2012, the Library Board agreed that she would make a great addition to our team.

Please accept our recommendation and approve her for the Board. If you have any questions, please call me at (780) 373-2510 or email jwiwad@hotmail.com.

Sincerely,



Julie Ewashko
Library Board Chair

**MINUTES OF THE CAMROSE AND DISTRICT SUPPORT SERVICES REGULAR
BOARD MEETING HELD ON JANUARY 16, 2012 AT 9:00 A.M. AT CDSS**

PRESENT: John Howard Representing the City of Camrose
 Vern Peterson Representing the Camrose County
 Glen Nelson Representing the Camrose County
 Dennis Wishnowski Representing the Participating Villages within the Camrose County

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

REGRETS: Max Lindstrand Representing the city of Camrose

John Howard in the Chair

Call to Order John Howard called the meeting to order at 9:10 a.m.

Agenda 01/2012 Vern Peterson: That the agenda be approved as circulated. Carried.

02/2012 Minutes Vern Peterson: That the minutes of the December 12, 2011 meeting be approved as circulated. Carried.

Business Arising from the Minutes

Lease Renewal Draft Letter Margaret Holliston presented a draft letter of intention to renew the CDSS lease with the City of Camrose . The letter was reviewed, with changes recommended.

Rural Communities Van Replacement The details of the Rural Community Van Replacement plan were presented as written in the Director's Report.

03/2012 Glen Nelson: That 2011 fundraising from the Rural Community Program be designated in the amount of 50% to the Van Reserve Account and 50% into 2012 operating reserve. Carried.

Financial Statements Val Faucher, Financial Manager, presented the financial statements to the period ending December 31, 2011.

04/2012 Dennis Wishnowski: That the CDSS Financial Summary to December 31, 2011 be accepted as presented. Carried.

Global Budget The Global budget projections dated January 11, 2012 were presented to the CDSS Board.

05/2012 Glen Nelson: That the Global budget projections dated January 11, 2012 be accepted as presented. Carried.

Item: 7.6)

Members Report There were no member reports.

Director's Report The Director's Report was presented as circulated.


Volunteer Centres Margaret Holliston received a call from Joyce Mellott who works within the Human Services Ministry, regarding closure of Volunteers Centres throughout the Province, in preparation for a meeting with the Minister that had been requested by Karen Lynch of Volunteer Alberta.

Open Door Margaret Holliston met with Randall Nickel, Director, Open Door, regarding FCSS mandate with respect to funding applications. Randal also provided an update on youth shelter expansion plans within the former Gardner College building.

Boys and Girls Club Margaret Holliston met with Robert Andrews and Patricia Johnson from Region 5 Child and Family Services Authority, regarding licensing and standards for after school programs, particularly regarding the Boys and Girls Club, but also in respect to OSCAR (CDSS After School Care).

Next Meeting: February 27, 2012 @ 9:00 a.m., to be held at the Camrose Community Centre.


CDSS Administrative Assistant


CDSS Chairman

RECEIVED

MAR 21 2012

March 13, 2012

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

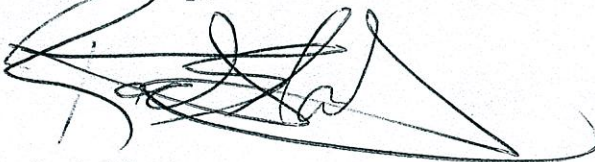
Dear Ms. Horbasenko

Re: Resignation of Village Council

The purpose of this letter is to inform you in writing of my resignation as Village Councillor effective immediately in regards to Section 175 of the Municipal Government Act.

I'm sure this will make some of you very happy, note to Deputy Mayor I am not giving my permission for this to be shared with previous council members or anyone else without my knowledge.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rod Blatz', with a large, sweeping flourish extending to the right.

Rod Blatz

cc:

Village of Bawlf Council

RECEIVED

MAR 2 1 2011

10:24 PM

04/11/12

Accrual Basis

Daysland Drainage District #4

Balance Sheet

As of December 31, 2011

| | Dec 31, 11 |
|---------------------------------------|--------------------------|
| ASSETS | |
| Current Assets | |
| Chequing/Savings | |
| Camrose Credit Union | 63,538.19 |
| Credit Union Common shares | 1,572.26 |
| Term 120 day - 30k- 59058 | 30,000.00 |
| Term 180 day-22k-94618 | 22,000.00 |
| Term 30 day-100k-30067 | 102,153.91 |
| Total Chequing/Savings | <u>219,264.36</u> |
| Accounts Receivable | |
| Accounts Receivable | 12,943.40 |
| Total Accounts Receivable | <u>12,943.40</u> |
| Other Current Assets | |
| Undeposited Funds | 117.17 |
| Total Other Current Assets | <u>117.17</u> |
| Total Current Assets | <u>232,324.93</u> |
| TOTAL ASSETS | <u>232,324.93</u> |
| LIABILITIES & EQUITY | |
| Equity | |
| Opening Bal Equity | 169,845.09 |
| Retained Earnings | 57,853.16 |
| Net Income | 4,626.68 |
| Total Equity | <u>232,324.93</u> |
| TOTAL LIABILITIES & EQUITY | <u>232,324.93</u> |

Item: 2.9)

10:23 PM

04/11/12

Accrual Basis

Daysland Drainage District #4
Profit & Loss
January through December 2011

Jan - Dec 11

| | |
|--|-----------|
| Ordinary Income/Expense | |
| Income | |
| AAMD&C's Rebate | 249.36 |
| Credit Union Profit Share | 118.89 |
| Drainage Tax Income-Current Yr | 42,558.94 |
| Finance Charge | 1,509.57 |
| Mineral Rights | 101.18 |
| Total Income | 44,537.94 |
| Expense | |
| Administration | |
| Liability Insurance | 1,192.01 |
| Office Rent | 900.00 |
| Postage | 312.90 |
| Secretary | 2,400.00 |
| Treasurer | 685.00 |
| Trustee Kms/Mts/Supervision | 7,523.00 |
| Total Administration | 13,012.91 |
| Annual Meeting | 100.00 |
| Beaver Control | 200.00 |
| Main & Lateral Ditch Maintenance | |
| Lateral Ditch Maintenance | 27,054.00 |
| Total Main & Lateral Ditch Maintenance | 27,054.00 |
| Total Expense | 40,366.91 |
| Net Ordinary Income | 4,171.03 |
| Other Income/Expense | |
| Other Income | |
| Interest Income | |
| Short Term Account Interest | 455.65 |
| Total Interest Income | 455.65 |
| Total Other Income | 455.65 |
| Net Other Income | 455.65 |
| Net Income | 4,626.68 |

FOCUS

April 3, 2012

File: 06 02 00 121

Ms. Lynn Horbasenko
Chief Administrative Officer
Village of Bawlf
Box 40
Bawlf, AB
T0B 0J0

Dear Ms. Horbasenko:

**Re: Sanitary Sewer Rehabilitation 2012
Contract Award**

DFI Corporation submitted the lowest tender of \$387,708.01 for King St. south of Alberta Avenue, MacCrae St. and Sanden St. which was arithmetically correct. We checked the references provided by the Contractor and received the following responses:

1. City of Edmonton, City of Spruce Grove, District of Kitimat and City of New Westminster were satisfied with the performance of the completed work.
2. The District of Kitimat and New Westminster commented that the work was slow in process.

We met with two representatives from DFI Corporation on March 28th, John Van Ness, Manager and James Key, the discussion in brief was as follows:

1. Company active in CCTV over the past three years and relining 1 ½ years.
2. John Van Ness has 16 years of experience, mostly in the United States; and the same for James Key, 4 years on-site experience.
3. DFI will be carrying out the main relining with a subcontractor carrying out the lateral relining.
4. The contractor estimates 4 days for preparation, 4 days for relining and 3 days for the laterals. For the purposes of scheduling allow 2 weeks for the work.
5. Contractor noted the additional cost for the 5 year warranty may not be worth the cost. Problems and issues if any should surface during the first two years. We agree with the comment.

Comments on scope and award of the work:

1. Subject to the Village deciding on the scope of work for Unit Price Schedule E, proceed with the work of Unit Price Scheduled A, B and C.
2. Include for the lateral rehabilitation for the 'shorty'. Note: A lot of inflow and infiltration is occurring at the connection between the lateral and the main pipe and will lead to a buildup of calcified material


that was present prior to milling. With a buildup of material, the capacity of the main over time will diminish. The relining of the laterals is considered integral to the lining of the mains to act a complete system.

3. Not proceed with the additional cost for additional warranty at a cost of \$9,383.20.
4. Decide whether to proceed with the work of Unit Price Schedule E for King St. north of Alberta Avenue and Molstad Avenue.

If you have any questions, please give me a call.

Sincerely,

FOCUS CORPORATION



Allan Yamashita, P.Eng.
Senior Project Manager

AY/mm