



## **AGENDA**

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

**Wednesday, December 19, 2012 – 7:00 p.m.**

#### **Council Chambers**

#### **1. CALL TO ORDER**

#### **2. DELEGATIONS**

- a) 7:00 p.m. – Association for Life-wide Living (ALL) – Jack Ross

7:00.

#### **3. GENERAL GOVERNMENT**

- a) Agenda

**Motion** to adopt as presented

- b) Minutes of the Special Meeting of Council held November 19, 2012

**Motion** to adopt as presented

- c) Minutes of the Regular Meeting of Council held November 21, 2012

**Motion** to adopt as presented

- d) Minutes of the Special Meeting of Council held December 4, 2012

**Motion** to adopt as presented

- e) Accounts Payable – November 2012

**Motion** to accept as information

- f) Financial Statement – November 2012

**Motion** to accept for information

#### **4. BUSINESS ARISING**

- a) Municipal Affairs Directives and Recommendations

**Discussion**

- b) Auditor Contract Extension

**Rescind Motion 194/12**

**New Motion**

- c) Master Rates Bylaw 583/12

**Second & Third Reading**

- d) FortisAlberta Franchise Agreement Bylaw 584/12

**Second & Third Reading**

- e) Bawlf Public Library Board 2012 Actuals/2013 Budget – Second Page

**Motion**

- f) Alberta Animal & Municipal Enforcement Services 2013 Contract

**Motion**





- g) Fire Hall Renovation Update

**Motion**

- h) Tank Site Remediation Program – Further Information

**Discussion/Motion**

**5. NEW BUSINESS**

- a) Municipal Affairs Recommendation 5 – Public Forums

**Motion**

- b) Municipal Affairs Recommendation 6 – Review Provided Information

**Motion**

- c) Municipal Affairs Recommendation 7 – Pecuniary Interest

**Motion**

- d) Municipal Affairs Recommendation 8 – In Camera

**Motion**

- e) 2013 Interim Operating and Capital Budget

**Motion**

- f) Parkland Regional Library Satisfaction Survey

**Motion**

- g) Association for Life-wide Living (ALL) of Alberta – *as per delegation*

**Motion**

- h) Thermostat Controls

**Discussion**

**6. STANDING COMMITTEE REPORTS**

- a) Mayor's Report

- b) Administration Report

- c) Board Reports:

- Bawlf & District Recreation Association
- Shirley McClellan Regional Water Services Commission
- Regional Emergency Management Services Liaison

**7. CORRESPONDENCE**

- a) Battle River Water Management Plan Workshops

- b) Battle River Community Foundation Newsletter

- c) CDSS Board Meeting Minutes – October 22, 2012

- d) Parkland Regional Library Newsletter – Winter 2012 (*one copy to circulate*)

- e) Canadian Energy Pipeline Association Fact Sheets & Booklet

**8. CONFIDENTIAL ITEMS**

- a) Legal Matters

**9. ADJOURNMENT**





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

In the Province of Alberta held on  
Monday, November 19, 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

**1. CALL TO ORDER**

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

**2. NEW BUSINESS**

- a) *2013 BUDGET DELIBERATIONS*  
Discussion.

**3. ADJOURNMENT**

Meeting was adjourned at 10:30 p.m.





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

In the Province of Alberta held on  
Wednesday, November 21, 2012 at 7:00 p.m.  
In the Bawlf Village Office

**PRESENT:**

Mayor G. Blatz  
Deputy Mayor J. Yuha  
Councillor F. Reinke  
Councillor K. Robbins  
Councillor J. Tessari  
Lynn Horbasenko, Village Manager  
Leanna Banack, Communications Coordinator  
Aleks Nelson, Municipal Affairs, Government of Alberta  
Clarence Hastings, CDSS  
Mark Crown, Camrose Canadian

**1. CALL TO ORDER**

Mayor Blatz called the meeting to order at 7:02 pm.

**2. DELEGATIONS**

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

**3. GENERAL GOVERNMENT**

a) *AGENDA*

**MOTION 183/12 MOVED BY** Mayor Blatz to adopt the agenda with the addition of 5.n.)  
Bylaw 584/12.

**CARRIED**

b) *MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL HELD OCTOBER 17, 2012*

**MOTION 184/12 MOVED BY** Deputy Mayor Yuha that the minutes of the organizational  
meeting held October 17, 2012 be adopted as distributed.

**CARRIED**

c) *MINUTES OF THE REGULAR MEETING OF COUNCIL HELD OCTOBER 17, 2012*

**MOTION 185/12 MOVED BY** Councillor Tessari that the minutes of the Regular meeting of council held October 17, 2012 be adopted as amended.

**CARRIED**

d) *ACCOUNTS PAYABLE – OCTOBER 2012*

**MOTION 186/12 MOVED BY** Councillor Robbins to accept the Accounts Payable register as information.

**CARRIED**

e) *FINANCIAL STATEMENT – OCTOBER 2012*

**MOTION 187/12 MOVED BY** Mayor Blatz to accept the October 2012 Financial Statement for information.

**CARRIED**

**4. BUSINESS ARISING**

a) *DAYSLAND DRAINAGE DISTRICT - FURTHER INFORMATION*

**MOTION 188/12 MOVED BY** Deputy Mayor Yuha that 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.

**CARRIED**

b) *TANK SITE REMEDIATION PROGRAM – FURTHER INFORMATION*

**MOTION 189/12 MOVED BY** Mayor Blatz that Village Council accept the Tank Site Remediation Program memorandum as information.

**CARRIED**

c) *LEASE AGREEMENT FOR LOT 29, BLOCK 7, PLAN LVII*

**MOTION 190/12 MOVED BY** Deputy Mayor Yuha that Village Council authorize Administration to obtain legal advice with regard to amending the lease agreement for Lot 29, Block 7, Plan LVII.

**CARRIED**

**5. NEW BUSINESS**

a) *MUNICIPAL AFFAIRS DIRECTIVES AND RECOMMENDATIONS*

**MOTION 191/12 MOVED BY** Councillor Reinke that 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.

**CARRIED**

Item #: 3. c)



- b) *2013 PROPOSED FIRE DEPARTMENT BUDGET*  
**MOTION 192/12 MOVED BY** Councillor Robbins that 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.  
**CARRIED**
- c) *FIRE CHIEF RESIGNATION LETTER*  
**MOTION 193/12 MOVED BY** Deputy Mayor Yuha that Village council accept Dr. Robert Wilson's resignation letter and further, that a letter be sent on behalf of the Village, thanking him for serving as Fire Chief.  
**CARRIED**
- d) *AUDITOR CONTRACT EXTENSION*  
**MOTION 194/12 MOVED BY** Councillor Reinke that 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.  
**CARRIED**
- e) *MASTER RATES BYLAW*  
**MOTION 195/12 MOVED BY** Mayor Blatz that Village Council give first reading to Master Rates Bylaw 583/12.  
**CARRIED**
- f) *REGIONAL EMERGENCY MANAGEMENT SERVICES LIAISON*  
**DISCUSSION**
- g) *BROWNLEE LLP EMERGING TRENDS WORKSHOP*  
**MOTION 196/12 MOVED BY** mayor Blatz that Village Council accept the Brownlee LLP Emerging Trends Workshop notification for information.  
**CARRIED**
- h) *CAMROSE COUNTY LETTER – 2013 CDSS FUNDING*  
**MOTION 197/12 MOVED BY** Councillor Tessari that a letter be sent to Camrose County stating that the Village of Bawlf will not be providing additional funds for CDSS in 2013.  
**CARRIED**



i) *BAWLf PUBLIC LIBRARY 2013 FUNDING REQUEST & BUDGET*

**MOTION 198/12 MOVED BY** Councillor Robbins that Village Council contributes \$3000 to the Bawlf Public Library as requested for 2013.

**CARRIED**

j) *ALBERTA ANIMAL & MUNICIPAL ENFORCEMENT SERVICES 2013 CONTRACT*

**MOTION 199/12 MOVED BY** Deputy Mayor that Village Council direct Administration to contact Alberta Animal and Municipal Enforcement Services to amend the current contract to reduce the number of patrols to 2 per month for the months of January through March, and October through December, 2013.

**CARRIED**

k) *MUNIWARE 2013 SUPPORT AGREEMENT*

**MOTION 200/12 MOVED BY** Mayor Blatz that Village Council accept the 2013 Muniware Support Agreement.

**CARRIED**

l) *2013 CAMROSE & DISTRICT SUPPORT SERVICES BUDGET*

**MOTION 201/12 MOVED BY** Mayor Blatz that Village of Bawlf direct its provincial FCSS Grant of \$9559 along with the required municipal contribution of \$2389.75 to Camrose & District Support Services for the year 2013.

**CARRIED**

m) *MGA SECTION 201 – COUNCIL'S PRINCIPAL ROLE IN MUNICIPAL ORGANIZATION*

**MOTION 202/12 MOVED BY** Mayor Blatz in response to Directive 5 of the Municipal Inspection Report, that all of Council commits 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.

*Mayor Blatz asked for the vote to be recorded.*

*In Favour: Mayor Blatz, Deputy Mayor Yuha, Councillors Reinke, Robbins, and Tessari.*

**CARRIED**

n) *FORTISALBERTA FRANCHISE AGREEMENT BYLAW*

**MOTION 203/12 MOVED BY** Deputy Mayor Yuha that Bylaw 584/12 be given first reading.

**CARRIED**

## **6. STANDING COMMITTEE REPORTS**

- a) Mayor's Report- as attached to these minutes
- b) Administration Report- as attached to these minutes  
Christmas Decorating Contest date is set for December 16<sup>th</sup>.
- c) Board Reports:
  - Bawlf & District Recreation Association
  - Shirley McClellan Regional Water Services Commission  
Meeting Wednesday, November 28

**MOTION 204/12 MOVED BY** Councillor Tessari that Village Council accept all reports for information.

**CARRIED**

## **7. CORRESPONDENCE**

- a) CDSS Board Minutes – September 24, 2012
- b) Battle River Watershed Alliance Newsletter – Fall 2012

**MOTION 205/12 MOVED BY** Mayor Blatz that Village Council accept the correspondence items for information.

**CARRIED**

## **8. CONFIDENTIAL ITEMS**

none

## **9. ADJOURNMENT**

Meeting was adjourned at 9:20 p.m.





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

In the Province of Alberta held on  
Tuesday, December 4, 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  
Aleks Nelson, Municipal Affairs Official Administrator

**1. CALL TO ORDER**

Mayor Blatz called the meeting to order at 7:05 p.m.

**2. GENERAL GOVERNMENT**

a) *Agenda*

**MOTION 206/12 MOVED BY** Councillor Tessari to adopt the agenda as presented.

**CARRIED**

**3. BUSINESS ARISING**

a) *2013 Budget Deliberations*  
Discussion.

**4. ADJOURNMENT**

The meeting was adjourned at 8:45 p.m.







# VILLAGE OF BAWLF

## Cheque Listing For Council With GL Numbers

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2012-Dec-06  
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Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20101383	2012-11-19	NYSCHUK, KATHERINE			PAYMENT		82.40
			2-12-511	02	REIMBURSE UTILITY PMT	82.40	
20101384	2012-11-20	1623996 ALBERTA LTD., C/O NUTEC/ELE			PAYMENT		409.50
			2-12-253	79325	B/W COPIES - AUG - OCT	157.50	
			2-12-253	79327	COLOURED COPIES - AUG - OCT	252.00	
20101385	2012-11-20	ACKLANDS - GRAINGER INC.			PAYMENT		54.80
			2-32-510	608503476	SHOVEL & ANTIFREEZE	27.40	
			2-72-510	608503476	SHOVEL & ANTIFREEZE	27.40	
20101386	2012-11-20	ALBERTA ANIMAL SERVICES			PAYMENT		588.00
			2-26-270	10846	BYLAW ENFORCEMENT	588.00	
20101387	2012-11-20	ALBERTA REGISTRIES, LAND TITLES			PAYMENT		3.00
			2-12-341	F071A7F	PLAN COPY NEILSEN SUBDIVISION	3.00	
20101388	2012-11-20	ANKERTON GAS CO-OP			PAYMENT		520.22
			2-23-541	03109000	NATURAL GAS F.D.	128.94	
			2-41-540	1196898	NATURAL GAS - PUMPHOUSE	34.43	
			2-74-540	1197263	NATURAL GAS OLD HALL	57.96	
			2-42-540	1197374	NATURAL GAS LIFT STATION	90.31	
			2-41-540	1197389	NATURAL GAS RESERVOIR	82.31	
			2-12-540	1197394	NATURAL GAS VILLAGE OFFICE	89.86	
			2-42-250	15892	FURANCE REPAIRS LIFT STATION	36.41	
20101389	2012-11-20	ATKEY, TAMMY			PAYMENT		17.60
			2-12-511	149.001	CREDIT AFTER DEPOSIT APPLIED.	17.60	
20101390	2012-11-20	BAWLF COUNTRY STORE			PAYMENT		5.44
			2-12-510	1133375	AIR REFRESHNER	5.44	
20101391	2012-11-20	BURKARD TRUCKING			PAYMENT		591.60
			2-32-510	2082	30.05 TONNES 3/4" GRAVEL	591.60	
20101392	2012-11-20	CAN PAK ENVIRONMENTAL			PAYMENT		2,629.49
			2-43-270	01658	GARBAGE PICKUP	1,682.39	
			2-44-350	01658	GARBAGE PICKUP	947.10	
20101393	2012-11-20	DAYSLAND AUTO & FARM			PAYMENT		7.41
			2-32-510	305525	ENGINE GREASE REMOVER	3.70	
			2-72-510	305525	ENGINE GREASE REMOVER	3.71	
20101394	2012-11-20	FOCUS			PAYMENT		3,846.15
			2-42-230	395894	SEWER RELINING	3,846.15	
20101395	2012-11-20	HAUSER HOME HARDWARE			PAYMENT		134.55
			2-32-510	985386	CRACK SEALER	134.55	
20101396	2012-11-20	MUNIWARE			PAYMENT		801.81
			2-12-253	20121041	SUPPORT - OCTOBER	267.27	
			2-12-253	20121198	SUPPORT - NOVEMBER	267.27	
			2-12-253	20121354	SUPPORT - DECEMBER	267.27	
20101397	2012-11-20	SCHNELL & BARRIE LTD.			PAYMENT		46.96
			2-32-510	49512K	HYDRAULIC HOSE - BOBCAT	23.48	
			2-72-510	49512K	HYDRAULIC HOSE - BOBCAT	23.48	
20101398	2012-11-20	SMRWSC, COUNTY OF STETTLER NO. 6			PAYMENT		10,696.25
			2-41-750	443	2011 ADMINISTRATIVE COSTS	1,328.01	
			2-41-750	443	2012 ADMINISTRATIVE COSTS	7,309.38	
			2-41-750	459	2011 DEBENTURE INTEREST	2,058.86	
20101399	2012-11-20	TELUS COMMUNICATIONS INC.			PAYMENT		638.71
			2-12-217	32	PHONE - VILLAGE	270.23	

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# VILLAGE OF BAWLF

## Cheque Listing For Council With GL Numbers

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2012-Dec-06

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Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20101399	2012-11-20	TELUS COMMUNICAT	2-23-217	32	PHONE - FIRE DEPT.	94.44	638.71
			2-41-217	32	PHONE - WELLS	102.33	
			2-12-217	33	FAX	87.30	
			2-42-217	34	LIFT STATION ALARM	84.41	
20101400	2012-11-20	THE SOAP STOP			PAYMENT		30.98
			2-32-510	365168	EYEWASH STATION & SUPPLIES	15.49	
			2-72-510	365168	EYEWASH STATION & SUPPLIES	15.49	
20101401	2012-11-20	UFA			PAYMENT		402.54
			2-32-510	007211	HYDRAULIC OIL	40.49	
			2-32-521	007211	FUEL	136.46	
			2-72-510	007211	ANTIFREEZE	48.64	
			2-72-510	007211	HYDRAULIC OIL	40.48	
			2-72-521	007211	FUEL	136.47	
20101402	2012-11-20	WRANGLER HEATING & SERVICES			PAYMENT		995.40
			2-12-250	0452	2 WIRELESS THERMOSTATES	995.40	
20101403	2012-11-21	DAYS LAND BACKHOE & TRUCKING			PAYMENT		4,940.25
			2-32-230	34494	LOCATING W&S CROSSING HWY 13	4,940.25	
20101404	2012-11-21	FOCUS			PAYMENT		1,894.73
			2-32-230	395896	BAWLF CASING UNDER HWY 13	1,894.73	
20101405	2012-11-21	DFI CORPORATION			PAYMENT		30,666.52
			2-42-230	02,2012	SANITARY RELINING PROJECT	30,666.52	
20101406	2012-11-29	ATB FINANCIAL			PAYMENT		237.80
			2-12-511	23/11	TAX REFUND GREENWOOD	237.80	
20101407	2012-11-29	BANACK, LEANNA			PAYMENT		
			2-12-110	11/12	WAGES		
20101408	2012-11-29	BLATZ, GORDIE			PAYMENT		230.00
			2-11-150	11/12	REMUNERATION	230.00	
20101409	2012-11-29	CAMROSE DYNAMIC			PAYMENT		945.00
			2-32-762	21551	SNOWBLOWER	945.00	
20101410	2012-11-29	CLARK, LORNA			PAYMENT		240.00
			2-12-258	10/12	JANITORIAL WORK	120.00	
			2-12-258	11/12	JANITORIAL WORK	120.00	
20101411	2012-11-29	DAYS LAND DRAINAGE DISTRICT #4			PAYMENT		748.63
			2-37-750	2012	1/2 2012 REQUISITION	748.63	
20101412	2012-11-29	FOCUS			PAYMENT		1,912.37
			2-42-230	394880	SANITARY SEWER RELINING	1,912.37	
20101413	2012-11-29	GOVERNMENT OF ALBERTA			PAYMENT		15.70
			2-12-232	144LA0055	LINEAR ASSESSMENT	15.70	
20101414	2012-11-29	HORBASENKO, LYNN			PAYMENT		
			2-12-110	11/12	WAGES		
20101415	2012-11-29	POULIN, SUNDAY			PAYMENT		100.00
			4-00-491	01	SUNDAY POULIN	100.00	
20101416	2012-11-29	REINKE, FERN			PAYMENT		190.00
			2-11-150	11/12	REMUNERATION	190.00	
20101417	2012-11-29	ROBBINS, KAREN			PAYMENT		190.00
			2-11-150	11/12	REMUNERATION	190.00	
20101418	2012-11-29	SCHAPANSKY, MYRNA			PAYMENT		
			2-12-110	11/12	WAGES		
			2-41-211	11/2012	MILEAGE TO DAYS LAND	15.75	

3.e)





# VILLAGE OF BAWLF

## Cheque Listing For Council With GL Numbers

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2012-Dec-06  
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Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20101419	2012-11-29	STERLING WATER CONDITIONING LTD.	2-41-510	14148	PAYMENT CHLORINE	396.90	396.90
20101420	2012-11-29	TESSARI, JOHN	2-11-150	11/12	PAYMENT REMUNERATION	190.00	190.00
20101421	2012-11-29	THE SOAP STOP	2-12-250	365891	PAYMENT T. TISSUE	75.13	75.13
20101422	2012-11-29	TRANSALTA ENERGY MARKETING	2-12-540	12-1158814	PAYMENT ELECTRICITY - V.O.	217.08	2,793.04
			2-23-540	12-1158814	ELECTRICITY - FIRE HALL	79.09	
			2-32-540	12-1158814	ELECTRICITY - LIGHTS	1,130.52	
			2-41-540	12-1158814	ELECTRICITY - RESERVOIR	560.85	
			2-41-540	12-1158814	ELECTRICITY - WELLS	292.12	
			2-42-540	12-1158814	ELECTRICITY LIFT STATION	185.12	
			2-72-540	12-1158814	ELECTRICITY - C.R.	79.38	
			2-72-540	12-1158814	ELECTRICITY - C.R.	50.76	
			2-72-540	12-1158814	ELECTRICITY - S.G.	91.41	
			2-72-540	12-1158814	ELECTRICITY S.R.	53.79	
			2-74-540	12-1158814	ELECTRICITY - OLD HALL	52.92	
20101423	2012-11-29	WINDWOODGROUP	2-23-250	12112302	PAYMENT LOCKS - F.D.	74.99	74.99
20101424	2012-11-29	WORKERS COMPENSATION BOARD	2-12-274	18685090	PAYMENT PREMIUM	502.50	502.50
20101425	2012-11-29	YUHA, JODY	2-11-150	11/12	PAYMENT REMUNERATION	270.00	282.60
			2-11-211	11/2012	MILEAGE TO ROSALIND	12.60	
20101426	2012-11-29	JACOBSEN, JUSTIN	2-32-110	11/12	PAYMENT WAGES		
			2-72-110	11/12	WAGES		
			2-41-214	21	HOTEL FOR W&S TEST	134.73	
			2-41-211	NOV.26	MILEAGE TO EDMONTON	99.00	
20101427	2012-11-29	RECEIVER GENERAL	2-12-110	11/12	PAYMENT LYNN HORBASENKO	738.61	2,522.02
			2-12-110	11/12	LEANNA BANACK	54.67	
			2-12-110	11/12	MYRNA SCHAPANSKY	554.16	
			2-12-130	11/12	REC. GEN. - HORBASENKO	245.85	
			2-12-130	11/12	REC. GEN. - BANACK	62.13	
			2-12-130	11/12	REC. GEN. - SCHAPANSKY	199.80	
			2-32-110	11/12	JUSTIN JACOBSEN	242.21	
			2-32-130	11/12	REC. GEN. - JACOBSEN	91.19	
			2-72-110	11/12	JUSTIN JACOBSEN	242.21	
			2-72-130	11/12	REC. GEN. - JACOBSEN	91.19	

Total 80,024.56

Total Wages: 8124.09  
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GL Number	Description	November 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
<b>TAX REVENUE</b>					
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
<b>INVESTMENT REVENUE</b>					
1-00-550	RETURN ON INVESTMENTS	(21.49)	(203.32)	0.00	203.32
* TOTAL INVESTMENT REVENUE		(21.49)	(203.32)	0.00	203.32
<b>GENERAL REVENUE</b>					
1-12-410	Sale of General Services	(95.00)	(1,813.37)	(2,100.00)	(286.63)
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		(95.00)	(78,684.06)	(2,100.00)	76,584.06
<b>GRANTS</b>					
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
<b>FIRE REVENUE</b>					
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	(1,942.79)	(1,942.79)	(1,250.00)	692.79

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GL Number	Description	November 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
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
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
<b>BYLAW REVENUE</b>					
1-26-525	DOG LICENSES	0.00	(865.00)	(1,500.00)	(635.00)
1-26-530	BYLAW FINES	(100.00)	(200.00)	(200.00)	0.00
1-26-845	PROVINCIAL GRANT OPERATING	0.00	0.00	0.00	0.00
*	<b>TOTAL BYLAW REVENUE</b>	<b>(2,042.79)</b>	<b>(39,325.35)</b>	<b>(28,250.00)</b>	<b>11,075.35</b>
<b>ROADS &amp; STREETS</b>					
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
*	<b>TOTAL ROADS &amp; STREETS</b>	<b>0.00</b>	<b>(63,242.44)</b>	<b>(25,000.00)</b>	<b>38,242.44</b>
<b>WATER REVENUE</b>					
1-41-410	MONTHLY WATER FEES	(6,380.00)	(70,850.00)	(75,600.00)	(4,750.00)
1-41-412	BULK WATER SALES	(5.00)	(1,968.28)	(2,000.00)	(31.72)
1-41-511	WATER PENALTIES	(502.06)	(4,500.01)	(1,800.00)	2,700.01
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
*	<b>TOTAL WATER REVENUE</b>	<b>(6,887.06)</b>	<b>(77,318.29)</b>	<b>(79,400.00)</b>	<b>(2,081.71)</b>
<b>SEWER REVENUE</b>					
1-42-410	MONTHLY SEWER FEES	(5,395.00)	(59,820.00)	(63,800.00)	(3,980.00)
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





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GL Number	Description	November 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
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		(5,395.00)	(59,820.00)	(65,600.00)	(5,780.00)
WASTE MANAGEMENT REVENUE					
1-43-410	MONTHLY GARBAGE FEES	(2,028.00)	(22,536.00)	(24,600.00)	(2,064.00)
1-43-412	MONTHLY RECYCLING FEES	(907.20)	(10,017.00)	(11,000.00)	(983.00)
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)	(32,553.00)	(35,600.00)	(3,047.00)
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	0.00	(165.00)	(100.00)	65.00
1-56-571	CEMETERY MAINTENANCE REVENUE	0.00	(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	(100.00)	(3,618.20)	0.00	3,618.20





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1-72-830	FEDERAL CONDITIONAL GRANTS	0.00	(2,233.00)	(2,400.00)	(167.00)
1-72-840	PROVINCIAL CONDITIONAL GRANTS	(2,044.00)	(4,441.50)	(2,800.00)	1,641.50
1-72-850	COUNTY CONDITIONAL GRANTS	0.00	(12,500.00)	(12,500.00)	0.00
* TOTAL PARKS & RECREATION REVEN		(2,144.00)	(24,397.70)	(24,300.00)	97.70
CULTURE REVENUE					
1-74-560	HALL RENTALS	(550.00)	(6,030.00)	0.00	6,030.00
1-74-570	HALL DONATIONS	(90.00)	(90.00)	0.00	90.00
1-74-590	BAWLIF LIBRARY RENOVATIONS	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		(640.00)	(6,285.00)	(100.00)	6,185.00
RESERVE TRANSFERS					
1-97-920	TRANSFER FROM RESERVES	0.00	0.00	0.00	0.00
* TOTAL RESERVE TRANSFERS		0.00	0.00	0.00	0.00
** TOTAL REVENUE		(20,160.54)	(1,204,822.83)	(645,522.83)	559,300.00
COUNCIL EXPENSES					
2-11-130	COUNCIL - PAYROLL DEDUCTIONS	0.00	0.00	0.00	0.00
2-11-150	COUNCIL REMUNERATION	1,070.00	10,313.33	10,500.00	186.67
2-11-211	COUNCIL TRAVEL & SUBSISTENCE	12.60	644.85	800.00	155.15
2-11-214	COUNCIL PROFESSIONAL DEVT	0.00	0.00	500.00	500.00
* TOTAL COUNCIL EXPENSES		1,082.60	10,958.18	11,800.00	841.82
ADMINISTRATION EXPENSE					
2-12-110	ADMINISTRATION - SALARIES	7,335.95	80,418.44	103,600.00	23,181.56
2-12-130	ADMINISTRATION - PAYROLL DEDUCTION	507.78	5,553.94	0.00	(5,553.94)
2-12-131	EMPLOYEE BENEFITS	0.00	3,274.93	0.00	(3,274.93)
2-12-211	TRAVEL & SUBSISTENCE	0.00	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		7,843.73	90,586.33	107,500.00	16,913.67
OFFICE OPERATIONS					
2-12-215	FREIGHT & POSTAGE	0.00	723.66	400.00	(323.66)
2-12-217	TELEPHONE	405.45	3,995.3	4,400.00	404.62



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2-12-220	ADVERTIZING & PRINTING	0.00	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	14.95	4,270.63	4,800.00	529.37
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	1,019.55	1,736.42	1,000.00	(736.42)
2-12-253	TECHNICAL SUPPORT	1,153.62	4,278.84	3,800.00	(478.84)
2-12-258	OFFICE JANITORIAL CONTRACT	240.00	607.50	1,900.00	1,292.50
2-12-274	INSURANCE	502.50	17,300.10	16,000.00	(1,300.10)
2-12-341	LAND TITLES SERVICES	3.00	133.00	200.00	67.00
2-12-510	OFFICE SUPPLIES	5.18	1,967.27	5,400.00	3,432.73
2-12-511	MISCELLANEOUS	82.40	597.18	1,900.00	1,302.82
2-12-519	OTHER SERVICES	0.00	0.00	3,500.00	3,500.00
2-12-540	UTILITIES	223.39	2,020.57	2,600.00	579.43
* TOTAL OFFICE OPERATIONS		3,650.04	46,661.94	58,500.00	11,838.06
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	89.94	1,104.55	1,300.00	195.45
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



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2-23-250	FIREHALL REPAIRS & MAINTENANCE	71.42	1,271.78	400.00	(871.78)
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	0.00	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	0.00	2,132.26	1,000.00	(1,132.26)
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	75.32	839.84	2,300.00	1,460.16
2-23-541	FIRE HALL NATURAL GAS	122.80	892.20	1,500.00	607.80
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		359.48	24,623.44	30,400.00	5,776.56
FIRE - CAPITAL					
2-23-762	CAPITAL PURCHASES	0.00	0.00	0.00	0.00
2-23-790	FIRE - AMORTIZATION	0.00	0.00	0.00	0.00
* TOTAL FIRE - CAPITAL		0.00	0.00	0.00	0.00
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<b>BYLAW ENFORCEMENT</b>					
2-26-270	BYLAW ENFORCEMENT OFFICER	560.00	5,605.49	7,000.00	1,394.51
2-26-234	LEGAL SERVICES	0.00	886.75	400.00	(486.75)
2-26-510	BYLAW SUPPLIES	0.00	194.00	300.00	106.00
*	<b>TOTAL BYLAW ENFORCEMENT</b>	<b>560.00</b>	<b>6,686.24</b>	<b>7,700.00</b>	<b>1,013.76</b>
<b>PUBLIC WORKS SALARIES &amp; WAGES</b>					
2-32-110	PW - SALARIES	1,310.00	11,474.97	24,700.00	13,225.03
2-32-130	PW - PAYROLL DEDUCTIONS	91.19	773.28	0.00	(773.28)
2-32-131	EMPLOYEE BENEFITS	0.00	328.61	0.00	(328.61)
*	<b>TOTAL PUBLIC WORKS SALARIES &amp;</b>	<b>1,401.19</b>	<b>12,576.86</b>	<b>24,700.00</b>	<b>12,123.14</b>
<b>PUBLIC WORKS OPERATIONS</b>					
2-32-217	TELEPHONE	0.00	0.00	400.00	400.00
2-32-230	PROFESSIONAL CONSULTING	6,509.50	12,930.25	0.00	(12,930.25)
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	796.86	7,863.18	10,000.00	2,136.82
2-32-511	MISCELLANEOUS GENERAL SERVICES	0.00	0.00	0.00	0.00
2-32-521	FUEL & LUBE	129.96	1,437.55	2,100.00	662.45
2-32-540	UTILITIES - STREET LIGHTS	1,076.70	11,108.24	12,300.00	1,191.76
2-32-762	CAPITAL	900.00	3,316.50	2,835.00	(481.50)
2-32-790	PUBLIC WORKS AMORTIZATION	0.00	0.00	0.00	0.00
*	<b>TOTAL PUBLIC WORKS OPERATIONS</b>	<b>9,413.02</b>	<b>124,930.79</b>	<b>114,635.00</b>	<b>(10,295.79)</b>
<b>DRAINAGE</b>					
2-37-250	DRAINAGE - REPAIRS & MAINTENANCE	0.00	30.00	500.00	470.00
2-37-230	PROFESSIONAL & CONSULTING SERVICE	0.00	7,997.70	0.00	(7,997.70)
2-37-750	REQUISITION - DRAINAGE	748.63	748.63	200.00	(548.63)
*	<b>TOTAL DRAINAGE</b>	<b>748.63</b>	<b>8,776.33</b>	<b>700.00</b>	<b>(8,076.33)</b>
<b>WATER OPERATIONS</b>					
2-41-110	SALARIES & WAGES	0.00	0.00	0.00	0.00
2-41-211	TRAVEL & SUBSISTENCE	114.75	340.61	600.00	259.39
2-41-214	MEMBERSHIPS & PROFESSIONAL DEVT	128.31	545.45	400.00	(145.45)
2-41-217	TELEPHONE	97.46	952.16	1,100.00	147.84
2-41-230	PROFESSIONAL & CONSULTING SERVICE	0.00	0.00	200.00	200.00



# VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

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GL Number	Description	November 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
2-41-240	CUSTOMER BILLING	0.00	471.90	800.00	328.10
2-41-250	REPAIRS & MAINTENANCE	0.00	4,869.02	22,800.00	17,930.98
2-41-270	WATER - CONTRACT	0.00	5,230.00	4,700.00	(530.00)
2-41-510	GOODS & SUPPLIES	378.00	5,630.06	4,900.00	(730.06)
2-41-540	UTILITIES	923.53	8,883.68	10,500.00	1,616.32
2-41-750	REQUISITION - SMRWSC	10,186.91	10,186.91	13,200.00	3,013.09
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		11,828.96	37,109.79	92,600.00	55,490.21
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	792.05	1,000.00	207.95
2-42-230	PROFESSIONAL & CONSULTING SERVICE	34,690.51	319,720.95	467,340.00	147,619.05
2-42-240	CUSTOMER BILLING	0.00	471.90	800.00	328.10
2-42-250	REPAIRS & MAINTENANCE	34.68	1,842.18	3,300.00	1,457.82
2-42-270	SEWER - CONTRACT	0.00	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	262.31	3,090.72	4,400.00	1,309.28
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		35,067.89	380,004.97	532,940.00	152,935.03
WASTE MANAGEMENT					
2-43-270	GARBAGE - CONTRACT	1,602.28	16,022.79	18,900.00	2,877.21
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	9,020.01	10,700.00	1,679.99





# VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

GL Number	Description	November 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
* TOTAL WASTE MANAGEMENT		2,504.28	25,704.65	29,700.00	3,995.35
CAMROSE & DISTRICT SUPPORT SER					
2-51-750	REQUISITION - CDSS	0.00	2,441.18	2,400.00	(41.18)
2-51-770	GRANTS TO ORGANIZATIONS	0.00	0.00	100.00	100.00
2-51-840	CONDITIONAL GRANTS TO CDSS	0.00	0.00	9,559.00	9,559.00
* TOTAL CAMROSE & DISTRICT SUPPO		0.00	2,441.18	12,059.00	9,617.82
CEMETERY OPERATIONS					
2-56-250	CEMETERY REPAIRS & MAINTENANCE	0.00	0.00	300.00	300.00
2-56-510	GENERAL GOODS & SERVICES	0.00	0.00	300.00	300.00
* TOTAL CEMETERY OPERATIONS		0.00	0.00	600.00	600.00
PLANNING & DEVELOPMENT					
2-61-237	MAPPING	0.00	0.00	200.00	200.00
2-66-120	COSTS - LAND SALES	0.00	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		0.00	6,768.12	1,250.00	(5,518.12)
PARKS & RECREATION					
2-72-110	RECREATION & PARKS - SALARIES	1,310.00	12,377.03	29,200.00	16,822.97
2-72-115	CSJ & STEP WAGES	0.00	13,364.85	0.00	(13,364.85)
2-72-130	RECREATION & PARKS - PAYROLL DEDUC	91.19	1,651.34	0.00	(1,651.34)
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	0.00	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	151.62	2,821.93	2,100.00	(721.93)
2-72-521	FUEL & LUBE	129.97	1,437.59	2,100.00	662.41
2-72-540	UTILITIES - REC BOARD, ETC	262.23	2,699.22	0.00	(2,699.22)
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	0.00	16,550.00	16,550.00	0.00
2-72-780	RECREATION TRAIL RESERVE	0.00	1,500.00	0.00	(1,500.00)
2-72-790	RECREATION - AMORTIZATION	0.00	0.00	0.00	0.00



# VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

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GL Number	Description	November 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
* TOTAL PARKS & RECREATION #Deleted		1,945.01	57,907.66	57,950.00	42.34
CULTURE					
2-74-250	REPAIRS & MAINTENANCE - OLD HALL	0.00	197.40	2,900.00	2,702.60
2-74-510	GOODS & SUPPLIES - NEW HALL	0.00	192.07	0.00	(192.07)
2-74-540	UTILITIES	105.60	1,547.84	3,700.00	2,152.16
2-74-584	SPECIAL EVENTS	0.00	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	0.00	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
* TOTAL CULTURE		105.60	17,859.45	14,350.00	(3,509.45)
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		76,510.43	920,277.02	1,182,606.32	262,329.30
*** SURPLUS/DEFICIT #Deleted		56,349.89	(284,545.81)	537,083.49	821,629.30



## VILLAGE OF BAWLF

### Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	December 19, 2012
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Municipal Affairs Directives, Recommendations & Suggestions

**BACKGROUND/PROPOSAL:**

The updated summary of directives, recommendations and suggestions is attached for your information and reference.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

If Council has suggestions as to when any of the directives, recommendations or suggestions could/should be added to a Council agenda, the Administration will welcome the input.

**COSTS/SOURCE OF FUNDING (if applicable)**

Not applicable.

**RECOMMENDED ACTION:**

Village Council to pass a motion to accept the updated summary of the Municipal Affairs Inspection Report Directives, Recommendations and Suggestions as information.

Initials show support – Reviewed By:

CAO: *Lynn Horbasenko*



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

Last Updated: December 12/12

**13 Directives Ordered by the Minister of Municipal Affairs:**

<b>DIRECTIVES</b>	<b>Notes</b>	<b>Due Date</b>	<b>Status</b>
<b>** Also a Recommendation.</b>			
<b>**DIRECTIVE 1:</b> I direct council and administration to review all bylaws, policies, practices, and decisions to ensure they are compliant with the MGA. <i>Rec. 9</i>	Complete by Feb 20?	March 31/13	
<b>**DIRECTIVE 2:</b> 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 & consistency. <i>Rec. 10</i>	Complete inventory by Jan 10. Review by Feb 20?	March 31/13	<i>Directory exists – missing last few bylaws.</i>
<b>**DIRECTIVE 3:</b> I direct council and administration to redevelop their procedural bylaw to reflect best practices in their meeting procedures. <i>Rec. 12</i>	Jan 16/Feb 20 Council Mtgs? (3 readings required)	March 31/13	
<b>DIRECTIVE 4:</b> 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	
<b>**DIRECTIVE 5:</b> 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. <i>Rec. 16</i>	On Nov 21 Council Agenda	Immediate/Ongoing	<b>Completed</b> Nov. 21/12
<b>**DIRECTIVE 6:</b> I direct administration to correct the combined property assessment and tax notice to comply with legislation and provide clarity to residents. <i>Rec. 18</i>	Done prior to mailing 2012 notices	Immediate/Ongoing	<b>Complete</b>



<b>DIRECTIVES</b>	<b>Notes</b>	<b>Due Date</b>	<b>Status</b>
<b>**DIRECTIVE 7:</b> I direct council to ensure that future annual tax bylaws be prepared in accordance with the MGA. <i>Rec. 19</i>		Ongoing	
<b>**DIRECTIVE 8:</b> 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. <i>Rec. 20</i>	Jan 16/Feb 20 Council Mtgs? (3 readings required)	March 31/13	
<b>**DIRECTIVE 9:</b> I direct administration to ensure all municipal operational tasks are performed solely by municipal employees or contractors. <i>Rec. 28</i>	Jan 16 Council Agenda?	Immediate/ Ongoing	
<b>**DIRECTIVE 10:</b> I direct council to re-visit the CAO's performance evaluation in accordance with section 205.1 of the MGA. <i>Rec. 23</i>	2011 Eval-Jan. 2012 Eval-Jan. (Meet Jan. 10 & present Jan. 16)	March 31/13	<i>Mar '11 &amp; '12 evaluations both overdue</i>
<b>**DIRECTIVE 11:</b> 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. <i>Rec. 25</i>	Jan 16/Feb 20 Council Mtgs? (3 readings required)	March 31/13	
<b>**DIRECTIVE 12:</b> I direct council and the CAO to attend a Roles and Responsibilities session. <i>Rec. 30</i>	Jan. 8/13 at 6:00 p.m.	March 31/13	
<b>DIRECTIVE 13:</b> 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	
<b>** Also a Recommendation.</b>			



### 32 Recommendations Extracted from the Report:

RECOMMENDATIONS	Date to Discuss	Status
<b>** Also a Directive.</b>		
<b>RECOMMENDATION 1:</b> That Council review their Council Code of Conduct and Values Policy to incorporate measures to help ensure compliance with the policy.	Jan 16 Council Mtg?	
<b>RECOMMENDATION 2:</b> That Council and administration ensures that they are complying with all meeting provisions in the Municipal Government Act.		
<b>RECOMMENDATION 3:</b> 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.	Jan 16/Feb 20 Council Mtgs? (3 readings)	
<b>RECOMMENDATION 4:</b> That Council define, in the procedural bylaw, what an emergent item is.	Jan 16/Feb 20 Council Mtgs?	
<b>RECOMMENDATION 5:</b> If Council chooses to have a public forum it should not be held in conjunction with a Council meeting.	Immediate Dec. 19 <sup>th</sup> agenda	
<b>RECOMMENDATION 6:</b> That Council and council members thoroughly review all items provided to them by administration.	Immediate Dec. 19 <sup>th</sup> Council mtg	
<b>RECOMMENDATION 7:</b> That Council and administration familiarize themselves with the provisions contained in the MGA with respect to pecuniary interest.	Immediate Dec 19 <sup>th</sup> Council mtg	
<b>RECOMMENDATION 8:</b> 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 <sup>th</sup> Council Mtg	
<b>**RECOMMENDATION 9:</b> That Council direct administration to conduct a complete review of the village's bylaws to ensure relevancy, accuracy, and consistency. <i>Dir. 1</i>	Due Mar 31/13 Complete by Feb 20?	
<b>**RECOMMENDATION 10:</b> That Council direct administration to develop a complete inventory of all village bylaws and make them available on and off line. <i>Rec. 2</i>	Inventory by Jan 10. On-line by Feb 20	A directory of bylaws exists



RECOMMENDATIONS	Date to Discuss	Status
<b>RECOMMENDATION 11:</b> 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?	
<b>**RECOMMENDATION 12:</b> That Council and administration review and redevelop their procedural bylaw to reflect best practices in their meeting procedures. <i>Dir. 3</i>	<i>Due Mar 31/13</i>  Jan 16/Feb 20 Council Mtgs?	
<b>RECOMMENDATION 13:</b> That Council and Administration continue with the development and review of policies.		
<b>RECOMMENDATION 14:</b> That Council ensures motions are clear in intent and provide precise direction to administration.	Jan 16?	
<b>RECOMMENDATION 15:</b> That a suitable cross training program be implemented for village staff.	2013 Budget	
<b>**RECOMMENDATION 16:</b> 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>Dir. 5</i>	<i>Immediate/</i> <i>Ongoing</i> On Nov 21 Agenda	<b>Complete -</b> motion passed on Nov 21/12
<b>RECOMMENDATION 17:</b> 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	<b>Complete</b>
<b>**RECOMMENDATION 18:</b> That council direct administration to correct the combined property assessment & tax notice to comply with legislation and provide clarity to residents. <i>Dir. 6</i>	<i>Immediate</i> Done prior to mailing the 2012 notices	<b>Complete</b>
<b>**RECOMMEDATION 19:</b> That future tax bylaws are prepared in accordance with the MGA and the suggested format as provided by Alberta Municipal Affairs. <i>Dir. 7</i>	<i>Ongoing</i>	
<b>**RECOMMENDATION 20:</b> That council amend the property tax penalty bylaw to ensure that it is current with legislation and aligns with the vision of council. <i>Dir. 8</i>	<i>Due Mar 31/13</i> Jan 16/Feb 20 Council Mtgs? (3 readings)	
<b>RECOMMENDATION 21:</b> 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.		



<b>RECOMMENDATIONS</b>	<b>Date to Discuss</b>	<b>Status</b>
<b>RECOMMENDATION 22:</b> 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	
<b>**RECOMMENDATION 23:</b> That Council re-visits the CAO's performance evaluation and provides concrete examples and areas for improvement. <i>Dir. 10</i>	<i>Due Mar 31/13</i> 2011 Eval - ?? 2012 Eval - ??	
<b>RECOMMENDATION 24:</b> 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?	
<b>**RECOMMENDATION 25:</b> That the village develop a bylaw with respect to the provision of utility services. The bylaw should contain rates charged for these services. <i>Dir. 11</i>	<i>Due Mar 31/13</i>  Jan 16/Feb 20 Council Mtgs?	
<b>RECOMMENDATION 26:</b> That Council prepares and adopts a five year capital plan.	Start during 2013 Budget?	
<b>RECOMMENDATION 27:</b> That the CAO consult with the municipal auditor to determine steps for a suitable segregation of accounting duties.	By Jan 16 Council Mtg?	
<b>**RECOMMENDATION 28:</b> That village volunteers are not utilized to provide normal operational tasks. <i>Dir. 9</i>	Jan 16?	
<b>RECOMMENDATION 29:</b> That Council develops a policy to encourage appropriate volunteer activities.		
<b>**RECOMMENDATION 30:</b> That all of Council and the CAO attends a Roles and Responsibilities session within one month of receiving this report. <i>Dir. 12</i>	<i>Due Mar 31/13</i> <i>in Directive</i> By Nov 23 in Recomm?	
<b>RECOMMENDATION 31:</b> That Council refrains from making disparaging remarks about administrative staff.	Jan 16?	
<b>RECOMMENDATION 32:</b> That Council refrains from directing the activities of administrative staff.	<i>Immediate</i> Nov 21	<b>Complete –</b> motion passed on Nov 21/12
<b>** Also a Directive.</b>		

## Other Suggestions Included in the Report:

<b>SUGGESTIONS</b>	<b>Date to Discuss</b>	<b>Status</b>
<b>SUGGESTION 1:</b> That Council pass a motion when a meeting is coming out of camera. <i>Page 18</i>		
<b>SUGGESTION 2:</b> That the bylaws be stored in a water and fire proof area. <i>Page 19</i>		
<b>SUGGESTION 3:</b> Implement a Purchasing Policy. <i>Page 22</i>		
<b>SUGGESTION 4:</b> Implement a Personnel Policy (currently under development). <i>Page 22</i>		
<b>SUGGESTION 5:</b> Implement an Expense Reimbursement Policy. <i>Page 22</i>		
<b>SUGGESTION 6:</b> Implement a Public Works Inspection Policy. <i>Page 22</i>		
<b>SUGGESTION 7:</b> Correspondence items should always have a motion to deal with the item or accept it as information. <i>Page 23</i>	Start - Nov 21 Council Mtg	Complete
<b>SUGGESTION 8:</b> Discontinue recording the comings and goings of individuals in the gallery. <i>Page 23</i>	Start - Nov 21 Council Mtg	Complete
<b>SUGGESTION 9:</b> At tax time, compare Bawlf's tax rate to 18 others of similar size (M.A. financial indicator graphs). <i>Page 27</i>		
<b>SUGGESTION 10:</b> Council should include funding for a water meter project in its long term plan. <i>Page 37</i>		
<b>SUGGESTION 11:</b> Implement the full cost accounting method for setting utility rates. <i>Page 37</i>	2013 Budget Process	
<b>SUGGESTION 12:</b> Include amortization of tangible capital assets in future budgets. <i>Page 38</i>		
<b>SUGGESTION 13:</b> Accounts payable and payroll cheque runs should be prepared separately. <i>Page 39</i>		
<b>SUGGESTION 14:</b> Revisit the requirement of personal liability insurance for hall rentals. <i>Page 43</i>		



## VILLAGE OF BAWLF

### Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	December 19, 2012
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Auditor Contract Extension

#### **BACKGROUND/PROPOSAL:**

At the November 21, 2012 Regular Council Meeting, council passed the following motion:

**MOTION 194/12 MOVED BY** Councillor Reinke that 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. **CARRIED**

Because the audits costs for 2014 and 2015 were not available and not included in the motion, it is advisable for Council to rescind Motion 194/12 and pass a new motion which includes the costs for these two years as well.

#### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The proposed rates seem reasonable and the audit service provided by Brian King for the 2011 audit was very satisfactory. Therefore, it would be advantageous for the Village to enter into this contract extension.

#### **COSTS/SOURCE OF FUNDING (if applicable)**

The costs for the 2014 and 2015 audits as proposed by Brian King, auditor, will be \$7450 and \$7700, respectively. If additional consulting or accounting advice is required by the Village, the auditor's time will be charged at \$150.00/hour plus travel and expenses.

#### **RECOMMENDED ACTION:**

1. Village Council to rescind Motion 194/12.
2. Village Council to pass a motion to approve a four-year extension to the contract with Brian King Professional Corporation for the provision of municipal auditing services at base costs of \$7000 for 2012, \$7200 for 2013, \$7450 for 2014 and \$7700 for 2015.

Initials show support – Reviewed By:

CAO: *Lynn Horbasenko*



## VILLAGE OF BAWLF

### Request for Decision (RFD)

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>December 19, 2012</b>
<b>Originated By:</b>	<b>Lynn Horbasenko, Chief Administrative Officer</b>
<b>Title:</b>	<b>Master Rates Bylaw 583/12</b>

#### **BACKGROUND/PROPOSAL:**

At the November 21, 2012 Regular Council Meeting, council reviewed the proposed Master Rates Bylaw 583/12 and gave first reading as follows:

**MOTION 195/12 MOVED BY** Mayor Blatz that Village Council give first reading to the Master Rates Bylaw 583/12.

**CARRIED**

Council's motion to give first reading was advertized in the December 2012 Village Voice and on the Village web site, inviting residents to review and comment on the proposed bylaw. No comments were received by Administration by December 13, 2012.

#### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The Inactive Service fees for both the water and sewer were not increased when the monthly rates were increased. The original intent was that residents would be charged half of the monthly rate if they were away from their home for an extended period of time. The proposed increases to the Inactive Service fees were not included prior to first reading and are highlighted on the attached copy of the bylaw for second and third readings.

#### **COSTS/SOURCE OF FUNDING (if applicable)**

Not applicable.

#### **RECOMMENDED ACTION:**

Village Council to pass motions to give second and third readings of the Master Rates Bylaw 583/12.

<b>Initials show support – Reviewed By:</b>	<b>CAO: Lynn Horbasenko</b>
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# MASTER RATES BYLAW

No. 583/12

OF THE VILLAGE OF BAWLF, IN THE PROVINCE OF ALBERTA

THE PURPOSE OF THIS BYLAW IS TO ESTABLISH RATES, FEES AND CHARGES  
FOR GOODS AND SERVICES PROVIDED BY THE  
VILLAGE OF BAWLF.

**WHEREAS**, pursuant to the *Municipal Government Act, R.S.A. 2000, Chapter M-26* (hereinafter called the “*Act*”) as amended, a municipal council has broad authority to govern and the authority to pass bylaws respecting the municipality, including services provided by or on behalf of the municipality.

**WHEREAS**, the municipal Council deems it appropriated to establish rates, fees and charges for the various licenses, permits, goods and services, provided by or on behalf of the Village of Bawlf.

**NOW THEREFORE**, the Council of the Village of Bawlf duly assembled, hereby enacts as follows:

1. This bylaw shall be cited as the “Master Rates Bylaw”.
2. That the rates, fees and charges for municipal licenses, permits, goods and services, are hereby established as identified in Schedule ‘A’ which is attached to and forming part of this bylaw, and applicable taxes shall be added to these rates.
3. That if any provision of this bylaw is deemed invalid, then such provision shall be severed and the remaining bylaw shall be maintained.
4. That bylaw 579/12 is hereby repealed.
5. That this bylaw comes into force and effect on the day of final passing thereof.

Read a first time this 21<sup>st</sup> day of November, 2012.

Read a second time this \_\_\_\_ day of December, 2012.

Read a third time and finally passed this \_\_\_\_ day of December, 2012.

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Mayor

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Village Manager



**MASTER RATES BYLAW #583/12**  
**SCHEDULE "A"**  
**RATES, FEES AND CHARGES**

**SECTION 20 - PROTECTIVE SERVICES**

**BYLAW SERVICES / ANIMAL CONTROL**

Dog Tags:	
January 1-31:	\$30 (spayed or neutered) \$50 (non-spayed or non-neutered)
February 1 – December 31:	\$40 (spayed or neutered) \$60 (non-spayed or non-neutered)

All other bylaw fees as set by the contractor.

**SECTION 30 - COMMON SERVICES**

**PUBLIC WORKS**

Alberta Road Builders Heavy Construction Rates less 20%.

**SECTION 40 - UTILITY AND ENVIRONMENTAL SERVICES**

Utility and garbage pick-up charges will be billed on a monthly basis and are due and payable by the last day of the month of billing. Outstanding Utility charges will receive a 5% penalty per month, which will be added to and form part of the utility charges. The Village of Bawlf reserves the right to disconnect or discontinue services due to default of utility payments.

**WATER UTILITY**

Monthly Rate	\$35.00
Deposit	\$50.00
Connection Fee	\$25.00
Inactive Services	\$17.50/month
Bulk Water Sales	\$4.40 per cubic meter

**SEWER SERVICE**

Monthly Rate	\$32.00
Deposit	\$50.00
Connection Fee	\$25.00
Inactive Services	\$16.00/month

**GARBAGE SERVICES**

Monthly Rate	\$12.00
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**RECYCLING SERVICES**

Monthly Rate	\$ 5.50
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**MASTER RATES BYLAW #583/12**  
**SCHEDULE "A" (CONTINUED)**  
**RATES, FEES AND CHARGES**

**SECTION 50 - COMMUNITY SERVICES**

**CEMETERY**

Plot	\$100.00
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**SECTION 60 - LAND USE**

**DEVELOPMENT and PLANNING**

Compliance certificate	\$ 50.00
Tax certificate	\$ 20.00
Assessment information (verbal)	\$ 10.00
Development permit	\$ 50.00
Discretionary development permit	\$ 75.00
Development Permit Appeal	\$100.00
Re-zoning application	\$250.00
Road closure application	\$250.00
Land Use Bylaw Amendment Application	\$250.00

**SECTION 70 - RECREATION AND CULTURAL**

**CAMPGROUND**

Campsite	\$ 15.00 per night
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**RECREATION**

Fees to be set by the Bawlf & District Recreation Association.

**COMMUNITY HALL**

Rates to be set by the Bawlf & District Lions Club.



## **Bylaw 584/12**

### **OF THE VILLAGE OF BAWLF IN THE PROVINCE OF ALBERTA**

A Bylaw to amend Bylaw 537/05, the FortisAlberta Franchise Agreement Bylaw.

WHEREAS, pursuant to the provisions in Part 2 of the Municipal Government Act, R.S.A. 2000 c. M-26, as amended, the Council of the Village of Bawlf has entered into an Electric Distribution System Franchise Agreement with FortisAlberta Inc.;

NOW THEREFORE, the Council of the Village of Bawlf enacts the following amendments to Bylaw 537/05, the FortisAlberta Franchise Agreement Bylaw:

1. THAT the attached Schedule 'A', Amendment to the Electric Distribution System Franchise Agreement, becomes part of the original Electric Distribution System Franchise Agreement between the Village of Bawlf and FortisAlberta Inc.
2. THAT the attached Schedule 'B', specifically Sections 5.a) and 5.b), replaces Page 4 of the original Electric Distribution System Franchise Agreement between the Village of Bawlf and FortisAlberta Inc.

This bylaw comes into effect on the date of third reading.

READ A FIRST TIME THIS 21<sup>st</sup> DAY OF November, 2012.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
VILLAGE MANAGER

READ A SECOND TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2012.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
VILLAGE MANAGER

READ A THIRD TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2012 AND FINALLY PASSED.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
VILLAGE MANAGER





## VILLAGE OF BAWLF

### Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	December 19, 2012
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	FortisAlberta Franchise Agreement Bylaw 584/12

#### **BACKGROUND/PROPOSAL:**

At the November 21, 2012 Regular Council Meeting, council reviewed the proposed FortisAlberta Franchise Agreement Bylaw 584/12 and gave first reading with the following motion:

**MOTION 203/12 MOVED BY** Deputy Mayor Yuha that Bylaw 584/12 be given first reading.  
**CARRIED**

Council's motion to give first reading was advertized in the December 2012 Village Voice and on the Village web site, inviting residents to review and comment on the proposed bylaw. No comments were received by Administration by December 13, 2012..

Via email, FortisAlberta representatives confirmed that the proposed franchise fee will be implemented on April 1, 2013.

The Alberta Utilities Commission (AUC) will be responsible for advertizing the new franchise fee, rather than the Village as was initially indicated by FortisAlberta.

#### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The revenue generated through the franchise fee will be forwarded to the Village on a quarterly basis and may be utilized for any purpose.

#### **COSTS/SOURCE OF FUNDING (if applicable)**

Not applicable.

#### **RECOMMENDED ACTION:**

Village Council to pass motions to give second and third readings of the FortisAlberta Franchise Agreement Bylaw 584/12.

Initials show support – Reviewed By:

CAO: *Lynn Horbasenko*



# Bylaw 584/12

## OF THE VILLAGE OF BAWLF IN THE PROVINCE OF ALBERTA

A Bylaw to amend Bylaw 537/05, the FortisAlberta Franchise Agreement Bylaw.

WHEREAS, pursuant to the provisions in Part 2 of the Municipal Government Act, R.S.A. 2000 c. M-26, as amended, the Council of the Village of Bawlf has entered into an Electric Distribution System Franchise Agreement with FortisAlberta Inc.;

NOW THEREFORE, the Council of the Village of Bawlf enacts the following amendments to Bylaw 537/05, the FortisAlberta Franchise Agreement Bylaw:

1. THAT the attached Schedule 'A', Amendment to the Electric Distribution System Franchise Agreement, becomes part of the original Electric Distribution System Franchise Agreement between the Village of Bawlf and FortisAlberta Inc.
2. THAT the attached Schedule 'B', specifically Sections 5.a) and 5.b), replaces Page 4 of the original Electric Distribution System Franchise Agreement between the Village of Bawlf and FortisAlberta Inc.

This bylaw comes into effect on the date of third reading.

READ A FIRST TIME THIS 21<sup>st</sup> DAY OF November, 2012.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
VILLAGE MANAGER

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2012.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
VILLAGE MANAGER

READ A THIRD TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2012 AND FINALLY PASSED.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
VILLAGE MANAGER





**AMENDMENT to  
The Electric Distribution System Franchise Agreement**

Dated this 3<sup>rd</sup> day of October, 2012.

Between:

**The Village of Bawlf**

And

**FortisAlberta Inc.**

This Amendment will be attached to and becomes part of the original Electric Distribution System Franchise Agreement between the parties.

The parties agree to amend the Electric Distribution System Franchise Agreement as follows:

Under section "5. Franchise Fees", subsection "b Adjustment to Franchise Fee and Cap", change words "zero (0%) to twenty (20%)".

**IN WITNESS WHEREOF** both parties agree to the above amendments and hereto have executed these presents as of the day and year first above written.

**FortisAlberta Inc.**

**The Village of Bawlf**

Authorized By: \_\_\_\_\_

Authorized By: LYNN HORBASENKO

Signature: \_\_\_\_\_

Signature: Lynn Horbasenko

- iii) use designated portions of roads, rights-of-way, and other lands including other lands owned, controlled or managed by the Municipality necessary to Construct, Operate and Maintain the Distribution System, including the necessary removal, trimming of trees, shrubs or bushes or any parts thereof;
- iv) use the Municipality's roads, rights-of-way and other Municipal Property granted hereunder solely for the purpose of providing Distribution Access Service and any other service contemplated by this Agreement.

5) **FRANCHISE FEE**

**Calculation of Franchise Fee**

- a) In consideration of the grant of franchise and the mutual covenants herein, the Company agrees to pay to the Municipality a franchise fee. For each calendar year the franchise fee will be calculated as a percentage of the Company's actual gross revenue in that year from the Distribution Tariff rates charged for Distribution Access Service within the Municipality. For the first calendar year of the Term of this Agreement, the franchise fee percentage shall be zero percent (0%). Effective Oct. 3, 2012 the franchise fee percentage will be increased to three percent (3%) on a going forward basis.

By no later than October 1 of each year, the Company shall: (i) advise the Municipality in writing of the gross revenues that were derived from the Distribution Tariff within the existing boundaries of the Municipality for the prior calendar year; and (ii) with the Municipality's assistance, provide in writing an estimate of gross revenues to be derived from the Distribution Tariff within the boundaries of the Municipality for the next calendar year.

By no later than December 1 of each year, the Municipality shall advise the Company in writing of the franchise fee percentage to be charged.

**Adjustment to Franchise Fee and Cap**

- b) At the option of the Municipality, the franchise fee percentage may be changed annually by providing written notice to the Company by December 1 of each year, and the change is effective for the next calendar year.

The franchise fee percentage shall not at any time exceed ten percent (10%), unless there has been prior Board approval. Effective Oct. 3, 2012 the franchise cap will be increased to twenty percent (20%) on a going forward basis.

**Payment of Franchise Fee**

- c) The Company shall pay the franchise fee amount to the Municipality on a monthly basis within forty-five (45) days after billing each retailer.

**Reporting Considerations**

- d) The Company shall provide to the Municipality along with payment of the franchise fee amount, the financial information used by the Company to verify the franchise fee amount.

The Company shall, to the extent required by law, require each retailer to disclose to each Consumer the franchise fee amount, in dollars, on each bill.

Fortis Appr. By.	Bawlf Appr. By.
	<i>[Signature]</i>

## VILLAGE OF BAWLF

### Request for Decision (RFD)

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>December 19, 2012</b>
<b>Originated By:</b>	<b>Lynn Horbasenko, Chief Administrative Officer</b>
<b>Title:</b>	<b>Bawlf Public Library Board 2012 Actuals/2013 Budget – Second Page</b>

#### **BACKGROUND/PROPOSAL:**

The Bawlf Public Library Board provided their 2012 Actuals and 2013 Budget for Council's information in the November 21, 2012 Regular Council Meeting Agenda package. The second page of the document was missing. The complete document is now attached for Council's information.

#### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Not applicable.

#### **COSTS/SOURCE OF FUNDING (if applicable)**

Not applicable.

#### **RECOMMENDED ACTION:**

Village Council to pass a motion to accept the Bawlf Public Library Board's 2012 Actuals and 2013 Budget as information.

**Initials show support – Reviewed By:**

**CAO: Lynn Horbasenko**





# DAVID KNIPE MEMORIAL LIBRARY BUDGET

2012 2012

	Actual Oct	Budget	2013 Budget
<b>INCOME</b>			
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
<b>TOTAL GOVERNMENT INCOME</b>	<b>\$15,473.00</b>	<b>\$17,680.00</b>	<b>\$18,400.00</b>
<b>OTHER INCOME</b>			
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	\$54.52	\$75.00	\$75.00
GST Rebate	\$0.00	\$0.00	\$0.00
Parkland Allotment Books Only	\$0.00	\$2,350.00	\$2,400.00
<b>TOTAL OTHER INCOME</b>	<b>\$6,439.80</b>	<b>\$5,705.00</b>	<b>\$5,705.00</b>
<b>TOTAL INCOME</b>	<b>\$21,912.80</b>	<b>\$23,385.00</b>	<b>\$24,105.00</b>
<b>EXPENSES</b>			
<b>EMPLOYMENT EXPENSES</b>			
Wages/Holiday Pay	\$11,259.48	\$15,000.00	\$16,500.00
CPP Expense	\$632.58	\$250.00	\$500.00
EI Expenses	\$509.76	\$400.00	\$500.00
WCB Expense	\$0.00	\$50.00	\$50.00
<b>TOTAL EMPLOYMENT EXPENSES</b>	<b>\$12,401.82</b>	<b>\$15,700.00</b>	<b>\$17,550.00</b>
<b>OPERATING EXPENSES</b>			
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
<b>TOTAL OPERATING EXPENSES</b>	<b>\$123.89</b>	<b>\$2,550.00</b>	<b>\$2,650.00</b>

# ADMIN & GENERAL EXPENSES

Cap Expenses	\$0.00	\$0.00	\$0.00
Staff Courses	\$153.92	\$400.00	\$300.00
Board Expenses	\$0.00	\$150.00	\$100.00
Bank Charges/PRL Fines	\$0.00	\$80.00	\$50.00
Postage	\$18.35	\$80.00	\$80.00
Office Supplies	\$325.16	\$250.00	\$600.00
Telephone	\$0.00	\$1,000.00	\$0.00
Fundraising Expenses	\$2,545.50	\$0.00	\$0.00
GST paid or payable – books	\$0.00	\$0.00	\$0.00
GST paid or payable – other	\$18.49	\$25.00	\$25.00
Miscellaneous Expenses	\$500.00	\$300.00	\$300.00
Insurance	\$0.00	\$0.00	\$0.00
Renovation costs	\$0.00	\$1,250.00	\$1,250.00
Utilities	\$571.03	\$1,600.00	\$1,200.00
Transfer to reserve	\$10,000.00	\$0.00	\$0.00
TOTAL ADMIN & GEN EXPENSES	\$14,132.45	\$5,135.00	\$3,905.00
 TOTAL EXPENSES	 \$26,658.16	 \$23,385.00	 \$24,105.00
 SURPLUS/(DEFICIT)	 -\$4,745.36	 \$0.00	 \$0.00
 G.I.C. ( Technology Reserve)	 \$10,000.00		

## VILLAGE OF BAWLF

### Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	December 19, 2012
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Alberta Animal & Municipal Enforcement Services 2013 Contract

#### **BACKGROUND/PROPOSAL:**

At the November 21, 2012 Regular Council Meeting, council passed the following motion:

**MOTION 199/12 MOVED BY** Deputy Mayor that Village Council direct Administration to contact Alberta Animal and Municipal Enforcement Services to amend the current contract to reduce the number of patrols to 2 per month for the months of January through March, and October through December, 2013.

**CARRIED**

#### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Council discussed reducing the number of patrols during the winter months at the 2013 Budget Meetings as well as the November 21, 2012 Regular Council Meeting. It was felt that the enforcement of select bylaws could be required somewhat less often during these months. The reduction in annual bylaw costs would be of financial benefit to the Village.

There may be a disadvantage if a specific bylaw requires enforcement when a patrol is not scheduled. However, there may be circumstances where this could be the case with the current four patrols per month.

#### **COSTS/SOURCE OF FUNDING (if applicable)**

Monthly costs would be \$576.80/month for six months (April to September 2013) and \$305.00/month for six months (January to March and October to December 2013).

Expenditures would be sourced through the 2013 tax base.

#### **RECOMMENDED ACTION:**

Village Council to pass a motion to enter into the contract with Alberta Animal & Municipal Enforcement Services as presented to provide bylaw enforcement services for 2013.

Initials show support – Reviewed By:

CAO: *Lynn Horbasenko*







# ALBERTA ANIMAL 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 Bylaw Enforcement and will enforce the following Bylaws within the Municipality:
  - #559/08 Dog Bylaw, #560/08 Aggressive/Vicious Dog Bylaw,
  - #558/08 Nuisance Bylaw, #549/07 Noise Bylaw, #562/08 Traffic Bylaw, and
  - #526/04 Land Use/Development Bylaw.
- b) Bylaws maybe amended from time to time when required.

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



# ALBERTA ANIMAL 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 three 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 three 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.





# ALBERTA ANIMAL SERVICES



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.**
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 two (2) hours of patrols per month for the months of January through March and October through December at a monthly cost of **Three Hundred and Five Dollars (\$305.00) plus GST.**
17. The Contractor shall provide a minimum of four (4) hours of patrols per month for the months of April through September at a monthly cost of **Five Hundred and Seventy – Six Dollars and Eighty Cents (\$576.80) plus GST.**
18. 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.**
19. The Municipality shall pay to the Contractor for each unclaimed Animal as follows:

DOGS per:		<b>\$25.00/night Boarding Fee (maximum 3 nights)</b>
EUTHANASIA Fee	:	<b>\$25.00/Animal</b>
20. Any Animals, other than those noted in Section 18, that the Municipality agrees the Contractor may impound shall be charged out as follows:

<b>\$25.00/night Boarding Fee (maximum 3 nights)</b>
<b>\$25.00/Animal Euthanasia Fee</b>
21. 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.**
22. In the event that either party defaults in the performance, either party may terminate the agreement with one month written notice.



# ALBERTA ANIMAL SERVICES



23. The Contractor shall have no right to assign this agreement without the written consent of the Municipality.

24. This agreement shall be binding and enforceable by the parties and their respective heirs, administrators, and executors.

The Municipality of Bawlf

Date \_\_\_\_\_

Per \_\_\_\_\_

\_\_\_\_\_

Alberta Animal Services

Date: \_\_\_\_\_

Per \_\_\_\_\_



## VILLAGE OF BAWLF

### Request for Decision (RFD)

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>December 19, 2012</b>
<b>Originated By:</b>	<b>Lynn Horbasenko, Chief Administrative Officer</b>
<b>Title:</b>	<b>Fire Hall Renovations Update</b>

#### **BACKGROUND/PROPOSAL:**

Renovations to the fire hall (in particular, the suggestion of raising the roofline over the two northern bays) were discussed during the November 19<sup>th</sup> and December 4<sup>th</sup> Budget Meetings. Council asked Administration to contact FortisAlberta regarding the proximity of the power lines and the feasibility of raising the roofline in order to house taller fire trucks.

#### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

At the December 4<sup>th</sup> Budget Meeting, the CAO reported that Fortis ruled that the north wall of the building is too close to the pole of the high voltage line and therefore, further construction would not be permitted.

Council then asked Administration to inquire whether or not raising the roofline on just the centre bay would be possible. In a subsequent call, Fortis indicated that building 'up' only the centre bay would still be in contravention of the current safety standards. The Fortis representative stated, "We can live with what is existing but if anything changes, the new safety limits must be followed. Unfortunately, the building was built adjacent to two main power lines and it is also encroaching at the bottom of the pole so it's a 'no go'."

#### **COSTS/SOURCE OF FUNDING (if applicable)**

Not applicable.

#### **RECOMMENDED ACTION:**

Village Council to pass a motion to accept the fire hall renovation update as information.

Initials show support – Reviewed By:

CAO: *Lynn Horbasenko*



## VILLAGE OF BAWLF

### Request for Decision (RFD)

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>December 19, 2012</b>
<b>Originated By:</b>	<b>Lynn Horbasenko, Chief Administrative Officer</b>

<b>Title:</b>	<b>Tank Site Remediation Program – Further Information</b>
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#### **BACKGROUND/PROPOSAL:**

The Council requested additional information regarding the Tanks Site Remediation Program as it relates 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).

#### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

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?

Heather Torrens, Project Coordinator for the Tank Site Remediation Program with the Province, indicated that the test results would be required to be submitted to Alberta Environment and then the answer to the Village's question would depend on their ruling. Heather felt that there would be a good chance that the Village 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.

In order to reopen the Village's Tanks Site Remediation file, Municipal Affairs requires a letter from the Village requesting that 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.

The benefit to having the site reclaimed would be that the Village would take the responsibility of caring for the land and the environment.

#### **COSTS/SOURCE OF FUNDING (if applicable)**

There may be grants available through the Municipal Affairs Tank Site Remediation Program. If the grant funds are not large enough to cover all expenses, the Village would be required to use tax dollars, take out a debenture or use grant funding.

#### **RECOMMENDED ACTION:**

Village Council to pass a motion to authorize the Administration to write a letter under the Mayor's signature to Municipal Affairs requesting that Bawlf File #9432 be reopened and that the Village of Bawlf be considered for grant funding to remediate two Village owned parcels, namely North Lots 15, 16 & 17, Block 2, Plan RN57 and South Lots 15, 16 & 17, Block 2, Plan RN57.

<b>Initials show support – Reviewed By:</b>
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<b>CAO: Lynn Horbasenko</b>
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## VILLAGE OF BAWLF

### Request for Decision (RFD)

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>December 19, 2012</b>
<b>Originated By:</b>	<b>Lynn Horbasenko, Chief Administrative Officer</b>
<b>Title:</b>	<b>Municipal Affairs Recommendation 5</b>

#### **BACKGROUND/PROPOSAL:**

The following recommendation was included in the Municipal Affairs Inspection Report presented by Municipal Affairs at the public meeting held on October 23, 2012:

#### **RECOMMENDATION 5:**

If Council chooses to have a public forum it should not be held in conjunction with a Council meeting.

#### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The Municipal Inspection Report noted that direct participation between the gallery and Council occurred at the first Council meeting that the Municipal Affairs Inspectors attended (see page 15). The report goes on to say that while this process may encourage public participation, it also lead to an unorganized and inefficient meeting.

#### **COSTS/SOURCE OF FUNDING (if applicable)**

Not applicable.

#### **RECOMMENDED ACTION:**

1. Village Council to pass a motion stating, in response to Recommendation 5 of the Municipal Inspection Report, that all of Council commits to discontinue encouraging direct participation between the gallery and Council and further, that if Council chooses to have a public forum that it not be held in conjunction with a Council meeting.
2. The Council member making the motion is advised to request that the vote be recorded.

<b>Initials show support – Reviewed By:</b>
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<b>CAO: Lynn Horbasenko</b>
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## VILLAGE OF BAWLF

### Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	December 19, 2012
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Municipal Affairs Recommendation 6

#### **BACKGROUND/PROPOSAL:**

The following recommendation was included in the Municipal Affairs Inspection Report presented by Municipal Affairs at the public meeting held on October 23, 2012:

#### **RECOMMENDATION 6:**

That Council and council members thoroughly review all items provided to them by administration.

#### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The Municipal Inspection Report (pages 15 & 16) noted that after the 2010 municipal election, new councillors were provided with a binder of comprehensive information with the intent of assisting them to carry out their duties as a municipal councillor. Most council members also attended a Roles & Responsibilities workshop shortly after being elected.

The Municipal Affairs Inspectors noted in the Municipal Inspection Report that it is evident that not all councillors have read the package and/or understand the contents. The Inspectors believe it is an obligation of councillors to review information that has been provided to them by administration.

#### **COSTS/SOURCE OF FUNDING (if applicable)**

Not applicable.

#### **RECOMMENDED ACTION:**

1. Village Council to pass a motion stating, in response to Recommendation 6 of the Municipal Inspection Report, that Council and council members thoroughly review all items provided to them by administration.
2. The Council member making the motion is advised to request that the vote be recorded.

Initials show support – Reviewed By:

CAO: *Lynn Horbasenko*





## VILLAGE OF BAWLF

### Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	December 19, 2012
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Municipal Affairs Recommendation 7

#### **BACKGROUND/PROPOSAL:**

The following recommendation was included in the Municipal Affairs Inspection Report presented by Municipal Affairs at the public meeting held on October 23, 2012:

#### **RECOMMENDATION 7:**

That Council and administration familiarize themselves with the provisions contained in the *MGA* with respect to pecuniary interest.

#### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The Municipal Inspection Report (pages 16 & 17) references the definition of pecuniary interest and the appropriate section in the Municipal Government Act (MGA). When a pecuniary interest exists under the MGA, it is the duty of the elected official in question to follow the appropriate procedures. It is the responsibility of the councillor to declare a pecuniary interest and remove themselves from the discussion and decision of the matter.

A Municipal Affairs document entitled "Municipal Councillors' Guidelines for Conflict of Interest" is included in Section 2 of your Council Orientation binder. The complete list of procedures is referenced in section 172 of the MGA as follows:

#### **Disclosure of pecuniary interest**

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

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

**(2)** If the matter with respect to which the councillor has a pecuniary interest is the payment of an account for which funds have previously been committed, it is not necessary for the councillor to leave the room.



(3) If the matter with respect to which the councillor has a pecuniary interest is a question on which, under this Act or another enactment, the councillor as a taxpayer, an elector or an owner has a right to be heard by the council,

(a) it is not necessary for the councillor to leave the room, and

(b) the councillor may exercise a right to be heard in the same manner as a person who is not a councillor.

(4) If a councillor is temporarily absent from a meeting when a matter in which the councillor has a pecuniary interest arises, the councillor must immediately on returning to the meeting, or as soon as the councillor becomes aware that the matter has been considered, disclose the general nature of the councillor's interest in the matter.

(5) The abstention of a councillor under subsection (1) and the disclosure of a councillor's interest under subsection (1) or (4) must be recorded in the minutes of the meeting.

(6) If a councillor has disclosed a pecuniary interest at a council committee meeting and council considers a report of the committee in respect of which the councillor disclosed a pecuniary interest, the councillor must disclose the pecuniary interest at the council meeting and subsection (1) applies to the councillor.

1994 cM-26.1 s172

**COSTS/SOURCE OF FUNDING (if applicable)**

Not applicable.

**RECOMMENDED ACTION:**

1. Village Council to pass a motion stating, in response to Recommendation 7 of the Municipal Inspection Report, that Council and administration familiarize themselves with the provisions contained in the MGA with respect to pecuniary interest.
2. The Council member making the motion is advised to request that the vote be recorded.

Initials show support – Reviewed By:

CAO: Lynn Horbasenko





**VILLAGE OF BAWLF**  
**Request for Decision (RFD)**

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>December 19, 2012</b>
<b>Originated By:</b>	<b>Lynn Horbasenko, Chief Administrative Officer</b>
<b>Title:</b>	<b>Municipal Affairs Recommendation 8</b>

**BACKGROUND/PROPOSAL:**

The following recommendation was included in the Municipal Affairs Inspection Report presented by Municipal Affairs at the public meeting held on October 23, 2012:

**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.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Pages 17-19 of the Municipal Inspection Report refer to Section 197 of the Municipal Government Act (MGA) that states that councils and council committees must conduct their meetings in public unless the matter to be discussed falls within one of the exceptions listed below. If any part of the agenda item falls within the Freedom of Information and Protection of Privacy Act, the Council may close the meeting to the public. Generally, matters regarding "Labour, Land or Legal" are discussed in camera. When Council moves their meetings in camera, the motion should state the reason why. Council should also always pass a motion to have the meeting come out of in camera (as per Section 197(3) below).

The following is copied from Section 197 of the MGA:

**Public presence at meetings**

**197(1)** Councils and council committees must conduct their meetings in public unless subsection (2) or (2.1) applies.

**(2)** Councils and council committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.

**(2.1)** A municipal planning commission, subdivision authority, development authority or subdivision and development appeal board established under Part 17 may deliberate and make its decisions in meetings closed to the public.

**(3)** When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting held in public.

1994 cM-26.1 ss197,738;1995 c24 s23

The Municipal Inspection Report also references Section 153(e) of the MGA and reminds those in attendance at in camera sessions that confidentiality of the subject/s discussed must be maintained.

### **General Duties of Councillors**

**153** Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;**
- (f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

1994 cM-26.1 s153

### **COSTS/SOURCE OF FUNDING (if applicable)**

Not applicable.

### **RECOMMENDED ACTION:**

1. Village Council to pass a motion stating, in response to Recommendation 8 of the Municipal Inspection Report, 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.
2. The Council member making the motion is advised to request that the vote be recorded.

Initials show support – Reviewed By:

CAO: *Lynn Horbasenko*

## VILLAGE OF BAWLF

### Request for Decision (RFD)

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>December 19, 2012</b>
<b>Originated By:</b>	<b>Lynn Horbasenko, Chief Administrative Officer</b>
<b>Title:</b>	<b>2013 Interim Operating &amp; Capital Budget</b>

#### **BACKGROUND/PROPOSAL:**

As per Sections 242 and 245 of the Municipal Government Act, the Village Council must adopt an operating and capital budget for each calendar year. Council may adopt an interim budget for part of the year.

#### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Not applicable.

#### **COSTS/SOURCE OF FUNDING (if applicable)**

Not applicable.

#### **RECOMMENDED ACTION:**

Village Council to pass a motion to approve the 2013 Interim Operating and Capital Budgets as presented.

<b>Initials show support – Reviewed By:</b>	<b>CAO: Lynn Horbasenko</b>
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# *Village of Bawlf, Alberta*

*2013*

## *INTERIM Operating Budget*

As approved by Council this \_\_\_\_ day of \_\_\_\_, 20\_\_.  
Interim Budget passed \_\_\_\_, 20\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



# PROPERTY TAX CALCULATION

## VILLAGE OF BAWLF

Input - yellow Orange-automatic

Fiscal Year January 1 - December 31, \_\_\_\_\_

		% Bud Chg 2011 to 2012	2013 BUDGET	2012 BUDGET
<b>MUNICIPAL</b>				
General Municipal Expenditures		-0.15%	625,482	626,432
Less: General Municipal Revenue		-2.19%	384,974	393,574
Difference:			240,508	232,858
<b>TAX LEVY for General Municipal Purposes:</b>				
	% Increase(decrease)		240,508	232,858
	7,650			
Total Assessment	2012 Total Assmt Decrease	-	30,214,580	30,214,580
RESIDENTIAL Municipal Assessment	2012 Res. Assmt Decrease	-	27,615,460	27,615,460
NON-RESIDENTIAL Municipal Assessment		0.00%	2,279,920	2,279,920
LINEAR Assessment		0.00%	307,690	307,690
Machinery & Equipment		0.00%	11,510	11,510
	2012 Non-Res. Assessment Increase	-	2,599,120	2,599,120
<b>RESIDENTIAL MUNICIPAL TAX RATE:</b>				
		3.29%	0.00796	0.007706809
<b>NON-RESIDENTIAL MUNICIPAL TAX RATE:</b>				
		3.29%	0.00796	0.007706809
<b>Planning</b>				
* Add this expense to the planning function for 2011				
Requisition - (Residential & Non-Residential)			1050	1050
Municipal Assessment			30,214,580	30,214,580
<b>Planning Requisition TAX RATE:</b>				
			0.000035	0.000035
<b>ASFF - EDUCATION</b>				
School Requisition - Residential			72,993	72,993
School Requisition - Non-Residential			9,430	9,430
Municipal Assessment - Residential (without senior's housing)	596,440		27,019,020	27,019,020
Municipal Assessment - Non-Residential (No M&E)			2,599,120	2,599,120
<b>EDUCATION TAX RATE -Residential:</b>				
	0.000000	0.00%	0.00270153	0.002701528
<b>EDUCATION TAX RATE -Non-Residential:</b>				
	0.000000	0.00%	0.00362803	0.003628032
<b>COMBINED TAX RATE -Residential:</b>				
		2.43%	0.0106615	0.0104083
<b>COMBINED TAX RATE -Non-Residential:</b>				
		1.92%	0.0115880	0.0113696
<b>TAX RATE EXPRESSED IN MILLS - Residential:</b>				
	Mill Increase	Percent	10.661526	10.408337
	0.25319	2.43%		
<b>TAX RATE EXPRESSED IN MILLS - Non-Residential:</b>				
	0.21844	1.92%	11.5880299	11.36959233

Mill Rate Check 2013:

RESIDENTIAL	288,063.98
Res - Sanden Court	4,748
Non-RESIDENTIAL	30,118.68
M & E	91.62

**TOTAL TAX DOLLARS:** 323,021.94

### TOTAL TAX DOLLARS REQUIRED 2013:

General Municipal	240,508.00	74%
ASFF	82,422.32	26%
<b>Total</b>	<b>322,930.32</b>	<b>100%</b>

# Village of Bawlf 2013 Operating Budget

## Summary of Revenue & Expenditures

### Revenue:

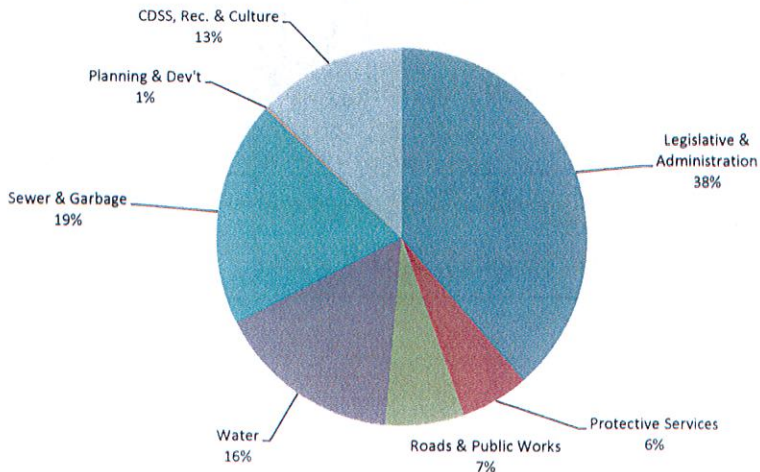
Department	2013		2012	
	Operating	Projects	Operating	Projects
Legislative & Administration	140,365	0	145,465	0
Protective Services	21,550	0	21,250	0
Roads & Public Works	4,700	0	1,300	0
Water	81,800	0	79,400	0
Sewer & Garbage	103,500	4,000	101,200	0
Planning & Development	500	0	400	0
CDSS, Recreation & Culture	28,559	0	29,559	15,000
<b>TOTAL REVENUE:</b>	<b>380,974</b>	<b>4,000</b>	<b>378,574</b>	<b>15,000</b>

### Expenditures:

Department	2013		2012	
	Operating	Projects	Operating	Projects
Legislative & Administration	231,323	10,000	258,373	0
Protective Services	35,300	2,100	38,100	0
Roads & Public Works	42,550	0	50,150	0
Water	55,700	45,200	37,200	42,200
Sewer & Garbage	65,550	55,600	52,700	43,400
Planning & Development	1,250	0	1,250	0
CDSS, Recreation & Culture	79,409	1,500	86,559	16,500
<b>TOTAL EXPENDITURES:</b>	<b>511,082</b>	<b>114,400</b>	<b>524,332</b>	<b>102,100</b>

<b>SURPLUS (DEFICIT)</b>	<b>-130,108</b>	<b>-110,400</b>	<b>-145,758</b>	<b>-87,100</b>
NET Surplus (Deficit) CORE + PROJECTS =		<b>-240,508</b>		<b>-232,858</b>

## 2013 Operating Budget % of Expenditures





# Village of Bawlf

## 2013 OPERATING BUDGET DETAILED SUMMARY OF REVENUES & EXPENDITURES

Revenue / Expense:

Account Description	2013		2012	
	Operating	Projects	Operating	Projects

### REVENUES

00	General Revenue	89,623	-	94,323	-
12	Administration	50,742	-	51,142	-
21	Policing	-	-	-	-
23	Fire Department	19,550	-	19,550	-
24	Ambulance & Emergency	-	-	-	-
26	Bylaw	2,000	-	1,700	-
32	Roads & Public Works	3,800	-	500	-
56	Cemetery	900	-	800	-
41	Water	81,800	-	79,400	-
42	Sewer	67,800	4,000	65,600	-
43	Garbage	35,700	-	35,600	-
61	Planning & Development	500	-	400	-
51	CDSS	9,559	-	9,559	15,000
72	Recreation	18,900	-	19,900	-
74	Cultural	100	-	100	-
<b>TOTAL Revenues</b>		<b>380,974</b>	<b>4,000</b>	<b>378,574</b>	<b>15,000</b>

Revenue / Expense:

Account Description	2013		2012	

### EXPENDITURES

#### General Government

11	Council	13,900	-	11,400	-
12	Administration	135,000	10,000	162,050	-
19	General Government	-	-	-	-
97	Contingencies	82,423	-	84,923	-
21	Policing	-	-	-	-
23	Fire Department	29,200	2,100	30,400	-
24	Ambulance & Emergency	-	-	-	-
26	Bylaw	6,100	-	7,700	-
32	Roads & Public Works	42,250	-	49,550	-
56	Cemetery	300	-	600	-
41	Water	55,700	45,200	37,200	42,200
42	Sewer	33,350	55,600	22,200	43,400
43	Garbage	32,200	-	30,500	-
61	Planning & Development	1,250	-	1,250	-
51	CDSS	12,159	-	12,059	15,000
72	Recreation	53,650	1,500	60,150	1,500
74	Cultural	13,600	-	14,350	-
<b>TOTAL Expenditures</b>		<b>511,082</b>	<b>114,400</b>	<b>524,332</b>	<b>102,100</b>

<b>NET SURPLUS (LOSS)</b>	<b>(130,108)</b>	<b>(110,400)</b>	<b>(145,758)</b>	<b>(87,100)</b>
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(240,508)

(232,858)

**Budget 2013:**

Revenue

140,365 Legislative & Administration  
21,550 Protective Services  
4,700 Roads & Public Works  
81,800 Water  
107,500 Sewer & Garbage  
500 Planning & Development  
28,559 CDSS, Recreation & Culture

**384,974**

Expense

241,323 Legislative & Administration  
37,400 Protective Services  
42,550 Roads & Public Works  
100,900 Water  
121,150 Sewer & Garbage  
1,250 Planning & Development  
80,909 CDSS, Rec. & Culture

**625,482**

**Village of Bawlf  
2013 Operating Budget**

**Revenue/Expenditure by Department  
Legislative (Council) & Administration**

Reallocated due to Full Cost Acctg for Water & Sewer

Revenue:

2012

chk codes	Account Description	2013		Dec 31	Sept 30	Budget	Projects
		Operating	Projects	PYE	YTD		
<b>TAXES Revenue</b>							
	General Municipal Taxes						
1-00-110	Residential			204,579	204,579		
1-00-111	MIN TAX Residential (Vacant)	-		3,444	-	4,000	
1-00-112	Commercial			6,568	6,568		
1-00-113	Commercial (Vacant)	-		727	727	900	
1-00-114	Industrial			10,365	-		
1-00-115	Agricultural			208	208		
1-00-190	Linear			3,488	3,488		
1-00-240	Grants in Lieu			4,597	4,597		
1-00-120	ASFF School Requisition						
	Residential	72,993				72,993	
	Non-Residential	9,430				9,430	
	<b>Sub-Total Taxes REV</b>	<b>82,423</b>	<b>-</b>	<b>233,976</b>	<b>220,167</b>	<b>87,323</b>	<b>-</b>
<b>GENERAL Revenue</b>							
1-00-510	Penalties & Costs on Taxes	7,000		8,466	8,466	7,000	
1-00-550	Return on Investments	200		180	150	-	
1-00-560	Rentals						
	Government Transfers						
1-00-830	Federal Grants						
1-00-850	County Grants						
1-97-920	Transfer from Operating Reserves						
	<b>Sub-Total General REV</b>	<b>7,200</b>	<b>-</b>	<b>8,646</b>	<b>8,616</b>	<b>7,000</b>	<b>-</b>
<b>ADMINISTRATION Revenue</b>							
1-12-410	Sale of General Services	1,700		1,600	1,568	2,100	
1-12-522	Business Licenses						
1-12-560	Rentals & Leases						
1-12-590	Insurance Recovery					-	
	General Debenture proceeds						
1-12-741	Fines and Costs						
1-12-740	Provincial Unconditional Grants	-		468,616			
1-12-840	Provincial Conditional Grants						
	MSI Capital - see Capital TAB						
	MSI Operating	49,042		49,042	-	49,042	
	Mun Sponsorship Grant						
	2007 MSI Capital carry fwd						
	2008 MSI Capital carry fwd						
	County 2007 - MSI						
	2007 Mun Sponsorship						
1-12-920	Transfer from Operating Reserves						
1-12-940	Transfer from Capital Reserves						
	<b>Sub-Total Administration REV</b>	<b>50,742</b>	<b>-</b>	<b>519,258</b>	<b>1,568</b>	<b>51,142</b>	<b>-</b>
				PYE	YTD	budget	
<b>TOTAL Revenues - Legislative &amp; Administration</b>		<b>140,365</b>	<b>-</b>	<b>761,880</b>	<b>230,351</b>	<b>145,465</b>	<b>-</b>
				PYE	YTD	budget	



Expenditures:		2013		2012			
Account Description		Operating	Projects	Dec 31 PYE	Sept 30 YTD	Budget	Projects
<b>COUNCIL Expense</b>							
2-11-150	Council Remuneration	12,200		10,000	7,710	10,200	
2-11-130	Council - Payroll Deductions	-		-	-	-	
2-11-211	Council Travel & Subsistence	700		800	632	700	
2-11-214	Council Professional Development	1,000		-	-	500	
2-11-221	Council Other (Advert & Promo)						
2-11-235	Council - Strategic Planning/Orientation						
	<b>Sub-Total Legislative EXP</b>	<b>13,900</b>	<b>-</b>	<b>10,800</b>	<b>8,342</b>	<b>11,400</b>	<b>-</b>
<b>ADMINISTRATION Expense</b>							
2-12-110	Salaries (incl Employee's Deductions)	87,600	10,000	98,200	72,835	98,200	
	CAO (3 days/week)						
	Office Admin (4 days/week)						
	Comm Coord (2 days/week)						
2-12-130	Admin - Payroll Deductions						
2-12-131	Employee Benefits						
2-12-211	Travel & Subsistence	1,400		400	217	1,400	
2-12-214	Memberships & Professional Dev't	2,500		1,100	1,090	2,400	
2-12-215	Freight & Postage	600		800	724	400	
2-12-217	Telephone	3,900		4,200	3,131	4,400	
2-12-220	Advertising & Printing	2,000		1,900	1,571	2,000	
2-12-225	Village Promotions	700		400	400	700	
2-12-230	Professional & Consulting Services	-				-	
2-12-231	Auditing Services	7,300		6,750	6,750	6,750	
2-12-232	Assessment Services	4,800		4,300	4,256	4,800	
2-12-233	Regional Assessment Review Board	400		-	-	400	
2-12-234	Legal Fees	500		-	-	500	
2-12-237	Municipal Software	-		100	72	-	
	General Consulting						
2-12-250	Office Repairs & Maintenance	1,000		800	717	1,000	
	Tank Remediation (2007)						
2-12-250A	Office Renovations						
	Office Renovations - contingency						
2-12-253	Technical Support	4,900		4,700	3,125	5,400	
2-12-258	Office Janitorial Contract	1,400		600	368	1,400	
2-12-263	Equipment Lease						
2-12-274	Insurance (incl WCB)	10,300		16,800	16,798	18,400	
2-12-291	Contracted & Custom Work						
	Janitorial Contract						
	Tangible Capital Assets reporting						
2-12-341	Land Titles Services	200		150	130	200	
2-12-510	Office Supplies	1,600		2,800	1,934	5,400	
2-12-511	Miscellaneous	1,000		1,000	(852)	1,900	
2-12-519	Other Services - Municipal Intern	-		-	-	3,500	
2-12-540	Utilities	2,600		2,600	1,954	2,600	
2-12-810	Bank Charges						
2-12-000	Other Administration						
2-12-762	Transfer to Capital Functions						
	Kyocera copier/print/scan/fax						
	sm table, radio, historic displays	300		4,900	4,864	300	
	building signage						
	desk, filing, win. cov., radio						
	alarm system						
	phone system						
	after hours mail drop						
2-12-764	Transfer to Operating Reserves						
2-12-831	Debenture Interest Payment						
2-12-832	Debenture Principal Payment						
2-12-910	Tax Cancellations						
2-12-920	Write Off Bad Debts						
	Admin Amortization?? (as per auditors)						
	<b>Sub-Total Administration EXP</b>	<b>135,000</b>	<b>10,000</b>	<b>152,500</b>	<b>120,084</b>	<b>162,050</b>	<b>-</b>
				PYE	YTD	budget	



Expenditures:				2012			
		2013		Dec 31	Sept 30		
Account Description		Operating	Projects	PYE	YTD	Budget	Projects
<b>GENERAL GOVERNMENT Expense</b>							
2-19-274	General Government (Insurance)						
2-19-150	Election Fees	1,100					
2-19-214	Training						
2-19-221	Advertising						
2-19-514	Staff Functions & Supplies						
2-19-770	Grants to non-govt organizations						
Sub-Total General Government EXP							
<b>REQUISITIONS &amp; CONTINGENCIES</b>							
2-13-750	ASFF School Requisition						
	Residential	72,993		82,423	61,817	72,993	
	Non-Residential	9,430				9,430	
2-97-990	General Contingency	-		-	-	2,500	
Sub-Total Requisitions & Contingency		82,423	-	82,423	61,817	84,923	-
TOTAL Revenue Legislative & Administration		140,365	-	761,880	230,351	145,465	-
TOTAL Expenses Legislative & Administration		231,323	10,000	245,723	190,243	258,373	-
Net for Leg. & Admin.: surplus (deficit)		(90,958)	(10,000)	516,157	40,108	(112,908)	-
Total Core + Projects			(100,958)	516,157	40,108		(112,908)
				PYE	YTD		budget

**Village of Bawlf  
2013 Operating Budget**

**Revenue/Expenditure by Department**

**Protective Services**

Reallocated due to Full Cost Acctg for Water and Sewer

**Revenue / Expense:**

chk codes		2013		Dec 31	Sept 30		
Account Description		Operating	Projects	PYE	YTD	Budget	Projects
<b>FIRE FIGHTING Revenue</b>							
1-23-110	Fire Services & Equipment Tax (n/a)						
1-23-410	Fire Fighting Fees Charged to County	4,000				4,000	
	Donations						
1-23-411	Motor Veh Accident Fees Charged	1,000				1,000	
1-23-412	Mutual Aide Provided	500				500	
	Received from other Govt - Camrose County						
	Operating						
<b>New Fire Agreement</b>							
1-23-430	Fire Expenses Recovered fr Camrose County	1,250				1,250	
1-23-570	Fire Department Donations						
1-23-840	Provincial Conditional Grants						
1-23-850	County Grant - Shared Service	8,200				8,200	
1-23-851	Training	1,000				1,000	
1-23-852	Pager Maintenance	500				500	
1-23-853	Firefighter Insurance	100				100	
1-23-854	PPE (Personal Protective Equip't)	2,000				2,000	
1-23-855	County Vehicle R & M	1,000				1,000	
1-23-920	Transfer from Operating Reserves						
1-23-940	Transfer from Capital Reserves						
	Fire Debenture						
<b>Sub-Total Fire Services REV</b>		<b>19,550</b>	-	-	-	<b>19,550</b>	-
<b>FIRE FIGHTING Expense</b>							
2-23-148	In-Service Training	1,000				1,200	
2-23-159	Honorariums - Annual & Hourly	6,900				6,900	
2-23-211	Travel & Subsistence	900				900	
2-23-214	Memberships & Professional Development	800				800	
2-23-215	Freight & Postage	50				50	
2-23-217	Telephone	1,300				1,300	
2-23-220	Advertising & Printing	100				100	
2-23-225	Public Relations & Promotions	500				500	
2-23-250	Fire Hall Repairs & Maintenance	400				400	
2-23-251	Village Truck Repairs	400				800	
2-23-252	County Truck Repairs	1,000				1,000	
2-23-253	Pager - Repair & Maintenance	750				750	
2-23-254	PPE - Repair & Maintenance	6,500				6,500	
	Materials, Supplies, Repair & Maint.						
2-23-270	Contracted Services	100	2,100			100	
2-23-274	Insurance Premiums (FF's,Building,Vehicles)	1,800				1,400	
2-23-510	Goods & Supplies	1,000				1,000	
2-23-512	Small Equipment purchases	400				400	
2-23-521	Fuel and Lube	800				800	
2-23-523	Equipment Supplies & Parts						
2-23-540	Utilities - Power	1,400		1,100	677	2,300	
2-23-541	Utilities - Natural Gas	1,400		1,100	728	1,500	
	Contracted Services						
2-23-750	Fire Dispatch Agreement	1,200				1,200	
2-23-587	Media Materials & training supplies						
	Transfers to Other Local Gov't						
2-23-751	Mutual Aid Response Charges	500				500	
2-23-762	Transfers to Capital Functions						
	Capital Reserve - Vehicles						
2-23-764	Capital Reserve - Equipment						
	Capital Reserve - Fire Hall Building						
2-23-764	Transfers to Operating Reserves						
2-23-770	Grants to Non-Gov't Organizations						
2-23-830	Debenture payments (vehicle & building)						
2-23-831	Interest						
	Fire - Amortization (as per auditors)??						
	Miscellaneous (as per auditors)??						
<b>Sub-Total Fire Services EXP</b>		<b>29,200</b>	<b>2,100</b>	<b>2,200</b>	<b>1,405</b>	<b>30,400</b>	-
<b>Net for Fire Services: surplus (deficit)</b>		<b>(9,650)</b>		<b>(2,200)</b>	<b>(1,405)</b>	<b>(10,850)</b>	
				PYE	YTD	budget	



Revenue / Expense:				2012			
		2013		Dec 31	Sept 30		
Account Description		Operating	Projects	PYE	YTD	Budget	Projects
<b>BYLAW SERVICES Revenue</b>							
1-26-000 Bylaw Services							
1-26-525 Dog Licenses		1,800		850	865	1,500	
1-26-777 Cat Licenses							
1-26-530 Animal Control Fines		200		250	100	200	
Sub-Total Bylaw REV		2,000	-	1,100	965	1,700	-
<b>BYLAW SERVICES Expense</b>							
2-26-110 Salaries /Contracted Services							
2-26-130 Employer Benefits							
2-26-270 Bylaw Enforcement Officer		5,400		6,800	4,485	7,000	
2-26-230 Animal Control Fees							
2-26-234 Legal Fees		400		900	887	400	
2-26-291 Custom Work - Veterinary fees							
2-26-510 Bylaw Supplies		300		200	194	300	
Sub-Total Bylaw EXP		6,100	-	7,900	5,566	7,700	-
Net for Bylaw: surplus (deficit)		(4,100)	-	(6,800)		(6,000)	-
				PYE	YTD	budget	
TOTAL Revenue Protective Services		21,550	-	1,100	965	21,250	-
TOTAL Expenses Protective Services		35,300	2,100	10,100	6,971	38,100	-
Net for Protective Services: surplus (deficit)		(13,750)	(2,100)	(9,000)	(6,006)	(16,850)	-
Total Core + Projects			(15,850)	(9,000)	(6,006)		(16,850)
				PYE	YTD		budget

Village of Bawlf						
2013 Operating Budget						
Revenue/Expenditure by Department						
Roads & Public Works						
Reallocated due to Full Cost Acctg for Water and Sewer						
Revenue / Expense:		2013		2012		
Account Description		Operating	Projects	Dec 31 PYE	Sept 30 YTD	Budget Projects
ROADS & PUBLIC WORKS Revenue						
1-32-110	Street Improvement Tax					
1-32-410	Sale of Goods & Services	500		750	753	500
1-32-560	Rental & Lease Revenue					
1-32-590	Other Revenues	3300				
1-32-600	Sale of Fixed Assets					
1-32-830	Federal Conditional Grants					
	Federal Gas Tax Program					
1-32-840	Provincial Conditional Grants					
	AMIP					
	MSI - Capital 2013					
	SIP 2011					
	SIP (deferred 2010 and 2011)					
	SIP (deferred 2006,2007,2008, 2009)					
	AMIP (deferred from 2009)					
1-32-920	Transfer from Operating Reserves (Bobcat purchase)					
	Grants from other non-govt (Bawlf Recreation Board)					
1-32-920	Transfer from Operating Reserves					
	Sub-Total Roads & PW REV	3,800	-	750	753	500
ROADS & PUBLIC WORKS Expense						
2-32-110	Salaries (incl Employee's Deductions)	10,300		13,700	9,853	18,500
2-32-125	Salaries - STEP					
2-32-130	Payroll Deductions					
2-32-131	Employee Benefits					
2-32-211	Travel & Subsistence					
2-32-214	Memberships, Conferences & PD	0		0	0	
2-32-215	Freight & Postage					
2-32-217	Telephone	400		400	-	400
2-32-221	Advertising & Promotion					
2-32-230	Professional Consulting			1,000	1,003	
2-32-250	Roadway Repairs & Maintenance	1,600		89,000	88,275	4,000
	Sidewalk replacements					
	Rebuild Macrae Street					
2-32-252	Road Maintenance - contract with non-Gov't					
2-32-255	Repair & Maintenance - Vehicles & Equipment					
2-32-260	Rental of Machinery & Equipment (Including internet)					
2-32-270	Contracted Services	2,600		-	-	1,000
2-32-274	Insurance Premiums	700				
2-32-510	Goods & Supplies	9,000		9,000	6,936	10,000
2-32-512	Clothing & Safety Boots					
2-32-521	Fuel & Lube	2,100		2,000	1,242	2,100
2-32-523	Equipment & Vehicle Parts & Supplies					
2-32-530	Construction & Maintenance Supplies					
2-32-540	Utilities - street lights	14,100		12,000	8,119	12,300
2-32-200	Roads - Other (gravel)					
2-32-762	Transfer to Capital Functions	-		2,400	2,417	
	Sidewalk, 1-ton truck, etc.					
	Capital Equipment Reserve					
2-32-764	Transfer to Operating Reserves					
2-32-820	Debenture Interest Payment					
	Macrae Street					
	Debenture Principal Payment					
	Macrae Street					
2-37-250	Drainage Repairs & Maintenance	1,000		200	30	500
2-37-750	Requisition - Daysland Drainage	450		750	-	750
	Public Works Amortization (as per auditors)??					
	Sub-Total Roads & PW EXP	42,250	-	130,450	117,875	49,550
	Net for Roads & PW: surplus (deficit)	(38,450)	-	(129,700)	(117,122)	(49,050)
				PYE	YTD	budget



Revenue/Expenditure by Department						
<b>Cemetery</b>						
Revenue / Expense:						
Account Description	2013		2012			
	Operating	Projects	Dec 31 PYE	Sept 30 YTD	Budget	Projects
<b>CEMETERY Revenue</b>						
1-56-000 Cemetery Revenue						
1-56-410 Sale of Cemetery Plots	200		200	200	200	
1-56-570 Cemetery Donations	100		165	165	100	
1-56-571 Cemetery Maintenance Revenue	600		500	-	500	
1-56-840 Provincial Conditional Grants						
<b>Sub-Total Cemeteries REV</b>	<b>900</b>	<b>-</b>	<b>865</b>	<b>365</b>	<b>800</b>	<b>-</b>
<b>CEMETERY Expense</b>						
2-56-110 Salaries						
2-56-130 Employer Benefits						
2-56-138 Vacation Pay						
2-56-250 Cemetery Repairs & Maintenance	300		-	-	300	
2-56-274 Insurance Premiums						
2-56-291 Custom Work						
2-56-510 General Goods & Services	-		-	-	300	
2-56-521 Fuel & Lube						
2-56-000 Cemeteries - Other						
2-56-762 Transfer to Capital Functions						
2-56-764 Transfer to Operating Reserves						
<b>Sub-Total Cemeteries EXP</b>	<b>300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>600</b>	<b>-</b>
<b>Net for Cemeteries: surplus (deficit)</b>	<b>600</b>	<b>-</b>	<b>865</b>	<b>365</b>	<b>200</b>	<b>-</b>
			PYE	YTD	budget	
<b>TOTAL Revenue Road, Public Works &amp; Cemetery</b>	<b>4,700</b>	<b>-</b>	<b>1,615</b>	<b>1,118</b>	<b>1,300</b>	<b>-</b>
<b>TOTAL Expenses Roads, Public Works &amp; Cemetery</b>	<b>42,550</b>	<b>-</b>	<b>130,450</b>	<b>117,875</b>	<b>50,150</b>	<b>-</b>
<b>Net for Roads &amp; Public Works: surplus (deficit)</b>	<b>(37,850)</b>	<b>-</b>	<b>(128,835)</b>	<b>(116,757)</b>	<b>(48,850)</b>	<b>-</b>
<b>Total Core + Projects</b>		<b>(37,850)</b>	<b>(128,835)</b>	<b>(116,757)</b>		<b>(48,850)</b>
			PYE	YTD	budget	budget

**Village of Bawlf  
2013 Operating Budget**

**Revenue/Expenditure by Department**

**Water Utility Services**

Reallocated due to Full Cost Acctg for Water and Sewer

Revenue / Expense:

		2012				
		2013		Dec 31	Sept 30	
Account Description		Operating	Projects	PYE	YTD	Budget Projects
<b>WATER SUPPLY &amp; DISTRIBUTION Revenue</b>						
1-41-410	Monthly Water Fees	77,800		77,000	57,995	75,600
	W & S Receivable					
1-41-412	Bulk Water Sales	2000		2000	1825	2000
1-41-511	Water Penalties	2000		2300	1754	1800
1-41-840	Provincial Conditional Grants					
	Federal NDCC?					
	To install water meters?					
1-41-920	Transfer from Operating Reserves					
	<b>Total Water REV</b>	<b>81,800</b>	<b>-</b>	<b>81,300</b>	<b>61,574</b>	<b>79,400 -</b>
<b>WATER SUPPLY &amp; DISTRIBUTION Expense</b>						
2-41-110	Salaries (incl Payroll Deductions)	14,100				
	Additional Casual					
2-41-130	Receiver General - Deductions					
2-41-211	Travel & Subsistence	500		400	226	600
2-41-214	Memberships & Professional Development	200		400	417	400
2-41-215	Freight					
2-41-216	Postage					
2-41-217	Telephone	1,100		1,100	757	1,100
2-41-221	Advertising & Promotion					
2-41-224	Municipal Memberships					
2-41-230	Professional & Consulting Services	1,200		-	-	200
	Water Chemical analysis					
2-41-240	Customer Billing	700		700	313	800
2-41-250	Repairs & Maintenance	800		4,900	5,421	800
	Replace Water on Macrae					
	Reservoir Roof Repairs					
	Replace 2 hydrants					
2-41-260	Rental of Machinery & Equipment					
2-41-270	Water - Contract	800		4,800	4,605	4,500
	Additional Hours					200
2-41-274	Insurance Premiums	5,000				
2-41-291	Custom Work / Contracted Services					
2-41-510	Goods & Supplies	4,900		4,900	4,748	4,900
2-41-520	Small Equipment					
2-41-531	Chemicals & Salts etc.					
2-41-540	Utilities	11,300		9,500	7,127	10,500
2-41-750	Requisition - SMRWSC	15,100		10,700		13,200
2-41-000	Water - Other					
2-41-762	Transfer to Capital Functions		45,200			42,200
	Fire Hydrants repairs					
	Replace Water Lines - Macrae					
	Transfer to capital reserve - Water					
2-41-764	Transfer to Operating Reserves					
2-41-831	Debenture Interest Payment					
	Macrae Street Water Lines					
2-41-832	Debenture Principal Payment					
	Macrae Street Water Lines					
2-41-920	Utility Write Offs					
	Water System Amortization (as per auditors)??					
	<b>Total Water EXP</b>	<b>55,700</b>	<b>45,200</b>	<b>37,400</b>	<b>23,614</b>	<b>37,200 42,200</b>
<b>TOTAL Revenue Water Utility</b>		<b>81,800</b>	<b>-</b>	<b>81,300</b>	<b>61,574</b>	<b>79,400 -</b>
<b>TOTAL Expenses Water Utility</b>		<b>55,700</b>	<b>45,200</b>	<b>37,400</b>	<b>23,614</b>	<b>37,200 42,200</b>
<b>Net for Water: surplus (deficit)</b>		<b>26,100</b>	<b>(45,200)</b>	<b>43,900</b>	<b>37,960</b>	<b>42,200 (42,200)</b>
				PYE	YTD	
<b>Total Core + Projects</b>			<b>(19,100)</b>			<b>-</b>
						<b>budget</b>



**Village of Bawlf  
2013 Operating Budget**

**Revenue/Expenditure by Department**

**Sewer**

Reallocated due to Full Cost Acctg for Water and Sewer

**Revenue / Expense:**

Account Description		2013		2012		Budget	Projects
		Operating	Projects	Dec 31 PYE	Sept 30 YTD		
<b>SEWER Revenue</b>							
1-42-410	Monthly Sewer Fees	65,800	4,000	65,500	49,020	63,800	
1-42-511	Sewer Penalties	2,000		2,300	1,754	1,800	
1-42-590	Other Revenue Own Sources						
1-42-830	Federal Conditional Grants						
1-42-840	Provincial Conditional Grants						
1-42-920	Transfer from Operating Reserves						
	Borrowing for EcoLiner						
<b>Sub-Total Sewer REV</b>		<b>67,800</b>	<b>4,000</b>	<b>67,800</b>	<b>50,774</b>	<b>65,600</b>	<b>-</b>
<b>SEWER Expense</b>							
2-42-100	GST Expense						
2-42-100	Salaries (incl Payroll Deductions)	15,800					
2-42-130	Receiver General - Deductions						
2-42-211	Travel & Subsistence	200		200	74	600	
2-42-214	Memberships, Conferences & PD	200		400	300	400	
2-42-215	Freight & Postage						
2-42-217	Telephone	1000		1,000	631	1000	
2-42-221	Advertising & Promotion						
2-42-230	Professional & Consulting Services			14,500	14,487		
	James Marr - Infrastructure Management						
2-42-240	Customer Billing	700		700	313	800	
2-42-250	Repairs & Maintenance	2900		3,300	2,433	3300	
	Replace Sewer on Macrae						
	Lift Station upgrades						
	Lagoon repairs						
2-42-260	Rental of Machinery & Equipment						
2-42-270	Sewer - Contract	800		4,500	4,345	4500	
	Additional Hours	0				200	
2-42-274	Insurance Premiums	1600		1,300	-	1300	
2-42-291	Custom Work / Contracted Services						
	Sewer Cleaning						
2-42-510	Goods & Supplies	200		-	9	900	
2-42-531	Chemicals & Salts etc.						
2-42-540	Utilities	4100		3,900	2,570	4400	
2-42-000	Sewer - Other - Daysland Drainage	1050					
2-42-762	Transfer to Capital Function						
	Replace Sewer Lines - Macrae						
	Lift Station upgrade						
	Transfer to Capital Reserve		55,600				43,400
2-42-764	Transfer to Operating Reserves						
	Waste & Sewer Ammortization (as per auditors)??						
2-42-830	Debenture Interest Payment - Lagoon	0		45	45		
	Debenture Interest Payment - Lift Station						
	Debenture Interest Payment - Macrae Sewer						
2-42-832	Debenture Principal Payment - Lagoon	4800		48,690	48,690	4800	
	Debenture Principal Payment - Lift Station						
	Debenture Principal Payment - Macrae Sewer						
<b>Sub-Total Sewer EXP</b>		<b>33,350</b>	<b>55,600</b>	<b>78,535</b>	<b>73,897</b>	<b>22,200</b>	<b>43,400</b>
<b>Net for Sewer: surplus (deficit)</b>		<b>34,450</b>	<b>(51,600)</b>	<b>(10,735)</b>	<b>(23,123)</b>	<b>43,400</b>	<b>(43,400)</b>
<b>Total Core + Projects</b>			<b>(17,150)</b>	<b>(10,735)</b>	<b>(23,123)</b>		<b>-</b>
				PYE	YTD		budget

Revenue/Expenditure by Department						
Garbage & Recycling						
Revenue / Expense:			2012			
		2013		Dec 31	Sept 30	
Account Description		Operating	Projects	PYE	YTD	Budget
						Projects
GARBAGE & RECYCLING Revenue						
1-43-410	Monthly Garbage Fees @ \$12/month	24,400		24,400	18,480	24,600
1-43-840	Provincial Conditional Grants					
1-43-930	Transfer from Operating Function					
1-44-410	Monthly Recycling Fees - Can Pak Env.	11,300		11,000	8,203	11,000
Sub-Total Garbage & Recycling REV		35,700	-	35,400	26,683	35,600
GARBAGE & RECYCLING Expense						
2-43-110	Salaries					
2-43-130	Employer Benefits					
2-43-138	Vacation Pay					
2-43-211	Travel & Subsistence					
2-43-214	Memberships, Conferences & PD					
2-43-215	Freight					
2-43-216	Postage					
2-43-217	Telephone					
2-43-221	Advertising & Promotion					
2-43-230	Professional Services (Legal, Engineering)					
2-43-250	Repairs & Maintenance					
2-43-260	Rental of Machinery & Equipment					
2-43-270	Garbage - Contract	20,200		19,300	12,818	19,200
2-43-274	Insurance Premiums					
2-43-350	Landfill Fees	700		700	662	600
2-43-510	Goods & Supplies					
2-43-520	Equipment & Machinery Supplies					
2-43-521	Fuel & Lube					
2-43-000	Garbage - Other					
2-43-762	Transfer to Capital Functions					
	Landfill environmental study					
	Landfill Testing & Monitoring?					
	Transfer to Capital Reserve					
2-43-764	Transfer to Operating Reserves					
2-43-831	Debenture Interest Payment					
2-43-832	Debenture Principal Payment					
2-44-350	Recycling Charges	11,300		10,800	7,216	10,700
Sub-Total Garbage & Recycling EXP		32,200	-	30,800	20,696	30,500
Net for Garbage/Recycling:surplus(deficit)		3,500	-	4,600	5,987	5,100
TOTAL Revenue Sewer, Garbage & Recycling						
		103,500	4,000	103,200	77,457	101,200
TOTAL Expenses Sewer, Garbage & Recycling						
		65,550	55,600	109,335	94,593	52,700
Net for Sewer & Garbage: surplus (deficit)		37,950	(51,600)	(6,135)	(17,136)	48,500
Total Core + Projects			(13,650)	(6,135)	(17,136)	5,100
				PYE	YTD	budget



**Village of Bawlf  
2013 Operating Budget**

**Revenue/Expenditure by Department  
Planning & Development**

**Revenue / Expense:**

Account Description	2013		2012		Budget	Projects
	Operating	Projects	Dec 31 PYE	Sept 30 YTD		
<b>Economic Development Revenue</b>						
1-15-000 Economic Development Revenue						
<b>Sub-Total Ec. Development REV</b>	-	-	-	-	-	-

**Economic Development Expense**

2-15-211 Travel & Subsistence						
2-15-214 Memberships, Conference & Pr. Dev						
2-15-221 Advertising & Promotion						
2-15-224 Municipal Memberships						
2-15-239 Professional Fees						
2-15-762 Transfer to Capital Function						
<b>Sub-Total Economic Development EXP</b>	-	-	-	-	-	-

**Revenue / Expense:**

Account Description	2013		2012		Budget	Projects
	Operating	Projects	Dec 31 PYE	Sept 30 YTD		
<b>PLANNING &amp; DEVELOPMENT Revenue</b>						
1-61-410 Development Permits & Charges	500		750	750	400	
<b>Sub-Total Planning &amp; Dev't REV</b>	500	-	750	750	400	-

**PLANNING & DEVELOPMENT Expense**

2-61-110 Salaries						
2-61-130 Employer Benefits						
2-61-138 Vacation Pay						
2-61-159 Fee for service						
2-61-211 Travel & Subsistence						
2-61-214 Memberships, Conference & Prof. Dev.						
2-61-215 Freight & Postage						
2-61-221 Advertising & Promotional						
2-61-230 Professional & Consulting						
2-61-237 Mapping	200		-	-	200	
2-61-291 Custom Work / Contracted Services						
2-61-750 Requisition - Planning	1,050		1,050	1,034	1,050	
2-61-510 General Goods & Supplies						
2-61-000 Planning - Other						
2-61-762 Transfer to Capital Functions						
2-61-764 Transfer to Operating Reserves						
<b>Sub-Total Planning &amp; Dev't EXP</b>	1,250	-	1,050	1,034	1,250	-

Revenue / Expense:				2012			
		2013		Dec 31	Sept 30		
Account Description		Operating	Projects	PYE	YTD	Budget	Projects
<b>Subdivision &amp; Development Revenue</b>							
1-66-410	Land Sales	-		29,000	29,017		
1-66-560	Rental & Lease Revenue						
1-66-590	Other Revenue						
1-66-840	Provincial Conditional grants						
1-66-920	Transfer from Operating Reserves						
<b>Sub-Total Subdivision &amp; Dev't REV</b>		-	-	29,000	29,017	-	-
<b>Subdivision &amp; Development Expense</b>							
2-66-110	Salaries						
2-66-130	Employer Benefits						
2-66-120	Costs - Land Sales	-		6,700	6,677		
2-66-211	Travel & Subsistence						
2-66-214	Memberships, Conference & Prof. Dev.						
2-66-215	Freight & Postage						
2-66-221	Advertising & Promotions						
2-66-230	Professional & Consulting						
2-66-274	Insurance Premiums / Bonds						
2-66-291	Custom Work / Contracted Services						
2-66-510	General Goods & Supplies						
2-66-540	Utilities						
2-66-570	Purchased Lands						
2-66-120	Subdivision - Other						
	Block 17 Subdivision - Land held for resale						
	Water & Sewer						
	Surveying						
	Service to Property						
	Back alley piping (drainage)						
	Road						
	Ankerton Gas						
	Fortis						
	Fire Hydrant						
	Resurveying						
	Block A Land Purchase						
2-66-762	Transfer to Capital Functions						
2-66-764	Transfer to Operating Reserves						
<b>Sub-Total Subdivision &amp; Dev't EXP</b>		-	-	6,700	6,677	-	-
<b>TOTAL Revenue Planning &amp; Development</b>		500	-	29,750	29,767	400	-
<b>TOTAL Expenses Planning &amp; Development</b>		1,250	-	7,750	7,711	1,250	-
<b>Net for Planning &amp; Dev't: surplus (deficit)</b>		(750)	-	22,000	22,056	(850)	-
<b>Total Core + Projects</b>			(750)	22,000	22,056		(850)
				PYE	YTD		budget

**Village of Bawlf  
2013 Operating Budget**

**Revenue/Expenditure by Department**

**CDSS**

Reallocated due to Full Cost Acctg for Water & Sewer

**Revenue / Expense:**

		<b>2013</b>		<b>2012</b>			
		<b>Operating</b>	<b>Projects</b>	<b>Dec 31 PYE</b>	<b>Sept 30 YTD</b>	<b>Budget</b>	<b>Projects</b>
<b>Account Description</b>							
<b>CDSS Revenue</b>							
1-51-590	Revenue - Own Sources		-	-	-		15,000
1-51-840	Provincial Conditional Grant	9,559		-	-	9,559	
	<b>Sub-Total CDSS REV</b>	<b>9,559</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,559</b>	<b>15,000</b>
<b>CDSS Expense</b>							
2-51-510	Goods & Supplies						
2-13-750	Requisition - CDSS	2,500		2,500	2,441	2,400	
2-51-770	Grants to Non-Gov't Organizations	100		100	-	100	
	To Regional Children's Centre						15,000
2-51-840	Conditional Provincial Grant	9,559		-	-	9,559	
	<b>Sub-Total CDSS EXP</b>	<b>12,159</b>	<b>-</b>	<b>2,600</b>	<b>2,441</b>	<b>12,059</b>	<b>15,000</b>
	<b>Net for CDSS: surplus (deficit)</b>	<b>(2,600)</b>	<b>-</b>	<b>(2,600)</b>	<b>(2,441)</b>	<b>(2,500)</b>	<b>-</b>
				<b>PYE</b>	<b>YTD</b>	<b>budget</b>	



Revenue/Expenditure by Department							
Recreation							
Revenue / Expense:			2012				
Account Description		2013		Dec 31	Sept 30	Budget	Projects
		Operating	Projects	PYE	YTD		
RECREATION Revenue							
1-72-110	Recreation & Parks Tax						
1-72-410	Sale of Services - Fees & Charges	-		-	-	1,000	
1-72-415	Sale of Material & Supplies						
1-72-560	Park & Campground Rentals	1,200		1,600	1,605	1,200	
1-72-570	Park Donations	-					
	Reimburse from Seniors						
1-72-590	Other Revenues - Insurance Recovery						
	Rec Board & C.C. Utility Recovery			2,800	2,613		
1-12-764	Capital Revenue						
1-72-830	Federal Conditional Grants-CSJ	2,400		2,200	-	2,400	
1-72-840	Provincial Conditional Grants-STEP	2,800		2,400	2,398	2,800	
1-72-850	County Conditional Grants	12,500		12,500	12,500	12,500	
Sub-Total Recreation REV		18,900	-	21,500	19,116	19,900	-
RECREATION Expense							
2-72-110	Salaries (incl Employee's Deductions)	27,800		27,900	24,669	35,400	
	Full-Time Public Works Director						
2-72-115	CSJ & STEP Wages						
2-72-130	Rec & Parks - Payroll Deductions						
2-72-131	Employee Benefits						
2-72-211	Travel & Subsistence	300		200	182		
2-72-214	Memberships, Conference & Prof. Dev.						
2-72-115	Freight						
2-72-220	Advertising & Printing	600		700	715	500	
2-72-230	Professional Services (Legal, Engineering)						
2-72-250	Repairs & Maintenance	2,000		2,300	2,028	2,300	
2-72-260	Rental of Machinery & Equipment						
2-72-270	Contracted Services	1,200		-	-	1,200	
2-72-274	Insurance Premiums	500					
2-72-510	Goods & Supplies	2,600		2,700	2,582	2,100	
2-72-521	Fuel & Lube	2,100		2,000	1,242	2,100	
2-72-530	Chemicals & Sprays						
2-72-540	Utilities	-		2,800	2,100	-	
2-72-000	Recreation - Other - trees (220)						
2-72-762	Transfer to Capital Functions						
	Rototiller	-		2,500	2,500		
	Transfer to Trail Reserve		1,500	1,500	-		1,500
	Recreation - Amortization (as per auditors)??						
2-13-770	Grants to Organizations (Rec Board)						
	Village portion	4,050		4,050	-	4,050	
	County contribution	10,500		10,500	10,500	10,500	
	County contribution to Gladstone	2,000		2,000	2,000	2,000	
	Village to Bawlf Corn Builders						
Sub-Total Recreation EXP		53,650	1,500	59,150	48,518	60,150	1,500
Net for Recreation: surplus (deficit)		(34,750)	(1,500)	(37,650)	(29,402)	(40,250)	(1,500)
Total Rec Core + Projects			(36,250)	(37,650)	(29,402)		(41,750)
				PYE	YTD	budget	



Revenue/Expenditure by Department						
Culture						
Revenue / Expense:		2012				
Account Description	2013		Dec 31	Sept 30	Budget	Projects
	Operating	Projects	PYE	YTD		
<b>CULTURE Revenue</b> (Hall & Library)						
1-74-410	Sale of Goods & Services					
	Special Events					
1-74-411	Donations					
1-74-412	Fundraisers					
1-74-413	Grants					
1-74-414	Memorials					
1-74-490	Sale of Services					
1-74-560	Hall Rentals: IN & OUT	-	6,200	3,900	-	
1-74-570	Hall Donations					
1-74-590	Other Revenue		25	25		
1-74-593	Special Event Revenues	100	100	140	100	
	Utilities Recovery - Malories Event Planning					
1-74-830	Federal Conditional Grants					
1-74-840	Provincial Conditional Grants					
1-74-850	Camrose Legacy Grant					
	Community Initiatives Grant					
	Bawlf & District Lion's Club					
	Bawlf & District Recreation Board					
	Community Facility Enhancement					
1-74-000	Debenture					
	GST refund on community hall expenses					
1-74-920	Transfer from Operating Reserves					
	Contribution from other local government					
Sub-Total Culture REV		100	-	6,325	4,065	100 -
<b>CULTURE Expense</b> (Hall & Library)						
2-74-110	Salaries					
2-74-130	Employer Benefits					
2-74-210	General Services					
2-74-215	Freight & Postage					
2-74-221	Advertising & Promotional					
2-74-230	Professional & Consulting					
2-74-250	Repairs & Maintenance (old hall)	2,700	200	197	2,900	
2-74-274	Insurance Premiums	100				
2-74-510	Goods & Supplies	-	-	192		
2-74-540	Utilities	2,700	2,200	1,371	3,700	
	Utilities (new hall) - LIONS PAY directly					
2-74-584	Special Events	1,100	800	509	1,100	
2-74-590	Library Costs					
2-74-750	Requisition - Parkland Regional Library	3,000	2,645	2,645	2,650	
2-13-757	Hall Project					
2-74-761	Cultural - Other (Hall Deficit)	1,000	-	-	1,000	
2-74-762	Transfers to Capital Functions					
	Hall Construction					
2-74-770	Grants to Non-Gov't Organizations					
2-74-775	Bawlf Public Library Appropriation	3,000	3,000	3,000	3,000	
2-74-831	Debenture Interest Payment					
2-74-832	Debenture Principal Payment (incl Interest)					
	2002 Municipal Sponsorship Grant					
Sub-Total Culture EXP		13,600	-	8,845	7,914	14,350 -
Net for Culture: surplus (deficit)		(13,500)	-	(2,520)	(3,849)	(14,250) -
TOTAL Revenue CDSS, Rec & Culture		28,559	-	27,825	23,181	29,559 15,000
TOTAL Expenses CDSS, Rec & Culture		79,409	1,500	70,595	58,873	86,559 16,500
Net for CDSS, Rec & Culture: surplus (deficit)		(50,850)	(1,500)	(42,770)	(35,692)	(57,000) (1,500)
Total Core + Projects			(52,350)	(42,770)	(35,692)	(58,500)
				PYE	YTD	budget

## 2013 Capital Projects and Possible Grant Funding

Expense Grant Revenue

Name of Grants

### LIFT STATION:

new electrical panel, demolition, eng, cont \$ 49,600.00

Fed Gas Tax Fund or MSI Cap.  
(on wait list for AWW Grant Program)

### ROADWORKS:

Railway & Hanson corner (pave) \$ 4,000.00

BMTG grant

### PUBLIC WORKS:

newer 1-ton truck \$ 15,000.00

Could be betw \$10,000-\$15,000

replace 4 fire hydrants \$ 32,000.00

FGTP

replace 4 isolation valves \$ 9,000.00

FGTP

replace 8 cc. valves \$ 9,300.00

FGTP

surface drainage upgrades (concrete swales):

BMTG

Hanson East \$ 7,000.00

Add \$11,000 after vacant lots built

Hanson West \$ 13,000.00

Molstad \$ 17,000.00

### RECREATION:

walking trail \$ 1,500.00

\$4500 in reserves (2010-2012)

### 2013 TOTAL POSSIBLE PROJECTS

**\$ 157,400.00**

Debt Limit = \$755,091 (2011)

Debt Servicing Limit = \$127,213 (2011)

### Available Grants NOT Already Earmarked:

confirmed	\$	-	2008 & 2009 AMIP (carry fwd - Infrastr)
confirmed	\$	513	06,'07,'08,'09,'10 Street Impr Grnts
confirmed	\$	38,323	2009 NDCC & 2010 FGTP (Federal)
confirmed	\$	-	2010 MSI Capital (spent in 2012)
confirmed	\$	156,103	2011 MSI Capital (spend by 2016)
confirmed	\$	22,440	2011 BMTG (former SIP)
confirmed	\$	50,000	2011 Federal Gas Tax (former NDCC)
confirmed	\$	22,440	2012 BMTG (former SIP)
confirmed	\$	50,000	2012 Federal Gas Tax (former NDCC)
confirmed	\$	157,544	2012 MSI Capital (spend by 2017)
	<b>\$</b>	<b>497,363</b>	

### Possible Future Years' Projects:

\*water treatment plant upgrades

\*water meters

### Awaiting Confirmation For:

\$	22,440	2013 BMTG (former SIP)
\$	50,000	2013 Federal Gas Tax (last year)
\$	157,500	2013 MSI Capital (spend by 2018)
<b>\$</b>	<b>229,940</b>	

**\$ 727,303** Total Possible Grants for Capital



## VILLAGE OF BAWLF

### Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	December 19, 2012
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Parkland Regional Library Satisfaction Survey

#### **BACKGROUND/PROPOSAL:**

Parkland Regional Library has requested that the Village of Bawlf Council complete a satisfaction survey.

#### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The Administration suggests that each Council member review the survey and bring their answers or comments to the Council Meeting for a Council discussion. Once consensus is reached for each question, the Administration will document the responses the Council would like to submit to the Parkland Regional Library.

#### **COSTS/SOURCE OF FUNDING (if applicable)**

Not applicable.

#### **RECOMMENDED ACTION:**

1. Village Council to discuss the survey questions and come to a consensus on the responses.
2. Village Council to pass a motion authorizing the Administration to submit the Village of Bawlf's response to the 2012 Satisfaction Survey to the Parkland Regional Library.

Initials show support – Reviewed By:

CAO: *Lynn Horbasenko*







5404 - 56 Avenue  
Lacombe, AB T4L 1G1

Ph. (403) 782-3850  
Fax. (403) 782-4650

## Parkland Regional Library

Cooperation ■ Innovation ■ Service

### *Memo*

*To: Municipal Councils*

*From: Ron Sheppard*

*Date: November 15, 2012*

*RE: Satisfaction Survey*

---

Parkland Regional Library is always anxious to assist local libraries in providing your municipal population with the best possible library service. To assist us in that endeavour, please take a few minutes to fill out this client satisfaction survey. These surveys are mandated by Alberta Municipal Affairs and Parkland staff take your responses very seriously. Please send the completed survey by fax or mail to:

Parkland Regional Library  
5404 - 56 Avenue  
Lacombe, AB T4L 1G1  
Fax: 1-800-555-5246 or (403) 782-4650

Please return one completed copy representing your municipality to Parkland Regional Library by December 17th.

Thank you very much for your assistance in this matter.

*faxed  
Dec 20/12  
dlb*

*Item: 5.f)*





### Municipal Council Satisfaction with Library System Survey – 2012

*Parkland Regional Library appreciates your feedback and comments about our services. Please circle the response which best describes your reactions to Parkland's service.*

1 = Strongly Dissatisfied    2 = Mildly Dissatisfied    3 = Satisfied    4 = Very Satisfied

1. Is your council satisfied with present services offered by Parkland Regional Library?

1    2    3    (4)

2. Is your council satisfied with the level of communication between Parkland Regional Library and your municipality?

1    2    (3)    4

3. Is your council satisfied with Parkland Regional Library's Strategic Plan for 2010 - 2012?

1    2    3    (4)

4. Is your council satisfied with Parkland's level of requisition?

1    2    (3)    4

5. Would you like copies of PRL Board minutes?

Yes ☒ No ☐

6. Do you feel that you understand both the role of regional library systems and what services they offer?

Yes ☒ No ☐ Uncertain ☐





7. Would your council like a visit from PRL's Director?

Yes

☒ No

If yes, what topics would you like discussed?

**Additional Comments:**

*Please feel free to note areas of special satisfaction or to share criticisms, concern, that you wish Parkland staff to be aware of. Also note that you can contact Parkland's Director at any time.*

Name of Municipality: Village of Bawlf

Thank you for your help in completing this survey! Your feedback is VERY important.

Item: 5.f)





5404 - 56 Avenue  
Lacombe, AB T4L 1G1

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## **Parkland Regional Library**

Cooperation • Innovation • Service

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Item: 5.f)



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1      2      3      4

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1      2      3      4

5. Would you like copies of PRL Board minutes?

Yes \_\_\_\_\_ No \_\_\_\_\_

6. Do you feel that you understand both the role of regional library systems and what services they offer?

Yes \_\_\_\_\_ No \_\_\_\_\_ Uncertain \_\_\_\_\_



7. Would your council like a visit from PRL's Director?

Yes

No

If yes, what topics would you like discussed?

**Additional Comments:**

*Please feel free to note areas of special satisfaction or to share criticisms, concern, that you wish Parkland staff to be aware of. Also note that you can contact Parkland's Director at any time.*

Name of Municipality: \_\_\_\_\_

Thank you for your help in completing this survey! Your feedback is VERY important.

Item: 5.f)



**Subject:** FW: ALL Phase II Rural Transportation Project: Alternate Transportation Services for Seniors - Rural Alberta Pilot Project

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

**From:** jack ross

**To:** jtessari@bawlf.com

**Cc:** Jane Ross

**Sent:** Monday, December 10, 2012 2:00 PM

**Subject:** Fw: ALL Phase II Rural Transportation Project: Alternate Transportation Services for Seniors - Rural Alberta Pilot Project

Dear John,

Thank you for your interest in the proposed rural transport initiative(s). It was good to speak with you about it briefly last week when we were together for the seniors' meeting at the Camrose Legion. At this point, we are seeking letters of support for the subject project. We would expect that the Bawlf Village Council would be interested in financial support as well. We are looking to raise \$75,000.00 for the Phase II aspects, including pilot project, of this rural transport project especially for seniors. As noted in the proposal, this is to be matched by the medically at-risk drivers (MARD) program. Below, please find information about the MARD project. To assist you in writing your letter of support, I will send you some sample letters provided by other supporting organizations. We hope your letter of support will be forthcoming soon, as there is a deadline for submission of the proposal.

Our organization with the support of numerous others across Battle River Region is in the process of preparing a regional proposal for rural transportation with Camrose County suggested as the pilot project.

The RFP -- *Alternate Transportation Services for Seniors – Rural Alberta Pilot Project* -- is extended by MARD (Medically-at-risk Driver) Centre, University of Alberta. You will find some information attached, and more here: <http://www.mard.ualberta.ca/> [See Call for proposals, right side of screen]. The website has recently been updated for the full *Provincial Survey of Seniors report*. You can find it at <http://mard.ualberta.ca/Resources/ResourcesForSeniors.aspx>

The MARD RFP and supporting documents value "the 5 As of rural/seniors transportation"

- Availability
- Acceptability
- Accessibility
- Adaptability
- Affordability

These 5 As are close to the Canada Health Act and its pillars. It seems we hear less and less about the Canada Health Act, so possibly our proposal can speak to the need for alignment of the RFP and the act itself. We are discussing this issue. Maybe you have some ideas about this.

We know there are other kinds of transportation needs but, for the purposes of this RFP, medical needs are being stressed.

From May – August our organization conducted *Rural Transportation Project Phase I – Summer 2012* (Bashaw, Edberg, Ferintosh, Duhamel, New Norway). This research demonstrates the need for rural transportation in the communities concerned. Another good thing about the Summer 2012 project is that it has given us a rural transportation foundation and knowledge base that is informed by individuals. From additional input we receive, the need for rural transportation has been demonstrated similarly across the region.

Without access to a car and helpers, seniors and others are at peril and marginalized in areas such as:

- health/medical for seniors and their opportunities for intergenerational and life-wide living,
- rural sustainability,
- the richness and ongoing contributions for sacred/religious communities and spiritual life,
- shopping/vibrant economies,

- knowledge transfer (heritage and new knowledge pertaining to land, water, farming, gardening, community organization, etc.),
- family unity,
- healthy lifestyles,
- carbon footprints,
- bird/animal life (including the qualities they bring to human settlements).

There is also the problem of rural people without a physician. We are in regular communication with Bashaw-Camrose-Daysland PCN, and have presented our intention to submit a MARD proposal to Camrose County and Camrose City. We present again to Camrose County tomorrow, this time to the whole council.

Our ALL position is that the work proposed to MARD constitutes Phase II, with subsequent phases already coming into view. Letters of Support and financial contributions are welcome.

There is a lot to talk about on this subject, and if you would like to know more we would be glad to share our summer research findings as well as our ideas for going forward with the proposal, including ppt. slide outline.

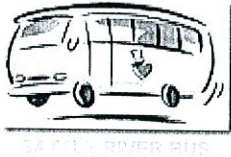
Sincerely,

Jack



Jack Ross, EdD.  
Secretary/Communications  
Association for Life-wide Living (ALL) of Alberta  
T: 780/672-9315  
E: [jackross@telus.net](mailto:jackross@telus.net)

*Inspiring creativity for health through our landscape, our communities and the arts.*





**Lynn Horbasenko**

---

**Subject:** thermostat controls

**From:** Fern Reinke [<mailto:freinke@syban.net>]

**Sent:** December-13-12 2:29 PM

**To:** Lynn Horbasenko

**Subject:** Re: agenda items -- thermostat controls

Hi Lynn

I just wanted to clarify with the rest of Council the intention of the remote thermostats. There seems to be some confusion about them.

Thanks

Fern



## Mayors report December 2012

- . Dec 2 Library Christmas Party
- . Dec 4 Budget Meeting
- . Dec 6 Early morning wake up calls issued by Lift Station ( Would like to thank the Public Works Personal for removing me from the calling cycle)
- . Dec 11 met with prospective new Fire Chief and requested he consider to become the Fire Chief
- . Dec 19 talked to a representative of the Bawlf Curling Rink about the dispersal of the Curling Rink
- . Dec 19 regular Council Meeting

Merry Christmas and a Prosperous New Year

Gordie





## **Report from the Administration**

**For the period November 16 – December 13, 2012**

### **Administration:**

- The Village Voice was distributed on November 30. We received positive feedback on it being printed in colour.
- Forwarded the first reading of Bylaw 584/12 to FortisAlberta and spoke to a representative about the status of franchise fee implementation.
- Fortis will be unable to process the paperwork for the implementation of the FortisAlberta Franchise Fee effective January 1<sup>st</sup>. The 3% franchise fee will therefore, be implemented April 1, 2013.
- With Robert Wilson leaving Alberta in the new year, the Village will now have to replace him as the Director of Disaster Services.
- An invoice for the work done related to the attempt to encase the water and sewer lines beneath the elevator service road has been sent to Alberta Transportation. The agreement was that the Village would be fully reimbursed.
- Spoke to FortisAlberta on several occasions regarding the proposal to renovate the fire hall in relation to the location of the power lines. An RFD on this topic is included in this agenda package.
- Completed the required paperwork for the 2012 Basic Municipal Transportation Grant.
- Our web site provider has been trying to convince us to upgrade our software with them which would cost the Village more in set up and monthly fees. The Communications Coordinator has researched other providers and found several that are far less costly for a website that would contain the same amount of information as the current site does now. We will likely be making a change in provider in the near future.
- Received the annual library renovations contribution from the Library Board.
- Three cashable GIC's matured and were reinvested.
- Received the 2012 MSI Operating Grant.
- The Village Manager attended the following external meetings:
  - none

### **Development:**

- The total number of development permits approved to date in 2012: six.
- Total compliance certificates issued in 2012: three + one non-compliant.
- Updating of the Village maps is almost complete. The County has agreed to make large copies for the Village.

### **Public Works:**

- The lift station alarm called out several times in the last 3 weeks:
  - Four times during the night of Wednesday, November 21<sup>st</sup>.
  - Twice the morning of Tuesday, November 27, 2012 when the Public Works Director was in Edmonton writing his Small Systems Water and Wastewater exam.
  - Four times on December 6<sup>th</sup> (starting at 4:00 a.m.).
  - Six times during the night of December 8<sup>th</sup>.
  - Three times on December 12<sup>th</sup>.
  - Once on December 13<sup>th</sup> (4:51 a.m.).
- The lagoon is functioning well. The adjacent land owner may have located a small leak in the bank which will be further researched in spring.
- Alberta Transportation has agreed to enter into an agreement with the Village for the repair or replacement of the uncased water and sewer lines beneath the elevator service road should either of the lines become damaged due to the recent work on the highway or truck traffic on the service road.
- Purchased a new snow blower and bobcat blade.
- The return line of the bobcat hydraulics has a bad leak. The Public Works Director is waiting for parts.

### **Parks and Facilities:**

- The back door of the old hall requires a new deadbolt.
- A few family Christmas events have been booked in the hall this year.
- The library door locks are troublesome. They will be checked by the Public Works Director.
- A call has been made to Electrotel regarding the building alarm.

### **By-Law Services:**

- We heard back from Camrose County regarding the idea of hiring a regional bylaw officer and at this time, the County does not feel the need to hire their own bylaw officer. Therefore, a regional bylaw officer will not be pursued.
- Two violation tickets have been issued to owners of vehicles which were parked with the left wheels to the curb.
- Received one verbal complaint about a vehicle parking too close to an alley.

### **Fire Department:**

- The Fire Department was not called to any incidents in November.
- Two practices were held in November:
  - Nov 5 – critical incident debriefing, vehicle and equipment checks.
  - Nov 20 – members refitted for bunker gear, preparation for first-aid sessions.
- One new member joined the department in November.



- Fire Chief Robert Wilson retired effective November 30, 2012. Discussions will be continuing among department members regarding recruitment for the position of Chief. In his monthly report, Robert included the following note: "I would like to thank all Village Council members for their support and cooperation over the last 14 months. It has been an honour to serve Bawlf as Fire Chief. Have a very merry Yuletide Season and a happy New Year!"
- The results of the inquiry to FortisAlberta regarding the inability to increase the height of the fire hall were shared with the Deputy Fire Chief. He mentioned the suggestion of going 'down' again. Additional research will be done with the Tank Site Remediation Coordinator.





## Bawlf Recreation Board Nov 15 2012

- . Booth at Ball Diamonds is about 95% finished.
- . Cost of booth is about \$36,000.
- . Looking into a BBQ for the booth. Cost is about \$2500.
- . Had six baseball teams last year and expect same this year.
- . Spent about \$6500 last year on baseball.
- . May have to recruit midget players as only six from around Bawlf.
- . Curling rink may be returned to Village but must have approval from Curling Club before anything is approved.
- . Looking for ice maker for Skating Rink (Bryan Berg is doing it at present).
- . Skating Rink to have no supervision (same as last year).
- . Have a Casino in Red Deer on Jan 27 and 28.
- . Looking for Volunteers. Contact Bryan or any board member.
- . Annual Meeting February 28 @ 7:30 PM.

Gordie



**Notes from Special Shirley McClellan Regional Water Service Commission Annual meeting attended November 28, 2012 in Castor**

Election of Chairperson – Pat Gorcak was elected Chairperson of the Commission

The Commission approved Consultant Robert Jenkins to create a Business Plan for the communities that are not yet connected to the waterline. The Business Plan will outline existing infrastructure within the communities as well as outline what infrastructure may be required for the specific community to connect to the waterline. Robert will also update the current Business Plan so the documents reflect the same information.

The cost of the Level 2 Business Plan is \$41,000.00 which will be paid for by a Regional Collaboration Grant that the Commission received.

The SMRWSC will be applying under the Water For Life Grant to construct Truck fills located at Donalda, Red Willow, Fenn and Big Valley all within the County of Stettler. The County of Stettler will be responsible for costs not covered by the grant. An agreement will be put in place for repairs/upkeep of those facilities.

The hamlet of Monitor has a water quality problem. Their water is being monitored very closely by Health Authorities and AB Environment. The waterline (as outlined in the the Business Plan) was scheduled to be extended to that community in 2019 but they requested that the line extension be the next project. The SMRWSC approved the request and an application will be sent. Estimated cost \$2 million.

The 2013 Interim Budget was approved based on 2012 numbers.

The Donalda line tender should be sent out within 2 weeks and will close the third week in January.

The next meeting is scheduled for January 30<sup>th</sup>, 2013 in Castor.





**Lynn Horbasenko**

---

**Subject:** FW: Battle River Water Management Plan: Municipal Forum  
**Attachments:** Village of Bawlf Invitation.pdf; Water Events 2013.pdf

**From:** Myrna Schapansky [<mailto:vilbawlf@syban.net>]  
**Sent:** December-11-12 9:11 AM  
**To:** 'Lynn Horbasenko'  
**Subject:** FW: Battle River Water Management Plan: Municipal Forum

**From:** Sarah Skinner [<mailto:sarah@battleriverwatershed.ca>]  
**Sent:** December-11-12 8:53 AM  
**To:** [vilbawlf@syban.net](mailto:vilbawlf@syban.net)  
**Subject:** Battle River Water Management Plan: Municipal Forum

Hello,

Beginning in January 2013, Alberta Environment and Sustainable Resource Development will be seeking broad input on the draft *Approved Water Management Plan for the Battle River Basin*. Municipal forums are being held across the watershed to share information on the draft Plan and receive feedback from municipalities.

**Please see the attached invitation to learn more about the municipal forum in your region.** Municipal councillors and staff from all departments are welcome and encouraged to attend!

If you have any questions, please let me know.

Sarah

--  
Sarah Skinner  
Watershed Planning Coordinator  
Battle River Watershed Alliance  
Tel: 1-888-672-0276  
[sarah@battleriverwatershed.ca](mailto:sarah@battleriverwatershed.ca)  
[www.battleriverwatershed.ca](http://www.battleriverwatershed.ca)

Join us on [Facebook](#) and [Twitter](#)!

*Draft Approved Water Management Plan for the Battle River Basin:*

**Municipal Forum**

Friday, January 18, 2013, Wetaskiwin

On behalf of Alberta Environment and Sustainable Resource Development (ESRD), the Battle River Watershed Alliance (BRWA) would like to invite representatives from the Village of Bawlf to attend a municipal forum to discuss the draft *Approved Water Management Plan for the Battle River Basin (Alberta)*. This plan was developed with extensive input from a Stakeholder Advisory Group representing government, agriculture, industry, stewardship communities and private citizens. The Government of Alberta is now seeking broad public input on the draft Plan. Key recommendations contained within the plan include:

- Setting a water allocation limit;
- Establishing a Water Conservation Objective (WCO);
- Enabling Transfers from senior water licences; and
- Introducing Water Conservation Holdbacks for the Battle River Basin.

The draft *Approved Water Management Plan for the Battle River Basin* is Phase One of a two-phase watershed management planning process initiated by the Province of Alberta through the Ministry of Environment and Sustainable Resource Development. The Battle River Watershed Alliance is leading the development of Phase Two of this planning process.

Municipalities are key partners in water management. Your participation in this municipal forum and feedback on the draft Plan is greatly appreciated.

**The municipal forum for your region will be held from 9:00am-12noon on Friday, January 18, 2013, in Wetaskiwin at By-The-Lake Park (west of Adams Pontiac along 56 Ave).**

Please RSVP by contacting Sarah Skinner (BRWA Watershed Planning Coordinator) at 780-672-0276, or by email at [sarah@battleriverwatershed.ca](mailto:sarah@battleriverwatershed.ca)

**Alternate Dates:** If other commitments conflict with this meeting date, please consider attending one of the other municipal forums taking place across the watershed.

**Wainwright: Friday, February 1, 2013, 9:00am-12noon, at the Communiplex (Hall 2)**

**Forestburg: Friday, February 8, 2013, 9:00am-12noon, at the Community Centre**



# Water Events

*Save the date for these upcoming workshops!*

## *Preparing for Extremes: Drought*

**Wednesday, January 30**

(FREE LUNCH!)

Forestburg Community Centre, 10am - 3:30pm

*Drought is an issue that impacts all areas of life, from food and water security to social and economic prosperity. Join us in working together to develop recommendations and guidelines to help our watershed communities adapt to drought.*

Guest speakers from Agriculture and Agri-Food Canada with the Invitational Drought Tournament!

**Friday, March 1**

(FREE LUNCH!)

Forestburg Community Centre, 10am - 3:30pm

*We all need quality water in order to live quality lives. Come learn more about the state of water quality in the Battle River watershed and explore ways we can work to improve that water quality through non-point source pollution management.*

Guest speakers from Alberta Environment and Sustainable Resource Development, Alberta Agriculture and Rural Development, and more!

## *Quality Water, Quality Life*

## *Water Management Plan*

**Tues, March 5:** Wainwright, Communiplex, 7:00-9:30pm

**Thurs, March 7:** Camrose, Edgeworth Centre, 7:00-9:30pm

**Tues, March 12:** Wetaskiwin, By-The-Lake Park, 7:00-9:30pm

*Alberta Environment and Sustainable Resource Development has developed a draft Approved Water Management Plan for the Battle River Basin. Key recommendations in the Plan include setting a water allocation limit, enabling water licence transfers and establishing a Water Conservation Objective for the watershed. Come learn more and share your thoughts on the draft plan.*

Plan to attend! Workshops are free but pre-registration is appreciated.  
Call 780-672-0276 or email [sarah@battleriverwatershed.ca](mailto:sarah@battleriverwatershed.ca) to register.

7.a)









# Giving Back

with the Battle River Community Foundation

Volume 14, No. 3

Camrose, Alberta

December 2012

## December giving can lead to April receiving

December is typically known as the season of giving. But it's also the season to think about how you'll maximize your tax benefits next April. The Battle River Community Foundation can help.

As the end of the year approaches, now is the perfect time to set up a fund through the Foundation and, as an Alberta taxpayer, generate a tax savings of 50% of your gifted amount. Donations can be made in the form of:

- Cash;
- Securities (you are not required to pay the capital gains if the securities are being donated)

With a gift to the Foundation you can have

input into how your donation is used, or, if you'd prefer, you can set up a fund within the Community Fund that will be directed to meet the communities' greatest needs on an annual basis. If your donation is \$10,000 or more, you can even put your name on it.

The Christmas season is also a perfect time to set up funds or make donations in honour of special people – in memory of family members, in celebration of special occasions or as a Christmas gift for those who have "everything".

Start a fund or make a donation before December 31. Talk to your financial advisor or a Board member with the Battle River Community Foundation to get sound advice on the best way for you to give and receive.

### Inside this issue we celebrate

A program which enables children with challenges to enjoy the summer . . . Page 2  
A couple who believe giving helped them become part of a community . . . Page 3  
The success of the October Community Builders Dinner . . . . . Page 4

### Did you know?

This newsletter is intended to celebrate the people who support the Battle River Community Foundation and the organizations or individuals who benefit from the programs the Foundation supports. It's also intended to encourage others to add their names to the growing list of enthusiastic BRCF supporters. The publication and distribution of this newsletter will cost about \$1,500 and BRCF expects to generate about \$20,000 in donor support. Thank you for your generosity!





## **Battle River Community Foundation**

**TELEPHONE and FAX:**  
780-679-0449

Box 1122  
Camrose, AB  
T4V 4E7

**EMAIL:** info@brcf.ca

**WEBSITE:** www.brcf.ca

### **BOARD CHAIR**

Blain Fowler  
780-672-3142

### **VICE-CHAIR**

Vivianne Grue  
780-672-9624

### **SECRETARY**

Dana Andreassen  
780-672-2964

### **TREASURER**

James Mayer  
780-672-4491

### **DIRECTORS**

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Clarence Mastel  
780-679-7714

David Ofrim  
780-672-3534

By Reesor  
780-672-5709

Wayne Thronson  
780-672-8851

### **PAST CHAIR**

Ken Drever  
780-672-4651

### **EXECUTIVE DIRECTOR**

Kerry Grettum  
780-679-0449

## **Thanks for a great evening!**

The annual Community Builders Dinner held in Camrose this fall, celebrating Alan and Valerie Fielding, has generated more than \$44,000 for the Battle River Community Foundation.

Proceeds from the evening's ticket sales, combined with the generous amounts paid for auction items, brought in \$34,000. In addition to that, the Battle River Credit Union, whose Board Alan has guided for many years, established a \$10,000 fund in the Fielding name and pledged to add \$5,000 to it on an annual basis.

The Foundation extends its sincere thanks to all of those who attended and all of those who gave so generously. It was a terrific event, celebrating very deserving people, and the true beneficiaries will be the organizations and individuals of Camrose and surrounding area.



*Valerie and Alan Fielding*

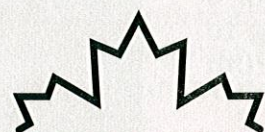
## **Thank you for your support!**

Interested in going electronic?

We hope you're pleased when you see each issue of *Giving Back* arrive in your mailbox. But maybe you'd rather that mailbox was on your computer than your doorstep.

If you'd like to go electronic and receive newsletters from the Battle River Community Foundation by email rather than postal mail, just let us know.

Please call our office at 780-679-0449 or drop us a note at [brcfoundation@gmail.com](mailto:brcfoundation@gmail.com) to let us know your email address.



## **DREVER AGENCIES**

**This issue of *Giving Back*  
made possible through the  
generosity of...**

- Cardlock diesel, gas and propane in Camrose, Hardisty and Viking
- Proud supplier of Petro Canada premium fuels and hydro treated lubricants
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**3901-42 Avenue**

**Camrose**



..... Representing the City of Camrose  
 ..... Representing the City of Camrose  
 ..... Representing the Camrose County  
 ..... Representing the Camrose County  
 ..... Representing the Participating Villages within the Camrose  
 County

..... CDSS Director

the meeting to order at 9:02 a.m.

the agenda be approved as circulated. Carried.

the minutes of the September 24, 2012 meeting be approved as circulated.  
ed.

### **in the Minutes**

ed a performance review template for the Executive Director's annual  
John will email CDSS Board Members the template, along with the Executive  
option. The performance review needs to be completed and returned to John  
r 19<sup>th</sup>.

Norway will be dissolved effective October 31, 2012. Discussion was held in relation to the Village of New Norway.

wed and discussed the CDSS 2013 Global Budget.

that the CDSS Board approve the 2013 Global Budget in the amount of \$3,180.00 as per the attached. Carried.

the meeting recess at 11:35 a.m.

the meeting reconvene at 12:15.

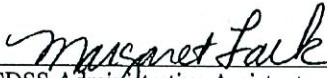
Minister, Vern Peterson and Doug Lyseng will be attending the FCSSAA  
 November 21, 22 and 23, 2012.

**Voting Delegates** Max Lindstrand: That John Howard and Doug Lyseng be appointed as a voting delegates for 46/2012 the FCSSAA general meeting, with Dirk Bannister appointed as alternate. Carried.

**Resolutions** The resolutions were discussed and voting instructions were advised to the voting delegates.

**Next Meeting** The organizational and regular CDSS Board meeting will be held on November 19, 2012.  
December 17, 2012 - regular CDSS Board meeting.

**Adjournment** Max Lindstrand moved the meeting be adjourned at 1:57 p.m.

  
\_\_\_\_\_  
CDSS Administrative Assistant

  
\_\_\_\_\_  
CDSS Chair





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energy  
pipeline  
association | association  
canadienne  
de pipelines  
d'énergie

Suite 200 505 - 3rd St SW  
Calgary, Alberta T2P 4G6  
PHONE 403-221-8778  
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October 31, 2012

Dear Councillor ,

The members of the Canadian Energy Pipeline Association (CEPA) are the companies that operate 110,000 kilometres of transmission pipeline in Canada, including 56,063 kilometres in Alberta. Our members transport 97 per cent of Canada's daily natural gas and onshore crude oil production from producing regions to markets throughout Canada and the US.

In 2011, our member companies transported 1.2 billion barrels of liquid product and 5.3 trillion cubic feet of natural gas.

These companies are focused, first and foremost, on pipeline safety, while constructing and operating a network of pipelines that supports Canada's economy and well-being.

Our member companies work diligently throughout the year to ensure their pipeline systems are safe and reliable. They are monitored twenty-four hours per day, seven days a week. Through the sharing of best practices among members, technological improvements and strong regulatory oversight, Canadian transmission pipelines are safe and continue to become safer.

As an industry, we are aware that more information is desired about how pipelines are operated and regulated. Recent discourse about pipelines has shown that a more deliberate, thoughtful dialogue with Canadians is required – to illustrate the commitment and steps our industry takes to address community and environmental safety, to highlight the pipeline regulatory requirements in this country, and increase awareness of the role pipelines play in bringing energy to homes and businesses.

As such, we are providing you with hard copies of our most recent fact sheets, as well as a copy of our fact book. These materials are an excellent resource that describes the facts about pipelines in an easy-to-read format. In addition, we have soft copies or PDFs available through our website at [www.aboutpipelines.com](http://www.aboutpipelines.com).

Thank you for your time and consideration of this information. We hope that you will find these materials valuable. If additional hard copies are required, please do not hesitate to contact Cathy Hay at 403-221-8762 or via email at [aboutpipelines@cepa.com](mailto:aboutpipelines@cepa.com).

Sincerely,

Brenda Kenny  
President & CEO  
Canadian Energy Pipeline Association





# about pipelines



canadian  
energy  
pipeline  
association

## Safe Pipeline Operations

Operating safe and reliable pipelines is critical to the pipeline industry. It is the fundamental premise behind everything that our member companies do. Pipeline operators undertake a wide range of activities in order to prevent incidents from occurring on their pipeline facilities.

**What are the key aspects of operating a safe pipeline?** There are several key aspects a pipeline operator can do to maintain the safety of their pipeline. Some of these are:

- Pipeline Integrity Management
- Corrosion Prevention
- Inspection
- Monitoring, Leak Detection and Isolation
- Damage Prevention

### What is involved in Pipeline Integrity Management?

Pipeline Integrity Management is a series of activities, using a systematic, comprehensive approach, to manage the safety and integrity of pipeline systems. Pipeline integrity management is achieved through thoughtful design, prudent selection of materials, use of careful construction practices and the diligent operation of pipeline systems. During the operational life of a pipeline, operating companies strive to maintain pipeline integrity through the application of multiple practices to maintain safe, environmentally responsible, and reliable service from their systems.

**What is Corrosion Prevention?** Corrosion is a naturally occurring phenomenon that happens when metal reacts to the environment in which it exists. Pipeline operators try to prevent corrosion by applying coatings to the outside of their pipelines. This helps to isolate the steel of the pipeline from the underground environment and so inhibits the development of external corrosion. Additionally, cathodic protection is applied to pipeline systems to provide supplemental protection against the development of external corrosion at any location where the coated pipe surfaces may have been damaged. For more information on corrosion, please take a look at our fact sheet on the subject, which can be found at [www.aboutpipelines.com](http://www.aboutpipelines.com).

**What do we mean by Inspection?** Every year, pipeline operators are involved in inspecting and re-inspecting elements of their pipeline systems. There are different ways to inspect a pipeline. One of these ways is through the use of 'smart' in-line inspection tools. These computerized tools travel inside the pipeline and have the ability to identify and locate pipeline anomalies.

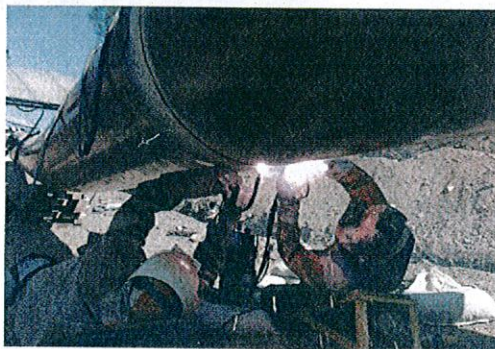


Figure 2: Image courtesy of TransCanada PipeLines Ltd.



Figure 3: Image courtesy of Baker Hughes Company Canada

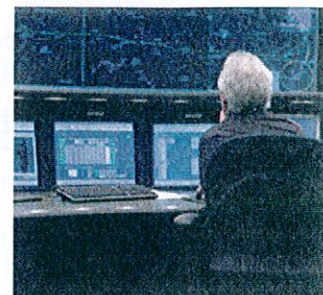


Figure 1: Image courtesy of Alliance Pipeline

*"Ensuring pipeline operations remain safe is an extensive, intensive and ongoing process for pipeline operators, a process CEPA and its members aim to improve even further through our Integrity First® program."*

### Ziad Saad

Vice President,  
Safety & Sustainability  
Canadian Energy  
Pipeline Association



These anomalies are then prioritized and assessed by qualified engineers and corrective actions may take place. Corrective actions could include digging up and repairing the piece of pipe or replacing sections of the pipe.

#### What is involved in Monitoring, Leak Detection and Isolation?

Monitoring, leak detection and isolation also play an important role in operating a safe pipeline. Pipeline operators are continuously monitoring the pipeline, 24 hours per day, 365 days per year, from their control centres. Every pipeline operator has a control centre, which is the hub of pipeline operations. These control centres use devices, such as Supervisory Control and Data Acquisition (SCADA) systems, to collect information from sensors installed along the pipeline route. This information is then transmitted back to the control centre. In the control room, highly qualified technicians, who have received extensive training in pipeline operations and emergency response, evaluate the information and determine if further action is required.



Figure 4: Image courtesy of Alliance Pipeline

The SCADA systems also allow the pipeline operators to remotely control pipeline flows by starting and stopping pumps and compressors, and opening and closing valves. If a significant leak occurs, automated leak detection systems, which continuously monitor pipeline flows, have the ability to alert the control centre technicians. The technician may be required to isolate sections of the pipeline with automated or manual block valves that are strategically located along the pipeline. Pipeline operators also use other leak detection methods such as aerial and ground patrols, as well as investigating concerns raised by the public.

**What do we mean by Damage Prevention?** The most common cause of damage to a buried pipeline is the uncontrolled excavation or undertaking of a digging project without the knowledge of where that pipeline is located. To prevent damaging the pipeline, it is critically important for pipeline operators, and those in communities through which pipelines pass, that are involved in underground work around pipelines to follow safe digging practices through accurate identifying, locating, and marking of buried utilities. The public can also play its part by contacting a provincial One Call centre or line locating service before doing any digging, especially with mechanical equipment. This will help prevent project delays, disruption of essential services, property damage, environmental contamination and serious injury.

**Will following safe pipeline operations prevent incidents from occurring?** Although they are the safest way to transport oil and natural gas products, pipelines are not completely risk-free. Pipeline integrity management programs and other preventative measures have been in place since the 1950s. They are used to reduce the risk associated with the operation of a pipeline as much as possible. In fact, our member companies, through CEPA, have initiated a program called CEPA Integrity First®. This program is designed to improve pipeline performance in the area of safety, environment and socio-economic matters. For more information on CEPA Integrity First®, please visit our website at [www.aboutpipelines.com](http://www.aboutpipelines.com).

**For more information on operating safe pipelines please visit:**

Canadian Energy Pipeline Association  
[www.aboutpipelines.com](http://www.aboutpipelines.com)

Canadian Common Ground Alliance  
[www.canadiancga.com](http://www.canadiancga.com)

Individual pipeline company websites

#### Connect with us

Email: [aboutpipelines@cepa.com](mailto:aboutpipelines@cepa.com)  
Phone: 403.221.8777  
Fax: 403.221.8760

Suite 200, 505-3rd Street SW  
Calgary, Alberta T2P 3E6



[aboutpipelines.com](http://aboutpipelines.com)





# about pipelines



canadian  
energy  
pipeline  
association

## Diluted Bitumen in Pipelines

**What is bitumen?** Bitumen is a thick, molasses-type product that is found in regions around the world, but more locally in the oil sands regions of northern Alberta, Canada. Sometimes, it's found near the surface mixed in with sand and other debris, while in other instances, it can be found deep in the ground under several layers of rock.

**How is bitumen extracted and what is diluted bitumen?** There are two ways to extract bitumen. The first involves using large mining trucks and shovels to scrape the surface of the ground and collect the oil found in the sand. This is called surface mining. Once collected, the mined material is processed to remove the sand and other debris.

The second method involves injecting steam deep into the ground. The steam heats up the bitumen and forms a mixture of bitumen and water, which then flows to the surface in the same way conventional oil does. This is called in-situ production. Once on the surface, the water is separated from the bitumen.

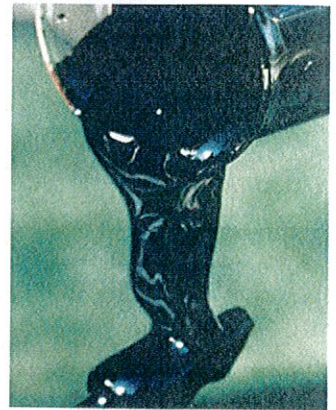


Figure 1: Image courtesy of Syncrude Canada Ltd.

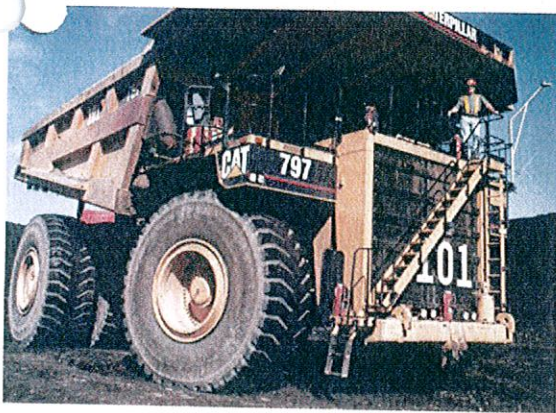


Figure 2: Image courtesy of Syncrude Canada Ltd.

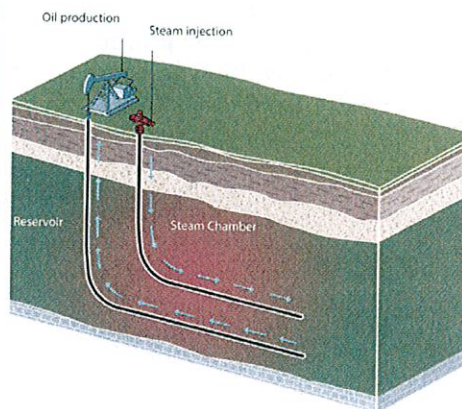


Figure 3: Image courtesy of the Centre for Energy

*"For pipelines carrying diluted bitumen, the risk of corrosion is not any different than pipelines carrying conventional crude."*

**Ziad Saad**  
Vice President,  
Safety & Sustainability  
Canadian Energy  
Pipeline Association

Following extraction, the bitumen can be processed locally into a suite of refined petroleum products including synthetic crude, which is similar to conventional light crude. Bitumen is too thick to flow in a pipeline at ground temperature, so it needs to be thinned with a very light petroleum product called diluent.



Diluent is typically either light crude, such as 'synthetic crude', or 'condensate', which is extracted from the ground along with natural gas. Synthetic crude and condensate on their own have been produced and transported by pipeline for decades.

**Does diluted bitumen increase the risk of pipeline corrosion?** No. Pipelines transporting diluted bitumen are not at any greater risk of corrosion than pipelines carrying other types of petroleum products, such as conventional crude. The only significant difference between diluted bitumen and conventional crude is that diluted bitumen carries diluent.<sup>1</sup> Neither the properties of diluent or bitumen carry any characteristics that would cause more corrosion.

There are two components in the diluted bitumen that have raised concern, namely acid and sulphur. These components exist in varying degrees in all crude types. If crude is heated to a temperature higher than 200 degrees Celsius, corrosion to pipelines transporting diluted bitumen may occur.<sup>2</sup> However, these pipelines don't operate anywhere near that temperature; they typically operate at much cooler temperatures. For more information on corrosion, please visit [www.aboutpipelines.com](http://www.aboutpipelines.com).

**How safe is it to transport diluted bitumen?** Transporting diluted bitumen is as safe as transporting other types of crude oil. This is because there is virtually no difference between the two products. Our industry has been safely transporting diluted bitumen in pipelines for more than 30 years and conventional crude for more than 60 years.

**What happens if there is a leak and diluted bitumen is spilled?**

**Is it harder to clean up than conventional crude?** No. Pipeline operators have developed and implemented emergency response plans and procedures tailored to the characteristics of the pipeline they operate, including the type of product it carries. However, in the event that diluted bitumen were to be spilled, the procedures for cleaning up the spill would be similar to cleaning up a conventional crude spill. Environmental and site-specific conditions will also determine the type of procedures and equipment used during the emergency. For more information on pipeline emergency response procedures, please visit [www.aboutpipelines.com](http://www.aboutpipelines.com).

**For more information on diluted bitumen in pipelines, please visit:**

Canadian Energy Pipeline Association  
[www.aboutpipelines.com](http://www.aboutpipelines.com)

Alberta Innovates  
[www.albertainnovates.ca](http://www.albertainnovates.ca)

American Petroleum Institute:  
*Facts About Pipeline Safety and Canadian Crude*  
[www.api.com](http://www.api.com)

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Calgary, Alberta T2P 3E6



[aboutpipelines.com](http://aboutpipelines.com)



<sup>1</sup> Alberta Innovates: Comparison of the Corrosivity of Dilbit and Conventional Crude, pg.iv

<sup>2</sup> Alberta Innovates: Comparison of the Corrosivity of Dilbit and Conventional Crude, pg.iii



# about pipelines



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de pipelines  
d'énergie

## Corrosion

**What is corrosion?** Corrosion is a naturally occurring phenomenon which happens when metal reacts with the environment, such as water or soil. If you think of a chain that's been left out in the rain, over time that chain will develop rust and start to corrode. Pipelines are no different. Over time and without protection, pipelines can corrode as well.

**So how do we protect our pipelines?** There are two main ways to protect our pipelines. The first involves applying a coating to the pipeline when it's being manufactured. The most common type of coating is an epoxy coating, which is a paint-like substance that seals the steel surface of the pipeline. The epoxy interferes with corrosion mechanisms affecting the pipeline. In the field, other specific types of coatings are also used to prevent corrosion. Often these coatings are case-specific, depending on the situation. For example, a special type of cement coating is used in river crossings to weigh the pipe down and also protect against mechanical damage during installation.

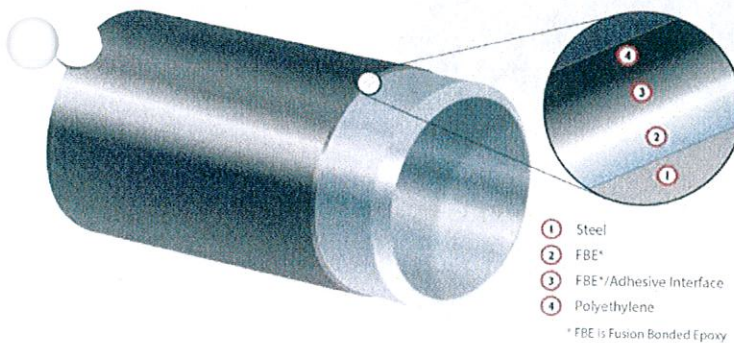


Figure 2: Images courtesy of Kinder Morgan Canada and Shaw Pipe

Another way to protect the pipeline is through the use of cathodic protection. Cathodic protection is a technique used to control the corrosion of a metal surface by using another piece of metal to draw corrosion away from the pipe through the use of a carefully calibrated electrical current.

A combination of metal, water and air is necessary for corrosion to occur. While external corrosion is more prevalent than internal corrosion on transmission pipelines, failures are extremely rare. This is due, in part, to rigorous maintenance practices. Internal corrosion is also rare because the product in the pipeline is always flowing and frequently cleaned with scrapers.

Scrapers can look like large wire brushes that rotate as they go through the pipeline. This helps to clean the pipe and prevent any build-up of material. In some cases, a corrosion inhibitor, a chemical substance used to prevent corrosion from taking place, is used.

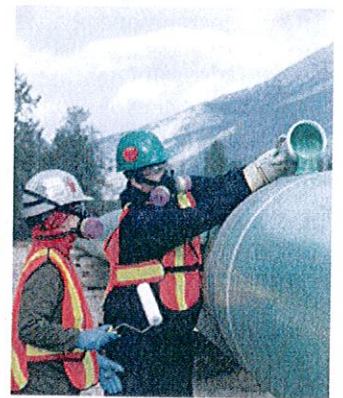
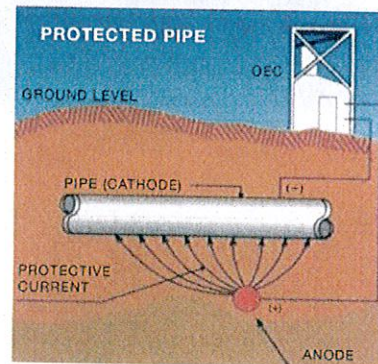


Figure 1: Image courtesy of Kinder Morgan Canada

*"Corrosion is significantly mitigated when pipelines are properly monitored and protected."*

**Ziad Saad**  
Vice President,  
Safety & Sustainability  
Canadian Energy  
Pipeline Association



**What are some of the tools used to monitor corrosion?** Even though failures due to pipeline corrosion are very rare, our pipeline operators continuously monitor their pipelines with different technology and tools. Some of these tools include in-line inspection tools, such as pigs, and visual inspections. Pigs, which stands for pipeline inspection gauge, are large metal devices that look like a plunger. They're inserted into the pipeline and pushed along by the force of the product flowing through the pipeline. Smart pigs measure several different things from inside the pipeline, such as restrictions and deformations in the pipe, as well as metal loss. If metal loss is detected, then the pipeline operator will take action, which in some cases may include replacing a section of the pipe with brand new pipe.

Although it's important to have the tools in place to identify potential issues on the pipeline, visual inspections are also important. Pipeline field personnel walk the right-of-way looking for clues, such as pooling of oil or changes in the environment. Planes and helicopters can also give the pipeline operators a birds-eye view of what's happening on the ground. If any of these clues are discovered, the pipeline operators will act quickly to investigate the situation and repair the affected pipe.



Figure 3: Image courtesy of Baker Hughes Company Canada



Figure 4: Image courtesy of Baker Hughes Company Canada

With the proper protection and monitoring, pipeline operators, in the vast majority of cases, are able to identify and mitigate any potential issues long before a leak or a failure occurs.

*"Though almost all of Canada's transmission pipelines are underground, CEPA members can keep close tabs on the condition of their pipelines."*

**Ziad Saad**  
Vice President,  
Safety & Sustainability  
Canadian Energy  
Pipeline Association

**For more information on corrosion, please visit:**

Canadian Energy Pipeline  
Association  
[www.aboutpipelines.com](http://www.aboutpipelines.com)

National Association  
of Corrosion Engineers  
[www.nace.org](http://www.nace.org)

American Society  
of Mechanical Engineers  
[www.asme.org](http://www.asme.org)

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# about pipelines



canadian energy pipeline association  
association canadienne de pipelines d'énergie

## Emergency Response

Pipelines are the safest and most reliable means of transporting large volumes of crude oil, natural gas and liquid petroleum products. Pipeline incidents are rare considering our member companies operate 110,000 kilometres of pipelines. In 2011, the transmission pipeline industry in Canada moved 1.2 billion barrels of liquid petroleum products and 5.3 trillion cubic feet of natural gas. Our most recent statistics show that 99.99% of liquid products are transported safely.

Despite being the safest way to transport oil and gas products over long distances, no pipeline is completely risk-free. Unfortunately incidents, from time-to-time, do occur and when this happens, pipeline operators are trained and required to manage these emergency situations. With an effective emergency response plan (ERP) in place, the chances of long-term impacts on the community and the environment are greatly reduced.

### What is a pipeline emergency?

A pipeline emergency is an unforeseen incident that could endanger the health, safety or welfare of the public and the environment.

**What is an emergency response plan?** An ERP outlines the necessary steps and decisions required to manage an emergency situation. It contains specific steps that the pipeline operator must take in order to control the incident. Pipeline operators are

expected to have ERPs in place by the regulator, whose role is to review and audit these plans. An ERP contains many types of information critical in managing an emergency situation. It includes manuals on how to proceed with the deployment of emergency personnel, evacuation plans, location of access points, communications procedures and protocols. In the case of large incidents, many pipeline operators use the Incident Command System (ICS), which is an organizational structure used for the command, control and coordination of an emergency response. ICS was originally developed in response to a series of wildfires in southern California in the 1970s.



Figure 1: Workers undergo safety training



Figure 2: Workers use vacuums to clean up oil

*"Emergency Response Plans are critical to ongoing pipeline operations. They allow pipeline operators to respond effectively to any emergency that could impact the public and the environment."*

### Ziad Saad

Vice President,  
Safety & Sustainability  
Canadian Energy  
Pipeline Association



**What key factors need to be considered by the pipeline operator?** Managing an emergency is a complex and critically important matter. Pipeline operators make many decisions to address an emergency. For example, in the case of a spill, some of the key factors include: proximity to residences, waterways and wildlife, protecting the aquatic habitat if the spill occurred in a waterway, the amount and type of hydrocarbon released and how to handle it, weather conditions, anticipated behaviour of the hydrocarbon, resource and equipment requirements, the amount of time it will take to get key personnel on-site, site accessibility, containment sites and control points. These are just a few of the factors that pipeline operators must consider and the ERP must address.

**What are the steps required to manage a pipeline incident on-site?** While pipeline operators may have slightly different procedures, the most important aspect of responding to an emergency is determining how to safely conduct an emergency response while at the same time containing and reducing the risk to the public and the environment. These steps could include: protecting property, identifying and managing the site, evaluating the hazards and risks, selecting the appropriate protective clothing and equipment, managing information and resource coordination, implementing response objectives, decontaminating, and cleaning up the site.

#### How are emergency response plans reviewed and kept up-to-date?

Emergency response plans are developed, regularly reviewed and updated, as required, by the pipeline operator and submitted to the appropriate regulator. Pipeline operators conduct regular emergency response exercises, consult with agencies that are involved in emergency response procedures and inform everyone who may be associated with an emergency response activity of the practices and procedures to be followed. In addition, companies conduct outreach activities to inform nearby residents of what to do in the case of a pipeline emergency.



Figure 3: Workers use booms in safety training exercises

#### For more information on emergency response plans, please visit:

Canadian Energy Pipeline Association – [www.aboutpipelines.com](http://www.aboutpipelines.com)  
 National Energy Board – [www.neb-one.gc.ca](http://www.neb-one.gc.ca)  
 Energy Resources Conservation Board – [www.ercb.ca](http://www.ercb.ca)  
 Incident Command System Canada – [www.icscanada.ca](http://www.icscanada.ca)  
 Pipeline Association for Public Awareness – [www.pipelineawareness.org](http://www.pipelineawareness.org)  
 Individual pipeline company websites

#### "Emergency Response

*Plans provide useful roadmaps for first responders to work side-by-side with pipeline operators during an emergency."*

#### Ziad Saad

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 Canadian Energy  
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