



AGENDA

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

Wednesday, November 21, 2012 – 7:00 p.m.

Council Chambers

1. CALL TO ORDER

2. DELEGATIONS

7:00 p.m. – 2013 CDSS Budget (Clarence Hastings)

3. GENERAL GOVERNMENT

a) Agenda

Motion to adopt as presented

b) Minutes of the Organizational Meeting of Council held October 17, 2012

Motion to adopt as presented

c) Minutes of the Regular Meeting of Council held October 17, 2012

Motion to adopt as presented

d) Accounts Payable – October 2012

Motion to accept as information

e) Financial Statement – October 2012

Motion to accept for information

4. BUSINESS ARISING

a) Daysland Drainage District - Further Information

Discussion

b) Tank Site Remediation Program – Further Information

Discussion

c) Lease Agreement for Lot 29, Block 7, Plan LVII

Discussion/Motion

5. NEW BUSINESS

a) Municipal Affairs Directives and Recommendations

Discussion

b) 2013 Proposed Fire Department Budget

Motion

- c) Fire Chief Resignation Letter

Motion

- d) Auditor Contract Extension

Motion

- e) Master Rates Bylaw

First Reading

- f) Regional Emergency Management Services Liaison

Discussion/Motion

- g) Brownlee LLP Emerging Trends Workshop

Discussion/Motion

- h) Camrose County Letter – 2013 CDSS Funding

Discussion/Motion

- i) Bawlf Public Library 2013 Funding Request & Budget

Motion

- j) Alberta Animal & Municipal Enforcement Services 2013 Contract

Discussion/Motion

- k) MuniWare 2013 Support Agreement

Motion

- l) 2013 Camrose & District Support Services Budget

Motion

- m) MGA Section 201 – Council's Principal Role in Municipal Organization

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) CDSS Board Minutes – September 24, 2012

- b) Battle River Watershed Alliance Newsletter – Fall 2012

8. CONFIDENTIAL ITEMS

none

9. ADJOURNMENT



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

in the Province of Alberta held on
Wednesday, October 17, 2012 – 7:00 p.m.
in the Village of Bawlf Village Office

PRESENT

Mayor G. Blatz, Deputy Mayor J. Yuha and Councillors F. Reinke, K. Robbins & J. Tessari
Lynn Horbasenko, Village Manager
Leanna Banack, Communications Coordinator

1. CALL TO ORDER

Village Manager Horbasenko called the meeting to order at 7:01 p.m.

2. ADOPTION OF THE AGENDA

MOTION 159/12: MOVED BY Councillor Tessari to accept the Agenda as presented.
CARRIED.

3. NOMINATIONS FOR MAYOR

Jody Yuha nominated Gordie Blatz for the position of Mayor. The Village Manager called for further nominations twice and after hearing none, declared Gordie Blatz as Mayor by acclamation.

4. NOMINATIONS FOR DEPUTY MAYOR

Fern Reinke nominated Jody Yuha for the position of Deputy Mayor. The Village Manager called for further nominations twice and after hearing none, declared Jody Yuha as Deputy Mayor by acclamation.

5. MEETINGS

MOTION 160/12: MOVED BY Deputy Mayor Yuha that the regular meetings of Council be held on the third Wednesday of each month in the Bawlf Council Chambers. Regular meetings of Council shall begin at 7:00 p.m. and adjourn at 10:00 p.m. Should the business of the agenda not be completed at 10:00 p.m., the Mayor shall rise on a Point of Order and present a non-debatable resolution requesting that the meeting continue until the business is completed.

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

CARRIED.

6. REMUNERATION

MOTION 161/12: MOVED BY Mayor Blatz that the Council Members' meeting remuneration and mileage rates for the 2012-2013 be approved as follows:

Council Meetings – Mayor at \$150 per meeting; Councillors at \$110 per meeting.

Additional Meetings – all Council Members at \$80 per meeting (within the Village as well as out-of-town meetings).

Mileage - \$0.45/km.

CARRIED.

7. BOARD REPRESENTATIVES

MOTION 162/12: MOVED BY Councillor Robbins that Councillor Tessari be appointed to the Bawlf and District Recreation Association for the 2012-2013 year.

CARRIED.

MOTION 163/12: MOVED BY Mayor Blatz that Deputy Mayor Yuha be appointed as designate and Councillor Reinke as alternate to the Shirley McClellan Regional Water Services Commission for the 2012-2013 year.

CARRIED.

8. SIGNING AUTHORITY

MOTION 164/12: MOVED BY Councillor Robbins that one of the Mayor or the Deputy Mayor and one of the Village Manager or the Office Administrator have signing authority for the Village.

CARRIED.

9. ADJOURNMENT:

The meeting was adjourned at 7:14 p.m.

These Minutes were approved at the Regular Meeting of Council held November 21, 2012.

MAYOR

VILLAGE MANAGER



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

In the Province of Alberta held on
Wednesday, October 17, 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

1. CALL TO ORDER

Mayor Blatz called the meeting to order at 7:14pm.

2. DELEGATIONS

none

3. GENERAL GOVERNMENT

a) *AGENDA*

MOTION 165/12 MOVED BY Councillor Robbins to adopt the agenda with the additions of 3.e) Minutes of the Special Meeting of Council on June 18th, 2012; 4.f) Fire Hall Renovation; and 5.e) Curling Rink.

CARRIED

b) *MINUTES OF THE REGULAR MEETING OF COUNCIL HELD SEPTEMBER 19, 2012*

MOTION 166/12 MOVED BY Deputy Mayor Yuha to adopt the minutes as presented.

CARRIED

c) *ACCOUNTS PAYABLE – SEPTEMBER 2012*

MOTION 167/12 MOVED BY Mayor Blatz to accept the Accounts Payable for September 2012 as information.

CARRIED

d) *FINANCIAL STATEMENT – SEPTEMBER 2012*

MOTION 168/12 MOVED BY Mayor Blatz to accept the September 2012 Financial Statement for information.

CARRIED

e) *MINUTES OF THE SPECIAL MEETING OF COUNCIL ON JUNE 18, 2012*

MOTION 169/12 MOVED BY Deputy Mayor Yuha to adopt the minutes of the Special Meeting of Council on June 18, 2012 as presented.

CARRIED

4. BUSINESS ARISING

a) *UNHITCHED TRAILERS*

MOTION 170/12 MOVED BY Mayor Blatz to rescind Motion 154/12.

CARRIED

MOTION 171/12 MOVED BY Councillor Reinke to direct Administration to send a letter of apology to the bylaw officer with Alberta Animal Services with regard to the miscommunication concerning the provincial tickets issued.

CARRIED

MOTION 172/12 MOVED BY Deputy Mayor Yuha that based on the information provided, that the Village of Bawlf refund Denis and Sharon Girard in the amount of \$150 for traffic violation tickets issued, and further, that a letter be written, outlining the circumstances and requirements of the Village of Bawlf Traffic Control Bylaw.

CARRIED

b) *DAYSLAND DRAINAGE DISTRICT ANNUAL INVOICE*

MOTION 173/12 MOVED BY Mayor Blatz that the Village Council request that the Daysland Drainage District provide a 2012 Budget, project plans and audited financial statement prior to the Village paying half of the 2012 invoice in the amount of \$748.63 as suggested by the Daysland Drainage District.

CARRIED

c) *TANK SITE REMEDIATION PROGRAM*

MOTION 174/12 MOVED BY Councillor Reinke that this item be deferred to the November meeting.

CARRIED

d) *ENCASING SEWER LINE BENEATH ACCESS ROAD*

MOTION 175/12 MOVED BY Mayor Blatz that the Village Council accept the proposal made by Alberta Transportation to cover all costs related to the original scope of work of encasing the sewer line between the railway tracks and Highway 13 and, further that, the Village enter into an agreement with Alberta Transportation stating that Alberta Transportation will accept responsibility for all costs should the need arise to excavate or repair the sewer force main and/or the water main between the railway tracks and the north edge of Highway 13.

CARRIED

- e) *DRAINAGE SOLUTIONS FOR HANSON STREET AND MOLSTAD AVENUE*

MOTION 176/12 MOVED BY Deputy Mayor Yuha that Village Council refer the proposed recommendations for improving the drainage along Hanson Street and Molstad Avenue to the 2013 budget deliberations.

CARRIED

- f) *FIRE HALL RENOVATION*

MOTION 177/12 MOVED BY Councillor Robbins that Village Council direct Administration to contact Fire Chief Robert Wilson and Deputy Chief Dwayne Dennis about renovation ideas regarding raising the roof of the existing north side of the Fire Hall.

CARRIED

5. NEW BUSINESS

- a) *REGIONAL EMERGENCY MANAGEMENT SERVICES LIAISON REGIONAL COLLABORATION PROGRAM*

MOTION 178/12 MOVED BY Mayor Blatz that the Village Council authorize the Village of Bawlf to participate in an application for the Regional Emergency Management Services Liaison project, submitted by Camrose County under the Regional Collaboration component of the Regional Collaboration Program, and further, that the Village of Bawlf, a participant, agrees to abide by the terms of the conditional Grant Agreement, governing the purpose and use of the grant funds.

CARRIED

- b) *ADVERTIZING VACANT LOTS*

MOTION 179/12 MOVED BY Councillor Reinke that the Village Council authorize the Administration to ask the Village Realtor to proceed with advertizing the Village owned vacant lots on Kijiji.

CARRIED

- c) *PARKLAND REGIONAL LIBRARY 2013 BUDGET*

MOTION 180/12 MOVED BY Deputy Mayor Yuha that Village Council approve the Parkland Regional Library 2013 Budget which includes an increase in the annual requisition from \$7.07 to \$7.28 per capita for 2013.

- d) *LIONS CLUB HALL RECONCILIATION*

MOTION 181/12 MOVED BY Councillor Reinke that the Village Council approve payment to the Bawlf and District Lions Club in the amount of \$9690 representing the 2011 rental income for the Bawlf Community Centre and that a letter be sent to the Lions Club thanking them for contributing the additional operational deficit of \$269 and the capital cost of the drapes (\$4252), chair rail (\$1161) and improvements to the sound system (\$489) for a total of \$5902.00.

CARRIED

- e) *CURLING RINK*
DISCUSSION

6. STANDING COMMITTEE REPORTS

- a) Mayor's Report- as attached
- b) Administration Report- as attached

MOTION 182/12 MOVED BY Mayor Blatz to direct Administration to purchase 2 remote thermostat sensors.

CARRIED

- c) Board Reports:

- Bawlf & District Recreation Association – no report.
- Shirley McClellan Regional Water Services Commission – next meeting Thursday Oct 25th

7. CORRESPONDENCE

- a) Bawlf Public Library Invitation
- b) CDSS Board Minutes June 18, 2012

8. CONFIDENTIAL ITEMS

none

9. ADJOURNMENT

Meeting was adjourned at 9:25pm.



VILLAGE OF BAWLF

Cheque Listing For Council With GL Numbers

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2012-Nov-13

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Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20101350	2012-10-10	ACKLANDS - GRAINGER INC.			PAYMENT		66.57
			2-32-510	608503464	HYDRANT WRENCH	66.57	
20101351	2012-10-10	ALBERTA ANIMAL SERVICES			PAYMENT		588.00
			2-26-270	10823	BYLAW ENFORCEMENT	588.00	
20101352	2012-10-10	CAN PAK ENVIRONMENTAL			PAYMENT		2,629.49
			2-43-270	01581	GARBAGE PICK-UP	1,682.39	
			2-44-350	01581	RECYCLING PICK-UP	947.10	
20101353	2012-10-10	DOLMAN, MICHAEL SHANE			PAYMENT		24.45
			2-23-510	1	DRIVER'S ABSTRACT F.D.	24.45	
20101354	2012-10-10	FARNHAM WEST STOLEE			PAYMENT		737.63
			2-26-234	33504 SK5	BYLAW PROSECUTION	737.63	
20101355	2012-10-10	FOCUS			PAYMENT		14,375.03
			2-42-230	392949	SANITARY SEWER RELINING	8,072.19	
			2-37-230	392955	2012 DRAINAGE IMPROVEMENTS	6,302.84	
20101356	2012-10-10	LAMB FORD SALES LTD.			PAYMENT		29.34
			2-32-510	5515071	1/2 TON TRUCK REPAIRS - WIPER BLAD	14.67	
			2-72-510	5515071	1/2 TON TRUCK REPAIRS - WIPER BLAD	14.67	
20101357	2012-10-10	UFA			PAYMENT		138.49
			2-32-521	33	FUEL - VILLAGE	69.25	
			2-72-521	33	FUEL - VILLAGE	69.24	
20101358	2012-10-10	WFR WHOLESALE FIRE & RESCUE			PAYMENT		4,110.82
			2-23-254	80226	BUNKER GEAR	4,110.82	
20101359	2012-10-17	ANKERTON GAS CO-OP			PAYMENT		193.04
			1-00-110	36	NATURAL GAS - FIRE HALL	43.67	
			2-12-540	36	NATURAL GAS - V.O.	34.72	
			2-41-540	36	NATURAL GAS - PUMP HOUSE	25.76	
			2-41-540	36	NATURAL GAS - RESERVOIR	39.03	
			2-42-540	36	NATURAL GAS - LIFT STATION	24.75	
			2-74-540	36	NATURAL GAS - OLD HALL	25.11	
20101360	2012-10-17	DFI CORPORATION			PAYMENT		275,998.68
			2-42-230	56955	SEWER LINE RELINING	275,998.68	
20101361	2012-10-17	TELUS COMMUNICATIONS INC.			PAYMENT		642.12
			2-12-217	31	TELEPHONE - V.O.	271.96	
			2-12-217	31	FAX	89.61	
			2-23-217	31	TELEPHONE - F.S.	93.81	
			2-41-217	31	PHONE - WELLS	102.33	
			2-42-217	31	LIFT STATION ALARM	84.41	
20101362	2012-10-24	ACKLANDS - GRAINGER INC.			PAYMENT		24.15
			2-32-510	608503470	EXTRACTOR SCREW KIT	12.08	
			2-72-510	608503470	EXTRACTOR SCREW KIT	12.07	
20101363	2012-10-24	BAWLF LIONS CLUB			PAYMENT		9,690.00
			2-74-761	2011	2011 RENTAL RECONCILIATION	9,690.00	
20101364	2012-10-24	BAWLF RECREATION ASSOCIATION			PAYMENT		4,050.00
			2-72-770	2012	2012 RECREATION GRANT	4,050.00	
20101365	2012-10-24	BLATZ, GORDIE			PAYMENT		390.00
			2-11-150	45	REMUNERATION	390.00	
20101366	2012-10-24	CAMROSE DYNAMIC			PAYMENT		106.98
			2-72-510	21418	TRIMMER WIRE	22.30	
			2-72-250	21450	WEEDEATER PARTS	84.68	

Item: 3.d)



VILLAGE OF BAWLF

Cheque Listing For Council With GL Numbers

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Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Chc Amount
20101367	2012-10-24	HOMESTYLE BAKERY & CAFE			PAYMENT		71.50
			2-12-511	584567	ADMIN MTG LUNCH	49.00	
			2-12-511	584568	COOKIES MA MEETING	22.50	
20101368	2012-10-24	REINKE, FERN			PAYMENT		350.00
			2-11-150	21	REMUNERATION	350.00	
20101369	2012-10-24	ROBBINS, KAREN			PAYMENT		270.00
			2-11-150	27	REMUNERATION	270.00	
20101370	2012-10-24	SCHNELL & BARRIE LTD.			PAYMENT		115.21
			2-32-510	48682K	HITCH PIN	13.80	
			2-41-250	48682K	PARTS FOR BULK WATER	76.10	
			2-72-510	48682K	HITCH PIN	13.80	
			2-32-510	48892K	1 TON PARTS	5.75	
			2-72-510	48892K	1 TON PARTS	5.76	
20101371	2012-10-24	STERLING WATER CONDITIONING LTD.			PAYMENT		529.20
			2-41-510	14080	CHLORINE	529.20	
20101372	2012-10-24	TESSARI, JOHN			PAYMENT		270.00
			2-11-150	6	REMUNERATION	270.00	
20101373	2012-10-24	TRANSALTA ENERGY MARKETING			PAYMENT		3,759.35
			2-12-540	12-1157239	ELECTRICITY - V.O.	198.87	
			2-23-540	12-1157239	ELECTRICITY - F.H.	92.14	
			2-32-540	12-1157239	ELECTRICITY - LIGHTS	2,007.68	
			2-41-540	12-1157239	ELECTRICITY - RESERVOIR	525.02	
			2-41-540	12-1157239	ELECTRICITY WELLS	284.88	
			2-42-540	12-1157239	ELECTRICITY - LIFT STATION	246.90	
			2-72-540	12-1157239	ELECTRICITY - S.G.	155.41	
			2-72-540	12-1157239	ELECTRICITY - C.R.	45.86	
			2-72-540	12-1157239	ELECTRICITY - C.R.	103.15	
			2-72-540	12-1157239	ELECTRICITY - S.R.	49.53	
			2-74-540	12-1157239	ELECTRICITY - OLD HALL	49.91	
20101374	2012-10-24	YUHA, JODY			PAYMENT		270.00
			2-11-150	40	REMUNERATION	270.00	
20101375	2012-10-31	ACKLANDS - GRAINGER INC.			PAYMENT		47.75
			2-32-510	608503473	GLOVES - P.W.	23.88	
			2-72-510	608503473	GLOVES - P.W.	23.87	
20101376	2012-10-31	BANACK, LEANNA			PAYMENT		
			2-12-110	9	WAGES		
20101377	2012-10-31	FOCUS			PAYMENT		7,783.92
			2-32-230	392951	CASING UNDER HWY 13	4,620.79	
			2-32-230	394882	CASING UNDER HWY 13	1,068.38	
			2-37-230	394886	2012 DRAINAGE IMPROVEMENTS	2,094.75	
20101378	2012-10-31	GIRARD, DENIS			PAYMENT		150.00
			1-26-530	001	REFUND FINE PER MOTION 172/12	150.00	
20101379	2012-10-31	HORBASENKO, LYNN			PAYMENT		45.37
			2-12-110	49	WAGES		
			2-12-211	51	MILEAGE TO CAMROSE	31.95	
			2-12-510	52	LYSOL WIPES	2.63	
			2-12-510	52	STAPLES - PENS	5.80	
			2-12-511	52	COOKIES - CAO MEETING	4.99	
20101380	2012-10-31	JACOBSEN, JUSTIN			PAYMENT		
			2-32-110	3909	WAGES		

Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20101380	2012-10-31	JACOBSEN, JUSTIN	2-72-110	3909	WAGES		
20101381	2012-10-31	RECEIVER GENERAL			PAYMENT		2,684.19
			2-12-110	OCT. 2012	MYRNA SCHAPANSKY	653.09	
			2-12-110	OCT. 2012	LEANNA BANACK	121.87	
			2-12-110	OCT. 2012	LYNN HORBASENKO	738.61	
			2-12-130	OCT. 2012	REC GEN - SCHAPANSKY	224.49	
			2-12-130	OCT. 2012	REC GEN - BANACK	87.99	
			2-12-130	OCT. 2012	REC GEN - HORBASENKO	245.85	
			2-32-110	OCT. 2012	JUSTIN JACOBSEN	220.40	
			2-32-130	OCT. 2012	REC GEN - JACOBSEN	85.74	
			2-72-110	OCT. 2012	JUSTIN JACOBSEN	220.40	
			2-72-130	OCT. 2012	REC GEN - JACOBSEN	85.75	
20101382	2012-10-31	SCHAPANSKY, MYRNA			PAYMENT		
			2-12-110	46	WAGES		
<i>Wages</i>						<i>8,529.66</i>	
Total						338,670.94	



VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

GL Number	Description	October 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
TAX REVENUE					
1-00-110	TAXES - RESIDENTIAL	0.00	(281,222.11)	(276,290.51)	4,931.60
1-00-111	TAXES - RESIDENTIAL VACANT	0.00	0.00	(4,650.78)	(4,650.78)
1-00-112	TAXES - COMMERCIAL	0.00	(25,973.41)	(9,659.49)	16,313.92
1-00-113	TAXES - COMMERCIAL VACANT	0.00	0.00	(1,069.37)	(1,069.37)
1-00-114	TAXES - INDUSTRIAL	0.00	0.00	(15,244.55)	(15,244.55)
1-00-115	TAXES - AGRICULTURE	0.00	0.00	(280.82)	(280.82)
1-00-116	GRANTS IN LIEU	0.00	(4,596.64)	(4,596.64)	0.00
1-00-190	TAXES - LINEAR	0.00	(3,487.67)	(3,487.67)	0.00
1-00-240	GRANTS IN LIEU	0.00	0.00	0.00	0.00
1-00-510	PENALTIES & COSTS ON TAXES	0.00	(8,466.09)	(7,000.00)	1,466.09
* TOTAL TAX REVENUE		0.00	(323,745.92)	(322,279.83)	1,466.09
INVESTMENT REVENUE					
1-00-550	RETURN ON INVESTMENTS	(32.02)	(181.83)	0.00	181.83
* TOTAL INVESTMENT REVENUE		(32.02)	(181.83)	0.00	181.83
GENERAL REVENUE					
1-12-410	Sale of General Services	(150.00)	(1,718.37)	(2,100.00)	(381.63)
1-12-590	OTHER REVENUE	0.00	(76,870.69)	0.00	76,870.69
1-12-741	FINES & COSTS	0.00	0.00	0.00	0.00
* TOTAL GENERAL REVENUE		(150.00)	(78,589.06)	(2,100.00)	76,489.06
GRANTS					
1-12-730	FEDERAL UNCONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-12-740	PROVINCIAL UNCONDITIONAL GRANTS	0.00	(468,616.00)	0.00	468,616.00
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	(468,616.00)	(37,134.00)	431,482.00
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

47633.30



VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

GL Number	Description	October 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	0.00	(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	0.00	(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	(50,000.00)	0.00	50,000.00
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	(63,242.44)	(25,000.00)	38,242.44
WATER REVENUE					
1-41-410	MONTHLY WATER FEES	(6,475.00)	(64,470.00)	(75,600.00)	(11,130.00)
1-41-412	BULK WATER SALES	(138.16)	(1,963.28)	(2,000.00)	(36.72)
1-41-511	WATER PENALTIES	(490.89)	(3,997.95)	(1,800.00)	2,197.95
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	(7,104.05)	(70,431.23)	(79,400.00)	(8,968.77)
SEWER REVENUE					
1-42-410	MONTHLY SEWER FEES	(5,405.00)	(54,425.00)	(63,800.00)	(9,375.00)
1-42-511	SEWER PENALTIES	0.00	0.00	(1,800.00)	(1,800.00)
1-42-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-42-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-42-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
*	TOTAL SEWER REVENUE	(5,405.00)	(54,425.00)	(65,600.00)	(11,175.00)
WASTE MANAGEMENT REVENUE					
1-43-410	MONTHLY GARBAGE FEES	(2,028.00)	(20,508.00)	(24,600.00)	(4,092.00)
1-43-412	MONTHLY RECYCLING FEES	(907.20)	(9,109.80)	(11,000.00)	(1,890.20)



VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

GL Number	Description	October 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
1-43-845	PROVINCIAL GRANT - OPERATING	0.00	0.00	0.00	0.00
1-44-412	MONTHLY RECYCLING FEES	0.00	0.00	0.00	0.00
*	TOTAL WASTE MANAGEMENT REVEN	(2,935.20)	(29,617.80)	(35,600.00)	(5,982.20)
	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	0.00	(200.00)	(200.00)	0.00
1-56-570	CEMETERY DONATIONS	500.00	(165.00)	(100.00)	65.00
1-56-571	CEMETERY MAINTENANCE REVENUE	(500.00)	(500.00)	(500.00)	0.00
*	TOTAL CEMETERY REVEUE	0.00	(865.00)	(800.00)	65.00
	DEVELOPMENT REVENUE				
1-61-410	DEVELOPMENT PERMITS & CHARGES	0.00	(750.00)	(400.00)	350.00
*	TOTAL DEVELOPMENT REVENUE	0.00	(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	0.00	(1,605.00)	(1,200.00)	405.00
1-72-570	PARK DONATIONS	0.00	0.00	0.00	0.00
1-72-590	UTILITIES RECOVERED	(904.81)	(3,518.20)	0.00	3,518.20
1-72-830	FEDERAL CONDITIONAL GRANTS	(2,233.00)	(2,233.00)	(2,400.00)	(167.00)
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	(3,137.81)	(22,253.70)	(24,300.00)	(2,046.30)
	CULTURE REVENUE				
1-74-560	HALL RENTALS	(1,700.00)	(5,480.00)	0.00	5,480.00
1-74-570	HALL DONATIONS	0.00	0.00	0.00	0.00
1-74-590	OTHER REVENUE	0.00	(25.00)	0.00	25.00
1-74-593	SPECIAL EVENT REVENUES	0.00	(140.00)	(100.00)	40.00
*	TOTAL CULTURE REVENUE	(1,700.00)	(5,645.00)	(100.00)	5,545.00
	RESERVE TRANSFERS				



VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

GL Number	Description	October 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
1-97-920	TRANSFER FROM RESERVES	0.00	0.00	0.00	0.00
* TOTAL RESERVE TRANSFERS		0.00	0.00	0.00	0.00
** TOTAL REVENUE		(20,464.08)	(1,184,662.29)	(645,522.83)	539,139.46
COUNCIL EXPENSES					
2-11-130	COUNCIL - PAYROLL DEDUCTIONS	0.00	0.00	0.00	0.00
2-11-150	COUNCIL REMUNERATION	1,533.33	9,243.33	10,500.00	1,256.67
2-11-211	COUNCIL TRAVEL & SUBSISTENCE	0.00	632.25	800.00	167.75
2-11-214	COUNCIL PROFESSIONAL DEVT	0.00	0.00	500.00	500.00
* TOTAL COUNCIL EXPENSES		1,533.33	9,875.58	11,800.00	1,924.42
ADMINISTRATION EXPENSE					
2-12-110	ADMINISTRATION - SALARIES	8,009.03	73,082.49	103,600.00	30,517.51
2-12-130	ADMINISTRATION - PAYROLL DEDUCTION	(205.12)	5,046.16	0.00	(5,046.16)
2-12-131	EMPLOYEE BENEFITS	763.45	3,274.93	0.00	(3,274.93)
2-12-211	TRAVEL & SUBSISTENCE	31.95	248.76	1,400.00	1,151.24
2-12-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	1,090.26	2,500.00	1,409.74
* TOTAL ADMINISTRATION EXPENSE		8,599.31	82,742.60	107,500.00	24,757.40
OFFICE OPERATIONS					
2-12-215	FREIGHT & POSTAGE	0.00	723.66	400.00	(323.66)
2-12-217	TELEPHONE	409.30	3,539.98	4,400.00	860.02
2-12-220	ADVERTIZING & PRINTING	237.72	1,809.19	2,000.00	190.81
2-12-225	VILLAGE PROMOTIONS	0.00	400.00	700.00	300.00
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	0.00	716.87	1,000.00	283.13
2-12-253	TECHNICAL SUPPORT	0.00	3,125.22	3,800.00	674.78
2-12-258	OFFICE JANITORIAL CONTRACT	0.00	367.50	1,900.00	1,532.50
2-12-274	INSURANCE	(523.50)	16,797.60	16,000.00	(797.60)
2-12-341	LAND TITLES SERVICES	0.00	130.00	200.00	70.00
2-12-510	OFFICE SUPPLIES	28.13	1,962.09	5,400.00	3,437.91
2-12-511	MISCELLANEOUS	1,366.66	514.78	1,900.00	1,385.22
2-12-519	OTHER SERVICES	0.00	0.00	3,500.00	3,500.00
2-12-540	UTILITIES	(156.69)	1,797.18	2,600.00	802.82
* TOTAL OFFICE OPERATIONS		1,361.62	42,961.5	58,500.00	15,538.05



VILLAGE OF BABYLON

REVENUE/EXPENSE REPORT

GL Number	Description	October 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
ADMIN-CAPITAL					
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	61,816.74	82,422.32	20,605.58
2-13-759	DAVE KNIPE MEMORIAL LIBRARY	0.00	0.00	0.00	0.00
*	TOTAL REQUISITIONS	0.00	61,816.74	82,422.32	20,605.58
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	1,014.61	1,300.00	285.39
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	0.00	1,200.36	400.00	(800.36)
2-23-251	VILLAGE TRUCK REPAIRS	0.00	1,790.06	800.00	(990.06)
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	3,915.07	6,885.07	6,500.00	(385.07)
2-23-270	CONTRACTED SERVICES	0.00	0.00	100.00	100.00
2-23-274	INSURANCE	0.00	1,543.36	1,400.00	(143.36)
2-23-510	GOODS & SUPPLIES	23.29	1,692.86	1,000.00	(692.86)
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	87.75	764.52	2,300.00	1,535.48
2-23-541	FIRE HALL NATURAL GAS	41.60	769.40	1,500.00	730.60
2-23-750	DISPATCH AGREEMENT	0.00	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	4,157.05	23,824.56	30,400.00	6,575.44
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



VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

GL Number	Description	October 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
BYLAW ENFORCEMENT					
2-26-270	BYLAW ENFORCEMENT OFFICER	560.00	5,045.49	7,000.00	1,954.51
2-26-234	LEGAL SERVICES	702.50	886.75	400.00	(486.75)
2-26-510	BYLAW SUPPLIES	0.00	194.00	300.00	106.00
*	TOTAL BYLAW ENFORCEMENT	1,262.50	6,126.24	7,700.00	1,573.76
PUBLIC WORKS SALARIES & WAGES					
2-32-110	PW - SALARIES	1,237.50	10,164.97	24,700.00	14,535.03
2-32-130	PW - PAYROLL DEDUCTIONS	85.74	682.09	0.00	(682.09)
2-32-131	EMPLOYEE BENEFITS	0.00	328.61	0.00	(328.61)
*	TOTAL PUBLIC WORKS SALARIES &	1,323.24	11,175.67	24,700.00	13,524.33
PUBLIC WORKS OPERATIONS					
2-32-217	TELEPHONE	0.00	0.00	400.00	400.00
2-32-230	PROFESSIONAL CONSULTING	5,418.25	6,420.75	0.00	(6,420.75)
2-32-250	ROADWAY REPAIRS & MAINTENANCE	0.00	88,275.07	84,000.00	(4,275.07)
2-32-270	CONTRACTED SERVICES	0.00	0.00	3,000.00	3,000.00
2-32-510	GOODS & SUPPLIES	130.23	7,066.32	10,000.00	2,933.68
2-32-511	MISCELLANEOUS GENERAL SERVICES	0.00	0.00	0.00	0.00
2-32-521	FUEL & LUBE	65.95	1,307.59	2,100.00	792.41
2-32-540	UTILITIES - STREET LIGHTS	1,912.08	10,031.54	12,300.00	2,268.46
2-32-762	CAPITAL	0.00	2,416.50	2,835.00	418.50
2-32-790	PUBLIC WORKS AMORTIZATION	0.00	0.00	0.00	0.00
*	TOTAL PUBLIC WORKS OPERATIONS	7,526.51	115,517.77	114,635.00	(882.77)
DRAINAGE					
2-37-250	DRAINAGE - REPAIRS & MAINTENANCE	0.00	30.00	500.00	470.00
2-37-230	PROFESSIONAL & CONSULTING SERVICE	7,997.70	7,997.70	0.00	(7,997.70)
2-37-750	REQUISITION - DRAINAGE	0.00	0.00	200.00	200.00
*	TOTAL DRAINAGE	7,997.70	8,027.70	700.00	(7,327.70)
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	854.70	1,100.00	245.30
2-41-230	PROFESSIONAL & CONSULTING SERVICE	0.00	0.00	200.00	200.00
2-41-240	CUSTOMER BILLING	159.52	471.90	800.00	328.10
2-41-250	REPAIRS & MAINTENANCE	(552.52)	4,869.02	22,800.00	17,930.98
2-41-270	WATER - CONTRACT	625.00	5,230.00	4,700.00	(530.00)
2-41-510	GOODS & SUPPLIES	504.00	5,252.06	4,900.00	(352.06)



VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

GL Number	Description	October 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
2-41-540	UTILITIES	833.03	7,960.15	10,500.00	2,539.85
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		1,666.49	25,280.83	92,600.00	67,319.17
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	711.66	1,000.00	288.34
2-42-230	PROFESSIONAL & CONSULTING SERVICE	270,543.69	285,030.44	467,340.00	182,309.56
2-42-240	CUSTOMER BILLING	159.52	471.90	800.00	328.10
2-42-250	REPAIRS & MAINTENANCE	(625.00)	1,807.50	3,300.00	1,492.50
2-42-270	SEWER - CONTRACT	625.00	4,970.00	4,700.00	(270.00)
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	8.65	900.00	891.35
2-42-540	UTILITIES	258.71	2,828.41	4,400.00	1,571.59
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	0.00	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		271,042.31	344,937.08	532,940.00	188,002.92
WASTE MANAGEMENT					
2-43-270	GARBAGE - CONTRACT	1,602.28	14,420.51	18,900.00	4,479.49
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	902.00	8,118.01	10,700.00	2,581.99
* TOTAL WASTE MANAGEMENT		2,504.28	23,200.37	29,700.00	6,499.63
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



VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

GL Number	Description	October 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
CEMETERY OPERATIONS					
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	(942.48)	5,734.12	0.00	(5,734.12)
2-61-750	REQUISITION - PLANNING	0.00	1,034.00	1,050.00	16.00
*	TOTAL PLANNING & DEVELOPMENT	(942.48)	6,768.12	1,250.00	(5,518.12)
PARKS & RECREATION					
2-72-110	RECREATION & PARKS - SALARIES	1,237.50	11,067.03	29,200.00	18,132.97
2-72-115	CSJ & STEP WAGES	0.00	13,364.85	0.00	(13,364.85)
2-72-130	RECREATION & PARKS - PAYROLL DEDUC	85.75	1,560.15	0.00	(1,560.15)
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	714.80	500.00	(214.80)
2-72-250	REPAIRS & MAINTENANCE	80.65	2,108.90	2,300.00	191.10
2-72-270	CONTRACTED SERVICES	0.00	0.00	1,200.00	1,200.00
2-72-510	GOODS & SUPPLIES	88.07	2,670.31	2,100.00	(570.31)
2-72-521	FUEL & LUBE	65.95	1,307.62	2,100.00	792.38
2-72-540	UTILITIES - REC BOARD, ETC	337.10	2,436.99	0.00	(2,436.99)
2-72-750	REQUISITIONS - RECREATION	0.00	0.00	0.00	0.00
2-72-762	CAPITAL PURCHASES	0.00	2,500.00	4,000.00	1,500.00
2-72-770	GRANTS TO ORGANIZATIONS	4,050.00	16,550.00	16,550.00	0.00
2-72-780	RECREATION TRAIL RESERVE	1,500.00	1,500.00	0.00	(1,500.00)
2-72-790	RECREATION - AMORTIZATION	0.00	0.00	0.00	0.00
*	TOTAL PARKS & RECREATION	7,445.02	55,962.65	57,950.00	1,987.35
CULTURE					
2-74-250	REPAIRS & MAINTENANCE - OLD HALL	0.00	197.40	2,900.00	2,702.60
2-74-510	GOODS & SUPPLIES	0.00	192.07	0.00	(192.07)
2-74-540	UTILITIES	71.44	1,442.24	3,700.00	2,257.76
2-74-584	SPECIAL EVENTS	78.57	587.96	1,100.00	512.04
2-74-750	REQUISITION - PARKLAND LIBRARY	0.00	2,644.18	2,650.00	5.82
2-74-761	CONTRIBUTED TO OTHER OPERATING FN	9,690.00	9,690.00	1,000.00	(8,690.00)
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



VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

GL Number	Description	October 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
* TOTAL CULTURE		9,840.01	17,753.85	14,350.00	(3,403.85)
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		325,316.89	843,277.24	1,182,606.32	339,329.08
*** SURPLUS/DEFICIT		304,852.81	(341,385.05)	537,083.49	878,468.54

LEASE AGREEMENT

PROVINCE OF ALBERTA

We, the Village of Bawlf in the Province of Alberta, being the registered owner of Lot 29 Block 7 Plan LVII

DO HEREBY lease Lot 29 Block 7 Plan LVII to Rodney Blatz of Bawlf, Alberta for the purpose of erecting a storage shed for the use of the Bawlf Curling Club and Rodney Blatz.

Rodney Blatz agrees to pay a yearly lease payment of \$50.00.

Rodney Blatz agrees to maintain the property.

IN WITNESS THEREOF THE Village of Bawlf and Rodney Blatz have signed and sealed this document the 10th day of August, 2004.

Village of Bawlf

Mayor

Marna Schwaninger

Administrator

Rodney Blatz

Rodney Blatz

Rodney Blatz

This page was not
part of the original
agreement. I added
it to my binder in
2012 for reference.
Lynn

BAWLF

4311 AJ

1051 R

Lot 29

Kagmin
Blad 3

SAMMEN

509

509

1051 R



Village of Bawlf

LEASE AGREEMENT

Dated: _____

The Village of Bawlf agrees to Lease the parcel of land illustrated on the attached map (Schedule A) and described as follows:

LEGAL DESCRIPTION: Lot 29, Block 7, Plan LVII in the Village of Bawlf

TO: Rodney Blatz
Referred to as the "Lessee"

ADDRESS: Box 38, Bawlf, AB T0B 0J0
PHONE: 780-373-3988

SUBJECT to the following conditions:

1. The Village of Bawlf agrees to lease the land for the purpose of:
 - a. erecting a portable storage shed no larger than 160 square feet and that the shed will be shared with the Bawlf Curling Club,
 - b. parking no more than two (2) travel trailers/campers, and
 - c. shall not be used for any other purposes.
2. The Lessee agrees to pay the Village of Bawlf the sum of FIFTY DOLLARS (\$50.00) per year rental fee for this land.
3. The Village of Bawlf may adjust the annual rental rate upon giving thirty (30) days written notice to the Lessee with the increase effective the first day of January of the year following the date of such notice.

4. The Lessee shall not assign, sublet or transfer the leased land, or any portion thereof, without prior consent from the Village of Bawlf.
5. If the Lessee ceases to occupy the land across the alley (known as Lot 2, Block 7, Plan LVII), this Lease Agreement shall be terminated.
6. The Lessee shall indemnify and save harmless the Village from and against any and all claims, actions, damages, liability and expenses (including legal and other professional fees and disbursements) in connection with loss of life, personal injury, damage to or loss of property, and any other loss, expense or injury whatsoever including without limitation, loss of income and business, arising from or out of any occurrence in, upon or about the leased lands, or the occupancy or use by the Lessee of the leased lands or any part thereof, occasioned wholly or in part by any act, omission, negligence or willful conduct of the Lessee, and its servants, employees, agents, contractors, officers, licensees, concessionaries, or anyone permitted by the Lessee to be on the leased lands or anyone for whom the Lessee is responsible in law. Indemnification in respect of any breach, violation or non-performance, damage to property, injury or death occurring during the term shall survive termination of this lease. The Lessee is also responsible to insure its contents at the leased lands against fire, theft or other loss.
7. The Lessee shall be responsible for grass cutting, weed control and other routine maintenance on the said land.
8. The Lessee is responsible to insure the contents on the leased lands against fire, theft or other loss.
9. The Lessee agrees to provide a copy of the insurance certificate upon request by the Village.
10. This Lease Agreement comes into effect when it has been executed by the Lessee and the Village of Bawlf and after the Village Council has passed a resolution approving the lease.
11. Either party may terminate this Lease Agreement without cause by giving the other party six (6) months written notice.

12. If the Lessee is negligent in meeting the terms of this agreement, written notice will be provided by the Village giving the Lessee fourteen (14) days to remedy the breach.
13. The Lessee must be and remain in good financial standing with the Village by paying all fees, taxes and invoices or the agreement may be terminated with fourteen (14) days written notice to the Lessee.
14. The term of this Lease Agreement shall be ten (10) years unless terminated sooner in accordance with the terms of this agreement.
15. When the Lessee vacates the leased lands, the Lessee will remove all property being stored and will return the lands to the Village in its original state.
16. This Lease Agreement revokes the initial agreement dated the 10th day of August, 2004 and this is the entire agreement to this property.

THE VILLAGE OF BAWLF:

MAYOR

VILLAGE MANAGER

THE LESSEE:

RODNEY BLATZ

WITNESS TO LESSEE SIGNATURE

Date of Passage of Council Resolution: _____

Resolution #: _____

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: November 14, 2012
SUBJECT: **Municipal Affairs Directives and Recommendations**

PURPOSE:

The purpose of this memo is to provide a consolidated listing of the directives and recommendations provided by Municipal Affairs in Ministerial Order No. L:204/12 and the Municipal Inspection Report presented to the Village of Bawlf on October 23, 2012.

BACKGROUND:

The attached lists of directives and recommendations were created for easy reference at any time and particularly, for each council meeting. The lists include columns for notes, due date, discussion date and status. As the work on these items proceeds, the information in the columns will be updated. This document may become the basis for the quarterly reports to be submitted to the Minister. (If Council would like columns added or amended, changes can easily be made.)

I began entering proposed dates and information into the columns, attempting to spread the workload out over the next few months. These dates and comments are meant as a starting point to generate further discussion around the tasks and the timelines we must meet. I see this as a working document that can be amended as required.

ALTERNATIVES:

1. That the Village Council accept the consolidated lists of the directives and recommendations provided by Municipal Affairs in Ministerial Order No. L:204/12 and the Municipal Inspection Report presented on October 23, 2012 as a working document to be utilized as a guide in meeting the requirements put forth by Municipal Affairs.

RECOMMENDATION:

It is recommended that the Village Council accept the consolidated lists of the directives and recommendations provided by Municipal Affairs in Ministerial Order No. L:204/12 and the Municipal Inspection Report presented on October 23, 2012 as a working document to be utilized as a guide in meeting the requirements put forth by Municipal Affairs.

Village of Bawlf
Municipal Inspection Report
 Prepared by Municipal Affairs
 Presented October 23, 2012

13 Directives Ordered by the Minister of Municipal Affairs:

DIRECTIVES	Notes	Due Date	Status
** Also a Recommendation.			
**DIRECTIVE 1: I direct council and administration to review all bylaws, policies, practices, and decisions to ensure they are compliant with the MGA.	Complete by Feb 20?	March 31/13	
**DIRECTIVE 2: I direct council and administration to develop a complete inventory of all village bylaws and to conduct a complete review of the bylaws to ensure relevancy, accuracy, and consistency.	Complete inventory by Nov 21. Review by Feb 20?	March 31/13	Directory exists – missing last few bylaws.
**DIRECTIVE 3: I direct council and administration to redevelop their procedural bylaw to reflect best practices in their meeting procedures.	Dec 19/Jan 16 Council Mtgs? (3 readings required)	March 31/13	
DIRECTIVE 4: I direct council and administration to establish a rotational schedule to review the policies of the village on an ongoing basis.	By Jan 16?	March 31/13	
**DIRECTIVE 5: I direct council to discontinue exercising a power or function or performing any duties that are assigned to the chief administrative officer (CAO) or a designated officer in accordance with section 201 of the MGA; this includes intervening in any matters involving village employees.	On Nov 21 Council Agenda	Immediate/ Ongoing	
**DIRECTIVE 6: I direct administration to correct the combined property assessment and tax notice to comply with legislation and provide clarity to residents.	Done prior to mailing 2012 notices	Immediate/ Ongoing	Complete

DIRECTIVES	Notes	Due Date	Status
**DIRECTIVE 7: I direct council to ensure that future annual tax bylaws be prepared in accordance with the MGA.		Ongoing	
**DIRECTIVE 8: I direct council to amend the property tax penalty bylaw to ensure that it is compliant with the tax penalty provisions set out in the MGA.	Jan 16/Feb 20 Council Mtgs? (3 readings required)	March 31/13	
DIRECTIVE 9: I direct administration to ensure all municipal operational tasks are performed solely by municipal employees or contractors.	On Dec 19 Council Agenda?	Immediate/ Ongoing	
**DIRECTIVE 10: I direct council to re-visit the CAO's performance evaluation in accordance with section 205.1 of the MGA.	2011 Eval – ? 2012 Eval – ? <i>mtg Jan 10</i>	March 31/13	Mar '11 & '12 evaluations both overdue
**DIRECTIVE 11: I direct council to develop and adopt a bylaw with respect to the provision of utility services. The bylaw should contain rates charged for these services.	Dec 19/Jan 16 Council Mtgs? (3 readings required)	March 31/13	
**DIRECTIVE 12: I direct council and the CAO to attend a Roles and Responsibilities session.		March 31/13	
DIRECTIVE 13: I direct council to provide a written quarterly update to the Minister on the progress the municipality is making with respect to the directives.		March 31/13 June 30/13 Sept 30/13	
** Also a Recommendation.			

32 Recommendations Extracted from the Report:

RECOMMENDATIONS	Date to Discuss	Status
** Also a Directive.		
RECOMMENDATION 1: That Council review their Council Code of Conduct and Values Policy to incorporate measures to help ensure compliance with the policy.	Dec 19 Council Mtg?	
RECOMMENDATION 2: That Council and administration ensures that they are complying with all meeting provisions in the Municipal Government Act.		
RECOMMENDATION 3: That Council adopt a policy or amend Section 3 subsection 5 of the Procedural Bylaw to set out a deadline when items can be added to an agenda, and set out criteria of what constitutes an addition to an agenda, and define emergent issues.	Dec 19/Jan 16 Council Mtgs? (3 readings)	
RECOMMENDATION 4: That Council define, in the procedural bylaw, what an emergent item is.	Dec 19/Jan 16 Council Mtgs?	
RECOMMENDATION 5: If Council chooses to have a public forum it should not be held in conjunction with a Council meeting.	Immediate Nov 21?	
RECOMMENDATION 6: That Council and council members thoroughly review all items provided to them by administration.	Immediate Nov 21?	
RECOMMENDATION 7: That Council and administration familiarize themselves with the provisions contained in the MGA with respect to pecuniary interest.	Immediate Nov 21?	
RECOMMENDATION 8: That Council and administration familiarize themselves with the provisions in which council may move their meetings to an in camera session, and ensure that the council meeting minutes clearly portray the legislative authority to do so.	Dec 19 Council Mtg?	
**RECOMMENDATION 9: That Council direct administration to conduct a complete review of the village's bylaws to ensure relevancy, accuracy, and consistency.	Due Mar 31/13 Complete by Feb 20?	
RECOMMENDATION 10: That Council direct administration to develop a complete inventory of all village bylaws and make them available on and off line.	Inventory by Nov 21. On- line by Dec 19	A directory of bylaws exists

RECOMMENDATIONS	Date to Discuss	Status
RECOMMENDATION 11: That Council and administration establish a rotational schedule to review village bylaws on an ongoing basis to ensure relevancy, accuracy, and consistency.	Jan 16 Council Mtg?	
**RECOMMENDATION 12: That Council and administration review and redevelop their procedural bylaw to reflect best practices in their meeting procedures.	<i>Due Mar 31/13</i> Dec 19/Jan 16 Council Mtgs?	
RECOMMENDATION 13: That Council and Administration continue with the development and review of policies.		
RECOMMENDATION 14: That Council ensures motions are clear in intent and provide precise direction to administration.	<i>Immediate</i> Nov 21?	
RECOMMENDATION 15: That a suitable cross training program be implemented for village staff.	2013 Budget	
**RECOMMENDATION 16: That the village councillors adhere to section 201 of the MGA and consult with the CAO when addressing matters related to the work and conduct of village staff.	<i>Immediate/ Ongoing</i> On Nov 21 Agenda	
RECOMMENDATION 17: That council clarify and define "occupied properties" in the Special Tax Bylaw. If Council is to continue with a special tax, it must be done in accordance with the MGA.	Special Taxes removed for 2012	Complete
**RECOMMENDATION 18: That council direct administration to correct the combined property assessment and tax notice to comply with legislation and provide clarity to residents.	<i>Immediate</i> Done prior to mailing the 2012 notices	Complete
**RECOMMENDATION 19: That future tax bylaws are prepared in accordance with the MGA and the suggested format as provided by Alberta Municipal Affairs.	<i>Ongoing</i>	
**RECOMMENDATION 20: That council amend the property tax penalty bylaw to ensure that it is current with legislation and aligns with the vision of council.	<i>Due Mar 31/13</i> Jan 16/Feb 20 Council Mtgs? (3 readings)	
RECOMMENDATION 21: That council direct administration to conduct a complete review of the 2011 tax roll and provide a report to council outlining their findings, and to the Minister of Municipal Affairs for information.		

RECOMMENDATIONS	Date to Discuss	Status
RECOMMENDATION 22: That the village allocate funds to update the sewer lift station system and discontinue the practice of relying on volunteers to respond to alarm conditions.	2013 Budget Deliberations	
**RECOMMENDATION 23: That Council re-visits the CAO's performance evaluation and provides concrete examples and areas for improvement.	<i>Due Mar 31/13</i> 2011 Eval - ?? 2012 Eval - ??	
RECOMMENDATION 24: That Council builds a plan to foster relationships with the community. This plan may include a communication component advising residents of Council and administration's legislated obligations.	Jan 16 Council Mtg?	
**RECOMMENDATION 25: That the village develop a bylaw with respect to the provision of utility services. The bylaw should contain rates charged for these services.	<i>Due Mar 31/13</i> Dec19/Jan16 Council Mtgs?	
RECOMMENDATION 26: That Council prepares and adopts a five year capital plan.	Start during 2013 Budget?	
RECOMMENDATION 27: That the CAO consult with the municipal auditor to determine steps for a suitable segregation of accounting duties.	By Dec 19 Council Mtg?	
RECOMMENDATION 28: That village volunteers are not utilized to provide normal operational tasks.		
RECOMMENDATION 29: That Council develops a policy to encourage appropriate volunteer activities.		
**RECOMMENDATION 30: That all of Council and the CAO attends a Roles and Responsibilities session within one month of receiving this report.	<i>Due Mar 31/13</i> <i>in Directive</i> By Nov 23 in Recomm?	
RECOMMENDATION 31: That Council refrains from making disparaging remarks about administrative staff.		
RECOMMENDATION 32: That Council refrains from directing the activities of administrative staff.	<i>Immediate</i> Nov 21?	
** Also a Directive.		

Other Suggestions Included in the Report:

SUGGESTIONS	Date to Discuss	Status
SUGGESTION 1: That Council pass a motion when a meeting is coming out of camera. <i>Page 18</i>		
SUGGESTION 2: That the bylaws be stored in a water and fire proof area. <i>Page 19</i>		
SUGGESTION 3: Implement a Purchasing Policy. <i>Page 22</i>		
SUGGESTION 4: Implement a Personnel Policy (currently under development). <i>Page 22</i>		
SUGGESTION 5: Implement an Expense Reimbursement Policy. <i>Page 22</i>		
SUGGESTION 6: Implement a Public Works Inspection Policy. <i>Page 22</i>		
SUGGESTION 7: Correspondence items should always have a motion to deal with the item or accept it as information. <i>Page 23</i>		
SUGGESTION 8: Discontinue recording the comings and goings of individuals in the gallery. <i>Page 23</i>		
SUGGESTION 9: At tax time, compare Bawlf's tax rate to 18 others of similar size (M.A. financial indicator graphs). <i>Page 27</i>		
SUGGESTION 10: Council should include funding for a water meter project in its long term plan. <i>Page 37</i>		
SUGGESTION 11: Implement the full cost accounting method for setting utility rates. <i>Page 37</i>		
SUGGESTION 12: Include amortization of tangible capital assets in future budgets. <i>Page 38</i>		
SUGGESTION 13: Accounts payable and payroll cheque runs should be prepared separately. <i>Page 39</i>		
SUGGESTION 14: Revisit the requirement of personal liability insurance for hall rentals. <i>Page 43</i>		

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: November 14, 2012
SUBJECT: 2013 Proposed Fire Department Budget

PURPOSE:

The purpose of this memo is to request that the Village Council approve the 2013 Proposed Fire Department Budget.

BACKGROUND:

In the Fire Agreement that Village signed with Camrose County, the County requests that a proposed budget be submitted to the County by November 1st for the following budget year. The proposed budget was not completed in time for the October Council meeting. Therefore, the Administration submitted the budget as prepared by Fire Chief Wilson to the County on November 6th with a note explaining that the proposed budget would be going to Council at their November 21st Council Meeting. Any amendments can be submitted after the Council Meeting.

The Village will have the opportunity to make further amendments, if required, prior to the submission of the final fire department budget which is due to the County on March 31, 2013.

A copy of the proposed 2013 Fire Department Budget is attached for information and approval. The second column (2012 Projected Annualized) is not an accurate estimate for our year end. An automatic formula has been applied to that column by the County and they are aware that the totals are not accurate.

ALTERNATIVES:

1. That the Village Council approve the 2013 Proposed Fire Department Budget with the knowledge that the final budget is due to be submitted to Camrose County by March 31, 2013.

RECOMMENDATION:

It is recommended that the Village Council approve the 2013 Proposed Fire Department Budget with the knowledge that the final budget is due to be submitted to Camrose County by March 31, 2013.

2013
BAWLF FIRE DEPARTMENT OPERATING BUDGET
 Financial Data Supplied as of Period End
 9

	2012 YTD Actual	2012 Projected Annualized	2012 Approved Budget	2013 Proposed Budget	%
REVENUE					
County Fire Fighting Responses	\$ 5,550.00	\$ 7,400.00	\$ 4,000.00	\$ 4,000.00	0.00%
Motor Vehicle Accident Responses	\$ 5,700.00	\$ 7,600.00	\$ 1,000.00	\$ 1,000.00	0.00%
Medical Aid Responses	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Mutual Aid Fire Fighting Responses	\$ -	\$ -	\$ 500.00	\$ 500.00	0.00%
Fire Expenses Recovered	\$ -	\$ -	\$ 1,250.00	\$ 1,250.00	0.00%
Annual Training Shared Service Funding	\$ 1,000.00	\$ 1,333.33	\$ 1,000.00	\$ 1,000.00	0.00%
Annual Pager Maintenance Shared Service Funding	\$ 500.00	\$ 666.67	\$ 500.00	\$ 500.00	0.00%
Annual Firefighter Insurance Shared Service Funding	\$ -	\$ -	\$ 100.00	\$ 100.00	0.00%
Annual Personal Protective Equipment Shared Service Funding	\$ 3,239.00	\$ 4,318.67	\$ 2,000.00	\$ 2,000.00	0.00%
Annual County Owned Vehicle Repair/Maintenance Shared Service Funding	\$ 5,888.00	\$ 7,850.67	\$ 1,000.00	\$ 1,000.00	0.00%
Donations	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Fire Department Fundraisers	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Fire Department GST Rebate	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Fire Department Interest	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Grants from Other Local Governments	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Grants from Provincial Government	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Grants from Federal Government	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Grants from Private Organizations	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Annual County Shared Service Funding	\$ 9,716.00	\$ 12,954.67	\$ 8,200.00		-100.00%
Village Shared Service Funding	\$ -	\$ -	\$ -	\$ -	#DIV/0!
TOTAL	\$ 31,593.00	\$ 42,124.00	\$ 19,550.00	\$ 11,350.00	-41.94%

	2012 YTD Actual	2012 Projected Annualized	2012 Approved Budget	2013 Proposed Budget	%
EXPENSES					
Fire Brigade Life Insurance	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Fire Dispatch Services Agreement	\$ 1,209.00	\$ 1,612.00	\$ 1,200.00	\$ 1,200.00	0.00%
Fire Chief Honorarium	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Deputy Fire Chief Honorarium	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Fire Fighter Honorarium	\$ -	\$ -	\$ 6,900.00	\$ 6,900.00	0.00%
Travel & Subsistence	\$ -	\$ -	\$ 900.00	\$ 900.00	0.00%
Training	\$ -	\$ -	\$ 1,200.00	\$ 1,000.00	-16.67%
Memberships	\$ -	\$ -	\$ 800.00	\$ 800.00	0.00%
Mutual Aid Response Charges	\$ -	\$ -	\$ 500.00	\$ 500.00	0.00%
Telephone	\$ 925.00	\$ 1,233.33	\$ 1,300.00	\$ 1,300.00	0.00%
Freight & Postage	\$ -	\$ -	\$ 50.00	\$ 50.00	0.00%
Office/Printing/Advertising	\$ 146.00	\$ 194.67	\$ 100.00	\$ 100.00	0.00%
Fire Hall Repairs & Maintenance	\$ 1,200.00	\$ 1,600.00	\$ 400.00	\$ 400.00	0.00%
Fire Hall Utilities - Power	\$ 765.00	\$ 1,020.00	\$ 2,300.00	\$ 1,800.00	-21.74%
Fire Hall Utilities - Natural Gas	\$ 771.00	\$ 1,028.00	\$ 1,500.00	\$ 1,500.00	0.00%
Fire Hall Supplies	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Building Insurance	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Urban Owned Mobile Equipment Repairs & Maintenance	\$ 1,790.00	\$ 2,386.67	\$ 800.00	\$ 400.00	-50.00%
Vehicle Insurance	\$ 1,658.00	\$ 2,210.67	\$ 1,400.00	\$ 1,400.00	0.00%
County Owned Mobile Equipment Repairs & Maintenance	\$ 5,888.00	\$ 7,850.67	\$ 1,000.00	\$ 1,000.00	0.00%
Vehicle Gasoline	\$ 353.00	\$ 470.67	\$ 800.00	\$ 800.00	0.00%
Pager Repair & Maintenance	\$ 530.00	\$ 706.67	\$ 750.00	\$ 750.00	0.00%
Personal Protective Equipment Repair & Maintenance	\$ 2,970.00	\$ 3,960.00	\$ 6,500.00	\$ 6,500.00	0.00%
Materials/Supplies/Equipment Repair & Maintenance	\$ 1,709.00	\$ 2,278.67	\$ 1,400.00	\$ 1,400.00	0.00%
Contract Services	\$ -	\$ -	\$ 100.00	\$ 100.00	0.00%
Public Relations	\$ -	\$ -	\$ 500.00	\$ 500.00	0.00%
GST	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Administration Fees	\$ -	\$ -	\$ -	\$ -	#DIV/0!
TOTAL	\$ 19,914.00	\$ 26,552.00	\$ 30,400.00	\$ 29,300.00	-3.62%

(DEFICIT) / SURPLUS

\$11,679.00 \$15,572.00 (\$10,850.00) (\$17,950.00)

Fire District Per Capita 795
 Village Per Capita 374

68.01% \$12,207.23
 31.99% \$5,742.77
 100.00% \$17,950.00

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

2nd November, 2012

RECEIVED

NOV - 6 2012

Mr. Gordie Blatz
Mayor, Village of Bawlf
Alberta, Canada T0B 0J0

Dear Sir,

This letter serves to notify the Village Council of my decision to resign from the position of Fire Chief as of midnight November 30, 2012. As you all know, I agreed to lead the Bawlf Volunteer Fire Department for a short period of time as it sought to rebuild from a period of poor morale and declining membership.

I believe that the Bawlf Fire Department has succeeded in restoring lost morale, improved the efficiency of vehicles and equipment and partially rebuild its active membership. What a difference one year has made. With your assistance and support we are well on the way to achieving the three goals that guided our actions.

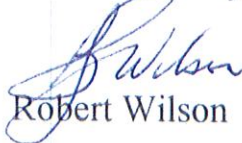
The active members we have now are well able to continue the Bawlf V. Fire Departments self-improvement efforts under the leadership of a younger and more physically able person. Effective Fire Fighting requires knowledge, experience and physical prowess. I may have supplied some of these factors but cannot continue to meet even minimal physical expectations. I do not wish to become a less than satisfactory F. C. I have concentrated on raising standards and sharing basic up to date Fire Fighting methodologies with our membership.

I will try to ensure that the B.V.F.D. membership present a potential candidate to you as my replacement. I recognize that this resignation may present some challenges, but I believe that the Bawlf V. F.D. is well placed to continue to flourish, because the current membership is motivated and anxious to be of service to their community.

I wish to thank all Village Counselors, Village Staff and my Fire Fighters for their support and cooperation. Everyones positive friendly support and willingness to help us, help ourselves, was greatly appreciated.

Mayor Blatz, I appreciate that you and your Council have also faced some difficult challenges. In that light, it is especially noteworthy that as a group you took the time and energy to fully support the Fire Department. I wish the Village well and thank you for the priviledge of serving our community as Fire Chief.

Yours sincerely,


Robert Wilson

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

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: November 14, 2012
SUBJECT: Village of Bawlf Auditor Contract Extension

PURPOSE:

The purpose of this memo is to request that Village Council extend the contract of the auditor, Brian King Professional Corporation, for an additional four (4) years.

BACKGROUND:

In November, 2011, Village Council entered into an agreement with Brian King Professional Corporation to provide the Village of Bawlf's external audit services for 2011, with the intention that the appointment be extended for an additional four (4) years if the performance of the auditor was found to be satisfactory. This clause was included in the tender document prepared by the Village in Fall 2011.

The quoted rate provided by Brian King Professional Corporation for completion of the 2012 audit was \$7,000 and \$7,200 for the 2013 audit. Costs have not yet been provided for the 2014 and 2015 audits. In the event that any further consulting or accounting advice is required, the additional time will be charged at a rate of \$150.00 per hour plus travel and expenses. The Village's cost to prepare the 2011 audit was \$6750 and no additional time was charged. This was a large reduction as compared to the cost of over \$17,000 for the preparation of the 2010 audit by Wilde and Company.

The Administration was very satisfied with the service provided by Brian King to prepare the 2011 audit earlier this year and recommends that the Village proceed with entering into an agreement with him to prepare the Village's 2012-2015 audits.

ALTERNATIVES:

1. That the Village Council approve an extension to the contract with Brian King Professional Corporation for the provision of municipal auditing services for an additional four (4) years up to and including the 2015 audit at base costs of \$7000 for the 2012 audit and \$7200 for the 2013 audit.
2. That the Village Council ask Administration to prepare tender documents and invite firms to bid on the preparation of the Village's 2012 audit.

RECOMMENDATION:

It is recommended that the Village Council approve an extension to the contract with Brian King Professional Corporation for the provision of municipal auditing services for an additional four (4) years up to and including the 2015 audit at base costs of \$7000 for the 2012 audit and \$7200 for the 2013 audit.

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: November 14, 2012
SUBJECT: Daysland Drainage District – Further Information

PURPOSE:

The purpose of this memo is to inform the Village Council of additional information regarding the Daysland Drainage District 2012 requisition.

BACKGROUND:

Detailed background information on the Daysland Drainage District annual requisition was included in last month's agenda package. Council passed a motion to request that the Daysland Drainage District (DDD) provide a 2012 budget, project plans, and an audited financial statement prior to the Village paying half of the DDD 2012 invoice.

Prior to writing this letter to the DDD, I called the Province to acquire additional information on drainage boards. I spoke with Dave McKenna, who has been the secretary of the Provincial Drainage Council for the past 8 months. I explained that our requisition increased from \$204 to \$1497.50 in one year and that the DDD agreed that the Village could pay half that amount for 2012 (ie. \$749). I told him that the DDD included a formula on their invoice and I asked if that was common practice. I also mentioned that the DDD indicated that they didn't have a budget or work plan and that the section of the ditch adjacent to the Village has rarely been maintained. These are the highlights of his reply:

- There are 9 drainage districts in Alberta. The boards generally are made up of agricultural producers and this structure is relatively new for them. He felt most drainage boards do not have budgets or work plans.
- The Drainage District Act is not part of the Provincial Government's responsibility – the Act is overseen by the Provincial Drainage Council, a separate entity outside of the government.
- The original purpose of these boards was to ensure that agricultural land is drained. Only approved ditches can drain into district ditches.
- Each district has a water license and must be cognizant of the land downstream.
- Drainage districts have a right to tax landowners adjacent to the drainage ditches. They can also annex land if needed.
- The original drainage rates were established 15 years ago. Since then, Municipal Affairs has assisted with the development of rate based assessments (ie. rates per kilometer of road and for crossings were established).
- The drainage districts are beginning to work together to try establish common rates. Dave has worked with Blaine Fenske and feels the new rates are reasonable.
- He noted that municipalities would have much higher costs if they were responsible to truck the effluent away from the lagoons (or make other arrangements to drain lagoons).
- Establishing common rates will likely be a 12-month process that will be evaluated.

I also left a message for Richard Schultz, representative on the Hay Lakes Drainage Board. If I hear back from him prior to the Council Meeting, I will provide a verbal update at the meeting.

With a large increase in the requisition, will the DDD complete regular maintenance on the district ditch that runs adjacent to the Village boundary to the north? If the ditch becomes filled with snow, will the DDD cover the costs of clearing it out? Or perhaps share in the costs? Is it time for a maintenance agreement between the two parties? These are questions that the Village may want to pursue with the Provincial Drainage Council and/or the Daysland Drainage District.

I have not yet written the letter to the Daysland Drainage District asking for the budget, work plans, and audited financial statement. In light of this further information, would Council like me to proceed with the letter or would Council prefer to rescind that motion and pass a different motion?

ALTERNATIVES:

1. That the Village Council stay committed to requesting that the Daysland Drainage District provide a 2012 Budget, project plans and audited financial statement prior to the Village paying half of the 2012 invoice in the amount of \$748.63 as suggested by the Daysland Drainage District.
2. That the Village Council request that the Daysland Drainage District provide a 2013 work plan, including what maintenance will be completed on the section of the Daysland Drainage Ditch immediately adjacent to the Village boundary on the north.
3. That the Village Council authorize the Administration to pay half of the \$1497.25 Daysland Drainage District invoice in the amount of \$748.63 for 2012 as suggested by the Daysland Drainage District.
4. That the Village Council negotiate the 2012 Daysland Drainage District requisition to an amount less than half of the \$1497.25.

RECOMMENDATION:

It is recommended that the Village Council request that the Daysland Drainage District provide a 2013 work plan, including what maintenance will be completed on the section of the Daysland Drainage Ditch immediately adjacent to the Village boundary on the north and further that the Village Council authorize the Administration to pay half of the \$1497.25 Daysland Drainage District invoice in the amount of \$748.63 for 2012 as suggested by the Daysland Drainage District.

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: November 14, 2012
SUBJECT: Tank Site Remediation Program – Further Information

PURPOSE:

The purpose of this memo is to present further information on the Tank Site Remediation Program as requested by the Village Council related to two Village parcels: North Lots 15, 16 & 17, Block 2, Plan RN57 (existing fire hall) and South Lots 15, 16 & 17, Block 2, Plan RN57 (vacant land south of the fire hall).

BACKGROUND:

The Administration provided a detailed memorandum on the Tank Site Remediation Program in the October 17, 2012 Council agenda package. During that meeting, Council asked the Administration to inquire about the Village's responsibility if the soil was tested and found to be contaminated. Would the Village be required to deal with it?

I called Heather Torrens, Project Coordinator for the Tank Site Remediation Program with the Province, to ask the question. Her answer was that the test results would be required to be submitted to Alberta Environment and then the answer to our question would depend on their ruling. Heather felt that there would be a good chance that we would have to rehabilitate the site due to the Environmental Protection & Enhancement Act.

For Lands Sake Environmental provided a cost estimate of \$20,000-\$30,000 to have the soil tested. Heather Torrens confirmed that costs associated with the site assessment (ie. drilling test holes, collecting/analyzing soil and groundwater samples, and related engineering fees) would be eligible for reimbursement upon re-admittance to the Program. If the remediation costs exceed the approved grant funding, the Village would be responsible for those additional costs. Heather was not able to provide a range or estimate of what a typical remediation project would cost without knowing the extent of the contamination.

ALTERNATIVES:

1. That the Village Council authorize the Administration to submit a letter to the Municipal Affairs Tank Site Remediation Program requesting that the Bawlf File #9432 be reopened and considered for grant funding for two Village owned parcels, namely North Lots 15, 16 & 17, Block 2, Plan RN57 and South Lots 15, 16 & 17, Block 2, Plan RN57.
2. That the Village Council not pursue reopening the Tank Site Remediation Program File #9432 at this time.

RECOMMENDATION:

It is recommended that the Village Council not pursue reopening the Tank Site Remediation Program File #9432 at this time.

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: November 15, 2012
SUBJECT: Master Rates Bylaw #583/12

PURPOSE:

The purpose of this memo is to present Bylaw #583/12, the Master Rates Bylaw, to the Village Council for first reading.

BACKGROUND:

The attached Master Rates bylaw is presented to Council annually for approval. The only change that appears in this update is a \$0.10 increase in the recycling rate.

In the Municipal Inspection Report, it was suggested that the Village consider implementing the full cost accounting method for setting utility rates (on page 37 of the report). Costs such as wages, postage, computer time, administration time and amortization would be included in the calculation. The Master Rates bylaw can be amended and passed again at any time during the year if the utility rates change.

ALTERNATIVES:

1. That the Village Council give first reading to Bylaw #583/12, the Master Rates Bylaw.
2. That the Village Council make amendments to the proposed Bylaw #583/12, the Master Rates Bylaw, and then give first reading to the bylaw including amendments.

RECOMMENDATION:

It is recommended that the Village Council give first reading to Bylaw #583/12, the Master Rates Bylaw.



**REGIONAL EMERGENCY
MANAGEMENT SERVICES LIAISON
STEERING COMMITTEE
AGENDA ITEM**

CONFIDENTIAL

Meeting: REMSL Steering Committee	Meeting Date: October 25, 2012
Agenda Item No: (1)	Confidential: No
Issue/Subject: Regional Collaboration Grant Program Application	
Originated By: Al Radke	Title: Assistant County Administrator

BACKGROUND INFORMATION

On September 13, 2012 the following resolution was made by Rosalind Village Council:

MOVED by Councilor Bowie to support a Regional Collaboration Program grant application for the purpose of offsetting initial start-up costs for potential implementation.

Res. #343-2012

CARRIED

On September 25, 2012 the following resolution was made by Camrose County Council:

R. BJORGE - That Council authorize Camrose County to participate in an application for the Regional Emergency Management Services Liaison project, under the Regional Collaboration component of the Regional Collaboration Program and further, that Camrose County, as a participant agrees to abide by the terms of the Conditional Grant Agreement, governing the purpose and use of the grant funds and further that Camrose County, as the applicant agrees to enter into a Conditional Grant Agreement, governing the purpose and use of the grant funds.

On October 2, 2012 the following resolution was made by Bashaw Town Council:

Moved by Councilor McDonald that the Town of Bashaw Council authorizes that the Town of Bashaw participates in an application for the Regional Emergency Management Services Liaison project, submitted by Camrose County under the Regional Collaboration component of the Regional Collaboration Program, further, that the Town of Bashaw, a participant, agrees to abide by the terms of the Conditional Grant Agreement, governing the purpose and use of the grant funds.

On October 17, 2012 the following resolution was made by Bawlf Village Council:

MOTION 178/12 MOVED BY Mayor Blatz that the Village Council authorize the Village of Bawlf to participate in an application for the Regional Emergency Management Services Liaison project, submitted by Camrose County under the Regional Collaboration component of the Regional Collaboration Program, and further, that the Village of Bawlf, a participant, agrees to abide by the terms of the conditional Grant Agreement, governing the purpose and use of the grant funds.

The other partners have probably already made their resolutions as well. They have probably just not filtered through on paper or e-mail yet or have been misplaced in the shuffle. Representatives

5f.)

are surely privileged to speak to the matter at the meeting.

FINANCIAL IMPLICATIONS:

COMMUNICATION:

DOCUMENTATION:

OPTIONS:

PROS:

CONS:

DISCUSSION:

RECOMMENDED ACTION:

That the Steering Committee direct the recording secretary to prepare a Regional Collaboration Grant Program Application for cooperative processes and start-up costs for a regional fire service.



**REGIONAL EMERGENCY
MANAGEMENT SERVICES LIAISON
STEERING COMMITTEE
AGENDA ITEM**

CONFIDENTIAL

**Meeting: REMSL Steering
Committee**

Meeting Date: October 25, 2012

Agenda Item No: (2)

Confidential: No

Issue/Subject: Job Description

Originated By: Al Radke

Title: Assistant County Administrator

BACKGROUND INFORMATION

On September 27, 2012 the following resolution was made by the REMSL Steering Committee:

EMC#24/12 G. BLATZ – That the Steering Committee adopt the framework of the job description based on input and consultation from participating member Councils and Fire Chiefs.

The Steering Committee must now come to terms with the title of this position and who this position reports to.

Some of the titles bantered around at the last Steering Committee meeting were Regional Fire Liaison, Regional Emergency Liaison and District Chief. Members were also encouraged to solicit input from their respective Fire Chiefs.

The Steering Committee members were also tasked with who this position should report to. Giving consideration to the Municipal Government Act, Councils have the authority to establish positions to carry out functions of Designated Officers and those positions generally are subject to the supervision of and accountable to the Chief Administrative Officer. Perhaps the governance structure of how this position is going to report to the various Councils and how the various Councils are going to be bound to an agreement should first be explored? Is an agreement necessary? If so, it should potentially contain the names of the member municipalities, funding formula and methodology, obligations on behalf of each participating member, term, grievance procedure, number years that a municipality is locked in for until they can consider opting out and being independent, and possibly more with ideas suggested by the Steering Committee.

FINANCIAL IMPLICATIONS:

COMMUNICATION:

DOCUMENTATION:

OPTIONS:

PROS:

CONS:

DISCUSSION:
RECOMMENDED ACTION:
That the Steering Committee adopt the title of _____ for this newly created regional fire services position.
That the Steering Committee direct the recording secretary to prepare a proposed binding agreement for review at the next meeting.



**REGIONAL EMERGENCY
MANAGEMENT SERVICES LIAISON
STEERING COMMITTEE
AGENDA ITEM**

CONFIDENTIAL

**Meeting: REMSL Steering
Committee**

Meeting Date: October 25, 2012

Agenda Item No: (3)

Confidential: No

Issue/Subject: Position Salary

Originated By: Al Radke

Title: Assistant County Administrator

BACKGROUND INFORMATION

At the last Steering Committee meeting there was some discussion around actual salary, advertising the position and then the selection panel for potential interviewees. It was suggested that some local expertise be contacted.

A. Radke contacted Don Rosland, Field Officer East Central Alberta Emergency Management Agency, and he said that he would be glad to assist. There was some clarification, however, on the roll that he could have in the interview process. He can only review resumes and provide questions for the interview if the Steering Committee wishes. He will not be able to sit on the interview panel.

The writer also contacted Fire Chief Peter Krich from the City of Camrose. His response was, "Sure I would be interested in sitting in on the interview panel, if you require some assistance with that".

With regard to a salary survey, the writer also sent out 20 requests to various municipalities. The list and responses are below.

**REGIONAL FIRE CHIEF OR COUNTY FIRE CHIEF SALARY
SURVEY**

<i>Municipality</i>	<i>Salary</i>	
Yellowhead County	\$66,111 - \$83,685 \$102,063 -	
Leduc County	\$128,395 \$62,040 -	
Kneehill County	\$74,448	
Municipality of Crowsnest	\$80,000 - \$95,000	
Beaver Commission	\$85,000	
County of St Paul	\$62,500	currently going through a salary review

	\$76,147 -	
Clearwater County	\$92,680	
Athabasca County	\$60,000	contract - 30 hours per week
Flagstaff County		
	\$80,436 -	
Lacombe County	\$98,422	
County of Stettler		
County of Grande Prairie		
Mountainview County	No Fire Chief	
Parkland County		
Rocky View County		
Sturgeon County		
County of	\$68,696 -	
Wetaskiwin	\$86,904	
Ponoka County	\$90,000	
County of		
Paintearth	No Fire Chief	
Brazeau County		

Of the respondents with a salary, not all have bona fide regional fire services; but they do have a paid Fire Chief of some sort on payroll.

Taking into consideration the variance in responses, the lowest and highest values have been removed for calculation procedures.

The mean average low then becomes \$70,847 per annum and the mean average high becomes \$88,267 per annum.

This fits rather tightly with what the consultants had prepared in their report. They had pegged the salary at \$85,000.

For illustrative purposes, should a candidate be selected for or reach the highest salary value within a short duration, the per capita amount would be \$5.28 for each urban partner and \$12.34 for the County. This differs slightly from the model where urbans were shown an example of \$5.12 and the County \$11.96 based on an \$85,000 salary.

Taking into consideration the County's nine step grid format, the writer has developed the following proposed salary grid for this regional position.

0	1	2	3	4	5	6	7	8
\$70,847.00	\$72,972.41	\$75,161.58	\$77,416.43	\$79,738.92	\$82,131.09	\$84,595.02	\$87,132.87	\$89,746.86

The increments are consistent with County formulas. Due to this, that is why the last figure changes modestly from the average mean high previously tabulated.

This would mean that the highest order would equate to \$5.35 and \$12.51 respectively.

This does not mean that the position would necessarily be hired at the highest rate. The Steering

Committee should remember that the starting salary can be negotiated during the interview process if and when a suitable candidate is selected. This salary grid just gives the Steering Committee some lateral range and pegged intervals to work with.

The Steering Committee should now consider taking this salary grid back to their respective Councils for approval. The numbers reflect what should be a fair representation in the province or at least the survey sample. These figures will also assist the various municipalities to begin or carry on with budgeting and insert some figures to the process of deliberations to establish inaugural operating budgets for this initiative in 2013.

FINANCIAL IMPLICATIONS:

COMMUNICATION:

DOCUMENTATION:

OPTIONS:

PROS:

CONS:

DISCUSSION:

RECOMMENDED ACTION:

That the Steering Committee take the proposed salary grid back to their respective Councils for approval.



**THE LATEST ISSUES
IMPACTING
MUNICIPALITIES**

**“PRESERVING & ENFORCING
MUNICIPAL RIGHTS”**

Show Me the Money

And other lessons learned from planning
and development enforcement

Contractual Enforcement

How to get what you bargained for

Court-Ordered Compliance

(Breakout Session – Topic 1)

Unsightly properties and injunctive relief

Water, Wastewater and Recycling... Oh My!

(Breakout Session – Topic 2)

Legal challenges facing municipal utility services

Bear Pit Session

Your Questions Answered

In Municipal Law 2013

NEW VENUE Calgary

Thursday, February 7, 2013

Coast Plaza Hotel & Conference Centre

1316 – 33rd Street, NE

Phone: 403.248.8888

8:00AM – 3:30PM (Reception to follow)

Registration and Breakfast at 8:00AM

Edmonton

Thursday, February 21, 2013

Northlands EXPO Centre

7300-116 Avenue

8:00AM – 3:30PM (Reception to follow)

Registration and Breakfast at 8:00AM

SEE REVERSE SIDE FOR REGISTRATION DETAILS

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

Planning & Development, Construction & Tendering, Expropriations, Environmental,
Employment & Labour, Municipal Utilities & Utility Regulation, ERCB, Municipal Corporations,
Privacy & Access to Information, Real Estate, Administrative Law



B R O W N L E E
L L P
B a r r i s t e r s & S o l i c i t o r s

Register by faxing or mailing this sheet to:

Attention: Karen Rampold

Brownlee LLP

Suite 2200, 10155 - 102 Street

Edmonton, Alberta T5J 4G8

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

Fax: (780) 424-3254

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

☐ Yes, I will be attending in: ☐ Edmonton Feb 21/13 ☐ Calgary Feb 7/13

(Please include names of all individuals attending)

Name(s) & Position:

Breakout Session

Preferred: ☐ TOPIC #1 ☐ TOPIC #2

Municipality:

Address:

City:

PC:

Phone:

Fax:

E-Mail:

Registration Fee
\$125/person (no GST)

Payment options

- If mailing, please send a cheque payable to Brownlee LLP along with your registration form
- Credit Card payments can be made online at www.brownleelaw.com/payment/
- If sending a fax or e-mail, we will e-mail you an invoice for the total

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

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

Registration Deadlines: January 11, 2013 for both Calgary & Edmonton Seminars



Camrose County

3755 - 43 Avenue, Camrose, Alberta, T4V 3S8
Phone (780) 672-4446 Public Works (780) 672-4449 Fax (780) 672-1008
Website: www.county.camrose.ab.ca E-mail: county@county.camrose.ab.ca
Facebook: Camrose County Twitter: @CamroseCounty



October 16, 2013

Lynn Horbasenko
CAO
Village of Bawlf
Box 40
Bawlf, AB T0B 0J0

Dear Ms. Horbasenko:

2013 Camrose & District Support Services

As you are aware, Camrose County is the Unit Authority or lead municipality in the Family & Community Support Services funding agreement with the Province. The program, known as Camrose County, is a multiple municipality scope. Participating municipalities include Camrose County, the Villages of Bawlf, Bittern Lake, Edberg, Ferintosh, Hay Lakes, New Norway and Rosalind as well as the City of Camrose.

The Province makes a committed contribution equivalent to 80% of the funding required to provide for the establishment, administration, and operation of a Family & Community Support Services Program based on a predetermined funding formula. All participating municipalities must contribute their 20% share. However, they can also elect to over contribute.

In 2013, the mandatory committed amount required from your municipality is \$2,389.75.

In preparation for 2013 budget deliberations, Camrose County would like to know if your municipality is going to additionally over contribute and if so, by what amount?

I trust that this meets with your satisfaction and approval. Should you require any further information or clarification, please do not hesitate to contact me. Please forward your information to Camrose County at your earliest convenience.

Sincerely,

Al Radke, BSBA, CLGM
Assistant County Administrator

cc Margaret Holliston - CDSS

5h.)

Bawlf Public Library
Box 116
Bawlf, AB T0B 0J0

November 12, 2012

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

RE: BAWLF PUBLIC LIBRARY REQUEST FOR FUNDING

Dear Mayor Blatz & Council:

Please find enclosed the Bawlf Public Library's 2013 Budget/2012 Actuals for your review. We are requesting a contribution of \$3,000 from the Village of Bawlf. Other budget highlights include:

- Providing staff with raises (\$1.50 per hour) to align wages with comparable municipal libraries.
- Establishing a technology reserve (i.e. \$10,000) for Fortenet replacement and computers, including public access computers.
- Investing in GICs (i.e. two at \$5,000) for library improvements.

Currently, we have 124 memberships (individual and family) including 63 from the Village of Bawlf, 54 from Camrose County and seven from the Village of Rosalind. We expect this number to grow as we are awaiting renewals.

We look forward to the continued support of the Village of Bawlf. If you have any questions, please contact me at (780) 373-2510 or jwiwad@hotmail.com.

Sincerely,



Julie Ewashko
Library Board Chair

DAVID KNIPE MEMORIAL LIBRARY BUDGET

2012	Actual - Sept	Budget	2013 Budget
INCOME			
Government Income			
ACD Grant (Ab Gov't)	\$6,540.00	\$6,480.00	\$6,500.00
PRL Service Grant	\$0.00	\$5,900.00	\$5,900.00
Village of Bawlf	\$3,000.00	\$3,000.00	\$3,000.00
Village of Rosalind			\$0.00
County of Camrose	\$5,933.00	\$2,300.00	\$3,000.00
Cap Grant	\$0.00		\$0.00
Other Grants	\$0.00		\$0.00
TOTAL GOVERNMENT INCOME	\$15,473.00	\$17,680.00	\$18,400.00
OTHER INCOME			
Bawlf and District Rec Assoc.	\$1,000.00	\$1,000.00	\$1,000.00
Memberships	\$545.00	\$500.00	\$500.00
Fines	\$121.20	\$150.00	\$150.00
Donations	\$251.95	\$100.00	\$100.00
Program Income	\$0.00	\$150.00	\$100.00
Fundraisers	\$4,456.50	\$1,250.00	\$1,250.00
Sale of Books & Video's	\$0.00	\$80.00	\$80.00
Postage Refund	\$10.63	\$50.00	\$50.00
Miscellaneous Income	\$53.85	\$75.00	\$75.00
GST Rebate	\$0.00	\$0.00	\$0.00
Parkland Allotment Books Only	\$0.00	\$2,350.00	\$2,400.00
TOTAL OTHER INCOME	\$6,439.13	\$5,705.00	\$5,705.00
TOTAL INCOME	\$21,912.13	\$23,385.00	\$24,105.00
EXPENSES			
EMPLOYMENT EXPENSES			
Wages/Holiday Pay	\$9,948.69	\$15,000.00	\$16,500.00
CPP Expense	\$429.44	\$250.00	\$500.00
EI Expenses	\$342.11	\$400.00	\$500.00
WCB Expense	\$0.00	\$50.00	\$50.00
TOTAL EMPLOYMENT EXPENSES	\$10,720.24	\$15,700.00	\$17,550.00
OPERATING EXPENSES			
Books Allotment	\$0.00	\$2,350.00	\$2,400.00
Books Periodicals	\$23.00	\$0.00	\$50.00
Audio Visual (Videos/DVD's)	\$0.00	\$0.00	0
Program Expenses	\$100.89	\$200.00	\$200.00
TOTAL OPERATING EXPENSES	\$123.89	\$2,550.00	\$2,650.00

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: November 15, 2012
SUBJECT: Alberta Animal & Municipal Enforcement Services 2013 Contract

PURPOSE:

The purpose of this memo is to present the proposed 2013 bylaw contract and propose a change in the number of patrols in the Village of Bawlf.

BACKGROUND:

The attached 2013 contract is similar to the 2012 contract the Village signed with Alberta Animal & Municipal Enforcement Services. We currently receive four (4) one hour patrols per month at a monthly cost of \$560/month (\$140/hour). Annually, we budget \$6720 (2012 budget). Alberta Animal & Municipal Enforcement Services is proposing a 3% increase for 2013.

A few other municipalities have reduced the number of patrols during the winter months to one patrol every other week. Generally, it is believed that the number of bylaw violations decreases during the winter (ie. uncut lawns, unsightly premises, etc.). If we reduced the winter patrols in Bawlf during the five months of November to March, we could realize an annual savings of approximately \$1440.

ALTERNATIVES:

1. That the Village Council authorize the Administration to request a reduction in the number of patrols provided by Alberta Animal & Municipal Enforcement Services during the months of January-March and November & December 2013 to every other week and continue with weekly patrols during the rest of the 2013 year.
2. That the Village Council agree to the proposed 2013 contract with Alberta Animal & Municipal Enforcement Services to provide weekly patrols at a cost of \$576.80 per month.
3. That the Village Council refer the proposed 2013 contract with Alberta Animal & Municipal Enforcement Services to the 2013 budget deliberations.

RECOMMENDATION:

It is recommended that the Village Council refer the proposed 2013 contract with Alberta Animal & Municipal Enforcement Services to the 2013 budget deliberations.

*Reduced
Oct-Mar.*



ALBERTA ANIMAL & MUNICIPAL ENFORCEMENT SERVICES



November 6 2012

Re: Contract for Animal Control Services

Enclosed you will find an updated contract for your Municipality.

We have updated our fee schedule for 2013. Your patrol fees will have increased in accordance with the cost of living and have increased 3% we have kept the court fees, special patrol rates, and dog boarding rates at the same cost.

I have also included a current copy of our Company Confirmation of Insurance for your records.

If we could have a signed copy sent back to us that would be great. Thank You

We look forward to our continued work in Bawlf. If you have any questions regarding your contract please feel free to contact me.

Sincerely,

Erica Coomber
Shelter Administrator
Veterinary Office Assistant
Alberta Animal Services



CERTIFICATE OF INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.

INSURED'S FULL NAME AND MAILING ADDRESS

RIVERSIDE KENNELS (1988) LTD. a/o 773611 Alberta Ltd.
 o/a Alberta Animal Services
 4640 - 61 Street
 Red Deer, AB T4N 2R2

CERTIFICATE HOLDER - NAME AND MAILING ADDRESS

AS REQUESTED

COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE (MM/DD/YYYY)	EXPIRY DATE (MM/DD/YYYY)	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)	
				COVERAGE	AMOUNT OF INSURANCE
COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> PER OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND/OR COMPLETED OPERATIONS <input checked="" type="checkbox"/> BROAD FORM PROPERTY DAMAGE <input checked="" type="checkbox"/> CROSS LIABILITY/PERSONAL INJURY/CONTRACTORS PROTECTIVE LIABILITY/CONTINGENT EMPLOYERS LIABILITY <input checked="" type="checkbox"/> TENANTS' LEGAL LIABILITY <input checked="" type="checkbox"/> NON-OWNED AUTOMOBILES <input type="checkbox"/> LIMITED POLLUTION LIABILITY - SUDDEN & ACCIDENTAL	INTACT INSURANCE 5V0106379	05/01/2012	05/01/2013	COMMERCIAL GENERAL LIABILITY	\$2,000,000
				BODILY INJURY AND PROPERTY DAMAGE	\$2,000,000
				LIABILITY	GENERAL AGGREGATE
					\$5,000,000
				EACH OCCURRENCE	\$2,000,000
				PRODUCTS AND COMPLETED OPERATIONS AGGREGATE	\$2,000,000
				PERSONAL AND ADVERTISING INJURY LIABILITY	\$2,000,000
				MEDICAL PAYMENTS	\$ 10,000
				TENANTS' LEGAL LIABILITY	\$ 500,000
				NON-OWNED AUTOMOBILE	\$2,000,000
EXCESS LIABILITY <input checked="" type="checkbox"/> UMBRELLA FORM	INTACT INSURANCE 5V1113949	05/01/2012	05/01/2013	EACH OCCURRENCE	\$2,000,000
				AGGREGATE	\$2,000,000
OTHER LIABILITY (SPECIFY) <input type="checkbox"/>					

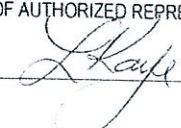
ADDITIONAL INSURED NAME AND MAILING ADDRESS

DESCRIPTION OF OPERATIONS, LOCATIONS, AUTOMOBILES, SPECIAL ITEMS

SUBJECT TO STANDARD POLICY WORDING, CONDITIONS, EXCLUSIONS, ETC.

CANCELLATION

Should any of the above policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 0 days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE (MM/DD/YYYY)	EXPIRY DATE (MM/DD/YYYY)	COVERAGE	AMOUNT OF INSURANCE
AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> All vehicles owned by, Licensed and Leased in the Name of the Insured - PER OCCURRENCE	INTACT INSURANCE 7V5200317	05/01/2012	05/01/2013	BODILY INJURY AND PROPERTY DAMAGE COMBINED	\$2,000,000
SIGNATURE OF AUTHORIZED REPRESENTATIVE	AUTHORIZED REPRESENTATIVE			DATE	
	Linda Kaye CIP			April 16, 2012	



ALBERTA ANIMAL & MUNICIPAL ENFORCEMENT SERVICES



Contract

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

AND

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

Effective from: JANUARY 1, 2013 to DECEMBER 31, 2013

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

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

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



ALBERTA ANIMAL & MUNICIPAL ENFORCEMENT SERVICES



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

17 APR 1971
K/1000000

THE
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C. 20535

TO : DIRECTOR, FBI
FROM : SAC, NEW YORK
SUBJECT: [illegible]

RE: [illegible]

NY 100-100000

NY 100-100000

NY 100-100000

NY 100-100000

NY 100-100000

NY 100-100000

NY 100-100000



ALBERTA ANIMAL & MUNICIPAL ENFORCEMENT SERVICES



14. The Contractor shall provide patrols as agreed upon between the two parties.
15. The Municipality shall supply the Contractor with a list of known Animal owners, along with addresses, in the Municipality on a regular basis or as requested.
16. The Contractor shall provide a minimum of four (4) one hour patrols per month at a monthly cost of **Five Hundred and Seventy Sixty Dollars and Eighty Cents (\$576.80) plus GST.**
17. If further call-outs, other than outlined in Section 16 above, are requested of the Contractor by the Municipality, the Contractor shall make every effort to respond to the said requests and shall charge out these costs at a rate of **One Hundred Dollars (\$100.00) per hour.**
18. The Municipality shall pay to the Contractor for each unclaimed Animal as follows:

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

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

The Municipality of Bawlf

Date _____

Per _____

Alberta Animal Services

Date: Nov 6 12

Per

[Signature]

November 07, 2012

VILLAGE OF BAWLF
BOX 40
BAWLF, AB T0B 0J0

Re: 2013 Support Agreement

Attention :Lynn Horbasenko

You will find 2 copies of your 2013 Support Agreement please sign and return one copy to MuniWare. There will be a 1% increase to the Support Payment for the 2013.

MuniWare Momentum is in full swing and we have 56 clients currently running with 2 more installs every week. The response has been mostly positive. We are enhancing this product every couple of weeks, thus supplying you with real value for your upgrade cost.

New to MuniWare Momentum among many things, is our email feature. This allows you to email your accounts receivable, payables, taxes notices, utility bills and payroll stubs to your residents and staff saving you money. Please enquire if you are interested.

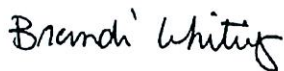
This past year we have made many changes to how we deliver support to our clients; one would be our new online support ticket system Zendesk. This has allowed both the support team and your staff real time updates to their tickets. This has increased our productivity and allowed us better management tools. If I could ask one thing is please have your staff log their tickets through our Zendesk and not email us directly. If we get emailed directly I cannot assure that email is made into a ticket. If no ticket is created I cannot answer any questions you may have about it. The link below is to our Zendesk which all your staff members should be using in order to contact our Support Staff. Documentation using MuniWare Zendesk is on Zendesk.

<https://muniware.zendesk.com/home>

We will also be launching our new website by the end of the year. We will have many new tools on there as well. Check it out at www.muniware.com.

If you have any questions or concerns regarding your support agreement, please contact the office.

Yours truly,



Brandi Whiting
CEO, Director of Operations

S.K.)

MUNICIPAL INFORMATION SYSTEMS INC.

2013 Municipal Software Support Agreement

THIS AGREEMENT MADE THIS _____ DAY OF _____
AT THE _____, IN THE PROVINCE OF ALBERTA.

BETWEEN:

**Municipal Information Systems Inc.
(Hereinafter referred to as "MuniWare")**

-and the-

**VILLAGE OF BAWLF
OF THE SECOND PART**

WHEREAS, MUNIWARE will supply the following support in conjunction with MuniWare software;

1. Phone support between the hours of 7:30 A.M. and 5:30 P.M. Mountain Standard Time Monday through Friday except Statutory Holidays while this support agreement is in force.
2. Minor releases to MuniWare Software include the provision of error corrections and/or updates from time to time at no additional charge while this support agreement is in force. Minor releases or updates are reflected by a change in the second digit of the rev number (right of the decimal), in most cases.
3. Modem/Internet Support for MuniWare Software while this support agreement is in force.
4. Maintenance and Support will be provided only with respect to versions of the Software that are being supported by MuniWare.
5. Custom enhancement will be considered and evaluated with the development of additional upgrades and/or additions to the software for your specific use and will respond to your requests for additional services pertaining to the software (e.g. Data conversion, additional functionality, additional reports, and report-formatting assistance). MuniWare will not undertake additional custom enhancements without first providing you with a cost estimate of the work and receiving a signed work order for the upgrade. In addition MuniWare retains exclusive ownership of all customizations and reserves the right to include customizations in future releases of the software.
6. ON-SITE ASSISTANCE: At MuniWare's discretion, MuniWare can decide to provide Maintenance and Support at the Customer Site. In such event Customer will reimburse MuniWare for all related traveling expenses and costs for board and lodging.

This Software Support Agreement only includes software that was manufactured exclusively by MUNIWARE and includes our Municipal Information Systems Inc. (MuniWare) product picture. Items not covered under this support agreement include, but is not limited to the following:

1. Accounting procedures including reconciliation and account balancing.
2. Database manipulations including the retrieval of lost or deleted database items.
3. Correcting errors resulting from improper use of the software.
4. Training of new employees or re-training of existing employees.
5. Any work that requires MUNIWARE personnel to be on the client site.
6. Data file conversions.
7. If Patches are not downloaded and installed in correct sequence and date an error may occur due to missing information from a previous patch.
8. MuniWare is not responsible for the installation of our software on computers that do not meet our requirements.
9. Loss of installation CD can be replaced at a cost of \$25.00 plus GST.
10. Improper installation by Municipality or use of the Software that deviates from any operating procedures established by MuniWare in the applicable Documentation.
11. Modification, alteration, addition or attempted modification, alteration or addition of the Software undertaken by persons other than MuniWare or MuniWare's authorized representatives.

any of the above work is necessary, a separate billing will be issued detailing work performed and billed in ¼ hour segments at the following rates:

Labour (in-house)	\$ 85.00 per hour plus GST
Labour (on-site)	\$120.00 per hour plus GST
Travel Time	\$ 50.00 per hour plus GST
Mileage	\$ 0.50 per km plus GST
On / Off Site Training	\$750.00 per day plus GST
Subsistence	At Cost

RESPONSIBILITIES OF THE VILLAGE OF BAWLF. MuniWare's provision of Maintenance and Support to the **VILLAGE OF BAWLF** is subject to the following:

1. The **VILLAGE OF BAWLF** shall provide MuniWare with access to Customer's Personnel and Equipment during normal business hours. This access must include the ability to dial-in to the Equipment on which the Software is operating and to obtain the level of access necessary to support the Software.
2. The **VILLAGE OF BAWLF** agrees to make available on the Server a Modem that can be used in conjunction with Bomgar if you are not on high speed internet.
3. The **VILLAGE OF BAWLF** shall provide supervision, control and management of the Use of the Software. In addition, the **VILLAGE OF BAWLF** shall implement procedures for the protection of information and the implementation of backup facilities in the event of errors or malfunction of the Software.

4. The **VILLAGE OF BAWLF** shall document and promptly report all errors or malfunctions of the Software to MuniWare. MuniWare shall take all steps necessary to carry out procedures for the rectification of errors or malfunctions within a reasonable time after such procedures have been received from the **VILLAGE OF BAWLF**.
5. The **VILLAGE OF BAWLF** shall maintain a current backup copy of all programs and data.
6. The **VILLAGE OF BAWLF** agrees not to use or transfer the prior versions of the software but to destroy or archive in the proper manner.
7. The **VILLAGE OF BAWLF** shall properly train its personnel in the Use and application of the Software and the Equipment on which it is used.
8. The **VILLAGE OF BAWLF** must return a signed Municipal Software Support Agreement prior to agreement commencement date in order to receive continued support.

The **VILLAGE OF BAWLF** agrees to pay a support/maintenance fee of **\$257.09** per month for the 2013 calendar year which entitles Customer to all Updates and Minor Updates of the Software which have been released during the same period. The Maintenance Fee is due and payable in full in advance within thirty (30) days after the date of delivery of the Software. Any amounts outstanding after thirty (30) days will be subject to interest of 1% per month, which will be immediately due and payable. Any additional Software purchased subsequent to the signing of this Agreement will be prorated and billed separately. Payments will be due and payable on receipt of MUNIWARE invoice for said support. It is also acknowledged that additional support must be purchased for all MUNIWARE Software owned and in use.

The **VILLAGE OF BAWLF** may terminate this Agreement by giving 3 months written notice of such termination. Notwithstanding the above termination, this agreement must be renewed each year.

This Agreement will commence on the first day of January 2013.

Each party acknowledges that they have read this Agreement they understand the Agreement and agree to be bound by its terms.

VILLAGE OF BAWLF

Municipal Information Systems Inc.

Brandi Whiting

Chief Elective Officer

Brandi Whiting
CEO, Director of Operations

Chief Administrative Officer

MEMORANDUM

TO: Village Council
FROM: Village Manager
DATE: November 15, 2012
SUBJECT: Municipal Affairs – MGA Section 201

MUNICIPAL AFFAIRS DIRECTIVE OR RECOMMENDATION:

Directive 5: *I direct council to discontinue exercising a power or function or performing any duties that are assigned to the chief administrative officer (CAO) or a designated officer in accordance with section 201 of the MGA; this includes intervening in any matters involving village employees.*

Recommendation 16: *That the village councilors adhere to section 201 of the MGA and consult with the CAO when addressing matters related to the work and conduct of village staff.*

BACKGROUND:

Section 201 of the Municipal Government Act (MGA):

Part 6

Municipal Organization and Administration

Council's principal role in municipal organization

201(1) A council is responsible for

- (a) developing and evaluating the policies and programs of the municipality;
- (b) making sure that the powers, duties and functions of the municipality are appropriately carried out;
- (c) carrying out the powers, duties and functions expressly given to it under this or any other enactment.

(2) A council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the chief administrative officer or a designated officer.

1994 cM-26.1 s201

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Village Council accept this memorandum outlining the requirements of Municipal Affairs' Directive 5 and Recommendation 16 with respect to Section 201 of the Municipal Government Act as information.

MAYORS REPORT NOV 2012

- . Oct 25 Regional Emergency Management Services Meeting
- . Nov 11 Remembrance Day Service Daysland
- . Nov 15 Recreation Board Meeting (main discussion was curling rink)
- . Nov 18 Lions Club Supper
- . Nov 19 Operating Budget Meeting
- . Nov 21 Council Meeting
- . Nov 28 Tentative Budget Meeting
- . Dec 6 next Regional Emergency Management Services Meeting

Gordie Blatz

Report from the Administration

For the period October 12 – November 15, 2012

Administration:

- The Village Voice was distributed on November 1st.
- The web site is being updated as required.
- Utilizing Facebook to post reminders for events and recycling days.
- There was some miscommunication among Fortis Alberta staff regarding the Village's 3% franchise fee that the Council chose to implement effective January 2013. They are still trying to get their paperwork in order for a January start but if they are not able to, the franchise fee may not be implemented until April 2013.
- The Communications Coordinator updated the civic address map that also includes the names of the residents. The map was produced in Publisher and staff will have the ability to update it in house, as required.
- Other maps are being updated as well.
- Letters have been sent to landowners with outstanding taxes reminding them of the 18% penalty on January 1, 2013.
- Letters have also been sent to those residents in arrears with their utility bills. More are signing on for the automatic payment plan.
- Still awaiting the STEP Grant for 2012.
- Administration staff have been tackling the outstanding filing and are making progress.
- All staff have been assisting with budgeting for their respective areas of responsibility.
- The Village Manager was away from the office from November 7-12.
- The Village Manager attended the following external meetings:
 - October 18 – Regional CAO Meeting – Bawlf

Development:

- The Village's vacant lots have been listed on Kijiji since October 12th and have received 137 hits as of November 6, 2012. There is one inquiry that has been referred to the Village but we have not yet heard from the interested party.
- The total number of development permits approved to date in 2012: six.
- Total compliance certificates issued in 2012: three + one non-compliant.

Public Works:

- The leaking hydrants have been drained one more time.
- Some gravel was added to a few alleys just prior to the snowfall.
- Snow clearing as required. The work experience helped with snow shovelling after the recent snow.
- The hydraulics and fittings on the bobcat had some minor maintenance done.

- The cattails in the large ditch running north toward the Daysland Drainage Ditch were cut and hauled to the burn pile. This should assist with the flow of water during the spring melt.
- Spoke with Focus Corporation to notify Stewart Weir that the Village Council accepted Alberta Transportation's offer to not proceed with encasing the sewer line under the elevator access road in lieu of entering into an agreement that states AB Transportation will cover all costs should repair or replacement be required in the future.

Parks and Facilities:

- Topsoil was added to the sterile spots on the lawn at the hall. Seeding will occur in spring.
- Hall bookings have been relatively slow; however, we just booked two family Christmas events.
- One camper is still utilizing the park but only using the power.
- The park and curling rink have been completely winterized.
- A few more ants were found around one register in the library when the heat was turned on after the first snowfall.
- Two remote thermostats were installed in the building on Tuesday, November 6.

By-Law Services:

- Received another complaint about a resident parking in a back alley but the person did not want to complete a complaint form. The bylaw officer was going to check on it regardless.
- Received a payment for \$100 for the recent traffic bylaw tickets.

Fire Department:

- The Fire Department responded to 1 medical call and 1 motor vehicle call in the month of October.
- Two practices were held in October.
- The Fire Chief, Deputy Fire Chief and CAO were scheduled to meet with a representative from Read Construction regarding the expansion of the fire hall on November 5th. He did not show for the meeting and agreed to call the Fire Chief directly to arrange another meeting date.

**MINUTES OF THE CAMROSE AND DISTRICT SUPPORT SERVICES REGULAR
BOARD MEETING HELD ON SEPTEMBER 24, 2012 AT 9:00 A.M. AT CDSS**

PRESENT: Doug Lyseng Representing the Camrose County
 Max Lindstrand Representing the City of Camrose
 John Howard Representing the Participating the City of Camrose
 Dirk Bannister Representing the Participating Villages of the Camrose County

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

ABSENT: Vern Peterson Representing the Camrose County

John Howard in the Chair

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

Agenda 36/2012 Max Lindstrand: That the agenda be approved as circulated. Carried.

37/2012 Minutes Doug Lyseng: That the minutes of the June 18, 2012 meeting be approved as revised. Carried.

Business Arising from the Minutes

CDSS Renewal Margaret Holliston has discussed the CDSS lease renewal with Paul Nielsen. As a result of the 10 year capital cost recovery payments ending, the square footage cost will be decreased. The lease needs to be signed by December 31, 2012.

Executive Director Performance Appraisal John Howard will present the Executive Director's Performance Appraisal at the October, 2012 meeting.

FCSS Program Review Report The FCSS Program Review Report was circulated in the Board package. The Review was very positive, with no concerns noted.

38/98 Max Lindstrand: That the FCSS Program Review Report be received as information. Carried.

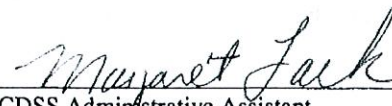
OSCAR A letter was received from Dave Hancock, Minister, Alberta Human Services, regarding out of school care legislative training requirements coming into effect September 1, 2012, and the impact this could have on the out-of-school care programs operated under the OSCAR Child Care Society.

Margaret Holliston prepared draft Guidelines and Procedures for the CDSS Top-Up Bursary Support for the OSCAR Program, which was presented and discussed with the CDSS Board.

39/2013 Max Lindstrand: That CDSS support OSCAR staff up-grading their level 2 credentials to the extent of \$150.00 per course, and that administration develop a policy regarding the bursary program. Carried.

Margaret will prepare the bursary program policy for the November 19, 2012 meeting.

Women's Shelter	A response regarding the Women's Shelter grocery budget was written in the CDSS Director's report.
East Central FCSSAA Regional Representative	The letter sent to Gerald Kuefler, East Central FCSSAA Regional Representative regarding the FCSSAA Board Structure was included as information.
CDSS Signing Authorities 40/2012	Dirk Bannister: That any two of the CDSS Board Members including John Howard, Max Lindstrand, Doug Lyseng, Vern Peterson, Dirk Bannister, and Executive Director Margaret Holliston, be authorized as signing authorities at the Royal Bank of Canada for CDSS Business. Carried.
Financial Statements	Val Faucher presented the financial statements ending August 31, 2012. Margaret Holliston will review CDSS vacation policy by the end of 2012. Dirk Bannister offered to assist in this review.
41/2012	Max Lindstrand: That the financial statements ending August 31, 2012 be adopted as received. Carried.
Global Budget	The Global Budget dated September, 2012 was presented as information.
Interim Program Reports	The Interim Program Reports were included in the Board package as information.
2013 COLA Salary Grid Adjustment	CDSS senior management and program directors are requesting a 2013 COLA adjustment to the CDSS Grid effective July 1, 2013, pending an increase in the 2013 FCSS Provincial grant.
42/2012 Invoice for Poverty Reduction Strategy	Dirk Bannister: That CDSS contribute \$1,000.00 towards the Action to End Poverty in Alberta for the years including 2012 and 2013, and that this amount be the final contribution to the Poverty Reduction Strategy. Carried.
FCSSAA Board Highlights and Call for Action	FCSSAA Board Highlights and Call for Action report were received as information.
Board Member Reports	Dirk attended the Village of Rosalind and Bawlf Council meetings. Dirk is looking forward to being an active member of the CDSS Board.
Director's Report	The CDSS Director's Report was received as presented.
Next Meeting	The Budget and Organization meeting will be held on October 22, 2012, from 9:00 a.m. – 3:00 p.m
Adjournment	John Howard declared the meeting adjourned at 11:40 p.m.


CDSS Administrative Assistant


CDSS Chair

Request for Proposal Alternate Transportation Services for Seniors - Rural Alberta Pilot Project

Introduction

Alberta's population is aging and it is anticipated this will increase the demand for alternate transportation services, particularly among seniors in rural areas. The Medically At-Risk Driver (MARD) Centre is inviting proposals from interested Alberta rural community organizations, rural municipalities, counties, or municipal districts to partner with MARD to develop and implement a sustainable model of alternate transportation for seniors and people with mobility issues in a rural area in Alberta. This pilot project is expected to begin in February 2013.

Background

The MARD Centre is located in the Department of Family Medicine at the University of Alberta (U of A). The Centre is a partnership driven initiative between the U of A and numerous public and private stakeholders including the provincial ministries of Health and Transportation; the Insurance Bureau of Canada; community-based organizations and agencies; not-for profit organizations; health care professionals; and researchers. MARD is committed to providing appropriate research and the translation of that knowledge for the benefit of all Albertans. MARD's mission is to enhance the safety and mobility of medically at-risk drivers and reduce the social, health, and economic impacts of medically at-risk and medically impaired drivers. Alternate transportation is one of MARD's three pillars of research (along with identification and assessment of medically at-risk drivers). Although medical conditions that affect driving can occur at any age, they are more likely to be associated with older ages. While the majority of seniors are licensed to drive, a significant number of seniors either voluntarily give up driving or 'have to' give up driving due to the presence of one or more medical conditions and/or medical treatments.

Meeting the mobility needs of seniors who voluntarily and involuntarily stop driving is challenging. Canadian data indicate that less than 6% of seniors use public transportation (Sleightholm et al., 2010), with public transport seen a "less attractive alternative than driving or being driven" (Coughlin, 2001, p. vi). In rural settings, meeting the mobility needs of seniors is even more challenging given the lack of public transportation in most rural communities, the geographic spread of residents, and concentration of specialized services in larger urban centers. Lack of access to transportation often results in unmet needs (e.g., reductions in access to medical services, other 'necessary' services [groceries, banking], and to social and religious activities) and can compromise a senior's ability to age in place and remain healthy and active. A focus on implementation and evaluation of sustainable models of alternate transportation for seniors in rural areas in Alberta is timely given the increases in longevity, the aging of the baby boomers, as well as the recent deregulation of the bus industry in Alberta.

The results of a recent survey of alternate transportation service providers in Alberta (Dobbs et al., 2009) indicated that existing services from alternate transportation service providers could be enhanced and improved across a number of dimensions (Availability, Acceptability, Accessibility, Adaptability, and Affordability [The Beverley Foundation, 2010]). There also is a need for more responsive service across all service providers (e.g., many service providers offer rides during the weekday but not on weekends, or during the daytime but not in the evening). In general, the results of the provincial survey indicate that there is a scarcity of alternate transportation for seniors in rural Alberta.

It is anticipated that Alberta's aging population will increase the demand for accessible and appropriate transportation including alternate transportation services to support mobility and social inclusion. Current transportation options in rural communities often are piecemeal, inconsistent, and are not always responsive to community needs.

Project Description

The goal of this project is the successful development and implementation of a sustainable, responsive model of alternate transportation for seniors in a rural area of Alberta. This will involve collaboration and strategic planning with stakeholders in the selected pilot area to identify and implement the most appropriate model for the region. The successful community will work with MARD (and related partners) to engage and liaise with community stakeholders and community organizations; establish and support an effective steering committee/project working group; identify an appropriate model for the region; and facilitate implementation and evaluation of the pilot project. The results of the pilot will be used to inform the development of a Guide for the Implementation of Age-Friendly Transportation in Rural Areas, which will support other Alberta rural communities in developing and implementing successful alternate transportation models. As this grant has a rural focus, the successful applicant will be from a non-metropolitan region, including urban settlements with a population of 25,000 or less.

In previous work, MARD has identified a number of models of alternate transportation for seniors used in rural areas in Canada and the United States with demonstrated sustainability over a significant period of time. The intent is to utilize the learning and expertise from those service providers in the implementation of a responsive model (or models depending on the needs of the communities) in the pilot area. Commonalities among the successful models of alternate transportation for seniors in rural areas that have been identified are: 1) community engagement with support at the 'grass roots' level; 2) tailoring the model to the specific needs and resources of the community; and 3) careful, deliberate, and proactive planning. MARD will be a full partner in this pilot project, offering communities a unique opportunity to leverage relevant expertise in the area of alternate transportation models.

Project Scope and Outcomes

The project outcomes will include the following elements: a community needs assessment; identification of partners, roles and responsibilities; evaluation of options; selection of appropriate model; development of action plan; implementation and evaluation of the pilot project; development of a long-term strategic plan for sustainability; and development of a Guide for the Implementation of Age-Friendly Transportation in Rural Areas which will be made available to support other communities. Personnel at the MARD Centre will be available to provide expertise, guidance, and in-kind resources on a number of these elements (e.g., assistance with the community needs assessment, evaluation of options, selection of appropriate model, development of a long-term strategic plan; and development of a Guide for the Implementation of Age-Friendly Transportation in Rural Areas). The project is limited in scope to the pilot and evaluation, and the community will be responsible for sustaining the model after the pilot project is complete.

This pilot project could support tangible improvements in the quality of life for seniors and people with disabilities through the effective coordination and delivery of alternate transportation services. The project has the benefit of increasing understanding of transportation services and needs in rural Alberta, and improving knowledge of appropriate and responsive alternate transportation models for communities throughout the province. Potential outcomes include improved alternate transportation services in rural Alberta, resulting in improved access to needed services (e.g., health, essential, social, religious) for seniors, and a decreased risk of social isolation for seniors residing in rural Alberta. Because transportation is a key factor in social engagement, access to services is central to helping seniors to be able to remain in their homes and communities and in facilitating age-friendly communities. This project would have a widespread benefit as the results will be presented in a toolkit format which would allow other communities in rural Alberta to benefit from the findings.

Project Timelines

Applications are due by 1530 hours on December 21, 2012. Final funding decisions will be announced January 14, 2013. It is anticipated that this project will begin in February 2013 and will be complete by January 31, 2014. Final project reports will be due March 15, 2014.

Project Funding

MARD has secured funding that will be contributed to the project. The funding limit is \$75,000. Funding from MARD is not to exceed 50% of the total project costs. It is expected that the successful applicant will meet or exceed the amount requested from the grant, either in direct funds or through in-kind contributions (i.e. office space, staff time, etc.). Thus, applicants can apply for 50% of the total project budget up to a maximum of \$75,000. Any direct financial support that exceeds the project funding limit is the responsibility of the community. A detailed budget is to be included with all submissions, using the attached budget form.

Proposal Requirements

All applicants are required to complete their application using the attached form.

The proposal should:

- summarize suitability of community to undertake the pilot project;
- demonstrate an ability to facilitate effective community collaboration;
- demonstrate capacity to undertake the pilot project;
- articulate commitment and approach to leverage community resources;
- identify potential community partnerships and demonstrate partner commitments through letters of support;
- identify anticipated benefits and barriers to the pilot project;
- explain how the project will be sustained in the community once the pilot project is complete and providing supporting letters where appropriate; and
- outline the applicant's contribution to project funding (i.e. how in-kind support will be provided and associated valuations, available financial resources).

Selection Criteria/Evaluation of Proposals

Using criteria relevant to the proposal requirements, a Proposal Review Committee will review all proposals. The final decision will be based on consensus among committee members.

Proposal Deadline

Your proposal must be received on or before 1530 hours (3:30 pm) on Friday, December 21, 2012. Proposals will be accepted in either electronic or hard copy format.

Submission Instructions

Please email electronic copies to:

Meghan Linsdell
meghan.linsdell@ualberta.ca

You may also choose to mail a hard copy of submissions to:

Meghan Linsdell
Research Coordinator
1704 College Plaza
8215-112 St, Edmonton AB, T6G 2C8

Applicants requiring further clarification should contact:

Meghan Linsdell
Phone: (780) 492-5892
Email: meghan.linsdell@ualberta.ca

If during the review and preparation of the proposal, certain errors, omissions or ambiguities are discovered, questions should be addressed to Meghan Linsdell at the address stated above. Written clarification will be provided to all potential applicants. No person has the authority to verbally alter the details of the call for proposal.