



AGENDA

**Regular Meeting of Council of the Village of Bawlf in the Province of Alberta
Wednesday, September 19, 2012 – 7:00 p.m.
Council Chambers**

1. CALL TO ORDER

2. DELEGATIONS

- a) 7:00 p.m. - Camrose and District Support Services Funding Opportunity (Clarence Hastings)

3. GENERAL GOVERNMENT

- a) Agenda

Motion to adopt as presented

- b) Minutes of the Regular Meeting of Council held August 15, 2012

Motion to adopt as presented

- c) Accounts Payable – August 2012

Motion to accept as information

- d) Financial Statement – August 2012

Motion to accept for information

4. BUSINESS ARISING

- a) Hanson Street Roadwork Invoice – *no memo (Mayor G. Blatz to report)*

Motion

- b) Incomplete Construction and/or Landscaping

Discussion/Motion

- c) Unhitched Trailers – *no memo (Mayor G. Blatz)*

Discussion

5. NEW BUSINESS

- a) 2013 Budget Process and Timeline

Motion

- b) Fire Department – Facility Plans – *no memo (Mayor G. Blatz to report)*

Motion

- c) Fortis Franchise Fees

Discussion/Motion

- d) Regional Emergency Management Services Liaison – *no memo (Mayor G. Blatz to report)*

Discussion/Motion

- e) 2013 Service Levels

Discussion/Motion

6. STANDING COMMITTEE REPORTS

- a) Mayor's Report
- b) Administration Report
- c) Board Reports:
 - Bawlf & District Recreation Association
 - Shirley McClellan Regional Water Services Commission

7. CORRESPONDENCE

- a) Parkland Regional Library Information Package – *one copy to circulate*
- b) Battle River School Division #31 News Release

8. CONFIDENTIAL ITEMS

none

9. ADJOURNMENT



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

In the Province of Alberta held on
Wednesday, August 15, 2012 at 7:00 p.m.
In the Bawlf Village Office

PRESENT:

Mayor G. Blatz
Deputy Mayor J. Yuha
Councillor J. Tessari
Councillor F. Reinke
Councillor K. Robbins
Lynn Horbasenko, Village Manager
Leanna Banack, Communications Coordinator
Margaret Holliston, Camrose and District Support Services
Dirk Bannister, Camrose and District Support Services
Robert Wilson, Bawlf Fire Chief
Dwayne Dennis, Bawlf Deputy Fire Chief
Mark Crown, Camrose Canadian

1. CALL TO ORDER

Mayor Blatz called the meeting to order at 7:00pm.

2. DELEGATIONS

7:00 p.m. – Camrose and District Support Services (Margaret Holliston & Dirk Bannister)

7:07 p.m. – Bawlf Fire Department (Chief Robert Wilson and Deputy Chief Dwayne Dennis)

3. GENERAL GOVERNMENT

a) AGENDA

MOTION 134/12 MOVED BY Councillor Tessari that the agenda be adopted with the addition of 5 e) Resident Trailer Parking.

CARRIED

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

MOTION 135/12 MOVED BY Deputy Mayor Yuha that the minutes be adopted as read.

CARRIED

c) ACCOUNTS PAYABLE – JULY 2012

MOTION 136/12 MOVED BY Councillor Robbins to accept the accounts payable for July 2012 for information.

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CARRIED

d) *FINANCIAL STATEMENT – JULY 2012*

MOTION 137/12 MOVED BY Mayor Blatz to accept the financial statement for July 2012 for information.

CARRIED

4. **BUSINESS ARISING**

a) *FIRE HALL – POSSIBLE SOIL CONTAMINATION*

MOTION 138/12 MOVED BY Deputy Mayor Yuha that Village Council direct Administration to research the availability of grant funds through the Tank Site Remediation Program for remediation of Lots 15-17, Block 2, Plan RN57.

CARRIED

MOTION 139/12 MOVED BY Mayor Blatz that Village Council authorize Administration to hire a contractor for environmental testing on the fire department land, at a cost not to exceed \$5000, with the funds to come from reserves if not approved by the Tank Site Remediation Program.

CARRIED

b) *FIRE HALL – PRELIMINARY COST ESTIMATES*

MOTION 140/12 MOVED BY Mayor Blatz that Village Council accept the preliminary cost estimates for the Fire Hall addition as information.

5. **NEW BUSINESS**

a) *HANSON STREET ROADWORK INVOICE*

MOTION 141/12 MOVED BY Mayor Blatz that Village Council table Invoice #1966 until more information is garnered.

CARRIED

b) *OCCUPATIONAL HEALTH & SAFETY POLICY AND PROCEDURAL MANUAL*

MOTION 142/12 MOVED BY Deputy Mayor Yuha that Village Council approve the Occupational Health & Safety Policy and Procedural Manual.

c) *INCOMPLETE CONSTRUCTION AND/OR LANDSCAPING*

MOTION 143/12 MOVED BY Deputy Mayor Yuha that Village Council direct Administration to research how other municipalities address timelines for construction and landscaping completion with a recommendation to be brought back to a future council meeting.

CARRIED

d) *UNHITCHED TRAILERS – NO MEMO*
DISCUSSION

e) *RESIDENT TRAILER PARKING*

MOTION 144/12 MOVED BY Mayor Blatz that Village Council direct Administration to research where the Village of Bawlf boundary is pertaining to tickets issued adjacent to Lot 6 Plan 8122458.

CARRIED

6. STANDING COMMITTEE REPORTS

- a) Mayor's Report – as attached to these minutes.
- b) Administration Report – as attached to these minutes.
- c) Board Reports:
 - Bawlf & District Recreation Association – no report.
 - Shirley McClellan Regional Water Services Commission – no meeting.

7. CORRESPONDENCE

- a) Creating Rural Connections 2012 Conference & Tradeshow
- b) Alberta Municipal Health & Safety Association Newsletter
- c) Alberta Municipal Services Corporation Energy Program (2014)

8. CONFIDENTIAL ITEMS

MOTION 145/12 MOVED BY Deputy Mayor Yuha that Council recess to convene In-Camera, with all persons except Council, Village Manager Lynn Horbasenko and Communications Coordinator Leanna Banack being excluded from the meeting to discuss a land issue. (8:44p.m. – 5 Councillors Present)

CARRIED

In-Camera adjourned at 8:50 p.m.

MOTION 146/12 MOVED BY Deputy Mayor Yuha that Village Council authorize the Administration to continue working with the Village's lawyer to repurchase Lot 6A, Block 17, Plan 072 0313

CARRIED

9. ADJOURNMENT

The meeting adjourned at 8:53 p.m.



VILLAGE OF BAWLF

Cheque Listing For Council With GL Numbers

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Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20101271	2012-08-15	ABC FIRE SAFETY, 1993			PAYMENT		382.73
			2-12-250	21575	FIRE EXTINGUISHER MAINTENANCE	90.56	
			2-23-250	21575	FIRE EXTINGUISHER-FIRE DEPT.	48.51	
			2-72-250	21575	FIRE EXTINGUISHER - SHOP	12.13	
			2-72-250	21575	FIRE EXTINGUISHER C.R.	24.26	
			2-74-250	21575	FIRE EXTINGUISHER - NEW HALL	170.89	
			2-74-250	21575	FIRE EXTINGUISHER - OLD HALL	36.38	
20101272	2012-08-15	ACKLANDS - GRAINGER INC.			PAYMENT		404.50
			2-32-510	608503431	SHOP SUPPLIES	173.83	
			2-72-510	608503431	SHOP SUPPLIES	173.82	
			2-32-510	608503432	SHOP SUPPLIES	28.42	
			2-72-510	608503432	SHOP SUPPLIES	28.43	
20101273	2012-08-15	ALBERTA ANIMAL SERVICES			PAYMENT		590.56
			2-26-270	10777	BYLAW ENFORCEMENT	590.56	
20101275	2012-08-15	BAWLF RECREATION ASSOCIATION			PAYMENT		10,500.00
			2-72-770	7	2012 COUNTY RECREATION GRANT	10,500.00	
20101276	2012-08-15	CAMROSE COUNTY			PAYMENT		1,209.00
			2-23-750	13802	FIRE DISPATCH AGREEMENT	1,209.00	
20101277	2012-08-15	D&G DISTRIBUTORS			PAYMENT		223.03
			2-32-510	57828	GRASSHOPPER BLADES & FILTER	111.52	
			2-72-510	57828	GRASSHOPPER BLADES & FILTER	111.51	
20101278	2012-08-15	DATAMARK SYSTEMS			PAYMENT		117.15
			2-12-510	12926861-1	LASER PRINTER CARTRIDGE	117.15	
20101279	2012-08-15	ELECTRO TEL			PAYMENT		440.32
			2-12-253	76885	COPIER AGREEMENT	440.32	
20101280	2012-08-15	FOSSEN, EINAR			PAYMENT		50.00
			2-41-270	14	WATER CONTRACT	25.00	
			2-42-270	14	SEWER CONTRACT	25.00	
20101281	2012-08-15	FRIEND, KEITH			PAYMENT		100.00
			2-41-270	7	WATER CONTRACT	50.00	
			2-42-270	7	WATER CONTRACT	50.00	
20101282	2012-08-15	GLADSTONE SPORTS ASSOCIATION			PAYMENT		2,000.00
			2-72-770	5	2012 COUNTY RECREATION GRANT	2,000.00	
20101283	2012-08-15	MUNIWARE			PAYMENT		512.98
			2-12-253	20120692	AUGUST SUPPORT	267.27	
			2-12-510	20120732	CARTRIDGE TO PRINT CHEQUES	245.71	
20101284	2012-08-15	REYN-FELT ELECTRIC 2002 LTD			PAYMENT		442.37
			2-41-250	458	PUMP REPAIRS - RESERVOIR	442.37	
20101285	2012-08-15	STERLING WATER CONDITIONING LTD.			PAYMENT		529.20
			2-41-510	13969	CHLORINE RESERVOIR	529.20	
20101286	2012-08-15	STREBS AUTO IND SUPPLY			PAYMENT		15.11
			2-41-510	0006687	RESERVOIR SUPPLIES - FUSES	15.11	
20101287	2012-08-15	SZOTT, BRANDON			PAYMENT		
			2-72-115	12	WAGES		
20101288	2012-08-15	TELUS COMMUNICATIONS INC.			PAYMENT		666.90
			2-12-217	29	TELEPHONE - V.O.	295.01	
			2-12-217	29	TELEPHONE - FAX	91.34	
			2-23-217	29	TELEPHONE - FIRE DEPT	93.81	
			2-41-217	29	TELEPHONE - WELLS	102.33	

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VILLAGE OF BAWLF

Cheque Listing For Council With GL Numbers

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Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20101288	2012-08-15	TELUS COMMUNICAT	2-42-217	29	TELEPHONE - LIFT STATION	84.41	666.90
20101289	2012-08-15	THE SOAP STOP			PAYMENT		17.12
			2-32-510	360963	VEHICLE CLEANER	8.56	
			2-72-510	360963	VEHICLE CLEANER	8.56	
20101290	2012-08-15	TOWN OF DAYSLAND			PAYMENT		851.24
			2-32-510	20120052	COLD MIX	851.24	
20101291	2012-08-15	UFA			PAYMENT		572.31
			2-12-511	30	CREDIT CHARGE	4.54	
			2-32-510	30	FLOOR CLEANER	13.22	
			2-32-521	30	OIL	41.48	
			2-32-521	30	FUEL	207.98	
			2-72-510	30	PW SUPPLIES	55.62	
			2-72-521	30	OIL	41.48	
			2-72-521	30	FUEL	207.99	
20101292	2012-08-27	ACKLANDS - GRAINGER INC.			PAYMENT		131.31
			2-74-510	608503442	NEW HALL SUPPLIES - TOWELS & GAR	131.31	
20101293	2012-08-27	ANKERTON GAS CO-OP			PAYMENT		184.56
			2-12-540	34	GAS - VILLAGE OFFICE	34.10	
			2-23-541	34	GAS - FIRE HALL	43.03	
			2-41-540	34	GAS - PUMPHOUSE	24.83	
			2-41-540	34	GAS - RESERVOIR	33.25	
			2-42-540	34	GAS - LIFT STATION	23.79	
			2-74-540	34	GAS - OLD HALL	25.56	
20101294	2012-08-27	BLATZ, GORDIE			PAYMENT		230.00
			2-11-150	41	REMUNERATION	230.00	
20101295	2012-08-27	CLEARTECH INDUSTRIES INC.			PAYMENT		112.19
			2-41-510	504364SJC	WATER TESTING SUPPLIES - RESERVO	112.19	
20101296	2012-08-27	JOHNSON, SAMUEL			PAYMENT		
			2-32-110	2	WAGES		
			2-72-110	2	WAGES		
20101297	2012-08-27	MUNIWARE			PAYMENT		267.27
			2-12-253	20120865	SUPPORT FOR SEPTEMBER	267.27	
20101298	2012-08-27	REINKE, FERN			PAYMENT		110.00
			2-11-150	19	REMUNERATION	110.00	
20101299	2012-08-27	ROBBINS, KAREN			PAYMENT		110.00
			2-11-150	26	REMUNERATION	110.00	
20101300	2012-08-27	SCHNELL & BARRIE LTD.			PAYMENT		10.92
			2-32-510	46367K	BOBCAT HYDRAULICS	10.92	
20101301	2012-08-27	TESSARI, JOHN			PAYMENT		110.00
			2-11-150	3	REMUNERATION	110.00	
20101302	2012-08-27	TRANSALTA ENERGY MARKETING			PAYMENT		2,794.44
			2-12-540	12-1153758	ELECTRICITY - VILLAGE OFFICE	241.23	
			2-23-540	12-1153758	ELECTRICITY - FIRE DEPT.	74.24	
			2-32-540	12-1153758	ELECTRICITY - LIGHTS	1,009.28	
			2-41-540	12-1153758	ELECTRICITY - RESERVOIR	526.56	
			2-41-540	12-1153758	ELECTRICITY - WELLS	341.92	
			2-42-540	12-1153758	ELECTRICITY - LIFT STATION	248.58	
			2-72-540	12-1153758	ELECTRICITY - SKATING RINK	50.22	
			2-72-540	12-1153758	ELECTRICITY - C.R.	44.93	
			2-72-540	12-1153758	ELECTRICITY - SPORTS GROUNDS	152.93	



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Cheque Listing For Council With GL Numbers

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Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20101302	2012-08-27	TRANSALTA ENERGY	2-72-540	12-1153758	ELECTRICITY - C.R.	48.97	2,794.44
			2-74-540	12-1153758	ELECTRICITY - OLD HALL	55.58	
20101303	2012-08-27	WINDWOODGROUP	2-23-250	12073010	PAYMENT CHANGE LOCKS ON FIRE HALL	926.15	926.15
20101304	2012-08-27	YUHA, JODY	2-11-150	36	PAYMENT REMUNERATION	110.00	110.00
20101305	2012-08-30	HOLT, TATIANA	2-72-115	7	PAYMENT WAGES		
			2-72-115	8	HOLIDAY PAY		
20101306	2012-08-30	MATTIS, DANIEL	2-12-511	1	PAYMENT TAX REFUND	717.55	717.55
20101307	2012-08-30	SZOTT, BRANDON	2-72-115	13	PAYMENT WAGES		
			2-72-115	14	HOLIDAY PAY		
20101309	2012-08-30	JACOBSEN, JUSTIN	2-32-110	48	PAYMENT WAGES		
			2-72-110	48	WAGES		
20101310	2012-08-30	BANACK, LEANNA	2-12-110	7	PAYMENT WAGES		
20101311	2012-08-31	RECEIVER GENERAL	2-12-110	22	PAYMENT LYNN HORBASENKO	738.61	3,820.96
			2-12-110	22	LEANNA BANACK	79.36	
			2-12-110	22	MYRNA SCHAPANSKY	639.96	
			2-12-130	22	RECEIVER GENERAL - SCHAPANSKY	221.21	
			2-12-130	22	RECEIVER GENERAL - HORBASENKO	245.85	
			2-12-130	22	RECEIVER GENERAL BANACK	72.61	
			2-32-110	22	JUSTIN JACOBSEN	324.94	
			2-32-130	22	RECEIVER GENERAL - JACOBSEN	111.84	
			2-72-110	22	JUSTIN JACOBSEN	324.94	
			2-72-115	22	TATIANA HOLT	138.37	
			2-72-115	22	BRANDON SZOTT	516.73	
			2-72-130	22	RECEIVER GENERAL - SZOTT	195.84	
			2-72-130	22	RECEIVER GENERAL HOLT	98.85	
			2-72-130	22	RECEIVER GENERAL - JACOBSEN	111.85	
20101312	2012-08-31	SCHAPANSKY, MYRNA	2-12-110	43	PAYMENT WAGES		
20101313	2012-08-31	HORBASENKO, LYNN	2-12-110	47	PAYMENT WAGES		

WAGES 13,061.29

Total 42,321.16



VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

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GL Number	Description	August 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
TAX REVENUE					
1-00-110	TAXES - RESIDENTIAL	0.00	281,222.11	0.00	(281,222.11)
1-00-111	TAXES - RESIDENTIAL VACANT	0.00	0.00	0.00	0.00
1-00-112	TAXES - COMMERCIAL	0.00	25,973.41	0.00	(25,973.41)
1-00-113	TAXES - COMMERCIAL VACANT	0.00	0.00	0.00	0.00
1-00-114	TAXES - INDUSTRIAL	0.00	0.00	0.00	0.00
1-00-115	TAXES - AGRICULTURE	0.00	0.00	0.00	0.00
1-00-116	GRANTS IN LIEU	0.00	4,596.64	0.00	(4,596.64)
1-00-190	TAXES - LINEAR	0.00	3,487.67	0.00	(3,487.67)
1-00-240	GRANTS IN LIEU	0.00	0.00	0.00	0.00
1-00-510	PENALTIES & COSTS ON TAXES	0.00	5,772.32	7,000.00	1,227.68
*	TOTAL TAX REVENUE	0.00	321,052.15	7,000.00	(314,052.15)
INVESTMENT REVENUE					
1-00-550	RETURN ON INVESTMENTS	8.43	131.65	0.00	(131.65)
*	TOTAL INVESTMENT REVENUE	8.43	131.65	0.00	(131.65)
GENERAL REVENUE					
1-12-410	Sale of General Services	1,358.40	1,543.37	2,100.00	556.63
1-12-590	OTHER REVENUE	62,776.47	76,845.19	0.00	(76,845.19)
1-12-741	FINES & COSTS	0.00	0.00	0.00	0.00
*	TOTAL GENERAL REVENUE	64,134.87	78,388.56	2,100.00	(76,288.56)
GRANTS					
1-12-730	FEDERAL UNCONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-12-740	PROVINCIAL UNCONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-12-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-12-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	37,134.00	37,134.00
1-12-850	COUNTY CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
*	TOTAL GRANTS	0.00	0.00	37,134.00	37,134.00
FIRE REVENUE					
1-23-110	SPECIAL TAX - FIRE	0.00	0.00	7,000.00	7,000.00
1-23-410	FIRE FIGHTING FEES CHARGED	0.00	5,549.61	4,000.00	(1,549.61)
1-23-411	MOTOR VEHICLE ACCIDENT FEES CHARG	0.00	5,700.00	1,000.00	(4,700.00)
1-23-412	MUTUAL AIDE PROVIDED	0.00	0.00	500.00	500.00
1-23-430	FIRE EXPENSES RECOVERED	0.00	0.00	1,250.00	1,250.00
1-23-530	FIRE EXPENSES RECOVERED	0.00	0.00	0.00	0.00
1-23-570	FIRE DEPARTMENT DONATIONS	0.00	4,725.00	0.00	(4,725.00)
1-23-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-23-850	COUNTY GRANT - SHARED SERVICE	0.00	9,716.48	8,200.00	(1,516.48)

Item: 3.d)



VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

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GL Number	Description	August 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
1-23-851	FIRE TRAINING - SHARED	0.00	1,000.00	1,000.00	0.00
1-23-852	PAGER MAINTENANCE - SHARED	0.00	500.00	500.00	0.00
1-23-853	FIREFIGHTER INSURANCE - SHARED	0.00	0.00	100.00	100.00
1-23-854	PROTECTIVE EQUIPMENT - SHARED	0.00	3,238.83	2,000.00	(1,238.83)
1-23-855	COUNTY OWNED TRUCK	0.00	5,887.64	1,000.00	(4,887.64)
1-23-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
1-23-921	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
1-23-940	TRANSFER FROM CAPITAL RESERVES	0.00	0.00	0.00	0.00
BYLAW REVENUE					
1-26-525	DOG LICENSES	40.00	865.00	1,500.00	635.00
1-26-530	BYLAW FINES	0.00	100.00	200.00	100.00
1-26-845	PROVINCIAL GRANT OPERATING	0.00	0.00	0.00	0.00
*	TOTAL BYLAW REVENUE	40.00	37,282.56	28,250.00	(9,032.56)
ROADS & STREETS					
1-32-110	SPECIAL TAX - STREET IMPROVEMENT	0.00	0.00	24,500.00	24,500.00
1-32-410	SALE OF GOODS & SERVICES	0.00	753.19	500.00	(253.19)
1-32-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-32-840	PROVINCIAL CONDITIONAL GRANTS	0.00	12,489.25	0.00	(12,489.25)
1-32-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
*	TOTAL ROADS & STREETS	0.00	13,242.44	25,000.00	11,757.56
WATER REVENUE					
1-41-410	MONTHLY WATER FEES	6,495.00	51,465.00	75,600.00	24,135.00
1-41-412	BULK WATER SALES	1,136.96	1,592.36	2,000.00	407.64
1-41-511	WATER PENALTIES	0.00	3,009.00	1,800.00	(1,209.00)
1-41-845	PROVINCIAL GRANT - OPERATING	0.00	0.00	0.00	0.00
1-41-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
*	TOTAL WATER REVENUE	7,631.96	56,066.36	79,400.00	23,333.64
SEWER REVENUE					
1-42-410	MONTHLY SEWER FEES	5,485.00	43,505.00	63,800.00	20,295.00
1-42-511	SEWER PENALTIES	0.00	0.00	1,800.00	1,800.00
1-42-830	FEDERAL CONDITIONAL GRANTS	50,000.00	50,000.00	0.00	(50,000.00)
1-42-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-42-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
*	TOTAL SEWER REVENUE	55,485.00	93,505.00	65,600.00	(27,905.00)
WASTE MANAGEMENT REVENUE					
1-43-410	MONTHLY GARBAGE FEES	2,040.00	16,428.00	24,600.00	8,172.00
1-43-412	MONTHLY RECYCLING FEES	912.60	7,284.00	11,000.00	3,715.40



VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

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GL Number	Description	August 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
1-43-845	PROVINCIAL GRANT - OPERATING	0.00	0.00	0.00	0.00
* TOTAL WASTE MANAGEMENT REVEN		2,952.60	23,712.60	35,600.00	11,887.40
CAMROSE & DISTRICT SUPPORT SER					
1-51-590	REVENUE - OWN SOURCES	0.00	0.00	15,000.00	15,000.00
1-51-840	PROVINCIAL CONDITIONAL GRANT	0.00	0.00	9,559.00	9,559.00
* TOTAL CAMROSE & DISTRICT SUPPO		0.00	0.00	24,559.00	24,559.00
CEMETERY REVEUE					
1-56-410	SALE OF CEMETERY PLOTS	200.00	200.00	200.00	0.00
1-56-570	CEMETERY DONATIONS	500.00	665.00	100.00	(565.00)
1-56-571	CEMETERY MAINTENANCE REVENUE	0.00	0.00	500.00	500.00
* TOTAL CEMETERY REVEUE		700.00	865.00	800.00	(65.00)
DEVELOPMENT REVENUE					
1-61-410	DEVELOPMENT PERMITS & CHARGES	250.00	750.00	400.00	(350.00)
* TOTAL DEVELOPMENT REVENUE		250.00	750.00	400.00	(350.00)
LAND SALES					
1-66-410	LAND SALES	0.00	29,016.75	0.00	(29,016.75)
* TOTAL LAND SALES		0.00	29,016.75	0.00	(29,016.75)
PARKS & RECREATION REVENUE					
1-72-110	SPECIAL TAX - RECREATION & PARKS	0.00	0.00	4,400.00	4,400.00
1-72-410	SALE OF SERVICES - FEES & CHARGES	0.00	0.00	1,000.00	1,000.00
1-72-560	PARK & CAMPGROUND RENTALS	450.00	1,395.00	1,200.00	(195.00)
1-72-570	PARK DONATIONS	0.00	0.00	0.00	0.00
1-72-590	UTILITIES RECOVERED	100.00	2,400.00	0.00	(2,400.00)
1-72-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	2,400.00	2,400.00
1-72-840	PROVINCIAL CONDITIONAL GRANTS	0.00	2,397.50	2,800.00	402.50
1-72-850	COUNTY CONDITIONAL GRANTS	0.00	12,500.00	12,500.00	0.00
* TOTAL PARKS & RECREATION REVEN		550.00	18,692.50	24,300.00	5,607.50
CULTURE REVENUE					
1-74-560	HALL RENTALS	650.00	3,750.00	0.00	(3,750.00)
1-74-570	HALL DONATIONS	0.00	0.00	0.00	0.00
1-74-590	OTHER REVENUE	25.00	25.00	0.00	(25.00)
1-74-593	SPECIAL EVENT REVENUES	0.00	20.00	100.00	80.00
* TOTAL CULTURE REVENUE		675.00	3,795.00	100.00	(3,695.00)
RESERVE TRANSFERS					
1-97-920	TRANSFER FROM RESERVES	0.00	0.00	0.00	0.00



VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

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GL Number	Description	August 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
* TOTAL RESERVE TRANSFERS		0.00	0.00	0.00	0.00
** TOTAL REVENUE		132,427.86	676,500.57	330,243.00	(346,257.57)
COUNCIL EXPENSES					
2-11-130	COUNCIL - PAYROLL DEDUCTIONS	0.00	0.00	0.00	0.00
2-11-150	COUNCIL REMUNERATION	670.00	6,960.00	10,500.00	3,540.00
2-11-211	COUNCIL TRAVEL & SUBSISTENCE	0.00	524.25	800.00	275.75
2-11-214	COUNCIL PROFESSIONAL DEVT	0.00	0.00	500.00	500.00
* TOTAL COUNCIL EXPENSES		670.00	7,484.25	11,800.00	4,315.75
ADMINISTRATION EXPENSE					
2-12-110	ADMINISTRATION - SALARIES	7,760.63	57,550.46	103,600.00	46,049.54
2-12-130	ADMINISTRATION - PAYROLL DEDUCTION	539.67	4,729.45	0.00	(4,729.45)
2-12-131	EMPLOYEE BENEFITS	0.00	2,511.48	0.00	(2,511.48)
2-12-211	TRAVEL & SUBSISTENCE	0.00	188.91	1,400.00	1,211.09
2-12-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	1,090.26	2,500.00	1,409.74
* TOTAL ADMINISTRATION EXPENSE		8,300.30	66,070.56	107,500.00	41,429.44
OFFICE OPERATIONS					
2-12-215	FREIGHT & POSTAGE	111.44	612.22	400.00	(212.22)
2-12-217	TELEPHONE	412.12	2,720.88	4,400.00	1,679.12
2-12-220	ADVERTIZING & PRINTING	236.69	1,527.76	2,000.00	472.24
2-12-225	VILLAGE PROMOTIONS	0.00	0.00	700.00	700.00
2-12-230	PROFESSIONAL & CONSULTING SERVICE	0.00	0.00	0.00	0.00
2-12-231	AUDITING SERVICES	0.00	6,750.00	9,000.00	2,250.00
2-12-232	ASSESSMENT SERVICES	0.00	4,255.68	4,800.00	544.32
2-12-233	ASSESSMENT REVIEW BOARD	0.00	0.00	400.00	400.00
2-12-234	LEGAL SERVICES	0.00	0.00	500.00	500.00
2-12-237	MUNICIPAL SOFTWARE	0.00	72.20	0.00	(72.20)
2-12-250	OFFICE REPAIRS & MAINTENANCE	86.25	126.87	1,000.00	873.13
2-12-253	TECHNICAL SUPPORT	928.43	3,125.22	3,800.00	674.78
2-12-258	OFFICE JANITORIAL CONTRACT	0.00	232.50	1,900.00	1,667.50
2-12-274	INSURANCE	0.00	17,544.17	16,000.00	(1,544.17)
2-12-341	LAND TITLES SERVICES	0.00	130.00	200.00	70.00
2-12-510	OFFICE SUPPLIES	401.38	1,665.93	5,400.00	3,734.07
2-12-511	MISCELLANEOUS	(928.16)	(852.17)	1,900.00	2,752.17
2-12-519	OTHER SERVICES	0.00	0.00	3,500.00	3,500.00
2-12-540	UTILITIES	262.21	1,684.80	2,600.00	915.20
* TOTAL OFFICE OPERATIONS		1,510.36	39,596.06	58,500.00	18,903.94
ADMIN- TAL					



VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

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GL Number	Description	August 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
2-12-762	CAPITAL PURCHASES	0.00	4,864.35	300.00	(4,564.35)
2-12-790	ADMINISTRATION-AMORTIZATION	0.00	0.00	0.00	0.00
* TOTAL ADMIN-CAPITAL		0.00	4,864.35	300.00	(4,564.35)
REQUISITIONS					
2-13-750	REQUISITION - SCHOOL	0.00	41,211.16	82,422.32	41,211.16
2-13-759	DAVE KNIPE MEMORIAL LIBRARY	0.00	0.00	0.00	0.00
* TOTAL REQUISITIONS		0.00	41,211.16	82,422.32	41,211.16
FIRE EXPENSES					
2-23-148	IN-SERVICE TRAINING	0.00	0.00	1,200.00	1,200.00
2-23-159	HONORARIUMS - ANNUAL & HOURLY	0.00	0.00	6,900.00	6,900.00
2-23-211	TRAVEL & SUBSISTENCE	0.00	0.00	900.00	900.00
2-23-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	0.00	800.00	800.00
2-23-215	FREIGHT & POSTAGE	0.00	0.00	50.00	50.00
2-23-217	TELEPHONE	89.34	835.93	1,300.00	464.07
2-23-220	ADVERTIZING & PRINTING	0.00	146.36	100.00	(46.36)
2-23-225	PUBLIC RELATIONS & PROMOTIONS	0.00	0.00	500.00	500.00
2-23-250	FIREHALL REPAIRS & MAINTENANCE	928.25	1,200.36	400.00	(800.36)
2-23-251	VILLAGE TRUCK REPAIRS	0.00	911.31	800.00	(111.31)
2-23-252	COUNTY TRUCK REPAIRS	0.00	5,887.42	1,000.00	(4,887.42)
2-23-253	PAGER REPAIRS	0.00	530.00	750.00	220.00
2-23-254	PROTECTIVE EQUIPMENT REPAIRS	0.00	2,970.00	6,500.00	3,530.00
2-23-270	CONTRACTED SERVICES	0.00	0.00	100.00	100.00
2-23-274	INSURANCE	0.00	1,658.36	1,400.00	(258.36)
2-23-510	GOODS & SUPPLIES	0.00	1,669.57	1,000.00	(669.57)
2-23-511	MISCELLANEOUS	0.00	39.00	0.00	(39.00)
2-23-512	SMALL EQUIPMENT PURCHASES	0.00	0.00	400.00	400.00
2-23-521	FUEL & LUBE	0.00	352.54	800.00	447.46
2-23-540	FIRE HALL POWER	70.70	603.28	2,300.00	1,696.72
2-23-541	FIRE HALL NATURAL GAS	40.98	703.53	1,500.00	796.47
2-23-750	DISPATCH AGREEMENT	1,209.00	1,209.00	1,200.00	(9.00)
2-23-751	MUTUAL AIDE RESPONSE CHARGES	0.00	0.00	500.00	500.00
2-23-920	TRANSFER TO RESERVES	0.00	0.00	0.00	0.00
* TOTAL FIRE EXPENSES		2,338.27	18,716.66	30,400.00	11,683.34
FIRE - CAPITAL					
2-23-762	CAPITAL PURCHASES	0.00	0.00	0.00	0.00
2-23-790	FIRE - AMORTIZATION	0.00	0.00	0.00	0.00
* TOTAL FIRE - CAPITAL		0.00	0.00	0.00	0.00



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GL Number	Description	August 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
BYLAW ENFORCEMENT					
2-26-270	BYLAW ENFORCEMENT OFFICER	562.44	3,923.05	7,000.00	3,076.95
2-26-234	LEGAL SERVICES	0.00	0.00	400.00	400.00
2-26-510	BYLAW SUPPLIES	0.00	194.00	300.00	106.00
*	TOTAL BYLAW ENFORCEMENT	562.44	4,117.05	7,700.00	3,582.95
PUBLIC WORKS SALARIES & WAGES					
2-32-110	PW - SALARIES	1,708.75	8,093.72	24,700.00	16,606.28
2-32-130	PW - PAYROLL DEDUCTIONS	111.84	540.94	0.00	(540.94)
2-32-131	EMPLOYEE BENEFITS	0.00	328.61	0.00	(328.61)
*	TOTAL PUBLIC WORKS SALARIES &	1,820.59	8,963.27	24,700.00	15,736.73
PUBLIC WORKS OPERATIONS					
2-32-217	TELEPHONE	0.00	0.00	400.00	400.00
2-32-230	PROFESSIONAL CONSULTING	0.00	1,002.50	0.00	(1,002.50)
2-32-250	ROADWAY REPAIRS & MAINTENANCE	0.00	73,113.42	4,000.00	(69,113.42)
2-32-270	CONTRACTED SERVICES	0.00	0.00	3,000.00	3,000.00
2-32-510	GOODS & SUPPLIES	1,140.67	6,654.86	10,000.00	3,345.14
2-32-511	MISCELLANEOUS GENERAL SERVICES	0.00	0.00	0.00	0.00
2-32-521	FUEL & LUBE	237.58	1,082.38	2,100.00	1,017.62
2-32-540	UTILITIES - STREET LIGHTS	961.22	7,102.90	12,300.00	5,197.10
2-32-762	CAPITAL	0.00	2,416.50	0.00	(2,416.50)
2-32-790	PUBLIC WORKS AMORTIZATION	0.00	0.00	0.00	0.00
*	TOTAL PUBLIC WORKS OPERATIONS	2,339.47	91,372.56	31,800.00	(59,572.56)
DRAINAGE					
2-37-250	DRAINAGE - REPAIRS & MAINTENANCE	0.00	30.00	500.00	470.00
2-37-750	REQUISITION - DRAINAGE	0.00	0.00	200.00	200.00
*	TOTAL DRAINAGE	0.00	30.00	700.00	670.00
WATER OPERATIONS					
2-41-110	SALARIES & WAGES	0.00	0.00	0.00	0.00
2-41-211	TRAVEL & SUBSISTENCE	0.00	225.86	600.00	374.14
2-41-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	417.14	400.00	(17.14)
2-41-217	TELEPHONE	97.46	659.78	1,100.00	440.22
2-41-230	PROFESSIONAL & CONSULTING SERVICE	0.00	0.00	200.00	200.00
2-41-240	CUSTOMER BILLING	111.44	333.20	800.00	466.80
2-41-250	REPAIRS & MAINTENANCE	424.39	4,301.54	800.00	(3,501.54)
2-41-270	WATER - CONTRACT	75.00	4,605.00	4,700.00	95.00
2-41-510	GOODS & SUPPLIES	625.24	4,244.00	4,900.00	655.94
2-41-540	UTILITIES	882.45	6,361.60	10,500.00	4,138.40



VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

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GL Number	Description	August 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
2-41-750	REQUISITION - SMRWSC	0.00	0.00	13,200.00	13,200.00
2-41-762	CAPITAL PURCHASES	0.00	0.00	33,400.00	33,400.00
2-41-790	WATER SYSTEM - AMORTIZATION	0.00	0.00	0.00	0.00
* TOTAL WATER OPERATIONS		2,215.98	21,148.18	70,600.00	49,451.82
SEWER OPERATIONS					
2-42-110	SALARIES & WAGES	0.00	0.00	0.00	0.00
2-42-211	TRAVEL & SUBSISTENCE	0.00	73.60	600.00	526.40
2-42-214	MEMBERSHIPS & PROFESSIONAL DEVEL	0.00	300.00	400.00	100.00
2-42-217	TELEPHONE	80.39	550.88	1,000.00	449.12
2-42-230	PROFESSIONAL & CONSULTING SERVICE	0.00	12,153.50	0.00	(12,153.50)
2-42-240	CUSTOMER BILLING	0.00	221.77	800.00	578.23
2-42-250	REPAIRS & MAINTENANCE	0.00	2,432.50	3,300.00	867.50
2-42-270	SEWER - CONTRACT	75.00	4,345.00	4,700.00	355.00
2-42-274	INSURANCE PREMIUMS	0.00	0.00	1,300.00	1,300.00
2-42-410	BANK LOAN	0.00	0.00	0.00	0.00
2-42-510	GOODS & SUPPLIES	0.00	0.00	900.00	900.00
2-42-540	UTILITIES	259.40	2,305.31	4,400.00	2,094.69
2-42-762	CAPITAL	0.00	0.00	43,400.00	43,400.00
2-42-790	WASTE & SEWER AMORTIZATION	0.00	0.00	0.00	0.00
2-42-830	LAGOON DEBENTURE PAYMENTS	44,884.92	48,690.18	4,800.00	(43,890.18)
2-42-831	LAGOON DEBENTURE INTEREST	0.00	44.74	0.00	(44.74)
2-74-790	AMORTIZATION	0.00	0.00	0.00	0.00
3-00-272	RECEIVABLES FROM OTHER GOVERNME	0.00	0.00	0.00	0.00
* TOTAL SEWER OPERATIONS		(45,299.71)	(71,117.48)	(65,600.00)	5,517.48
WASTE MANAGEMENT					
2-43-270	GARBAGE - CONTRACT	0.00	11,215.95	18,900.00	7,684.05
2-43-260	RENTAL OF MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00
2-43-350	LANDFILL FEES	0.00	661.85	100.00	(561.85)
2-43-510	GOODS & SUPPLIES	0.00	0.00	0.00	0.00
2-44-350	RECYCLING CHARGES	0.00	6,314.01	10,700.00	4,385.99
* TOTAL WASTE MANAGEMENT		0.00	18,191.81	29,700.00	11,508.19
CAMROSE & DISTRICT SUPPORT SER					
2-51-750	REQUISITION - CDSS	0.00	2,441.18	2,400.00	(41.18)
2-51-770	GRANTS TO ORGANIZATIONS	0.00	0.00	100.00	100.00
2-51-840	CONDITIONAL GRANTS TO CDSS	0.00	0.00	9,559.00	9,559.00
* TOTAL CAMROSE & DISTRICT SUPPO		0.00	2,441.18	12,059.00	9,617.82
CEMETERY OPERATIONS					



VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

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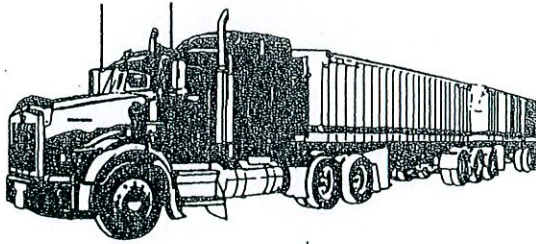
GL Number	Description	August 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
2-56-250	CEMETERY REPAIRS & MAINTENANCE	0.00	0.00	300.00	300.00
2-56-510	GENERAL GOODS & SERVICES	0.00	0.00	300.00	300.00
* TOTAL CEMETERY OPERATIONS		0.00	0.00	600.00	600.00
PLANNING & DEVELOPMENT					
2-61-237	MAPPING	0.00	0.00	200.00	200.00
2-66-120	COSTS - LAND SALES	0.00	0.00	0.00	0.00
2-61-750	REQUISITION - PLANNING	0.00	1,034.00	1,050.00	16.00
* TOTAL PLANNING & DEVELOPMENT		0.00	1,034.00	1,250.00	216.00
PARKS & RECREATION					
2-72-110	RECREATION & PARKS - SALARIES	1,708.75	8,995.78	29,200.00	20,204.22
2-72-115	CSJ & STEP WAGES	4,646.07	13,364.85	0.00	(13,364.85)
2-72-130	RECREATION & PARKS - PAYROLL DEDUC	406.54	1,418.98	0.00	(1,418.98)
2-72-131	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00
2-72-211	TRAVEL & SUBSISTENCE	0.00	182.00	0.00	(182.00)
2-72-220	ADVERTIZING & PRINTING	0.00	464.80	500.00	35.20
2-72-250	REPAIRS & MAINTENANCE	34.65	2,028.25	2,300.00	271.75
2-72-270	CONTRACTED SERVICES	0.00	0.00	1,200.00	1,200.00
2-72-510	GOODS & SUPPLIES	439.17	2,301.01	2,100.00	(201.01)
2-72-521	FUEL & LUBE	237.60	1,082.40	2,100.00	1,017.60
2-72-540	UTILITIES - REC BOARD, ETC	282.91	1,823.84	0.00	(1,823.84)
2-72-750	REQUISITIONS - RECREATION	0.00	0.00	0.00	0.00
2-72-762	CAPITAL PURCHASES	0.00	2,500.00	1,500.00	(1,000.00)
2-72-770	GRANTS TO ORGANIZATIONS	12,500.00	12,500.00	16,550.00	4,050.00
2-72-780	RECREATION TRAIL RESERVE	0.00	0.00	0.00	0.00
2-72-790	RECREATION - AMORTIZATION	0.00	0.00	0.00	0.00
* TOTAL PARKS & RECREATION		20,255.69	46,661.91	55,450.00	8,788.09
CULTURE					
2-74-250	REPAIRS & MAINTENANCE - OLD HALL	197.40	197.40	2,900.00	2,702.60
2-74-510	GOODS & SUPPLIES	125.06	132.68	0.00	(132.68)
2-74-540	UTILITIES	77.27	1,318.65	3,700.00	2,381.35
2-74-584	SPECIAL EVENTS	0.00	509.39	1,100.00	590.61
2-74-750	REQUISITION - PARKLAND LIBRARY	0.00	1,983.15	2,650.00	666.85
2-74-761	CONTRIBUTED TO OTHER OPERATING FN	0.00	0.00	1,000.00	1,000.00
2-74-770	TRANSFER TO OTHER ORGANIZATIONS	0.00	0.00	0.00	0.00
2-74-775	BAWLF PUBLIC LIBRARY APPROPRIATION	0.00	3,000.00	3,000.00	0.00
2-74-831	DEBENTURE INTEREST	0.00	0.00	0.00	0.00
* TOTAL CULTURE		399.73	7,141.57	14,350.00	7,208.73



VILLAGE OF BOWLF REVENUE/EXPENSE REPORT

GL Number	Description	August 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
GENERAL					
2-97-990	GENERAL CONTINGENCY	0.00	0.00	2,500.00	2,500.00
*	TOTAL GENERAL	0.00	0.00	2,500.00	2,500.00
**	TOTAL EXPENSES	85,712.54	450,161.75	607,931.32	157,769.57
***	SURPLUS/DEFICIT	(46,715.32)	(226,338.82)	277,688.32	504,027.14

Ph. 780-373-2161 Fax: 780-373-2525



INVOICE

[illegible]

TO Village of Bawif
Bawif AB
T.B 050

DATE July 19 2012

G.S.T. R114740871

DATE	DESCRIPTION	AMOUNT
July 3	Digging out in Front of Amen e Hall and Refilling with gravel. Length of Street approx. 530 feet	
	Total cost of Equipment e Labor to do above Job	5228.00
	Total cost of gravel Total Tons Delivered 531.23	9933.65
	Thank You. AB	

Terms - 2% per month service charge
on accounts over 30 days

Sub-Total	15161.65
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G.S.T.	758.08
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TOTAL	15919.73
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THANK YOU

Item: 4.a)

Working on Street in Town of Bawlf

Daysland Backhoe - 1775.00 - ①

Backhoe - 364.00 - Packer ①

A-1 Rentals 589.25 Packer ①

Trucks Haul Dirt out 1250.00 ①

2 Trucks
(5 hr x 125.00 x 2 =

Gravel 2.40m = 1755.01 ②

152.61 Tons x 11.50 ②

Trucking 152.61 x 7.00 1068.27

Gravel 2-20mm ②

13 loads 379.22 Tons x 11.75 4455.83

Trucking 379.22 x 7.00 2654.54 ②

Place Gravel

MF 690 - 750.00 ①

Bi-Directional 1000.00 ①

Packer operator 500.00 ①

① 5228

② 9933.65

Total 15161.65

Item: 4.a)

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: September 10, 2012
SUBJECT: Incomplete Construction and/or Landscaping

PURPOSE:

The purpose of this memo is to report to Council how other municipalities address incomplete construction and/or incomplete landscaping.

BACKGROUND:

At the August 15, 2012 Council Meeting, the Village Council passed a motion asking the Administration to research how other municipalities deal with construction or landscaping that is not completed in a timely manner.

Feedback was received from eight municipalities within the Zone 4 Local Government Administration Association (LGAA) area, to which Bawlf belongs. The findings include: Construction – Four municipalities mention a completion date requirement in the development agreement or the purchase agreement. Two include it in their land use bylaw. Contraventions may be handled by the Building Inspector. Landscaping – One includes completion requirements in their land use bylaw, one in their community standards bylaw, one in their purchase agreement and one collects a deposit and returns it after the landscaping is complete and there has been no damage to any sidewalks or water valves. Contraventions could be handled through the Unsightly Premises Bylaw.

Generally, the most common conditions for construction are to commence construction within one year (included in the Village's current Land Use Bylaw) and complete it within two years of the date of the approved development permit. For landscaping, the most common standard is to have the landscaping completed within one year of completion of the house construction or within one year of commencement of the use, whichever occurs first. The Administration recommends that the Village of Bawlf implement the processes listed below in the Alternatives.

ALTERNATIVES:

1. That the Village Council decide on appropriate timelines for the completion of construction and also for the landscaping to be completed.
2. That the Village Council pass a motion to include construction and landscaping timelines in the Purchase Agreements for the lots the Village has for sale.
3. That the Village Council ask the Development Officer to include construction and landscaping completion timelines in the development permit conditions as well as in the rewrite of the Land Use Bylaw.

RECOMMENDATION:

It is recommended that the Village of Bawlf include the following construction and landscape completion timelines in future lot purchase agreements, development permit conditions and in the Village of Bawlf Land Use Bylaw when it is reviewed and rewritten:

- a) Construction Completion – all construction must be completed within 24 months of the date of issuance of the development permit.
- b) Landscaping Completion – all landscaping must be completed within 12 months of the completion of construction or within 12 months of the commencement of the use, whichever occurs first.

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: September 12, 2012
SUBJECT: 2013 Budget Process and Timeline

PURPOSE:

The purpose of this memo is to propose a process and timeline for the preparation of the 2013 Village of Bawlf Operating and Capital Budget.

BACKGROUND:

Generally, the following proposed budget process includes the Council approving the service level standards and the Administration preparing an annual budget based on those approved service levels.

The Administration recommends the following process and timeline:

2012:

- Sept. 19: - Council to approve the 2013 Service Levels
- Oct. 16: - staff to submit draft operating budgets and capital budget ideas to Village Manager
- Oct. 17-22: - staff to meet with Village Manager to review each operating budget line item in conjunction with approved service level standards
- Oct. 24-Nov. 1: - **Meeting #1 (Date: Oct 24)**
Council members and Admin to create capital budget list.
- Nov. 2-12: - staff/Village Manager to cost out all capital projects
- Nov. 2-13: - Village Manager to enter all 2011 Actuals, 2012 Projected Year Ends and 2013 proposed operating and capital budget figures into the budget spreadsheet
- Nov. 21: - Council to receive budget package with draft budget (capital and operating)
- Nov. 19-22: - **Meeting #2 (Date: ~~Nov 22~~ ~~Nov 20~~ Nov 19)**
Council and Village Manager to meet and review operating budget (line by line) and review capital budget along with the proposed mil rate and tax rate.
- Nov 26-Nov 29: - **Meeting #3 (continuation, if necessary) - Date: Nov 28**
- Dec 3-6: - Village Manager to finalize operating and capital spreadsheet as required
- Dec. 19: - Council to approve interim budget for 2013 at the December Council Meeting

2013:

- April 17: - Council to approve final 2013 budget (pending Provincial Budget announcement) at the April Council Meeting

The above timeline may be adjusted slightly as required.

ALTERNATIVES:

1. That the Village Council accept the proposed process and timeline for developing the 2013 operating and capital budget and that dates for the budget meetings be scheduled.
2. That the Village Council amend the proposed process and timeline for developing the 2013 operating and capital budget.

RECOMMENDATION:

It is recommended that the Village Council accept the proposed process and timeline for developing the 2013 operating and capital budget and that dates for the budget meetings be scheduled.

Item #: 5.a)

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: September 11, 2012
SUBJECT: Fortis Alberta 2013 Franchise Fee

PURPOSE:

The purpose of this memo is to present the Village Council with a request from Fortis Alberta regarding the option of instituting an Electric Distribution Franchise Fee for 2013.

BACKGROUND:

In the past, the Village of Bawlf has chosen not to exercise the option of applying a franchise fee to customers' billings. In 2012, approximately 3/4 of Fortis Alberta customers had instituted a franchise fee, up from 2/3 in 2009. Franchise fees in other municipalities range from 2% to 20%.

Fortis Alberta requests that the Village of Bawlf review and make a decision regarding a 2013 franchise fee. For example, if the Village charged a franchise fee of 2%, the approximate increase to each household would be \$0.92/month and the Village would receive \$2998 in annual revenue from Fortis. If the franchise fee were to be set at 5%, each household would see an increase of \$2.30/month and the Village would receive \$7495 annually from Fortis.

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

- All customers, whether they pay taxes or not, are charged the same franchise fee.
- Renters who pay utility bills, pay the franchise fee.

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

Additional information not directly related to the franchise fee question - Fortis has recently estimated that the transmission/distribution rates will increase approximately 5% effective January 1, 2013.

ALTERNATIVES:

1. That the Village Council pass a motion to amend the current Fortis Alberta franchise fee of 0% to a percentage between 1% and 5% for 2013 and that the residents be notified of such as per the guidelines set out in the Village of Bawlf's agreement with Fortis Alberta.
2. That the Village Council choose not to institute a change in the Fortis Alberta franchise fee of 0% for 2013 and that the Administration inform Fortis Alberta of this decision.

RECOMMENDATION:

It is recommended that the Village Council choose not to institute a change in the Fortis Alberta franchise fee of 0% for 2013 and that the Administration inform Fortis Alberta of this decision.

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: September 12, 2012
SUBJECT: Village of Bawlf 2013 Service Levels

PURPOSE:

The purpose of this memo is to present the proposed 2013 Service Levels to Village Council for review and approval. These service levels provide the basis for budget preparation and work duties for the staff.

BACKGROUND:

The Administration presented the first service level document, entitled "Village of Bawlf 2010 Service Levels", to Council in Fall 2009. The service levels have been updated annually and subsequently approved by Council every year. The proposed 2013 Service Levels are attached to this memorandum (the yellow highlights indicate information that was added since the 2012 service levels were approved). If Council members have other suggestions or comments, they can be discussed and added to create the final 2013 Service Level document.

A clear understanding of the service level standards for Village operations will assist with the preparation and approval of the 2013 Budget as well as provide direction for staff throughout the year. The Service Level document covers all current budget areas.

ALTERNATIVES:

1. That the Village Council approve the proposed Village of Bawlf 2013 Service Levels and that the Village Council and Administration use this document throughout the 2013 Budget process.
2. That the Village Council propose additional amendments to the Village of Bawlf 2013 Service Levels and that the amended document be approved either at this Council meeting or the October 2012 Council meeting.

RECOMMENDATION:

N/A

PER CAPITA % METHODOLOGY

Scenario A - Straight Line Per Capita

	Annual Contribution	Per Capita
Village of Bawlf	\$3,827.47	\$10.23
Village of Edberg	\$1,586.25	\$10.23
Village of Ferintosh	\$1,975.14	\$10.23
Village of Hay Lakes	\$4,390.34	\$10.23
Village of New Norway	\$3,305.55	\$10.23
Village of Rosalind	\$2,190.05	\$10.23
Town of Bashaw	\$8,883.02	\$10.23
Camrose County	\$77,542.18	\$10.23
TOTAL	\$103,700.00	

Scenario B - Per Capita with 25% County Assistance

	Annual Contribution	Per Capita
Village of Bawlf	\$2,870.61	\$7.68
Village of Edberg	\$1,189.69	\$7.68
Village of Ferintosh	\$1,481.36	\$7.68
Village of Hay Lakes	\$3,292.75	\$7.68
Village of New Norway	\$2,479.16	\$7.68
Village of Rosalind	\$1,642.54	\$7.68
Town of Bashaw	\$6,662.26	\$7.68
Camrose County	\$84,081.63	\$11.10
TOTAL	\$103,700.00	

Scenario C - Per Capita with 50% County Assistance

	Annual Contribution	Per Capita
Village of Bawlf	\$1,913.74	\$5.12
Village of Edberg	\$793.13	\$5.12
Village of Ferintosh	\$987.57	\$5.12
Village of Hay Lakes	\$2,195.17	\$5.12
Village of New Norway	\$1,652.77	\$5.12
Village of Rosalind	\$1,095.03	\$5.12
Town of Bashaw	\$4,441.51	\$5.12
Camrose County	\$90,621.09	\$11.96
TOTAL	\$103,700.00	

Scenario D - Per Capita with 75% County Assistance

	Annual Contribution	Per Capita
Village of Bawlf	\$956.87	\$2.56
Village of Edberg	\$396.56	\$2.56
Village of Ferintosh	\$493.79	\$2.56
Village of Hay Lakes	\$1,097.58	\$2.56
Village of New Norway	\$826.39	\$2.56
Village of Rosalind	\$547.51	\$2.56
Town of Bashaw	\$2,220.75	\$2.56
Camrose County	\$97,160.54	\$12.82
TOTAL	\$103,700.00	

Village of Bawlf



2013

Service Levels

Approved by Village Council: _____

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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 may be appointed to 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 the 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 the 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 | - Communication to Citizens | |

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. The Director of Disaster Services and the Deputy Director of Disaster Services are volunteer positions.

** 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.
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 and 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 spring and then checked in fall (by October 1st).
2. Village owned vehicles are maintained as required.
3. Public works and parks equipment is maintained as follows:
 - 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. Weed eaters – service check completed as required.
 - e. Conterra Grader – 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 connected to the Shirley McClellan Regional Water Services Commission Regional Water Line in the future.
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.
- c. 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.
- d. The 1966 vitrified clay tile main lines were rehabilitated with a cured-in-place-pipe (CIPP) liner in August 2012.

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

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 are usually 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.
- Can-Pak has provided a list of acceptable and unacceptable materials.

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.

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/**Recreation** 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 into **and within** 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. Recreational Trail.

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.

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.

4. Historical Assets

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

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 are:

- 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)

Notes from Shirley McClellan Regional Water Services Commission meeting held August 30, 2012 in Castor.

The tender for the waterline from Stettler to Big Valley was awarded to Chinook Pipeline Inc in the amount of \$6,164,041.91 less contingency \$5,666,519.01. This project should be completed by March, 2013.

Phase 4 Grant Application – discussion regarding the Phase 4 grant application. It was suggested that a consultant be hired, using grant money received, to complete a business plan, which would include current infrastructure in the Summer Villages of White Sands/Rochon Sands, Camrose County, Village of Rosalind and Bawlf. The Commission is looking at applying for Phase 4 and hopes the business plan will outline the direction in which the Phase 4 of the waterline should go; north to Camrose County and Villages of Rosalind and Bawlf or to the Summer Villages of White Sands/Rochon Sands.

Camrose County indicated they are ready to go with the waterline in their County. Rosalind and Bawlf were asked about our distribution systems and reservoirs. White Sands and Rochon Sands have no distribution systems or reservoirs.

Prior to the meeting Stantec Consulting contacted Lynn regarding design flows allocations. A considerable amount of work between Lynn and Justin went into figuring out water flows for Bawlf. The end result was a reduction in water flow for Bawlf than originally projected.

If the Business Plan reveals that Phase 4 begin in Camrose County, leading then to Rosalind and Bawlf, I believe it will be beneficial to have Lynn also attend the meetings. There are a number of technical questions and discussion that take place during these meetings.

Councillor Chad Whiteside from the Village of Donalda attended the meeting. The tenders for the Donalda line will be ready in October, received in November and approved by end of November. Mr. Whiteside questioned whether the Village would have some leeway to hook up the water in the Village. The Commission indicated that this would delay other projects. The Commission indicated the Village had indicated their desire for the waterline therefore the Village would need to hook up when the waterline was completed.

The next meeting is scheduled for October 4th at 6:00 pm.

Jody

Item: 6.c)



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

For Immediate Release
August 31, 2012

BRSD Board holds organizational meeting

Every fall the Battle River School Division Board of Trustees holds an organizational meeting, to determine the role each of the eight elected officials will take on during the next year of their term.

This year, the Board of Trustees not only selected their committee roles for the 2012-2013 school year but, for the first time in five years, selected a new Board Chair.

Former Board Chair Cheryl Smith nominated Doug Bowie to serve as Chair for the coming year.

Ms. Smith, who has been selected as Board Chair in each of the previous five years, cited Mr. Bowie's passion for education and ongoing commitment to student success as the reasons for her nomination motion.

In accepting his new role, Mr. Bowie (who has served as Vice Chair the previous two years) told trustees that he believes BRSD has had outstanding leadership during the tenure of Cheryl Smith and he hopes to carry that on.

"I've learned a lot in the last two years," he says, "and I look forward to leading our Board team as we move ahead with our division-wide plans and priorities."

"Helping students succeed in school is critically important to their future success and to the success of our whole society. The Board's job is to create the environments that make it possible for kids to meet their potential."

The Board also selected Peter Miller as the new Vice Chair. Mr. Miller is in his third term as the representative for Flagstaff County West. Both Mr. Bowie and Ms. Smith are trustees from the City of Camrose.

Superintendent of Schools Dr. Larry Payne expressed his appreciation to Cheryl Smith for the significant work she has done during her five years as Board Chair.



New Board Chair Doug Bowie (left) and Vice Chair Peter Miller (right) were sworn in by Imogene Walsh, Assistant Superintendent Business, on August 30.



Cheryl Smith

Item: 7.6)

"Cheryl has dedicated countless hours and boundless energy to her role as Board Chair. She has always acted with integrity and has a deep commitment to children."

"Though Cheryl has chosen to move on from her role as board chair, she is leaving a tremendous legacy. Cheryl led the board through the creation of their Code of Conduct; she worked with staff on the development of a healthy schools and workplace policy; and she supported bringing alternative programs into our division. Cheryl has also been at the helm of our work to ensure the school division is accountable. She has been the public face of standing up to hazing; she has significantly expanded our public consultation process and she has worked to ensure our division remains solvent, by adjusting spending to match declines in enrollment. Throughout it all, Cheryl has stayed focused on the importance of teaching and learning, considering the needs of all students in Battle River when making decisions."

In addition to her role as trustee in Battle River, Ms. Smith also provides leadership at the provincial level, and is entering her second term as Vice President of the Alberta School Boards Association, where she is looking forward to continuing her role of advocating for all Alberta students.

At the organizational meeting, the Board of Trustees also confirmed their meeting schedule for the coming year. Details of the schedule, along with the list of committee appointments, will soon be posted on the school division's website, www.brsd.ab.ca.

For more information contact
Diane Hutchinson, BRSD Communications
dhutchinson@brsd.ab.ca
780-672-6131, ext. 5248

Item: 7.6)

Report from the Administration

For the period August 10 – September 12, 2012

Administration:

- The September Village Voice was distributed on August 30.
- Our web site has been updated with a few photos.
- Hall photos have been added to the Facebook page and an ad with links to the photos and the rates on our website has been created.
- July F.S. Questions from Council: The \$4725 in 1-23-570 (Fire Dept Donations) was the revenue from the sale of the fire truck and the \$5700 in 1-23-411 (MVA Fees) was for a semi roll-over on April 5 (three vehicles dispatched – 6 hour call).
- We recently received our \$50,000 Federal Gas Tax Fund (FGTF) for 2012.
- Completed the necessary paperwork for the MSI Capital Grant (the 2011 Statement of Funding and Expenditures and the 2012 Capital Application Form).
- The village was unsuccessful in their application to the Fortis Alberta Community Naturalization Grant Program for the recreational trail. Four grants of \$3000 were awarded to Morinville, Innisfail, Millet and Crowsnest Pass.
- Village Manager and Director of Disaster Services met with Dieter Langer, Field Officer with the Alberta Emergency Management Agency, to complete the annual emergency management meeting and the Municipal Emergency Plan review.
- Thirty nine properties had taxes outstanding September 1st. A 10% penalty has been levied.
- Two people attended the Village Office to complain regarding tickets they received for parking RV's on Village property.
- The Office Administrator took vacation time from Sept 4-10 inclusive. Communications Coordinator provided office coverage during this time.
- Village Manager took Sept 4-6 off as overtime and will be taking Sept 11-21 off as well.
- The Office Administrator has been appointed Acting CAO for the period Sept 11-21, inclusive.
- The Village Manager attended the following external meetings:
 - August 14 – Small Communities Committee Meeting – Edmonton
 - August 16 – Disaster Services Review with Dieter Langer & Robert Wilson – Bawlf

Development:

- Work with the Village lawyer and a Sale of Land Recovery Manager with Consolidated Civil Enforcement regarding the buy-back of Lot 6A, Block 17, Plan 072 0313 continues. The process may be nearing completion.
- Prepared two development permits for existing structures that were discovered through the Compliance Certificate process (deck higher than 2 feet and house encroaching into front yard setback).
- The total number of development permits approved to date in 2012: six.

- Completed one Compliance Certificate this past month. Total compliance certificates issued in 2012: three + one non-compliant.

Public Works:

- On Monday, August 20, the lift station second level alarm called out 4 times between 9:00 p.m. and 5:00 a.m. the following day.
- There have been other second level alarm calls early in September as well.
- The last section of sewer main relining was completed on September 5.
- There appeared to be a water main break at the corner of Railway Avenue and Hanson Street as the Public Works Director tested the water accumulating at the corner and found chlorine to be present. The contractor dug for the leak only to discover there was no leak. This was shocking and the conclusion drawn was that the accumulating water must have been from vehicles being pressure washed at the fire hall. The water draining to the corner was not diverted under Railway Avenue to the south side swale as it is designed to do.
- August 30th was the last day of work for our summer students.

Parks and Facilities:

- The Village contracted Birch Fumigators from Edmonton to treat our ant problem. The building was treated on Friday, August 17 and we should notice the ants being eradicated within 1-2 weeks. The majority of the ants seem to have been eliminated at this point in time.

By-Law Services:

-

Fire Department:

- There were two fire calls in August:
 - Aug 8 – school alarm
 - Aug 8 – microwave
- There were no motor vehicle accidents in August.
- Fire practice – August 21 – station and equipment checks, ran all small equipment, worked with breathing apparatus, cleaned apparatus and hall. 5 members attended.

Notes from Shirley McClellan Regional Water Services Commission meeting held August 30, 2012 in Castor.

The tender for the waterline from Stettler to Big Valley was awarded to Chinook Pipeline Inc in the amount of \$6,164,041.91 less contingency \$5,666,519.01. This project should be completed by March, 2013.

Phase 4 Grant Application – discussion regarding the Phase 4 grant application. It was suggested that a consultant be hired, using grant money received, to complete a business plan, which would include current infrastructure in the Summer Villages of White Sands/Rochon Sands, Camrose County, Village of Rosalind and Bawlf. The Commission is looking at applying for Phase 4 and hopes the business plan will outline the direction in which the Phase 4 of the waterline should go; north to Camrose County and Villages of Rosalind and Bawlf or to the Summer Villages of White Sands/Rochon Sands.

Camrose County indicated they are ready to go with the waterline in their County. Rosalind and Bawlf were asked about our distribution systems and reservoirs. White Sands and Rochon Sands have no distribution systems or reservoirs.

Prior to the meeting Stantec Consulting contacted Lynn regarding design flows allocations. A considerable amount of work between Lynn and Justin went into figuring out water flows for Bawlf. The end result was a reduction in water flow for Bawlf than originally projected.

If the Business Plan reveals that Phase 4 begin in Camrose County, leading then to Rosalind and Bawlf, I believe it will be beneficial to have Lynn also attend the meetings. There are a number of technical questions and discussion that take place during these meetings.

Councillor Chad Whiteside from the Village of Donalda attended the meeting. The tenders for the Donalda line will be ready in October, received in November and approved by end of November. Mr. Whiteside questioned whether the Village would have some leeway to hook up the water in the Village. The Commission indicated that this would delay other projects. The Commission indicated the Village had indicated their desire for the waterline therefore the Village would need to hook up when the waterline was completed.

The next meeting is scheduled for October 4th at 6:00 pm.

Jody

Item: 6.c)



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

For Immediate Release
August 31, 2012

BRSD Board holds organizational meeting

Every fall the Battle River School Division Board of Trustees holds an organizational meeting, to determine the role each of the eight elected officials will take on during the next year of their term.

This year, the Board of Trustees not only selected their committee roles for the 2012-2013 school year but, for the first time in five years, selected a new Board Chair.

Former Board Chair Cheryl Smith nominated Doug Bowie to serve as Chair for the coming year.

Ms. Smith, who has been selected as Board Chair in each of the previous five years, cited Mr. Bowie's passion for education and ongoing commitment to student success as the reasons for her nomination motion.

In accepting his new role, Mr. Bowie (who has served as Vice Chair the previous two years) told trustees that he believes BRSD has had outstanding leadership during the tenure of Cheryl Smith and he hopes to carry that on.

"I've learned a lot in the last two years," he says, "and I look forward to leading our Board team as we move ahead with our division-wide plans and priorities."

"Helping students succeed in school is critically important to their future success and to the success of our whole society. The Board's job is to create the environments that make it possible for kids to meet their potential."

The Board also selected Peter Miller as the new Vice Chair. Mr. Miller is in his third term as the representative for Flagstaff County West. Both Mr. Bowie and Ms. Smith are trustees from the City of Camrose.

Superintendent of Schools Dr. Larry Payne expressed his appreciation to Cheryl Smith for the significant work she has done during her five years as Board Chair.



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Item: 7.6)

Mayor Report September 2012

- . Aug 30 Regional Emergency Management Services Liaison Steering Committee
- . Ongoing calls about village issues such as burning pit ,composting area ,traffic fines, dogs and cats etc.
- . Met with Lyle Burkard about invoice
- . Had discussions about the digging on south end of main street
- . Talked to the Mayor of Daysland about what they are doing about the Daysland Drainage board invoice (it is not resolved)
- . Discussed with Fire Chief about using the Curling Rink as a fire hall.
- . Sept 19 Council Meeting

Notes from Shirley McClellan Regional Water Services Commission meeting held August 30, 2012 in Castor.

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The next meeting is scheduled for October 4th at 6:00 pm.



**MINUTES OF THE SHIRLEY MCCLELLAN REGIONAL WATER SERVICES COMMISSION
(SMRWSC) COMMITTEE MEETING HELD ON THURSDAY, AUGUST 30, 2012
COMMENCING AT 7:00 P.M. AT THE COUNTY OF PAINTEARTH OFFICE, #1 CROWFOOT
CROSSING (JUNCTION HWY 12 AND HWY 36), ALBERTA**

PRESENT: Wayne Nixon, County of Stettler
Don Gregorwich, Camrose County
Rocky Dahmer, County of Paintearth
Rod Zinger, Town of Castor (Vice Chairperson)
Mark Stannard, Town of Coronation
Lois Miller, Village of Big Valley
Gerald Rehman, Village of Consort
Bruce Gartside, Village of Donalda
Dale Kent, Village of Halkirk
James McTavish, Village of Rosalind
Patrick Gorcak, Village of Veteran (Chairperson)
Wayne Miller, Summer Village of Rochon Sands
Lorne Thurston, Summer Village of White Sands

Other: Tim Fox - County of Stettler (SMRWSC Manager)
Garth Ennis, County of Stettler Director of Environment Services
Stephan Weninger, Stantec Consulting Ltd.
Jody Yuha, Village of Bawlf - Alternate
Blair Birch, Alberta Transportation

REGRETS: Brenda Knight, Lacombe County
Bonnie Sansregret, Special Areas

CALL TO ORDER

Patrick Gorcak called the meeting to order at 6:30 p.m.
Pat Gorcak asked everyone to introduced themselves.

ADOPTION OF AGENDA

74.08.30.12

Moved by Mark Stannard

"that the agenda for the August 30, 2012 Shirley McClellan Regional Water Services Commission Committee be approved as presented."

Carried Unanimously

ADOPTION OF MINUTES

75.08.30.12

Moved by Rocky Dahmer

"that the June 14, 2012 Shirley McClellan Regional Water Services Commission Committee minutes be approved as circulated." Carried Unanimously

OLD BUSINESS

None

NEW BUSINESS

Approve Tender for (Stettler to Big Valley) Regional Line:

76.08.30.12

Moved by Gerald Rehman

"that the Shirley McClellan Regional Water Services Commission award Chinook Pipeline Inc. for the Stettler to Big Valley line Phase 2 tender in the amount of \$5,666,519.01." Carried Unanimously

Business Plan for Communities:

77.08.30.12

Moved by Wayne Nixon

"that the Shirley McClellan Regional Water Services Commission direct administration to bring back a scope of work to prepare more detailed business plans for the County of Camrose, Village of Bawlf, Village of Rosalind, Summer Village of White Sands, Summer Village of Rochon Sands, County of Stettler, County of Paintearth, Hamlet of Brownfield, Special Areas and Hamlet of Compeer that would address options/implications to the various communities and municipalities." Carried Unanimously

Village of Donalda Delegation Chad Whiteside:

Chad Whiteside presented his concerns on the timing of the Stettler to Donalda regional line.

REPORTS

Chairperson: No report

SMRWSC – Manager Tim Fox:

78.08.30.12

Moved by Bruce Gartside

"that the Shirley McClellan Regional Water Services Commission Manager's Report be approved as presented." Carried Unanimously

Project Manager – Stettler to Big Valley Line (John Van Doesburg):

79.08.30.12

Moved by Gerald Rehman

"that the Shirley McClellan Regional Water Services Commission Project Manager's Report – Stettler to Big Valley Line, be approved as presented." Carried Unanimously

- RE: 2011 Water Rate True Up
5. Government of Alberta – Municipal Affairs
RE: Accountability Standards Recommended for Not-for-Profit
Organizations.” Carried Unanimously

NEXT MEETING DATE

Next meeting of the Shirley McClellan Regional Water Services Commission Committee will be held on Thursday, October 4, 2012 at the County of Paintearth Office at 6:00 p.m.

ADJOURNMENT

86.08.30.12

Moved by Lois Miller

"that the Shirley McClellan Regional Water Services Commission Committee Meeting adjourned at 7:40 p.m." Carried Unanimously

Chairperson (Patrick Gorcak)

Manager (Tim Fox)

L:\Shirley McClellan Regional Water Services Committee\Minutes\2012\08 30 - SMRWSC Minutes.doc

Jody Yuha

From: Lynn Horbasenko <LHorbasenko@bawlf.com>
Sent: August-23-12 11:39 AM
To: Jody Yuha
Subject: FW: SMRWSC meeting August 30, 2012 Phase 4 application
Attachments: 2716_001.pdf; Water Flow Rates; RE: FW: water flows

Hi Jody,

Did you get this info for the next SMRWSC Meeting?

Lynn

From: Tim Fox [<mailto:tfox@stettlercounty.ca>]
Sent: August-14-12 9:23 AM
To: Steve Gerlitz (SGerlitz@county.camrose.ab.ca); rosalindvillage@explornet.com; Lynn Horbasenko (LHorbasenko@bawlf.com); LorneThurston (Kathyandlorne@yahoo.ca); Wayne Miller (lwmiller@shaw.ca)
Subject: SMRWSC meeting August 30, 2012 Phase 4 application

Please find attached a letter sent to the Village of Donalda after an email that was sent to SMRWSC. I think this is of significant importance to your municipality's and you should have a heads up. This will be on the agenda at the SMRWSC August 30th, 2012

Also is there anything you need from our engineer etc to help you with thoughts on whether you want to apply for a regional line (Phase 4) as the next application as this will be on the agenda as well.

Tim Fox
Chief Administrative Officer
County of Stettler

t: 403-742-4441
c: 403-740-2466
f: 403-742-1277
e: tfox@stettlercounty.ca
w: www.stettlercounty.ca

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 Please consider the environment before printing this email.

This electronic message and any attached documents are intended only for the named addressee(s). This communication from The County of Stettler may contain information that is privileged, confidential or otherwise protected from disclosure and it must not be disclosed, copied, forwarded or distributed without authorization. If you have received this message in error, please notify the sender immediately and delete the original message.

Jody Yuha

From: cao@village.donalda.ab.ca
Sent: July-27-12 12:18 PM
To: Tim Fox
Subject: RE: FW: water flows

Good Morning Tim;

In Response to your Water flow information from Stantec for the Donalda Line, the Council met on Wednesday July 25h, and **voted NOT TO ACCEPT** the flow ratios, there is a definite concern that the Village will be charged based on this consumption and that it is not accurate, two members of Council (a majority) also stated that they wanted the entire SMRWSC to meet with the citizens of Donalda along with the Reeve and bring a power point presentation explaining to the Village exactly what is going to be happening and what it will cost. The Council is concerned about the projections of consumption, and also feel there are hidden costs that the Village will have to make up as this moves forward which could be detrimental to it's (the Villages) ability to pay.
This is somewhat of a surprise since, however they are emphatic that this is what they want.

I look forward to hearing from you.

Kind Regards

Joan Kapiniak
CAO Village of Donalda

-----Original Message-----

From: "Tim Fox" <tfox@stettlercounty.ca>
Sent: Monday, July 16, 2012 5:57pm
To: "Joan Kapiniak (cao@village.donalda.ab.ca)" <cao@village.donalda.ab.ca>
Subject: FW: water flows

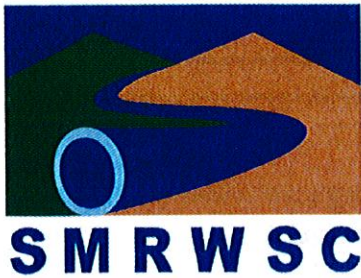
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 Please consider the environment before printing the email

From: Microsoft Exchange
Sent: July-16-12 3:57 PM
To: Tim Fox
Subject: Relayed: water flows



Shirley McClellan Regional Water Services Commission

Box 1270
6602 – 44 Avenue
Stettler, Alberta T0C 2L0
T: 403.742.4441 F:403.742.1277

August 7, 2012

Village of Donalda
Council
Box 160
Donalda, AB T0B 1H0

Dear Members of Council;

Thank you for your concerns you have raised in your email dated July 27th, 2012 in regards to the water flow requirements for the Village of Donalda. The water flow information provided to you for approval or comment was presented to you as it was less than what was approved by your Council in the adopted Business Plan of the SMRWSC.

We simply wanted your council to have the opportunity to comment as Alberta Transportation will fund only a growth rate of 2%, whereas the Business Plan was originally developed based on an urban growth rate of 3%. This reduced Donalda's 25 year peak date water flow rate projection from 5.7 to 3.8 litres per second.

The flow rates are projected capacity for your community and it must be understood that your community will only pay for the water they use, subject to Bylaw 6-11 Section 11.13. Every year each member municipality must provide an estimate of the volume of water expected to be required to meet the needs of the Member's customers in that next year (as per Bylaw 6-11 section 10.2)

Bylaw 6-11

Section 10.2

Members shall provide the Commission in the fall of each year, a request for water for the next ensuing year, based on a reasonable estimate of the volume of water expected to be required to meet the needs of the Member's customers in that next year, together with a forecast of volumes anticipated to be required by the member for the second through fifth ensuing years.

Section 11.13

Members shall pay to the Commission the product of the actual volume of water purchased by the Member in a year times the rate set out in Paragraph clause 11.10. Notwithstanding the actual volume of water purchased, the Member shall be responsible for a minimum payment to the Commission of 90% of the volume requested by the Member under Paragraph 10.2 times the rate set out in Paragraph 11.10

I trust the above information is help full in addressing your concerns that you have brought to our attention. The SMRWSC is concerned that your municipality is demanding that the Commission, County of Stettler No. 6 Reeve and SMRWSC staff attend a public meeting in Donalda after all aspects of the Business Plan have been already approved by your council and the contract between SMRWSC and Alberta Transportation for the construction of the regional line from Stettler to Donalda has been signed. The hiring an engineering firm for this phase (Stettler to Donalda) regional line has been finalized and approved by the Commission. Significant funds and time has been expended in providing your community, Summer Village of Rochon Sands, White Sands, County of Stettler No. 6, County of Camrose, Village of Bawlf and Rosalind with the opportunity for regional water.

SMRWSC would like to extend an invitation to your full council to attend the next SMRWSC August 30, 2012 at 6:00 pm at the County of Paintearth office in Castor in order to discuss this matter in more detail. Please reply as soon as possible indicating that you would be able to attend our meeting August 30, 2012. Thank you for your time and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'P. V. Gorcak'.

Pat Gorcak
Chairman

PG/sb

Bentley Library gets a makeover, inside & out!

It's amazing what you can do when you knock down a few walls and get busy with a paint brush and roller. The Bentley Municipal Library has undergone a major facelift this year, and it has brightened both the walls and our hearts.

With funding from the Town of Bentley, Lacombe County, the provincial government, and Bentley's Library Society and Agricultural Society, our library's renovations were completed between January and April 2012. The new look provides plenty of open space for patrons to browse the shelves or relax with a cup of coffee. Features include new flooring, wheelchair accessible bathrooms, a kitchenette, and a small meeting space ideal for community groups. Patrons can enjoy a new business centre too, with comfortable workspaces, four new computers, internet and wireless access, and faxing and photocopying services.

In order to welcome both new faces and long-time patrons to the renovated space, we planned a Grand Re-Opening on May 24. We advertised the event every way we could think of. In addition to posters around town and personalized invitations via mail, email, and word-of-mouth, we created a flyer insert for the community newsletter, which we were able to distribute free of charge to over 1,000 households in Bentley and surrounding districts.

We further enticed people to stop by on May 24 by offering free cards to new patrons and six-month extensions for those with cards. The program included appreciation remarks by our Board and dignitaries, an author signing with special guest Marilyn Pottage, and lots of cake and coffee.



Author Marilyn Pottage, founder of Tools for Schools Africa, discusses the foundation's new ABCs book, written especially for Ghana school children.



Library users enjoying the May 24 Grand Re-Opening!



L to R: Sandy Hutchison, Rick Cookson-Hills, Sandra Smyth, Suzanne Moore, Joyce Colborne

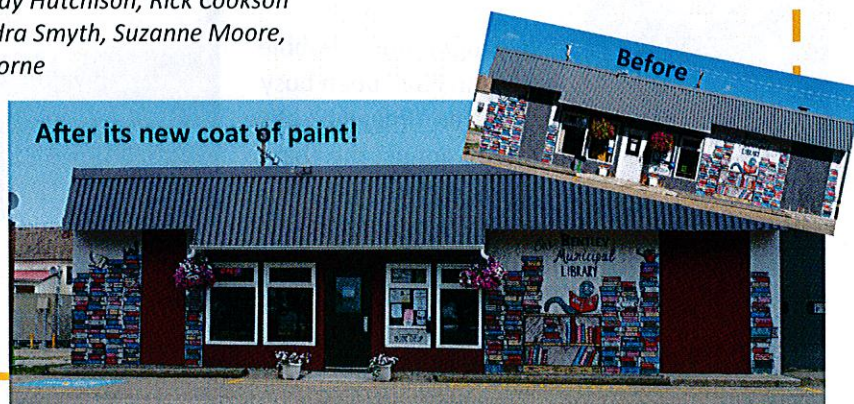
The event was a success by all counts; 158 people attended on the day and nearly two dozen first timers got library cards. A great many of those folks have been regulars ever since.

Despite enjoying such positive accolades about our library's interior, we wished we could stretch our budget to spruce up the exterior, too. That's where ATCO Gas took over. As part of its 2012 centennial program, ATCO Gas and its employees had committed to completing *100 Days of Caring*, bringing volunteers into communities to help with community service projects. Our ATCO volunteer team showed up with instructions to paint the fence in back of the library. But they quickly moved on to the picnic table, and from there got to work on our front wall, using paint provided by the Town. We're now shiny new, inside and out!

We anticipate exciting days ahead. In a new partnership with FCSS, we will be taking books on the road and hosting story times for *Moms & Tots Mornings* at the municipal building. And we're really pleased to welcome a new programmer, too.

As the world looks from our view, the possibilities are endless!

*Submitted by Suzanne Moore
Library Manager
Bentley Municipal Library*

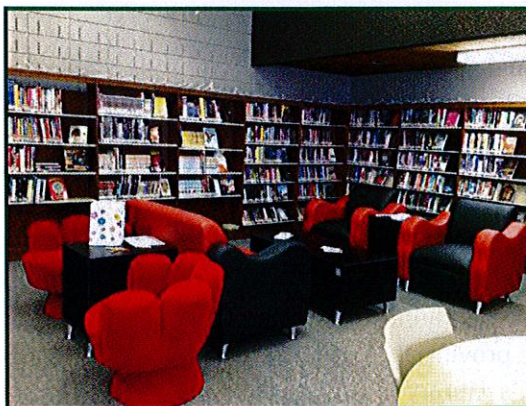


New, new, new at Camrose Public Library!

We've had a whirlwind of activity at the Camrose Public Library in the last month, with no end in sight soon!

Our renovations are going well; painting is complete on the main floor, new carpet and linoleum is being installed, and our staff room is looking sharp. Our favourite change by far is the new Young Adult area on the main floor. Our teens will be working to create artwork and floating bookshelves (made out of books!) to complete the decor. We'd like to extend our thanks to everyone involved in the renovations: contracted workers as well as staff, board, and public volunteers. A special thanks goes out to Camrose Composite High School's woodworking teacher Trevor Doig and his students Reid, Mack, Devin, Kris, Craig, Peer, and Sam for the amazing job they've done so far with building and installing our new kitchen cabinets. They've done such fantastic work that we are considering commissioning a specialty bookshelf for the children's program room!

SRC programmers Bobbie and Sean have been busy crafting an "Imagine"-ative summer amidst the chaos of construction. They've had their hands (when not holding a paintbrush or



The new Young Adult area — cozy and colourful!



The Summer Reading Club schedule is packed with events!



Janet Enns presents "Home is Where the Heart Starts," the first in a series of Armchair Travel lectures.

putting up shelving) full with planning daily programs for kids 5-17 years of age, including stories, games, crafts, French storytime, teen events, Reading Buddies schedules, movies, and a visit from storyteller Gail de Vos.

One of our well-travelled book club members, Janet Enns, has volunteered her time to do a series of Armchair Traveler presentations. Janet calls this voyage *Home is where Your Heart Is: 3 Journeys*. We began our trip on June 25 in *China: Where the Heart Starts*, will continue on in July to *Peru: How we Grow*, and end our trip in August with *Nepal: Finding Home*.

We are planning some exciting things for fall, including a Back-to School Bash, regular family movie and game nights, author visits, celebrations for Talk Like A Pirate Day, and a Hobbit Day *Lord of the Rings* movie marathon. We hope our biggest event in fall will be our University/College/Career Fair, an opportunity for Camrose and area students to explore some of their options for post-secondary education and employment.

*Submitted by Nicole Bannick, Programmer
Camrose Public Library*

New CIIF grant funds library renovations

— including your reno costs retroactive to April 1, 2012!

The Community Infrastructure Improvement Fund (CIIF) is a new, two-year national program that will invest \$150 million to rehabilitate and improve existing community infrastructure across Canada.

CIIF will support eligible costs incurred between April 1, 2012 and March 31, 2014 that are related to your renovation projects. Eligible costs involve anything that will improve fixed capital assets, including minor expansions, new windows, flooring, wheelchair accessible washrooms, and more. All costs should be approved in advance by the funder.

This is a matching grant program, which means that your library will have to pay for half the costs, while the grant (if accepted) will cover the other half.

The next submission deadline is November 19, 2012. The review and approval process will take up to 90 business days after the application deadline. You can submit your proposal online or by mail, fax or email.

Details at: <http://www.wd.gc.ca/eng/13771.asp>

Canada

Western Economic
Diversification Canada

Frog cakes and magic wands in Innisfail!

Innisfail Public Library kicked summer off on June 28 with our Grand Opening Celebration. Kind words from our Chair Jack Zenert, PRL Director Ron Sheppard, and MLA Mary Anne Jablonski were greatly appreciated. We would like to thank all of you who sent cards and flowers, as they sure brightened up our circulation desk. During our Grand Opening we also discovered some hidden talents. Look out Pat Sajak and Vanna White, as your replacements Trevor Leslie and Amanda Hale are on their way from the Innisfail Public Library!

Throughout the summer months of July and August we have held weekly Scrabble and Chess days, along with a Youth Writing Club on Mondays. Summer Reading Club has been going great guns, as have our other children's programs offered every week day in July and August. Nineteen children showed up to celebrate J. K. Rowling's birthday on July 31. Frog cakes and magic wands were enjoyed by all.

There have been a couple of firsts for us in our new building. We held our first author reading and book launch for

local author Carol Ritten Smith. Carol's eBook *Stubborn Hearts* was released in August to a thunderous applause from local fans. Film nights were held in conjunction with the Henday Association for Lifelong Learning, who we co-share the facility with. This was just the first partnership we hope to do with Henday, and the kids' films were well attended.

In autumn we have plans for more film nights, a series of Genealogy Workshops, and a Memoir Writing Workshop. The memoir writing workshop is part of Alberta Culture Days, sponsored by the Writers Guild of Alberta and facilitated by Fran Kimmel. StoryTime will start up in September; Chess Club, Scrabble Afternoons, and the Youth Writing Group will also continue into autumn. We hope that you have all had as much summer fun as we have had in Innisfail. The leaves may be falling, but we aren't!



"Ahoy there matey!"
These pirates mean business!



Amanda Hale & Trevor Leslie —or should we say Vanna White and Pat Sajak!

A rocking good time at Rocky!

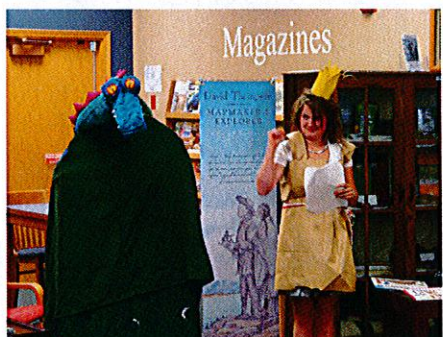
Summer has been as busy as ever at the Rocky Public Library. Three events have ended up being the highlight so far: Brian Lehr's Magic Show, Bricks 4 Kidz, and Crafty Girls in the Library.

The Magic show was well attended by over 200 kids and parents. Brian Lehr was very entertaining and the kids enjoyed the show very much.

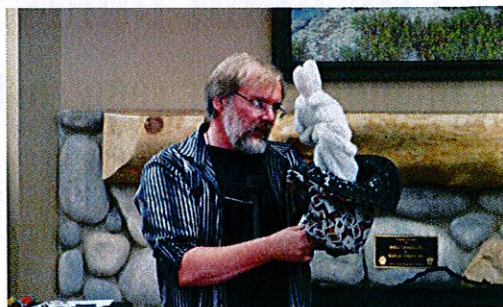
Bricks 4 Kidz brought in Lego blocks including kits for kids to build motorized creations such as dragons, spiders, and cars. This event was well received and different from anything we have done before.

Finally, Crafty Girls in the Library was a tween and teen girl-centric craft time that had the girls making duct tape bracelets, flower pencils, and wallets. They had so much fun that we are doing it again at the end of August.

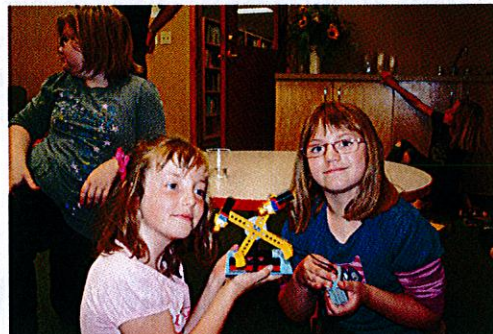
And Jill, Courtney, and Mariah did an amazing portrayal of *The Paperbag Princess* for a storytime audience.



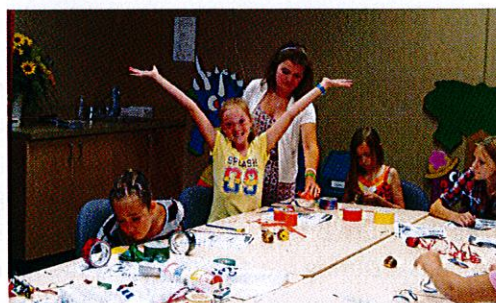
The Paperbag Princess entralls the kids!



Magician Brian Lehr's rabbit talks back!



Look at my cool Lego creation!



Crafty Girls are awesome!

Submitted by
Cathie Macdonald
Library Manager
Rocky Mountain House Public Library

Have you applied for a Youth Intern at your library?

The Youth Internship (YI) Program at Community Access Sites has been approved until March 31, 2013!

A youth intern is someone between 15 and 30 years who works for an eligible internship Host organization that supports public access to community information. The contract is limited to 420 hours per intern, normally one intern per site. YI will pay up to \$12.00 per hour for a maximum of 420 hours plus 12% mandatory employment costs.

This program is a part of Canada Youth Employment Strategy funded by the Government of Canada through Industry Canada and Human Resources and Skills Development Canada.

To take advantage of this great program, please go to www.lcncap.com and complete the required forms.

Questions? Contact 403.317.7799 or abyi1213@lcncap.com



Meet Michelle Beattie, Alberta Romance Author



Michelle Beattie

I was raised outside of Beaumont, Alberta, the youngest of six kids. I started reading in middle school, with Encyclopedia Brown and Nancy Drew books, but it wasn't until I was eighteen that I started reading romances, primarily historical westerns. Maybe it was the influence of growing up watching *Little House on the Prairie*, but there's just something about that time that appeals to me. It wasn't until 1995, however, that I caught the desire to write. I remember reading a Sandra Brown book thinking, "this woman is brilliant!" I wanted to write a book like that. The idea seemed too big for a small town girl until I talked to my best friend and she encouraged me to do it. I started my first book that night. When it didn't sell, I wrote another historical western. And then I started a contemporary romance. And then my dad died. I stopped writing for a year and half after that. No ideas were coming to me, the desire to write was gone.

Until I saw *Pirates of The Caribbean!* That movie changed my life. I came up with the idea right away for my book and wrote the book in eight months. It took over two years to sell it, but I finally sold it the Berkley Publishing Group in New York and then quickly sold them two more. Since then I've published three books on my own as e-books and am currently writing the fourth pirate book.

Learn more about Michelle and her books at: www.michellebeattie.com

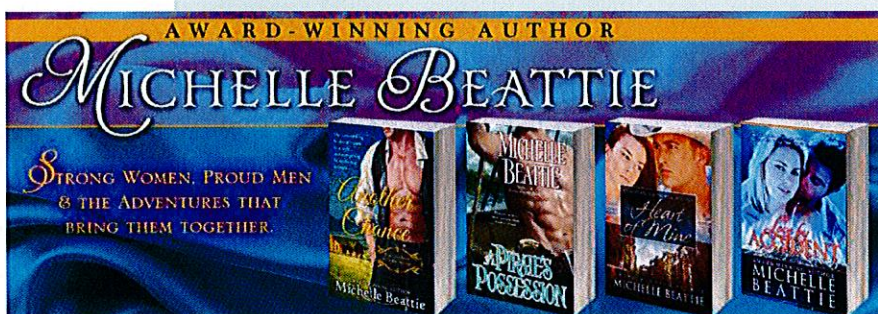
Growing up, the library was my escape

Libraries for me were always an escape. In school, not only was it a chance to get out of classes, it was a chance to get my hands on books! We didn't have a lot of money growing up and so there were no trips to the bookstore from my house, but the school library offered an opportunity to read whatever I wanted, and I remember sitting in the aisles of books reading and whispering with friends.

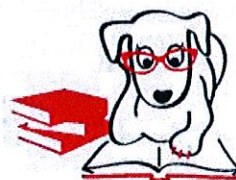
Now that I'm a mom, I take my kids to the library. When they were smaller we participated in the summer reading program, and they loved being able to come home with armfuls of books. Now that my eldest is older, she is running the Summer Reading Program at our local library.

When I first published my book, I was honoured to be asked to come give a talk at three libraries: my hometown of Beaumont, my new hometown of Bawlf, and Camrose. What fun to step into the Beaumont Library and see pictures of my grandma's house on the wall as I spoke, to have the room full of friends and family that were proud of my success. In Bawlf it was new faces that greeted me warmly and who have since become friends. Camrose was great, with a small but inquisitive group. I'm not sure there's anything quite like a library, and I've been blessed to have been in some really great ones!

Michelle



At Book Club Buddy, you will find a great selection of books, personal interviews with authors, video clips, book trailers, audio interviews, and book news. It's a terrific site to tell your patrons and book clubs about. Many of the authors listed on the site are willing to talk to book clubs — by telephone, email, instant messaging, or Skype. Simply contact Book Club Buddy with your request, and they will put you in touch with the author.



BookClubBuddy

Where Readers and Authors Connect

www.bookclubbuddy.com



7 traits of thriving libraries

1 Have strong leaders

Strong leaders are strong advocates for their organization and their people. They walk the talk and lead by example. "A leader is someone people will follow."

Leadership is situational (different individuals may be leaders in different situations) and is not limited or tied to our position in the organization (each of us has the potential to be a leader regardless of our position).

2 Have effective managers and supervisors

Managers allocate resources and get work done through other people. Effective managers help their staff develop and are able to direct the right people into the right jobs by hiring or training for the appropriate skills, abilities, and knowledge. Effective supervisors hold every person they supervise accountable: whether staff like it or not, they must perform up to the organizational standard and they must follow the same general rules. "No employee or department should hold the organization hostage."

3 Understand the difference between effectiveness and efficiency

Effectiveness is doing the **right** thing. Too many libraries invest too much effort in better ways to do the same things we've done for years instead of putting resources into doing those things our community wants us to do.

Efficiency involves streamlining procedures, taking advantage of technologies, and providing opportunities for self service.

4 Make data-based decisions

We need to ask ourselves what data we are collecting and whether it is meaningful. We may need to start collecting new data and stop collecting/using old forms of data that are no longer relevant. Even when we do collect good data, it isn't always used to prioritize or to change policy.

5 Are market driven

Libraries that thrive are relevant to their communities and give their users what they want. Success is measured by how well the library meets those needs.

6 Are early adopters

Libraries that thrive tend to try out new ideas and technologies as soon as they become available.

7 Support and reward risk-takers

To thrive, libraries need to be flexible - with their spaces, their collections, their technology, their staff. We need to be willing to look at things differently, willing to question the status quo, and willing to change.

*Adapted from notes taken at the
Public Library Association's Results Boot Camp,
presented by Sandra Nelson and June Garcia, October 2011*

Sneak peak at next year's Summer Reading Club!

Another summer reading club has come and gone. The kids are turning their thoughts to school, whether they like it or not! In numerous studies, summer reading programs have been shown to help children retain reading skills over the summer break. And don't forget all of the fun they have while attending your programs!

Next year, the TD-Summer Reading Club theme will be **Amazing Race/Travel**. You will be able to approach this theme in a variety of ways:

- Cultural songs, dances, games, food, folktales, handicrafts, clothing
- Animals unique to different regions
- Countries long ago or compare now and then
- Modes of transportation

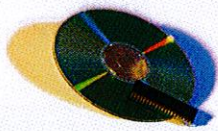
This will be a great way to involve community members from different countries. You can involve organizations such as the Central Alberta Refugee Effort (CARE) in your programming. You might offer storytelling in various languages. Read stories written by authors from around the world. Consider a 'taste the world' event. The possibilities are endless! This theme should offer the opportunity for a lot of exciting and inclusive programming.

Don't forget to submit your Statistics and Evaluation Form for your 2012 SRC by September 7. Contact Joanne Mokry (jmokry@prl.ab.ca) for more information.

Update on the IT updates!

During the summer months our visit schedule has slowed, giving us a chance to concentrate on testing and applying software updates. To date we have applied software updates to 19 libraries. We have been able to overcome the many challenges involved in this piece of the project — automating Deep Freeze, for example — and we are just about ready to proceed to the next step. Below is a list of software programs that we will be updating on a regular basis:

- Adobe Flash
- Adobe Reader
- Java
- Mozilla Firefox
- Microsoft Updates for Windows 7 and Office 2010



Automatic installation for other software packages such as PC Reservation is in the works.

Moving forward, we plan to update all 500 library com-

puters once a month with the above software packages. Once we have created a schedule and tweaked our processes, we'll be sure to let you know.

By the numbers, here is what we have accomplished to date:

47 Libraries Completed
154 New Computers Installed
410 Computers Integrated
51 New Wireless Access Points Installed
8,621 Kilometers travelled

As of mid August, the **value of services** provided to libraries as a result of this IT initiative is estimated at:

\$219,211.82*

Tim Spark, Network Administrator

Tips to help you deal with those annoying spams!



Image courtesy of freedigitalphotos.net

Between 80 to 90% of emails worldwide are spam, and this number is on the rise. As software becomes better at detecting spam emails, creators are becoming smarter and smarter at disguising their spam to be authentic email.

Every organization is affected by this. With a rough estimate of nine out of 10 emails being spam, it has become impossible to catch everything while still keeping things functional.

But you can help in the fight. Here are a few ways you can recognize and deal with spam:

Asking for user account validation?

Parkland's IT team does not request information about account credentials, and especially passwords, through email. If the email contains external links, which are typically underlined in blue and reference a website on the internet, do not take the bait. We would never send you to an external website to validate your user account.

Improper use of English?

Most spam messages are generated by compromised computers in an automated fashion. If the email has broken English or spelling mistakes, then this email is certainly suspicious and should be flagged as spam.

How to flag an email as spam

Instead of simply deleting a spam email, it's best to flag the message as spam, which ensures that no further messages will come to you from that address. Flagging is a simple two-step process.

1. Right click on the email
2. Click Mark as Spam

If you need further assistance in dealing with or flagging spam emails, Helpdesk will be glad to assist you at helpdesk@prl.ab.ca.

Steven Dobrowolski, IT Team

Pinterest is a fun and easy way to share... EVERYTHING!

With all of the different social media networks available online, it's hard to tell which ones will be useful for your library. Here's one possibility: Pinterest! Think of Pinterest as a bulletin board where you can post interesting pictures, good ideas, and information for later. Because this board is online, you can put up as much as you want!

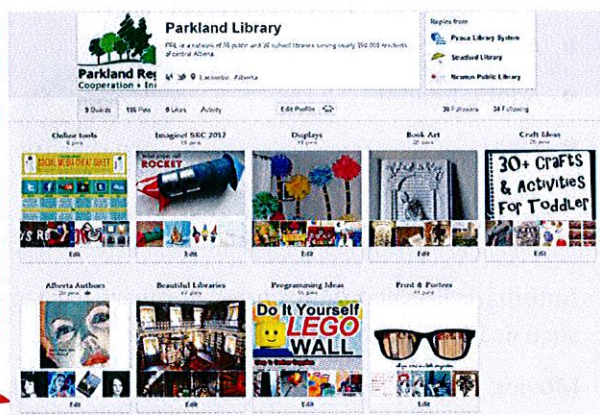
Important things to know about Pinterest:

1. Pictures generally act as a link to the page they came from. So if you see a great craft idea, clicking on the picture might take you to the instructions
2. There are two options when you look at an image: *like* and *repin*. *Like* sends a message to the person who posted the image and adds it to your like list. *Repin* lets you add it to one of your boards and shares it to your followers.
3. Pinterest is a place for sharing ideas. You can put a 'bookmarklet' in your internet browser so that you can immediately add any interesting pages you find to Pinterest. You will find instructions for how to do this after you log in to Pinterest.

Ideas for using Pinterest:

- A board of new additions to the library
- Readalikes boards: If you liked *The Hunger Games*...
- Fun posters and graphics
- Share programming and craft ideas with other libraries
- Invite local pinners to pin on a 'great reads' or purchase recommendation board

Pinterest



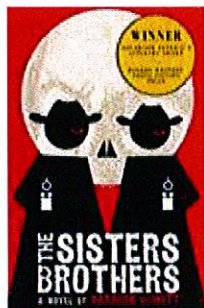
Check out Parkland's Pinterest at: pinterest.com/prllib

The Canadian Writers Association announces 2012 winners!

The Canadian Authors Association (CAA), creator of the Governor General's medals for literature, continues its long tradition of honouring Canadian writers of various genres whose works have achieved excellence without sacrificing popular appeal.

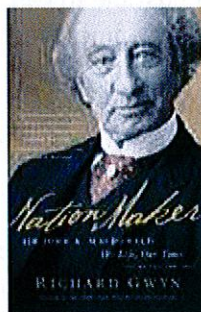
The winners for each of the four categories were announced at the CAA Literary Awards Dinner on Saturday, July 28, 2012, during the Leacock Summer Festival in Ontario.

"honouring writing that achieves excellence without sacrificing popular appeal"



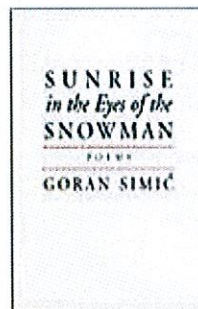
CAA Award For Fiction

The 2012 winner is Patrick deWitt, Portland, Oregon, for *The Sisters Brothers* (House of Anansi Press).



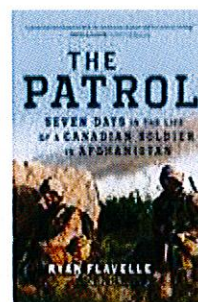
CAA/Lela Common Award for Canadian History

The 2012 winner is Richard Gwyn, Toronto, Ontario, for *Nation Maker* (Random House Canada).



CAA Poetry Award

The 2012 winner is Goran Simić, Edmonton, Alberta, for *Sunrise in the Eyes of the Snowman* (Biblioasis).



CAA Emerging Writer Award (for a promising writer under 30)

The 2012 winner is Ryan Flavelle, Edmonton, Alberta, for *Patrol* (HarperCollins Canada Publishers).

Quatrefoil

Fall 2012 - Issue 24

Parkland Regional Library

A Few Highlights:

- News about eStuff, page 6
- Help us fill up the new Story Bank, page 7
- Dealing with troubled students, page 8
- Meet Michelle Beattie, Alberta Romance Author, page 13
- Pinterest, a fun and easy way to share — well — everything, page 16

Inside This Issue

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- 3 Looking Ahead
- 4 News & Notes
- 8 School News
- 9 Library News
- 13 Author Talk
- 14 Consultants' Corner
- 15 Tech Talk
- 16 Back Page

New initiatives to make your jobs easier!

What a summer! Golf-sized hail, torrential downpours, breath-taking lightening shows, baking hot days, and jam-packed Summer Reading Clubs.

Here at Parkland, we've taken advantage of the unpredictable weather to make headway on some exciting new initiatives. Take the new **MARC Ordering** system, for example, which allows libraries to order items using a shopping cart when logged into a vendor's website. Parkland libraries ordered close to 1,200 books using the new MARC system in its first six weeks. Here's what library staff have to say about MARC:

- "I am absolutely loving this, it's fast, easy and man does it save me time!"
- "Can I ever spend money quickly this way!! Love it guys."

Parkland's YouTube channel is fast filling up. Our three **new Freading videos** received close to 400 views in their first few weeks (see details on page 6). Parkland's student

library intern, Lindsay McFarlane, will be creating more patron-based instructional videos this fall, so if you have an idea or two, please let us know.

New YouTube Contest Workshops **Connect** Libraries **Stories**

This year's Canadian Library Month is aptly themed *Libraries Connect*. Parkland's residents certainly look to libraries as a way to connect with information, resources, new learning, technology, communities, and each other. Parkland is launching an exciting new project, including a contest with great prizes, to help gather patron stories and create new advocacy tools. The project is called **The Library Effect: Changing Lives One Story at a Time** and we're asking for your help (see details on page 7).

And speaking of connecting, we look forward to doing just that at Parkland's Fall Conference. See you there!

October 1, 2012
Parkland's Fall Conference
Lacombe

Join us for some great speakers, a room full of vendors, good food, and fine company!

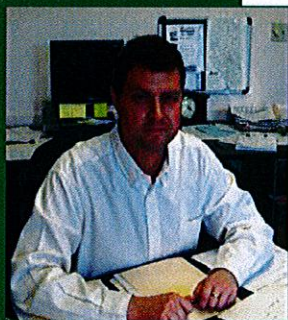
Details at: prl.ab.ca/conference

Don't Delay:
Registration Deadline
September 12!



Director's Desk

Highlights of projects and developments at Parkland and beyond



Ron Sheppard, Director

A Few Acronyms!

APLEN: Alberta
Public Library
Electronic Network

PLSB: Public Library
Services Branch

PRL: That's us!
Parkland Regional
Library

TAL: The Alberta
Library

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communications@prl.ab.ca

The Library Effect Project

This summer Parkland tested the viability of a Membership Drive that would offer free library cards. Our plan was to develop marketing and advertising for a staggered campaign that moved across the region. We soon concluded that it would be difficult, or perhaps impossible, to accommodate the wishes of all our 45 library boards and 50 libraries and implement a drive uniformly across Parkland.

Instead of a free-card drive, we are proceeding with an in-depth advocacy project called *The Library Effect*. The project will help attract new members by building library awareness within communities and among decision makers. Staff have been working hard to prepare for the project's launch in October (see page 7 for details).

APLEN's database services to be evaluated

The Alberta Public Library Electronic Network (APLEN) is also evaluating its services and future directions. APLEN currently pays 100% of costs on behalf of member public libraries for four online subscriptions: *Freading*, *Career Cruising*, *Mango*, and *Canadian Points of View*. These subscriptions come due between April and June next year, and APLEN must decide if it will continue paying for these on an ongoing basis.

Additionally, APLEN also provides a 70% subsidy for *TAL Core* (a collection of databases) and four other subscriptions, which library systems can opt-in or opt-out of. These include *Auto Repair Reference Centre*, *NoveList*, *NoveList Plus*, and *ProQuest Heritage Quest*. (Parkland is currently subscribed to *NoveList* only.)

There has been considerable discussion about the *opt in/opt out* model, and whether it best serves members and provides the resources people want. APLEN will be evaluating these databases and their funding in the coming months.

TAL Committee Structure changing

In other TAL news, a special meeting of the TAL Executive Committee and Governance Committee was held in Edmonton on August 3. Currently there are 22 committees within TAL. The complexity of the committee structure means that it takes between 12 and 18 months to change a simple policy. TAL's governance and committee structure was developed over a period of 15 years. At the recent meeting, a radical new structure was proposed based on a model very similar to the one used by Parkland, the Northern Lights Library System, and the Yellowhead Regional Library.

Assuming the TAL Board agrees to the changes and TAL's articles of association do not have to be altered, a new committee structure could be in place by the time the TAL Board meets in November. I will keep you informed on this topic as it develops.

Resource Sharing Network Policy draft

This summer Dr. Diana Davidson and Patricia McNamee from the Public Library Services Branch met with Parkland staff to discuss *Alberta's Public Library Resource Sharing Network Policy* draft. PRL staff provided input for the draft policy and PLSB staff stated that they found the discussions very useful. All 16 resource sharing Node libraries are being consulted on this policy, which will be presented to the Node libraries in October.

Thank you Parkland libraries!

On a final note, I'd like to thank libraries for embracing the changes Parkland is making to ensure timely spending of allotment funds, as described in my June 29 email and through a letter sent to your library boards.

We're already seeing a change in spending habits (a number of libraries are burning through this year's expenditures), and we appreciate your hard work.

Mark your calendar

Sept.	Early Sept.	Library Information Updates to be completed online
	2 — 3	<u>T.A.L.E.S. Fort Edmonton Park Annual Storytelling Festival</u>
	6	PRL Board Meeting at Parkland (1 pm to 3 pm)
	28 — 30	<u>Alberta Culture Days</u>
Oct.		Canadian Library Month — Libraries Connect
		Amnesty Week/Food for Fines (local dates)
	1 — 26	<u>TaleBlazers</u>
	1	<u>Parkland's Fall Conference 2012</u> , Lacombe
	8 — 14	<u>Library Snapshot Day</u> (local dates)
	9 — 14	<u>Wordfest</u> —Banff and Calgary
	16	<u>Man Booker Prize</u> winner announced
	17 — 28	<u>LitFest</u> : Edmonton's NonFiction Festival, Edmonton
	18 — 19	<u>Netspeed Conference</u> , Edmonton
	30	<u>Scotiabank Giller Prize</u> winner announced
	31	Summer Temporary Employment Program (STEP) claims reporting due
Nov.	1 — 3	<u>Kaleidoscope Children's Literature Conference</u> , Calgary
	5	Libraries Advisory Group (LAG) Meeting, Parkland (10 am to 3 pm)
	7	<u>Writers' Trust Awards</u> winners announced
	8	PRL Board meeting at Parkland (1 pm to 3 pm)
	Mid Nov.	<u>Governor General's Literary Awards</u> winners announced
Dec.		Reminder for libraries in Lacombe County to collect stats for 2012
	1	Budget (estimated budget) due to municipal council for approval
	15	Postage reimbursement forms due to Parkland
	31	<u>Community Spirit Program</u> donation grant applications due

Note all the literary events and awards this fall! These celebrations and results make great posts for Facebook, Twitters, and blogs.



October is designated as
CANADIAN LIBRARY MONTH
 and this year's theme is
LIBRARIES CONNECT

Visit WWW.CLA.CA/CLM12 for free promotional resources including downloadable posters, bookmarks, and press releases. The Alberta Library has gathered some excellent ideas for your library too. We've posted these at: www.prl.ab.ca/promote

Fond fare-thee-wells from Sharon...



*Drag my suitcases out once more,
Got some empty cartons from the liquor store,
Macramé twine and masking tape,
It's time to make the great escape again.
Seems like I never hang around long enough,
To grow any roots into the ground,
Now I find I'm saying goodbye,
To another nice old town.*

~Getting' Used to Leavin'- Christine Lavin

Each time I move, I am reminded of folk singer Christine Lavin's song *Getting' Used to Leavin'*. While most of her songs are quite funny, this one is, to me anyway, rather poignant. In fact it almost always makes me cry. Perhaps that is because I've moved a few too many times and said goodbye to far too many wonderful people in my time. And here I am again, in the same position.

Five years. In some cases, it is an eternity. But not this time. I feel like I just got here. I feel like I've only just started to really get to know some of the wonderful people in Lacombe, in Parkland, and in central Alberta. Library folk are some of the most genuine, caring, and committed people out there. It has been a real privilege to get to know you throughout these past five years.

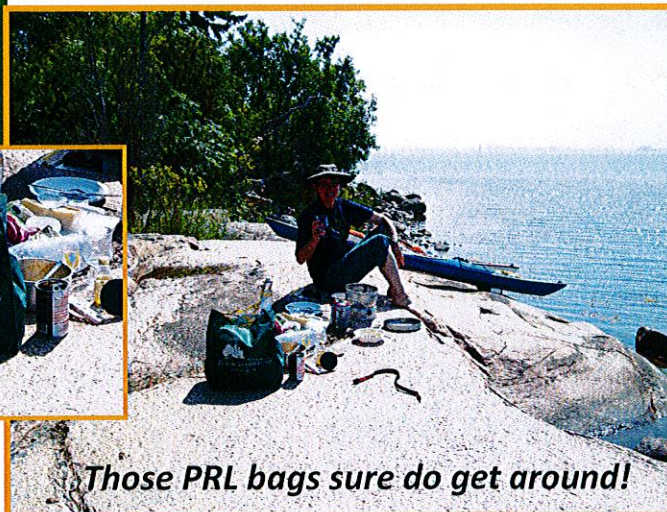
Christine Lavin may have the melancholy tone of moving just right, but I hope to prove her wrong in terms of keeping in touch. And if you find yourself in Dauphin, Manitoba in the future, look me up!

Fare-thee-well, my friends!
Sharon Thompson

Library consultant Sharon left Parkland at the end of July to return to Manitoba and become a school division librarian. We wish her the best.

*This old town has been good to me,
But there's something driving me on you see,
So I'm going away,
Though sometimes I think I'd like to stay, 'cause
All the folks I've met here have been kind,
And if I could I would spend more time here,
But that is not the case,
I can't stay in one place.*

*Speaking of
on the move...*



Those PRL bags sure do get around!

Here I am on the Swedish Archipelago, enjoying a little lunch brought in my handy PRL book bag. And no, that's not a snake but the strap for the stove !.....Tack.....Cindy

Cindy Hunter
Library Manager
Bashaw Municipal Library

Special welcomes & a few more goodbyes, sniff, sniff...

This summer, Parkland cataloguer **James Tolpolnisky** accepted an administrative position at Concordia University College in Edmonton, and school media clerk **Dixie Oxamitny** left Parkland for a position in Red Deer. We wish them both the very best!

We're pleased to welcome two new cataloguers. **Judy Dubas** joins us from Ontario, where she catalogued for Coutts Information Services in Niagara Falls. **Norma-Jean Colquhoun**, long-time library manager in Ponoka, joins us in September, and we're thrilled to have her back in a cataloguing position at Parkland again.

Mike McNulty joined Parkland's librarian consulting team on August 1. He holds Master's degrees in Library Science, and in Philosophy, and brings a wealth of experience in teaching, writing, and technology. Mike most recently worked as a sessional instructor in Communications Studies in Vancouver, where he and his wife have lived for the past six years. He has plenty of praise for the pace — and peace — of central Alberta.

Parkland's summer student, **Lindsay McFarlane**, has now become our "fall" student. We're delighted that Lindsay can stay with us until December, when she will

head back to UBC to complete her MLIS degree. Lindsay will be assisting with training, Snapshot Day, and other communication projects.

Communications coordinator **Fran Kimmel** is leaving Parkland at the end of August, although she's not going far. When not visiting the Parkland gang during coffee breaks, Fran intends to devote herself fulltime to her writing career. Fran's debut novel, *The Shore Girl*, launches this fall.

A special welcome to two new library managers

Judy Nicklom joined the Delburne Public Library this July as library manager. Most recently, Judy volunteered and subbed at the Delburne Centralized School Library. When she's not trying to wrap her head around VDX and Horizon, she's delighted to connect with patrons, new and old.

In early September, **Jennifer MacKinnon** replaces Michael Baird as library manager in Sundre. We wish Michael the best as he returns to full-time studies in Calgary. Jennifer is moving to Sundre from Nova Scotia, where she most recently served as a library support specialist in the public school system.



*Be part
of the
count!*

Library Snapshot Day 2012: October 8 to 14

We hope your library will choose to participate. Here's how:

1. Choose your date between **October 8 – 14**. Tell your consultant what date you have chosen.
2. Plan and advertise special activities for your day. (Or just carry out your normal activities while gathering statistics on your day.)
3. Before your Snapshot Day, photocopy a stack of comment cards and photo release forms. Everything you need is at: prl.ab.ca/snapshotday
4. On your Snapshot Day, gather stats, photos, and patron comments. After your day, post your photos in your Snapshot Day folder on the Q Drive and complete the short questionnaire on SurveyMonkey at: www.surveymonkey.com/s/9TTN5D7
5. Use your results to advocate for your library.

After Snapshot Day, Parkland will customize press releases and marketing materials for your area!

**New videos
&
brochures
answer
patrons'
eBook
questions!**

**[prl.ab.ca/
ebooks](http://prl.ab.ca/ebooks)**

Patron@....

What's happening with eStuff?

Library patrons and staff throughout the region are getting excited and informed about eLibrary services. During the months of June and July, Parkland's summer student Lindsay McFarlane offered eBook, eReader, and eAudio workshops at 33 member libraries. Libraries offered a mix of pre-registered 30 minute workshops and drop-in sessions that detailed the features of EBSCO and Freading and the process of downloading and transferring eBooks onto various eReaders.

The workshops were well received, with 238 patrons and staff members participating. The feedback from participants indicated a strong level of satisfaction with the material covered. One participant remarked, "Appreciated the info. We know so little about this..." while another said, "Great to 'see' what it looks like and how to use it." Many asked for the program to be repeated in the fall once they became more familiar with their devices.

As a result of these workshops and the continuing promotion of eBook services in member libraries, use of Freading has steadily increased since its May launch. In the past four months, 611 users have downloaded close to 2,500 books.

Parkland is dedicated to continuing to provide education for patrons and staff about our eLibrary services. We have recently created three Freading instructional videos. The videos document the ins-and-outs of logging in, searching and browsing, and downloading eBooks from Freading in a quick and easily-accessible format. Check them out at www.prl.ab.ca/freadinghelp.

We have also posted a new brochure for patrons answering some of the frequently asked questions about eBooks and library eBook services. It also in-

cludes tips and website links for getting the most out of their eLibrary experience. The brochure is available on the shared eBook page for those libraries using Parkland's website template at: prl.ab.ca/ebooks

In other eLibrary news, we have recently expanded our eAudiobook collection on EBSCO from approximately 50 titles to over 200. Thanks to Olds Municipal Library for contributing to this initiative and to those who wish to do so soon.

Parkland is also pursuing funding for eAudio from local Lions Clubs across the region. Look for more titles to be added soon!

Top 4 Freading downloads

If You Lived Here, I'd Know Your Name
Barefoot in Baghdad
A Thousand Days in Tuscany
The Ravencliff Bride

May we have your email address please?

Did you know that entering an email address in patrons' records in Horizon allows them to receive notifications two days prior to the date their items are due?

Patrons love this service, so don't forget to ask for their email address when they sign up or renew their membership! This service works for all Parkland libraries, so start promoting today!



We're creating a story bank & we need your help!

Parkland is building an exciting new toolkit that will help you advocate for your library! *The Library Effect: Changing lives one story at a time* will include a *Story Bank* filled with stories from community residents, a bank of statistics using Snapshot Day results for your library and the region, and customizable templates for bookmarks, brochures, and letters that you can use in your advocacy efforts.

We're asking for your help with one part of this toolkit. We need you to personally invite your library users to share the story of how the library has helped them or their families. People can share their story in a few simple steps by completing the webform that Parkland has created. It's as easy that.

Parkland will post the stories in the News section of our website and create customized materials you can share with your council and funders. We will also share other materials we create on your behalf.

Why stories? Because stories are the best way to show how libraries transform lives and make our communities stronger and more prosperous. Take Jack, for example, a long-time resident of Lacombe. Jack had a stroke which left him temporarily paralyzed. While Jack had never been

a library user, he had always been an avid reader. But he could no longer hold a book steady, and found himself becoming increasingly despondent. When Jack's wife drove him to the library so that he could practice walking up and down the aisles, the librarian listened to his story, and then introduced him to the audiobook collection. Jack said that moment was a turning point that brought him much needed hope. He's been a loyal library supporter ever since.

Once we start looking, we can find dozens of these stories at libraries throughout the region. According to our 2011 Library Snapshot Day results, nearly 5,000 people in central Alberta walk through library doors in a single day. When we ask people why the library is important to them, they say things like: I can't

imagine being without a library; I would have to move if one wasn't available; the library takes me places I don't get to.

Parkland's new advocacy toolkit will help you to clearly demonstrate how your library changes lives. By having these tools at your fingertips, you will find it easier to give presentations, share successes, or convince decision makers of your funding needs. Please help us to fill up the story bank by finding people who are willing to share their personal stories of how the library has helped them.



THE LIBRARY EFFECT

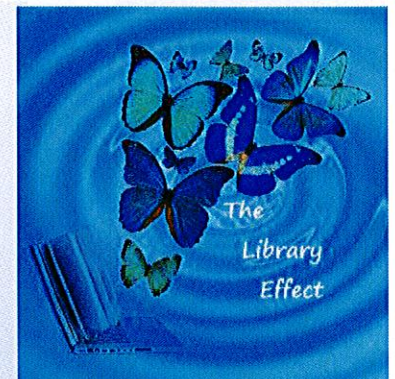
Changing lives one story at a time

Please help us fill the Story Bank by personally inviting your library users to share their stories. We want to know how the library has helped individuals and families.

Here's how you can help:

- Visit *The Library Effect* in the Training & Resources/Advocacy & Marketing section of Parkland's website at: prl.ab.ca/libraryeffect-toolkit
- Use the tools available on our website to let your patrons know about *The Library Effect Story Contest*. (And you can enter too!)
- Think about who might be willing to share their library story. Personally invite them to share their story at prl.ab.ca/libraryeffect.

**Enter
The Library
Effect Story
Contest
and WIN
an iPad or
eReader!**



Enter at: prl.ab.ca/libraryeffect
Contest closes on November 1, 2012



How to deal with troubled students!

When a student is having a rough time or comes into your library distressed, what's the right thing to say? Adults often respond with attempts to make the feelings go away. We might dismiss the problem with, "That's nothing to be upset over," or provide an excuse like, "She didn't mean it," or "His parents are going through a divorce." We might deny the student's feelings with statements like, "You don't really feel that way," or "There are no such thing as monsters."

When we resort to minimizing the problem, shaming, or even blaming the student, we are likely to make matters worse. Dr. Bluestein, the award-winning author of books including *Creating Emotionally Safe Schools* and *The Win-Win Classroom*, offers ways to approach these challenging situations and communicate trust in the student's ability to solve problems and handle difficulties. Bluestein says: "Ask questions that allow you to put the responsibility for solving a particular problem on the child."

The process is almost like throwing a ball back to him over and over, even though it will almost always seem easier to just catch the ball (the problem) and run with it yourself."

Some examples of good questions include:

- What happened? What do you think will (or might) happen next? What would you like to happen next?
- How do you think you'll feel later (or afterwards)?
- How would you feel if that happened to you?
- What have you tried so far? What else could you try?
- What's worked for you in the past?
- What kind of back-up plans do you have if that doesn't work?
- What have you tried that's worked with this person?
- What have you tried that's worked in similar situations?

Supportiveness: Dealing with a Child's Feelings (or Problems)

By Jane Bluestein, Ph.D.

Dr. Bluestein has created an excellent handout, excerpted and adapted from *The Win-Win Classroom* (2008), Corwin Publishing. Feel free to download and share this handout with your teachers and volunteers:

<http://www.educationworld.com/sites/default/files/bluestein-supportiveness-revised.pdf>



School libraries: Did you know...

You can make *Subject Requests*

Need 7 books on dinosaurs for Grade 2 kids? Or 12 books on weather for Grade 4? Send a subject request to Parkland at: www.prl.ab.ca/subjectrequest

And *Title Requests* too!

Want to borrow a particular book that's not in your collection? Send a title request to Parkland at: www.prl.ab.ca/titlerequest

Helpful hints: Make title and subject requests as far in advance as possible - these requests are filled from the headquarters curriculum collection if possible, but we sometimes also request books from member public libraries, which means the books need to travel to Parkland first before being sent to your school.