



## **AGENDA**

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

**Wednesday, January 16, 2013 – 7:00 p.m.**

#### **Council Chambers**

**1. CALL TO ORDER**

**2. DELEGATIONS**

none

**3. GENERAL GOVERNMENT**

a) Agenda

**Motion** to adopt as presented

b) Minutes of the Regular Meeting of Council held December 19, 2012

**Motion** to adopt as presented

c) Accounts Payable – December 2012

**Motion** to accept as information

d) Financial Statement – December 2012

**Motion** to accept for information

**4. BUSINESS ARISING**

a) Municipal Affairs Directives and Recommendations

**Discussion**

b) Proposed Agreement with AB Transportation RE: Water Supply Line & Sanitary Forcemain

**Motion**

**5. NEW BUSINESS**

a) Municipal Affairs Directive 3 and Recommendations 3, 4, 12 – Procedural Bylaw

**First Reading**

b) Municipal Affairs Directive 8 and Recommendation 20 – Property Tax Penalty Bylaw

**First Reading**

c) Municipal Affairs Recommendation 14 – Clear Motions with Precise Direction

**Motion**

d) Municipal Affairs Recommendation 31 – Disparaging Remarks

**Motion**

e) Roles & Responsibilities Session

**Motion**



- f) Establish Water Meter Reserve

**Motion**

- g) FOIP Complaint Results

**Motion**

- h) Curling Club Letter

**Motion**

- i) Mayors' Caucus Meetings

**Motion**

- j) Federation of Canadian Municipalities Membership

**Discussion/Motion**

- k) Insurance – Declared Value of Certain Facilities

**Motion**

- l) Camrose County Municipal Planning Services – 2013

**Motion**

**6. STANDING COMMITTEE REPORTS**

- a) Mayor's Report

- b) Administration Report

- c) Board Reports:

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

**7. CORRESPONDENCE**

- a) Alberta Electric System Operator (AESO) Long Term System Planning

- b) City of Camrose Building Inspection Fees & Charges

**8. CONFIDENTIAL ITEMS**

- a) Personnel Letter

- b) Personnel

**9. ADJOURNMENT**







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

In the Province of Alberta held on  
Wednesday, December 19, 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  
Jane Ross, Association for Life-wide Living  
Jack Ross, Association for Life-wide Living  
Clarence Hastings, CDSS  
Mark Crown, Camrose Canadian

### 1. CALL TO ORDER

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

### 2. DELEGATIONS

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

### 3. GENERAL GOVERNMENT

#### a) AGENDA

**MOTION 206/12 MOVED BY** Deputy Mayor Yuha to adopt the agenda as presented.

**CARRIED**

#### b) *MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD NOVEMBER 19, 2012*

**MOTION 207/12 MOVED BY** Councillor Reinke that the minutes of the Special Meeting held November 19, 2012 be adopted as distributed.

**CARRIED**

#### c) *MINUTES OF THE REGULAR MEETING OF COUNCIL HELD NOVEMBER 21, 2012*

**MOTION 208/12 MOVED BY** Councillor Reinke that the minutes of the Regular Meeting of Council held November 21, 2012 be adopted as amended.

**CARRIED**

#### d) *MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD DECEMBER 4, 2012*

**MOTION 209/12 MOVED BY** Mayor Blatz that the minutes of the Special Meeting held December 4, 2012 be adopted as presented.

**CARRIED**

e) *ACCOUNTS PAYABLE – NOVEMBER 2012*

**MOTION 210/12 MOVED BY** Councillor Tessari to accept the Accounts Payable register for November 2012 as information.

**CARRIED**

f) *FINANCIAL STATEMENT – NOVEMBER 2012*

**MOTION 211/12 MOVED BY** Mayor Blatz to accept the November 2012 Financial Statement for information.

**CARRIED**

**4. BUSINESS ARISING**

a) *MUNICIPAL AFFAIRS DIRECTIVES AND RECOMMENDATIONS*

**MOTION 212/12 MOVED BY** Deputy Mayor Yuha that Village Council accept the updated summary of the Municipal Affairs Inspection Report Directives, Recommendations and Suggestions as information.

**CARRIED**

b) *AUDITOR CONTRACT EXTENSION*

**MOTION 213/12 MOVED BY** Councillor Reinke to **Rescind MOTION 194/12.**

**CARRIED**

**MOTION 214/12 MOVED BY** Mayor Blatz that Village Council 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.

**CARRIED**

c) *MASTER RATES BYLAW 583/12*

**MOTION 215/12 MOVED BY** Councillor Tessari to give second reading of the Master Rates Bylaw 583/12 as amended.

**CARRIED**

**MOTION 216/12 MOVED BY** Councillor Reinke to give third reading of the Master Rates Bylaw 583/12.

**CARRIED**

d) *FORTISALBERTA FRANCHISE AGREEMENT BYLAW 584/12*

**MOTION 217/12 MOVED BY** Mayor Blatz to give second reading of the FortisAlberta Franchise Agreement Bylaw 584/12.

**CARRIED**

**MOTION 218/12 MOVED BY** Deputy Mayor Yuha to give third reading of the FortisAlberta Franchise Agreement Bylaw 584/12.

**CARRIED**

- e) *BAWLf PUBLIC LIBRARY BOARD 2012 ACTUALS/2013 BUDGET – SECOND PAGE*

**MOTION 219/12 MOVED BY** Councillor Robbins to accept the Bawlf Public Library Board's 2012 Actuals and 2013 Budget as information.

**CARRIED**

- f) *ALBERTA ANIMAL & MUNICIPAL ENFORCEMENT SERVICES 2013 CONTRACT*

**MOTION 220/12 MOVED BY** Mayor Blatz that Village Council enter into a contract with Alberta Animal & Municipal Enforcement Services as presented to provide bylaw enforcement services for 2013.

**CARRIED**

- g) *FIRE HALL RENOVATION UPDATE*

**MOTION 221/12 MOVED BY** Deputy Mayor Yuha that Council accept the fire hall renovation update as information.

**CARRIED**

- h) *TANK SITE REMEDIATION PROGRAM – FURTHER INFORMATION*

**MOTION 222/12 MOVED BY** Mayor Blatz that Village Council authorize 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.

**CARRIED**

## **5. NEW BUSINESS**

- a) *MUNICIPAL AFFAIRS RECOMMENDATION 5 – PUBLIC FORUMS*

**MOTION 223/12 MOVED BY** Mayor Blatz that 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.

**CARRIED**



b) *MUNICIPAL AFFAIRS RECOMMENDATION 6 – REVIEW PROVIDED INFORMATION*

**MOTION 224/12 MOVED BY** Councillor Tessari that in response to Recommendation 6 of the Municipal Inspection Report, that Council and council members thoroughly review all items provided to them by Administration.

**CARRIED**

c) *MUNICIPAL AFFAIRS RECOMMENDATION 7 – PECUNIARY INTEREST*

**MOTION 225/12 MOVED BY** Mayor Blatz that 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.

**CARRIED**

d) *MUNICIPAL AFFAIRS RECOMMENDATION 8 – IN CAMERA*

**MOTION 226/12 MOVED BY** Mayor Blatz that 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.

**CARRIED**

e) *2013 INTERIM OPERATING AND CAPITAL BUDGET*

**MOTION 227/12 MOVED BY** Deputy Mayor Yuha that Village Council approve the 2013 Interim Operating Expense Budget of \$625,482 and 2013 Interim Capital Expense Budget of \$157,400.

**CARRIED**

**MOTION 228/12 MOVED BY** Councillor Reinke that Village Council approve the 2013 Interim Budget Revenue of \$384,974.

**CARRIED**

f) *PARKLAND REGIONAL LIBRARY SATISFACTION SURVEY*

**MOTION 229/12 MOVED BY** Mayor Blatz that Village Council authorize Administration to submit the Village of Bawlf's response to the 2012 Satisfaction Survey to the Parkland Regional Library.

**CARRIED**

g) *ASSOCIATION FOR LIFE-WIDE LIVING (ALL) OF ALBERTA – as per delegation*

**MOTION 230/12 MOVED BY** Mayor Blatz that Council authorize administration to send a letter of support to the Association for Life-wide Living (ALL) of Alberta for the proposed Alternate Transportation Services for Seniors-Rural Alberta Pilot Project.

**CARRIED**

h) **THERMOSTAT CONTROLS**

Discussion

**6. STANDING COMMITTEE REPORTS**

- a) Mayor's Report- as attached
- b) Administration Report- as attached
- c) Board Reports:

- Bawlf & District Recreation Association - as attached to these minutes
- Shirley McClellan Regional Water Services Commission - attached to these minutes
- Regional Emergency Management Services Liaison - no report
- Curling Rink - would like to turn the building over to the Village, with the stipulation that they have until May to relocate their property and contents.

**MOTION 231/12 MOVED BY** Mayor Blatz that Village Council accept the standing committee reports for information.

**CARRIED**

**7. CORRESPONDENCE**

- a) Battle River Water Management Plan Workshops

**MOTION 232/12 MOVED BY** Deputy Mayor Yuha that Councillor Tessari be authorized to attend the Battle River Watershed Alliance Municipal Forum held on Friday, January 18, 2013 in Wetaskiwin.

**CARRIED**

- 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

**MOTION 233/12 MOVED BY** Mayor Blatz to accept the Correspondence for information only.

**CARRIED**

Mayor Blatz called a recess at 9:10 p.m. The meeting reconvened at 9:13 p.m.

**8. CONFIDENTIAL ITEMS**

a) Legal Matters

**MOTION 234/12 MOVED BY** Mayor Blatz to move in-camera at 9:13 p.m. to discuss a legal matter.

**MOTION 235/12 MOVED BY** Mayor Blatz that Council come out of the in-camera session at 9:29 p.m.

**CARRIED**

**MOTION 236/12 MOVED BY** Mayor Blatz that Council direct Administration to send a letter to the tenant currently leasing Lot 29, Block 7, Plan LVII, advising that Council has chosen to terminate the lease on August 10, 2013, and if the tenant wishes to continue to lease the space, the Village is open to entering into negotiations regarding terms of a new lease.

**CARRIED**

**9. ADJOURNMENT**

The meeting was adjourned at 9:35 p.m.





# VILLAGE OF BAWLF

## Cheque Listing For Council With GL Numbers

Page 1 of 3

2013-Jan-09

8:30:35 AM

Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20101428	2012-12-19	ACKLANDS - GRAINGER INC.			PAYMENT		165.46
			2-23-510	608503494	F.D. PAGER BATTERIES	53.20	
			2-32-510	608503495	SNOW SHOVEL & SCRAPER	56.13	
			2-72-510	608503495	SNOW SHOVEL & SCRAPER	56.13	
20101429	2012-12-19	ALBERTA ANIMAL SERVICES			PAYMENT		589.30
			2-26-270	10870	BYLAW ENFORCEMENT	589.30	
20101430	2012-12-19	ANKERTON GAS CO-OP			PAYMENT		864.10
			2-41-540	1198786	NATURAL GAS PUMPHOUSE	40.14	
			2-74-540	1199153	NATURAL GAS - OLD HALL	206.56	
			2-23-541	1199158	NATURAL GAS FIRE HALL	214.82	
			2-42-540	1199263	NATURAL GAS LIFT STATION	161.05	
			2-41-540	1199278	NATURAL GAS RESERVOIR	110.94	
			2-12-540	1199283	NATURAL GAS - V.O.	126.98	
			2-32-510	15986	BELT FOR SNOWBLOWER	1.81	
			2-72-510	15986	BELT FOR SNOWBLOWER	1.80	
20101431	2012-12-19	BANACK, LEANNA			PAYMENT		190.53
			2-12-110	12/12	WAGES		
			2-12-510	12/12-1	CHRISTMAS DECORATIONS	190.53	
20101432	2012-12-19	BAWLF PLAYSCHOOL			PAYMENT		235.00
			1-12-410	0012	B.R.C.FOUNDATION - O'RIORDAN	235.00	
20101433	2012-12-19	BERGQUIST, MERLIN			PAYMENT		335.00
			2-23-159	12/12	F.D. - PRACTICE HOURS	200.00	
			2-23-159	12/12-1	F.D. INCIDENT HOURS	135.00	
20101434	2012-12-19	CAMROSE COUNTY			PAYMENT		189.81
			2-12-233	14601	R.A.R. BOARD TRAINING EXPENSES	189.81	
20101435	2012-12-19	CAN PAK ENVIRONMENTAL			PAYMENT		2,629.49
			2-43-270	01706	GARBAGE PICKUP	1,682.39	
			2-44-350	01706	RECYCLING PICKUP	947.10	
20101436	2012-12-19	CRAWFORD'S WEST INC.			PAYMENT		2,730.00
			2-32-510	01244	SNOW BLADE	2,730.00	
20101437	2012-12-19	DENNIS, DWAYNE			PAYMENT		1,304.36
			2-23-159	12/12	F.D. PRACTICE HOURS	300.00	
			2-23-159	12/12-1	F.D. INCIDENT HOURS	225.00	
			2-23-159	12/12-2	2012 DEPUTY FIRE CHIEF	579.36	
			2-23-148	12/12-3	F.D. FIRST AID COURSE	200.00	
20101438	2012-12-19	DENNIS, JAYCE			PAYMENT		672.50
			2-23-159	12/12	F.D. PRACTICE HOURS	300.00	
			2-23-159	12/12-1	F.D. INCIDENT HOURS	172.50	
			2-23-148	12/12-2	F.D. STANDARD FIRST AID COURSE	200.00	
20101439	2012-12-19	DENNIS, TRACEY			PAYMENT		240.00
			2-23-159	12/12	F.D. PRACTICE HOURS	240.00	
20101440	2012-12-19	DODSWORTH, SCOTT			PAYMENT		775.00
			2-23-159	12/12	F.D. PRACTICE HOURS	320.00	
			2-23-159	12/12-1	F.D. INCIDENT HOURS	255.00	
			2-23-148	12/12-2	F.D. STANDARD FIRST AID COURSE	200.00	
20101441	2012-12-19	DOLMAN, MICHAEL			PAYMENT		60.00
			2-23-159	12/12	F.D. PRACTICE HOURS	60.00	
20101442	2012-12-19	GOLISH, DEVON			PAYMENT		130.00
			2-32-110	12/12	WAGES	130.00	
20101443	2012-12-19	GROUETTE, SHAWN			PAYMENT		595.00

Item: 3.c)



# VILLAGE OF BAWLF

## Cheque Listing For Council With GL Numbers

Page 2 of 3

2013-Jan-09

8:30:35 AM

Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20101443	2012-12-19	GROUETTE, SHAWN	2-23-159	12/12	F.D. PRACTICE HOURS	260.00	595.00
			2-23-159	12/12-1	F.D. INCIDENT HOURS	135.00	
			2-23-148	12/12-2	F.D. STANDARD FIRST AID COURSE	200.00	
20101444	2012-12-19	HORBASENKO, LYNN			PAYMENT		3.35
			2-12-110	12/12	WAGES		
			2-12-250	12/12-1	BOOT TRAY - V.O.	3.35	
20101445	2012-12-19	JACOBSEN, JUSTIN			PAYMENT		
			2-32-110	22	WAGES		
			2-72-110	22	WAGES		
20101446	2012-12-19	KAPLER'S HARDWARE LTD.			PAYMENT		47.72
			2-32-510	24424	RAID FOR WASPS	5.24	
			2-72-510	24424	RAID FOR WASPS	5.25	
			2-74-250	24424	DEADBOLT & PARTS OLD HALL	37.23	
20101447	2012-12-19	KRUGER, DON			PAYMENT		412.50
			2-23-159	12/12	F.D. PRACTICE HOURS	160.00	
			2-23-159	12/12-1	F.D. INCIDENT HOURS	52.50	
			2-23-148	12/12-2	F.D. STANDARD FIRST AID COURSE	200.00	
20101448	2012-12-19	LORENTE, PAUL			PAYMENT		512.50
			2-23-159	12/12	F.D. PRACTICE HOURS	260.00	
			2-23-159	12/12-1	F.D. INCIDENT HOURS	52.50	
			2-23-148	12/12-2	F.D. STANDARD FIRST AID COURSE	200.00	
20101449	2012-12-19	MAGNIN, JOEY			PAYMENT		
			2-23-159	12/12	F.D. PRACTICE HOURS	60.00	
			2-23-159	12/12-1	F.D. INCIDENT HOURS	15.00	
20101450	2012-12-19	REINHART, CHRIS			PAYMENT		25.00
			2-74-584	12/12	3RD CHRISTMAS DECORATING CONTE	25.00	
20101451	2012-12-19	REINKE, DARYL			PAYMENT		980.00
			2-23-148	21	STANDARD BASIC FIRST AID COURSE	980.00	
20101452	2012-12-19	ROBBINS, KAREN			PAYMENT		395.00
			2-23-159	12/12	F.D. PRACTICE HOURS	180.00	
			2-23-159	12/12-1	F.D. INCIDENT HOURS	15.00	
			2-23-148	12/12-2	F.D. STANDARD FIRST AID COURSE	200.00	
20101453	2012-12-19	ROBBINS, SHELDON			PAYMENT		237.50
			2-23-159	12/12	F.D. PRACTICE HOURS	140.00	
			2-23-159	12/12-1	F.D. INCIDENT HOURS	97.50	
20101454	2012-12-19	SCHAPANSKY, MYRNA			PAYMENT		
			2-12-110	12/12	WAGES		
20101455	2012-12-19	SCHNELL & BARRIE LTD.			PAYMENT		32.60
			2-32-510	5059K	ANTIFREEZE & FLASHLIGHT	16.30	
			2-72-510	5059K	ANTIFREEZE & FLASHLIGHT	16.30	
20101456	2012-12-19	SPEERS, DENNIS & MELODY			PAYMENT		50.00
			2-74-584	12/12	2ND CHRISTMAS DECORATING CONTE	50.00	
20101457	2012-12-19	TELUS COMMUNICATIONS INC.			PAYMENT		501.02
			2-12-217	35	TELEPHONE - V.O.	158.68	
			2-12-217	35	TELEPHONE - FAX	74.38	
			2-23-217	35	TELEPHONE - FIRE DEPT.	88.27	
			2-41-217	35	TELEPHONE - WELLS	102.33	
			2-42-217	36	ALARM - LIFT STATION	77.36	
20101458	2012-12-19	THOMPSON, LEONARD & LORI			PAYMENT		75.00
			2-74-584	12/12	1ST CHRISTMAS DECORATING CONTE	75.00	



Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20101459	2012-12-19	UFA			PAYMENT		120.78
			2-12-511	007265	ACCOUNT FEE	4.96	
			2-32-521	007265	FUEL	45.75	
			2-72-521	007265	ANTIFREEZE - PARK	24.32	
			2-72-521	007265	FUEL	45.75	
20101460	2012-12-19	WILSON, ROBERT			PAYMENT		1,812.16
			2-23-159	12/12	F.D. PRACTICE HOURS	340.00	
			2-23-159	12/12-1	F.D. INCIDENT HOURS	306.00	
			2-23-159	12/12-2	2012 FIRE CHIEF	1,166.16	
20101461	2012-12-31	BANACK, LEANNA			PAYMENT		
			2-12-110	12/12-3	WAGES		
20101462	2012-12-31	JACOBSEN, JUSTIN			PAYMENT		
			2-32-110	12/12	WAGES		
			2-72-110	12/12	WAGES		
<b>WAGES</b>						<b>8555.75</b>	<b>8555.75</b>
<b>Total</b>						<b>25,541.43</b>	





# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

Page 1 of 10  
2013-Jan-09  
11:42:24 AM

GL Number	Description	December 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
*	<b>TOTAL TAX REVENUE</b>	<b>0.00</b>	<b>(323,745.92)</b>	<b>(322,279.83)</b>	<b>1,466.09</b>
<b>INVESTMENT REVENUE</b>					
1-00-550	RETURN ON INVESTMENTS	(21.78)	(225.10)	0.00	225.10
*	<b>TOTAL INVESTMENT REVENUE</b>	<b>(21.78)</b>	<b>(225.10)</b>	<b>0.00</b>	<b>225.10</b>
<b>GENERAL REVENUE</b>					
1-12-410	Sale of General Services	(60.00)	(1,873.37)	(2,100.00)	(226.63)
1-12-590	OTHER REVENUE	76.90	(76,793.79)	0.00	76,793.79
1-12-741	FINES & COSTS	0.00	0.00	0.00	0.00
*	<b>TOTAL GENERAL REVENUE</b>	<b>16.90</b>	<b>(78,667.16)</b>	<b>(2,100.00)</b>	<b>76,567.16</b>
<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	(49,042.00)	(49,042.00)	(37,134.00)	11,908.00
1-12-850	COUNTY CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
*	<b>TOTAL GRANTS</b>	<b>(49,042.00)</b>	<b>(517,658.00)</b>	<b>(37,134.00)</b>	<b>480,524.00</b>
<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	0.00	(1,942.79)	(1,250.00)	692.79
1-23-530	FIRE EXPENSES RECOVERED	0.00	0.00	0.00	0.00
1-23-570	FIRE DEPARTMENT DONATIONS	0.00	(4,725.00)	0.00	4,725.00
1-23-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-23-850	COUNTY GRANT - SHARED SERVICE	0.00	(9,716.48)	(8,200.00)	1,516.48

Item. 3. d)



# VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

Page 2 of 10  
2013-Jan-09  
11:42:24 AM

GL Number	Description	December 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
1-23-851	FIRE TRAINING - SHARED	0.00	(1,000.00)	(1,000.00)	0.00
1-23-852	PAGER MAINTENANCE - SHARED	0.00	(500.00)	(500.00)	0.00
1-23-853	FIREFIGHTER INSURANCE - SHARED	0.00	0.00	(100.00)	(100.00)
1-23-854	PROTECTIVE EQUIPMENT - SHARED	0.00	(3,238.83)	(2,000.00)	1,238.83
1-23-855	COUNTY OWNED TRUCK	0.00	(5,887.64)	(1,000.00)	4,887.64
1-23-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
1-23-921	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
1-23-940	TRANSFER FROM CAPITAL RESERVES	0.00	0.00	0.00	0.00
<b>BYLAW REVENUE</b>					
1-26-525	DOG LICENSES	(120.00)	(985.00)	(1,500.00)	(515.00)
1-26-530	BYLAW FINES	0.00	(250.00)	(200.00)	50.00
1-26-845	PROVINCIAL GRANT OPERATING	0.00	0.00	0.00	0.00
*	<b>TOTAL BYLAW REVENUE</b>	<b>(120.00)</b>	<b>(39,495.35)</b>	<b>(28,250.00)</b>	<b>11,245.35</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	(22,440.00)	(34,929.25)	0.00	34,929.25
1-32-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
*	<b>TOTAL ROADS &amp; STREETS</b>	<b>(22,440.00)</b>	<b>(85,682.44)</b>	<b>(25,000.00)</b>	<b>60,682.44</b>
<b>WATER REVENUE</b>					
1-41-410	MONTHLY WATER FEES	(6,410.00)	(77,260.00)	(75,600.00)	1,660.00
1-41-412	BULK WATER SALES	0.00	(1,968.28)	(2,000.00)	(31.72)
1-41-511	WATER PENALTIES	(601.63)	(5,101.64)	(1,800.00)	3,301.64
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>(7,011.63)</b>	<b>(84,329.92)</b>	<b>(79,400.00)</b>	<b>4,929.92</b>
<b>SEWER REVENUE</b>					
1-42-410	MONTHLY SEWER FEES	(5,425.00)	(65,245.00)	(63,800.00)	1,445.00
1-42-511	SEWER PENALTIES	0.00	0.00	(1,800.00)	(1,800.00)
1-42-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-42-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-42-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
*	<b>TOTAL SEWER REVENUE</b>	<b>(5,425.00)</b>	<b>(65,245.00)</b>	<b>(65,600.00)</b>	<b>(355.00)</b>
<b>WASTE MANAGEMENT REVENUE</b>					
1-43-410	MONTHLY GARBAGE FEES	(2,052.00)	(24,588.00)	(24,600.00)	(12.00)
1-43-412	MONTHLY RECYCLING FEES	(918.00)	(10,935.00)	(11,000.00)	(65.00)





# VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

Page 3 of 10  
2013-Jan-09  
11:42:24 AM

GL Number	Description	December 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
1-43-845	PROVINCIAL GRANT - OPERATING	0.00	0.00	0.00	0.00
1-44-412	MONTHLY RECYCLING FEES	0.00	0.00	0.00	0.00
* TOTAL WASTE MANAGEMENT REVEN		(2,970.00)	(35,523.00)	(35,600.00)	(77.00)
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	(362.21)	(3,980.41)	0.00	3,980.41
1-72-830	FEDERAL CONDITIONAL GRANTS	0.00	(2,233.00)	(2,400.00)	(167.00)
1-72-840	PROVINCIAL CONDITIONAL GRANTS	0.00	(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		(362.21)	(24,759.91)	(24,300.00)	459.91
CULTURE REVENUE					
1-74-560	HALL RENTALS	(1,525.00)	(7,555.00)	0.00	7,555.00
1-74-570	HALL DONATIONS	0.00	(90.00)	0.00	90.00
1-74-590	BAWLF LIBRARY RENOVATIONS	(1,250.00)	(1,275.00)	0.00	1,275.00
1-74-593	SPECIAL EVENT REVENUES	0.00	(140.00)	(100.00)	40.00
* TOTAL CULTURE REVENUE		(2,775.00)	(9,060.00)	(100.00)	8,960.00
RESERVE TRANSFERS					



# VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

Page 4 of 10  
2013-Jan-09  
11:42:24 AM

GL Number	Description	December 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
1-97-920	TRANSFER FROM RESERVES	0.00	0.00	0.00	0.00
* TOTAL RESERVE TRANSFERS		0.00	0.00	0.00	0.00
** TOTAL REVENUE		(90,150.72)	(1,295,023.55)	(645,522.83)	649,500.72
COUNCIL EXPENSES					
2-11-130	COUNCIL - PAYROLL DEDUCTIONS	0.00	0.00	0.00	0.00
2-11-150	COUNCIL REMUNERATION	0.00	10,313.33	10,500.00	186.67
2-11-211	COUNCIL TRAVEL & SUBSISTENCE	0.00	644.85	800.00	155.15
2-11-214	COUNCIL PROFESSIONAL DEVT	0.00	0.00	500.00	500.00
* TOTAL COUNCIL EXPENSES		0.00	10,958.18	11,800.00	841.82
ADMINISTRATION EXPENSE					
2-12-110	ADMINISTRATION - SALARIES	5,995.28	86,413.72	103,600.00	17,186.28
2-12-130	ADMINISTRATION - PAYROLL DEDUCTION	0.00	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		5,995.28	96,581.61	107,500.00	10,918.39
OFFICE OPERATIONS					
2-12-215	FREIGHT & POSTAGE	0.00	723.66	400.00	(323.66)
2-12-217	TELEPHONE	221.96	4,217.34	4,400.00	182.66
2-12-220	ADVERTIZING & PRINTING	182.65	1,991.84	2,000.00	8.16
2-12-225	VILLAGE PROMOTIONS	0.00	400.00	700.00	300.00
2-12-230	PROFESSIONAL & CONSULTING SERVICE	0.00	0.00	0.00	0.00
2-12-231	AUDITING SERVICES	0.00	6,750.00	9,000.00	2,250.00
2-12-232	ASSESSMENT SERVICES	0.00	4,270.63	4,800.00	529.37
2-12-233	ASSESSMENT REVIEW BOARD	180.77	180.77	400.00	219.23
2-12-234	LEGAL SERVICES	(8,000.00)	(8,000.00)	500.00	8,500.00
2-12-237	MUNICIPAL SOFTWARE	0.00	72.20	0.00	(72.20)
2-12-250	OFFICE REPAIRS & MAINTENANCE	3.19	1,739.61	1,000.00	(739.61)
2-12-253	TECHNICAL SUPPORT	0.00	4,278.84	3,800.00	(478.84)
2-12-258	OFFICE JANITORIAL CONTRACT	0.00	607.50	1,900.00	1,292.50
2-12-274	INSURANCE	0.00	17,300.10	16,000.00	(1,300.10)
2-12-341	LAND TITLES SERVICES	0.00	133.00	200.00	67.00
2-12-510	OFFICE SUPPLIES	758.71	2,725.98	5,400.00	2,674.02
2-12-511	MISCELLANEOUS	4.72	601.90	1,900.00	1,298.10
2-12-519	OTHER SERVICES	0.00	0.00	3,500.00	3,500.00
2-12-540	UTILITIES	(37.38)	1,983.19	2,600.00	616.81
* TOTAL OFFICE OPERATIONS		(6,685.38)	39,976.56	58,500.00	18,523.44





# VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

Page 5 of 10  
2013-Jan-09  
11:42:24 AM

GL Number	Description	December 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
<b>ADMIN-CAPITAL</b>					
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)
<b>REQUISITIONS</b>					
2-13-750	REQUISITION - SCHOOL	20,605.58	82,422.32	82,422.32	0.00
2-13-759	DAVE KNIPE MEMORIAL LIBRARY	0.00	0.00	0.00	0.00
* TOTAL REQUISITIONS		20,605.58	82,422.32	82,422.32	0.00
<b>FIRE EXPENSES</b>					
2-23-148	IN-SERVICE TRAINING	2,380.00	2,380.00	1,200.00	(1,180.00)
2-23-159	HONORARIUMS - ANNUAL & HOURLY	6,026.52	6,026.52	6,900.00	873.48
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	84.07	1,188.62	1,300.00	111.38
2-23-220	ADVERTIZING & PRINTING	0.00	146.36	100.00	(46.36)
2-23-225	PUBLIC RELATIONS & PROMOTIONS	0.00	0.00	500.00	500.00
2-23-250	FIREHALL REPAIRS & MAINTENANCE	0.00	1,271.78	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	50.67	2,182.93	1,000.00	(1,182.93)
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	131.90	484.44	800.00	315.56
2-23-540	FIRE HALL POWER	0.00	839.84	2,300.00	1,460.16
2-23-541	FIRE HALL NATURAL GAS	204.59	1,096.79	1,500.00	403.21
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		8,877.75	33,501.19	30,400.00	(3,101.19)
<b>FIRE - CAPITAL</b>					
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



# VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

Page 6 of 10  
2013-Jan-09  
11:42:25 AM

GL Number	Description	December 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
* TOTAL FIRE - CAPITAL		0.00	0.00	0.00	0.00





# VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

Page 7 of 10  
2013-Jan-09  
11:42:25 AM

GL Number	Description	December 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
<b>BYLAW ENFORCEMENT</b>					
2-26-270	BYLAW ENFORCEMENT OFFICER	561.24	6,166.73	7,000.00	833.27
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>561.24</b>	<b>7,247.48</b>	<b>7,700.00</b>	<b>452.52</b>
<b>PUBLIC WORKS SALARIES &amp; WAGES</b>					
2-32-110	PW - SALARIES	1,379.57	12,854.54	24,700.00	11,845.46
2-32-130	PW - PAYROLL DEDUCTIONS	0.00	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>1,379.57</b>	<b>13,956.43</b>	<b>24,700.00</b>	<b>10,743.57</b>
<b>PUBLIC WORKS OPERATIONS</b>					
2-32-217	TELEPHONE	0.00	0.00	400.00	400.00
2-32-230	PROFESSIONAL CONSULTING	0.00	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	2,609.11	10,472.29	10,000.00	(472.29)
2-32-511	MISCELLANEOUS GENERAL SERVICES	0.00	0.00	0.00	0.00
2-32-521	FUEL & LUBE	(22.38)	1,415.17	2,100.00	684.83
2-32-540	UTILITIES - STREET LIGHTS	0.00	11,108.24	12,300.00	1,191.76
2-32-762	CAPITAL	0.00	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>2,586.73</b>	<b>127,517.52</b>	<b>114,635.00</b>	<b>(12,882.52)</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	0.00	748.63	200.00	(548.63)
*	<b>TOTAL DRAINAGE</b>	<b>0.00</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	0.00	340.61	600.00	259.39
2-41-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	545.45	400.00	(145.45)
2-41-217	TELEPHONE	97.46	1,049.62	1,100.00	50.38
2-41-230	PROFESSIONAL & CONSULTING SERVICE	0.00	0.00	200.00	200.00
2-41-240	CUSTOMER BILLING	65.66	537.56	800.00	262.44
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	0.00	5,630.06	4,900.00	(730.06)



# VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

Page 8 of 10  
2013-Jan-09  
11:42:25 AM

GL Number	Description	December 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
2-41-540	UTILITIES	143.89	9,027.57	10,500.00	1,472.43
2-41-750	REQUISITION - SMRWSC	0.00	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		307.01	37,416.80	92,600.00	55,183.20
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	73.68	865.73	1,000.00	134.27
2-42-230	PROFESSIONAL & CONSULTING SERVICE	0.00	319,720.95	467,340.00	147,619.05
2-42-240	CUSTOMER BILLING	65.67	537.57	800.00	262.43
2-42-250	REPAIRS & MAINTENANCE	0.00	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	153.38	3,244.10	4,400.00	1,155.90
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		292.73	380,297.70	532,940.00	152,642.30
WASTE MANAGEMENT					
2-43-270	GARBAGE - CONTRACT	1,602.28	17,625.07	18,900.00	1,274.93
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	9,922.01	10,700.00	777.99
* TOTAL WASTE MANAGEMENT		2,504.28	28,208.93	29,700.00	1,491.07
CAMROSE & DISTRICT SUPPORT SER					
2-51-750	REQUISITION - CDSS	0.00	2,441.18	2,400.00	(41.18)
2-51-770	GRANTS TO ORGANIZATIONS	0.00	0.00	100.00	100.00
2-51-840	CONDITIONAL GRANTS TO CDSS	0.00	0.00	9,559.00	9,559.00
* TOTAL CAMROSE & DISTRICT SUPPO		0.00	2,441.18	12,059.00	9,617.82





# VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

Page 9 of 10  
2013-Jan-09  
11:42:25 AM

GL Number	Description	December 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
<b>CEMETERY OPERATIONS</b>					
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
<b>PLANNING &amp; DEVELOPMENT</b>					
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)
<b>PARKS &amp; RECREATION</b>					
2-72-110	RECREATION & PARKS - SALARIES	1,249.57	13,626.60	29,200.00	15,573.40
2-72-115	CSJ & STEP WAGES	0.00	13,364.85	0.00	(13,364.85)
2-72-130	RECREATION & PARKS - PAYROLL DEDUC	0.00	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	714.35	500.00	(214.35)
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	75.70	2,897.63	2,100.00	(797.63)
2-72-521	FUEL & LUBE	0.79	1,438.38	2,100.00	661.62
2-72-540	UTILITIES - REC BOARD, ETC	0.00	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
*	TOTAL PARKS & RECREATION	1,326.06	59,233.27	57,950.00	(1,283.27)
<b>CULTURE</b>					
2-74-250	REPAIRS & MAINTENANCE - OLD HALL	(127.29)	70.11	2,900.00	2,829.89
2-74-510	GOODS & SUPPLIES - NEW HALL	162.75	354.82	0.00	(354.82)
2-74-540	UTILITIES	196.72	1,744.56	3,700.00	1,955.44
2-74-584	SPECIAL EVENTS	150.00	737.96	1,100.00	362.04
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	BAWLIF PUBLIC LIBRARY APPROPRIATION	0.00	3,000.00	3,000.00	0.00
2-74-831	DEBENTURE INTEREST	0.00	0.00	0.00	0.00



# VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

Page 10 of 10  
2013-Jan-09  
11:42:25 AM

GL Number	Description	December 2012 Actual	2012 YTD Actual	2012 Budget	2012 Budget Remaining \$
* TOTAL CULTURE		382.18	18,241.63	14,350.00	(3,891.63)
GENERAL					
2-97-990	GENERAL CONTINGENCY				
* TOTAL GENERAL		0.00	0.00	2,500.00	2,500.00
** TOTAL EXPENSES		0.00	0.00	2,500.00	2,500.00
*** SURPLUS/DEFICIT		38,133.03	958,409.60	1,182,606.32	224,196.72
		(52,017.69)	(336,613.95)	537,083.49	873,697.44

## VILLAGE OF BAWLF

### Request for Decision (RFD)

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>January 16, 2013</b>
<b>Originated By:</b>	<b>Lynn Horbasenko, Chief Administrative Officer</b>
<b>Title:</b>	<b>Municipal Affairs Directives, Recommendations &amp; Suggestions</b>

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

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

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

The Administration continues to welcome suggestions and/or input regarding how the directives, recommendations or suggestions can be achieved.

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

Not applicable.

#### **RECOMMENDED ACTION:**

Village Council to pass a motion to accept the updated summary and status 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: January 9, 2013

**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.	Review annually in February	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>Complete - motion</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>

DIRECTIVES	Notes	Due Date	Status
<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? <i>Feb</i>	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>	2010 Eval and 2011 Eval overdue. 2012 Eval-due March 2013	March 31/13	<i>Mar '10 &amp; '11 evaluations - Council to meet Jan. 10 &amp; present Jan.16</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>	Feb 20/Mar 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>		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 <i>Feb</i>	
<b>RECOMMENDATION 2:</b> That Council and administration ensures that they are complying with all meeting provisions in the Municipal Government Act.	<i>Feb</i>	<i>ongoing</i>
<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.	<i>Immediate</i> Dec. 19 <sup>th</sup> agenda	<b>Complete -</b> motion Dec 19/12
<b>RECOMMENDATION 6:</b> That Council and council members thoroughly review all items provided to them by administration.	<i>Immediate</i> Dec. 19 <sup>th</sup> Council mtg	<b>Complete -</b> motion Dec 19/12
<b>RECOMMENDATION 7:</b> That Council and administration familiarize themselves with the provisions contained in the MGA with respect to pecuniary interest.	<i>Immediate</i> Dec 19 <sup>th</sup> Council mtg	<b>Complete -</b> motion Dec 19/12
<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>Complete -</b> motion Dec 19/12
<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>	<i>Due Mar 31/13</i> 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>Dir. 2</i>	Inventory by Jan 10. On-line by Feb 20	<i>A directory of bylaws exists</i>



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.	Review annually in February	
<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.		<i>ongoing.</i>
<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/ Ongoing</i> On Nov 21 Agenda	<b>Complete -</b> motion 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>**RECOMMENDATION 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	Interim Budget approved Dec 19/12
<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> 2010 Eval 2011 Eval	Council to meet Jan 10 & present Jan16
<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 <del>Council Mtg?</del>	
<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> <del>Jan 16/Feb 20</del> 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 Feb 20 Council Mtg?	
<b>**RECOMMENDATION 28:</b> That village volunteers are not utilized to provide normal operational tasks. <i>Dir. 9</i>	<del>Jan 16?</del>	<i>done</i>
<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 in Directive</i> By Nov 23 in Recomm?	Jan 8/13
<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>	Start - Dec 19 Council Mtg	<b>Complete</b>
<b>SUGGESTION 2:</b> That the bylaws be stored in a water and fire proof area. <i>Page 19</i>	Moved to the safe.	<b>Complete</b>
<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> The accounts payable listing, financial statement and correspondence items should always have motions to deal with the items or accept them as information. <i>Page 23</i>	Start - Nov 21 Council Mtg	<b>Complete</b>
<b>SUGGESTION 8:</b> Discontinue recording the comings and goings of individuals in the gallery. <i>Page 23</i>	Start - Nov 21 Council Mtg	<b>Complete</b>
<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>	Jan Council – establish water meter reserve	
<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)

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>January 16, 2013</b>
<b>Originated By:</b>	<b>Lynn Horbasenko, Chief Administrative Officer</b>
<b>Title:</b>	<b>Proposed Agreement with Alberta Transportation RE: Water Supply Line &amp; Sanitary Forcemain</b>

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

Alberta Transportation (AT) agreed to encase the water and sanitary mains between the railway tracks and Highway 13 while work was completed to widen Highway 13 and relocate the elevator service road. The lines could not be located (possibly due to the depth) and it was agreed that the Village would forego the encasing if AT agreed to enter into an agreement with the Village whereby AT would cover the costs to repair or replace the uncased lines if damage occurred during the highway widening or as a result of the heavy truck traffic on the elevator service road.

Focus Corporation was contracted by the Village to provide engineering services for the encasing project. Recently, Focus drafted a proposed agreement and Administration reviewed it, making a few minor suggestions to clarify terminology and timelines. The resulting agreement is attached for Council's review and approval.

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

If Council would like to amend the proposed agreement, a motion could be made asking Administration to discuss the requested amendments with Focus Corporation.

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

Not applicable. All costs associated with the encasing project, including the writing of this agreement, will be reimbursed to the Village by Alberta Transportation.

#### **RECOMMENDED ACTION:**

Village Council to pass a motion to approve the proposed Emergency Repair and Maintenance Agreement between the Village of Bawlf and Alberta Transportation for the Water Supply Line and the Sanitary Forcemain between Highway 13 and the Canadian Pacific Railway tracks.

Initials show support – Reviewed By:

CAO: *Lynn Horbasenko*





Village of Bawlf  
Emergency Repair and Maintenance Agreement  
Water Supply Line and Sanitary Forcemain Repair Agreement  
Mile 53.28 Wetaskiwin Subdivision  
Highway 13 and Village of Bawlf

**Background**

Alberta Transportation undertook improvements to Highway 13 and to an existing service road to the grain elevator siding. With the improvements to the service road, the service road shifted north, closer to the tracks and over top the existing uncased section of sanitary forcemain and water transmission main. The watermain is constructed of fused high density polyethylene pipe with no joints and the sanitary forcemain is constructed of PVC bell and spigot joints. At the time it was decided that casing for only the sanitary forcemain was required. Drawing 1 of 1 is attached for the construction of casing for the sanitary forcemain.

The Village of Bawlf received approval to proceed with the construction of the sanitary forcemain casing, a copy of which is attached. Construction proceeded in early October commencing with hydrovacing to locate the sanitary sewer. However after 2 ½ days of hydrovacing to depths of 16 feet, the pipe could not be located. Before proceeding with additional hydrovacing, Alberta Transportation was contacted, via Lloyd Crowe, Stewart Weir, with a recommendation to abandon the construction with the objective of limiting costs for both construction and consulting. Both Alberta Transportation and Village of Bawlf agreed to abandon the construction.

Because the sanitary forcemain was not cased, the Village of Bawlf required assurance from Alberta Transportation that in the event of a repair resulting from not casing the sanitary forcemain, that Alberta Transportation would be responsible for costs. The Village of Bawlf additionally requested assurance that in the event of a repair to the watermain that Alberta Transportation would be responsible for costs as identified in this agreement.

It was agreed that a letter agreement be prepared between the Village of Bawlf and Alberta Transportation to identify responsibilities should a repair be required for either the sanitary forcemain or watermain and time limitations for repair.

The lift station and sanitary sewer forcemain were constructed in 1982; and the watermain constructed in the early 1980's, as best we can determine. Both pipes are approximately 30 years old. The high density polyethylene pipe, according to Plastic Pipe Institute has an expected life expectancy of 50 to 100 years with the expectation for PVC to be the same. The expected remaining life of the high density polyethylene sanitary forcemain and PVC water supply line, with initial installation in 1982 and age of 31 years, is expected to be 44 years to year 2057.

Item: 4.b)





## **Limits of Sanitary Sewer Forcemain and Water Supply Line**

This agreement is specific to the following pipes and as shown on Drawing 1 of 1 attached.

1. Uncased section of 150 mm fused high density polyethylene pipe ~~fused pipe~~ water supply line and varying in length from 16 to 18 m for the uncased section.
2. Uncased section of 150 mm PVC polyvinyl chloride pipe, bell and spigot joints, sanitary forcemain and varying in length from 16 to 18 m for the uncased section.

## **Conditions for Reimbursable Costs**

Alberta Transportation to be responsible for costs, as per the conditions below:

1. Limits of repair for the uncased section of the water supply line or sanitary forcemain as defined in "Limits of Sanitary Forcemain and Water Supply Line".
2. That the water supply line or sanitary forcemain is damaged as result of construction of the service road that was carried out in 2012 and provided a report prepared by a professional engineer is submitted and substantiates damage was a result of 2012 construction.
3. That the water supply line or sanitary forcemain were damaged as heavy road traffic on the service road on the uncased section of pipe and provided a report prepared by a professional engineer is submitted and substantiates damage by heavy road traffic.

## **Village of Bawlf responsibilities**

The Village of Bawlf responsibilities are as follows:

1. Operation and maintenance of 150 mm sanitary forcemain that includes for:
  - a. Operation of the lift station within the normal operating range of the pumps to ensure the pressure rating of the sanitary forcemain is not exceeded. Lift station to be operated in accordance with Alberta Environment license conditions.
  - b. Monitor lift station operation to identify if there are abnormal conditions that may impact the operation of sanitary forcemain under the service road.
  - c. Regular inspections along the alignment of the sanitary forcemain and at the service road to identify leakage or required repair of the pipe.
2. Operation and maintenance of 150 mm water supply line that includes for:
  - a. Operation of the water supply line within the normal operating range of the groundwater pumps to ensure the pressure rating of the water supply line is not exceeded. Water supply system to be operated in accordance with Alberta Environment license conditions.
  - b. Monitor well pump operation to identify if there are abnormal conditions that may impact the operation of water supply line under the service road.
  - c. Regular inspections along the alignment of the water supply line and at the service road to identify leakage or required repair of the pipe.

---

**FOCUS**

Item: 4.b)



3. Contact Alberta Transportation within 48 hours in the event of an incident that requires non-emergency repair or emergency repair to either the uncased section of sanitary forcemain or water supply line.
4. Inform Alberta Infrastructure of costs and information as follows:
  - a. Date and time of the incident requiring repair to either the uncased section of sanitary forcemain or water supply line.
  - b. Retain invoices for repair costs.

### Term of Agreement

The term of this agreement as follows:

1. The term of this agreement is for 25 years from the date of signing.
2. In the event that the sanitary forcemain is abandoned or replaced with a new sanitary forcemain, the sanitary forcemain is excluded from this agreement.
3. In the event that the water supply line is abandoned or replaced with a water supply line, the water supply line is excluded from this agreement.

---

Village of Bawlf

---

Date

---

Alberta Transportation

---

Date

Alberta Transportation, Central Region  
4th Floor Provincial Building  
4920 – 51 Street  
Red Deer AB, T4N 6K8

Donald Saunders, P.Eng  
Acting Construction Manager

---

**FOCUS**

Item: 4.6)





## VILLAGE OF BAWLF

### Request for Decision (RFD)

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>January 16, 2013</b>
<b>Originated By:</b>	<b>Lynn Horbasenko, Chief Administrative Officer</b>
<b>Title:</b>	<b>Municipal Affairs Directive 3 &amp; Recommendations 3, 4 &amp; 12 – Procedural Bylaw</b>

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

The following directive and three recommendations were included in the Municipal Affairs Inspection Report presented by Municipal Affairs at the public meeting held on October 23, 2012:

#### ***DIRECTIVE 3:***

I direct council and administration to redevelop their procedural bylaw to reflect best practices in their meeting procedures.

#### ***RECOMMENDATION 3:***

That Council adopt a policy or amend Section 3 subsection 5 of the procedural bylaw to set out a deadline when items can be added to an agenda, and set out criteria of what constitutes an addition to an agenda, and define emergent issues.

#### ***RECOMMENDATION 4:***

That Council define, in the procedural bylaw, what an emergent item is.

#### ***RECOMMENDATION 12:***

That Council and administration review and redevelop their procedural bylaw to reflect best practices in their meeting procedures.

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

The background information pertinent to Recommendations 3 and 4 can be found on page 14 of the Municipal Inspection Report. The main point is that when agenda items are added at the start of a council meeting, the CAO is not able to gather information pertinent to the issue in order to assist Council in making an informed decision.

The Administration has reviewed Bylaw #519/03, the Procedural Bylaw, and the amended bylaw is attached for Council's review and first reading.

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

Not applicable.

#### **RECOMMENDED ACTION:**

Village Council, in response to Directive 3 of the Municipal Inspection Report, pass first reading of Bylaw #585/13, the Procedural Bylaw.

**Initials show support – Reviewed By:**

**CAO: Lynn Horbasenko**





# VILLAGE OF BAWLF

## The Procedural Bylaw Bylaw No. 585/13

A bylaw of the Village of Bawlf to Regulate the Procedure and Conduct of Council and Council Committee Meetings

---

**WHEREAS** GIVEN THAT Council of the Village of Bawlf considers it expedient and desirable for effective governance to regulate the procedure and conduct of council, councillors and others attending council and council committee meetings in the Village of Bawlf;

**NOW THEREFORE** the Council of the Village of Bawlf enacts as follows:

### Citation

1. This bylaw may be cited as "The Procedural Bylaw".

### Definitions

2. In this bylaw:

- (a) "Agenda" means order of business, program of a business meeting;
- (b) "CAO" means the chief administrative officer or his/her delegate, for the Municipality;
- (c) "Chair" means the member presiding over the meeting which may be the Mayor, Deputy Mayor or other selected member;
- (d) "Committee" means a committee of councils that is a standing committee, special committee, or a council committee;
- (e) ~~"Committee of the Whole" means a meeting that permits council to function informally and freedom of debate where decisions are referred to a regular meeting;~~
- (f) "Delegation" means any person that has permission of council to appear before council or a committee of council to provide pertinent information and views about the subject before council or council committee;
- (g) "Emergent items" shall be considered as those items of an emergency nature that cannot be left until the next meeting or that require immediate attention;
- (h) ~~"In Camera" means in private and only members and administration are permitted to attend;~~ *not open to the public.*
- (i) "Member" means a councillor or person at large appointed by council to a committee of council;

- (j) "Meetings" means meetings of council and council committees;
- (k) "Motion" or "Resolution" means to move a formal suggestion in a meeting;
- (l) "Municipality" means the Village of Bawlf, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality;
- (m) "Oath" means a formal pledge;
- (n) "Point of order" means a demand by a member that the Chair enforce the rules of procedure;
- ~~(o)~~ "Postpone" means to delay the consideration of any matter either to a definite time when further information is to be obtained or indefinitely;
- (p) "Quorum" means the number of members required to be present for business to be legally transacted and in the case of the Village of Bawlf, it shall be three (3) members;
- (q) "Standing Committee" means a committee that remains in existence ~~permanently in order to deal with a particular issue;~~
- (r) "Table" means a motion to delay consideration of any matter in order to deal with more pressing matters, which does not set a specific time to resume consideration of the matter (or may mean to table to a time certain);
- (s) "Withdraw a motion" permits a member to remove a question from consideration even after the motion has been restated by the Chair.

### **Applicability**

- 3. This bylaw applies to all members attending meetings of council and committees established by council of the Municipality.

### **Severability**

- 4. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

### **Meetings**

- 5. The <sup>day, time & place of.</sup> regular meetings of council shall be established by a resolution of council at a council meeting at which all the councillors are present, usually the organizational meeting;
- 6. Special meetings of council shall be established as required by council according to the provisions of the Municipal Government Act and the public shall be given notice.



7. The meetings of council committees shall be established by resolution of each committee and the public must be given notice as required by the provisions of the Municipal Government Act.
8. Standing committees of council shall be established and governed by ~~policy or~~ bylaw approved by council. Where appropriate authority is delegated to a standing committee, such committee and its mandate shall be established by bylaw.
9. Council and council committees must conduct their meetings in public.
- ~~10. Council may move, by resolution, to a committee of the whole and hold part of a meeting in camera.~~
- ~~11. Regular meetings of council shall begin at 7:00 p.m. and are located in the council chambers of the municipal building.~~
12. Should a council member arrive after commencement of the meeting or depart prior to the adjournment of the meeting, the arrival or departure times shall be recorded.
13. If a quorum is not present within fifteen (15) minutes after the time fixed for the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting.
14. Regular meetings shall adjourn by 10:00 p.m., unless council passes a motion to extend the meeting ~~by a two-thirds vote.~~ *majority to a time certain, by a 4/5 vote*
- ~~15. An organizational meeting of council shall be held annually not later than two (2) weeks after the third Monday in October.~~

### Conduct of Meetings

16. Each member or delegate, as the case may be, shall address the Chair but shall not speak until recognized by the Chair.
- ~~17. The Chair with the approval by resolution of the members may authorize a person in the public gallery to address members only on the topic being discussed at that time and within the time limits specified by the Chair.~~
18. All members, delegates and persons in the public gallery shall not shout, argue, raise his/her voice, or use profane, vulgar or offensive language. The Chair may expel or exclude any person who has demonstrated improper conduct at a meeting. *The RCMP may be called if required.*



19. A resolution does not require a seconder.
20. A resolution may be withdrawn at any time ~~before voting subject to no objection from any member, as the case may be,~~
21. The following resolutions are not debatable by members:
- a. adjournment
  - b. to take a recess
  - ~~c. question of privilege~~
  - d. point of order
  - e. to limit debate on a matter before members
  - f. ~~postpone~~table the matter to a time certain
22. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Chair so directs.
23. Whenever the Chair is of the opinion that a motion is contrary to the rules and privileges of council, he/she shall inform the member thereof immediately, before putting the question, and shall cite his/her reasons applicable to the case without argument or comment.
24. In all cases not provided for in the <sup>this bylaw</sup>~~proceedings of the council~~, a ~~two-thirds~~ majority <sup>vote</sup>of council shall determine to uphold the ruling of the Chair, or not as the case may be.
25. In the absence of the Mayor and Deputy Mayor and quorum is maintained, the members shall select an acting Chair for the meeting.

### **Oath of Office and Code of Conduct**

26. After every election, each member shall take the Oath of Office prior to commencing their duties.
27. Upon commencing their duties, each member shall vow by signature to subscribe to the Code of Conduct and Values Policy, *as attached in Schedule A.*

### **Delegations**

28. A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of council, or who wish to have any matter considered by council shall address a letter or other written communication to the council outlining the subject to be discussed. The letter shall be signed by the correct name of the writer; the address of the writer, and delivered or mailed to

→ newsletter

the CAO. The written material must arrive not later than 1:00 p.m. on a business day at least seven (7) days immediately preceding the meeting at which it is to be presented. If the person wishes to appear before council on the matter it shall be stated in the letter.

29. Delegates shall be granted a maximum of ten (10) minutes to present the matter outlined in the letter plus another five (5) minutes to answer questions from members. The Chair may, with consent of the majority of the members present, extend the time.

### Order of Business

30. The order of business at a meeting is the order of the items on the agenda except ~~a.~~ when the same subject matter appears in more than one place on the agenda and council decides, by motion, to deal with all items related to the matter at the same time, ~~b. council decides not to deal with an item on the agenda and no motion is made about it.~~

### Agenda

31. Prior to each meeting, the CAO shall prepare a statement of the order of business to be known as the "Agenda" of all matters to be brought before council. Council members may add items to the agenda by submitting a request to the CAO not later than seven (7) days before the meeting.
32. Each agenda item shall have appropriate background information and/or support materials included with the agenda. This information shall be received by the CAO not later than 1:00 p.m. on a business day at least seven (7) days before the meeting.
- ~~33. The Mayor shall review and approve the draft agenda as prepared by the CAO.~~
34. The CAO shall place at the disposal of each member, a copy of the agenda and all supporting materials not later than 4:30 p.m. five (5) days before the meeting. *and shall be posted on the website upon completion.*
35. If an emergent issue arises after the agenda has been distributed to each member, its acceptance for the agenda shall be determined by a majority vote of council. Emergent items may be added to the agenda any time prior to the Adoption of the Agenda.
36. Where the deadlines in sections 31 and 32 are not met, the item will be placed on the following council agenda. If the item is of an emergent nature, the procedures in section (35) shall apply.



37. The business intended to be dealt with shall be stated in the agenda in the following order where applicable:

1. Call to Order
2. Delegations
3. General Government:
  - a. Adoption of Agenda
  - b. Adoption of Previous Minutes
  - c. Acceptance of Accounts Payable
  - d. Acceptance of Financial Statement
4. Business Arising
5. New Business
6. Standing Committee Reports
  - a. Mayor's Report
  - b. Administration Report *c.) Action List*
  - d. Committee & Board Reports
7. Correspondence
8. Confidential Items
9. Adjournment

38. The order of business for the annual organizational meeting shall be: *as followed chaired by CAO.*

1. Call to Order
2. Adoption of Agenda
3. Elect a Mayor
4. Elect a Deputy Mayor
5. Committee/Board Appointments, as required
6. Establish Regular Meeting Schedule *and location.*
7. Remuneration and Mileage Rates

*236)* 39. The order of business established in sections 37 and 38 shall apply unless altered by the Chair with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.

40. Bylaw #519/03 is hereby repealed.

READ A FIRST TIME this 16th day of January, 2013.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

SIGNED by the Mayor and Chief Administrative Officer this \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Mayor

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



## VILLAGE OF BAWLF

### Request for Decision (RFD)

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>January 16, 2013</b>
<b>Originated By:</b>	<b>Lynn Horbasenko, Chief Administrative Officer</b>
<b>Title:</b>	<b>Municipal Affairs Directive 8 &amp; Recommendation 20 – Property Tax Penalty and Tax Installment Bylaw</b>

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

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

#### **DIRECTIVE 8:**

I direct council to amend the property tax penalty bylaw to ensure that it is compliant with the tax penalty provisions set out in the MGA.

#### **RECOMMENDATION 20:**

That Council amend the property tax penalty bylaw to ensure that it is current with legislation and aligns with the vision of council.

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

Page 31 of the Municipal Inspection Report states that the Village of Bawlf's tax penalty bylaw references outdated legislation (the Municipal Taxation Act, to be specific).

The Administration has reviewed Bylaw #420/85, the Tax Penalty Bylaw, and a new bylaw is attached for Council's review and first reading.

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

Not applicable.

#### **RECOMMENDED ACTION:**

Village Council, in response to Directive 8 and Recommendation 20 of the Municipal Inspection Report, pass first reading of Bylaw #586/13, the Property Tax Penalty and Tax Installment Bylaw.

**Initials show support – Reviewed By:**

**CAO: Lynn Horbasenko**



# **VILLAGE OF BAWLF**

## **The Property Tax Penalty and Tax Installment Bylaw Bylaw No. 586/13**

A bylaw of the Village of Bawlf, in the province of Alberta, to provide for the imposition and rates of penalties on outstanding property taxes, and to provide for property tax installment pre-payments.

---

**WHEREAS** GIVEN THAT Council of the Village of Bawlf, in the Province of Alberta, pursuant to Sections 340, 344, 345 & 346 of the Municipal Government Act, being Chapter M-26.1 of the Revised Statutes of Alberta 2000 and subsequent amendments, may pass bylaws to establish penalties for the non-payment of property taxes, and to accept property tax installment pre-payments.

**NOW THEREFORE** the Council of the Village of Bawlf enacts as follows:

### **Citation**

1. This bylaw may be cited as "The Property Tax Penalty and Tax Installment Bylaw".

### **Definitions**

2. In this bylaw:
  - (a) "CAO" means the chief administrative officer or his/her delegate, for the Municipality;
  - (b) "Tax Installment Payment Plan" means a program or service provided by the Village of Bawlf to permit taxpayers to pay their property taxes in advance of the year in which they are levied.

### **Severability**

3. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

### **Penalties on Unpaid Taxes**

4. In the event that any current property taxes remain unpaid after August 31<sup>st</sup>, there shall be added by way of a penalty an amount of Ten (10) Percent calculated on the unpaid portion.





The penalty imposed shall be added to and form part of the unpaid property taxes on the close of business on August 31<sup>st</sup>. If August 31<sup>st</sup> is not a business day, the penalty shall not be applied until the close of business on the next business day. Payments received or post marked prior to the next business day will be applied to the balance owing prior to that penalty being added.

5. In the event that any property taxes remain unpaid after December 31<sup>st</sup> of the year for which they are levied, there shall be added by way of a penalty, an amount of Eighteen (18) Percent calculated on the unpaid portion in the next succeeding year and in each succeeding year, so long as the property taxes remain unpaid.

The penalty imposed shall be added on the first business day of January of the succeeding year. Payments received or post marked prior to the first business day of January will be applied to the balance owing prior to the penalty being added.

The aforementioned penalty imposed under this section shall be added to and form part of the unpaid property taxes.

6. All property taxes levied by the Village of Bawlf shall be due and payable at the Village of Bawlf Administration Office and that payment may be made by cash, cheque, money order, or electronic payment.

The Village of Bawlf considers Canada Post in the same light as an agent and any property tax forwarded by mail and post marked prior to any specified penalty date shall be deemed to have been received prior to the said penalty date.

#### **Tax Installment Payment Plan**

7. A taxpayer may commence a tax installment payment plan at any time during the taxation year as a method of pre-paying property taxes.
8. All previous year's property taxes must be paid in full in order to enter into a tax installment payment plan.
9. The taxpayer shall enter into an agreement with the Village of Bawlf and shall either provide post dated cheques for the remainder of the tax year, dated the same day of each month, or provide a VOID cheque to designate a bank account from which automatic bank withdrawals will be made on the same day of each month.
10. All payments are due on the same day of each month, a day that the taxpayer designates.





11. The amount of the installment shall be determined by the taxpayer and any current year's property taxes remaining unpaid prior to the mailing of the tax notice will be reflected in the balance owing on the property tax notice. Alternatively, any credit balance at the time of mailing of the tax notice will appear on the property tax notice.
12. Any outstanding balance shall be due by August 31<sup>st</sup>. Any amount not paid by that date will be subject to all penalties.
13. The taxpayer will not be eligible to earn interest by participating in a tax installment payment plan.
14. The CAO may cancel any tax installment payment plan if one installment fails to be honoured.
15. If a tax installment payment plan is cancelled prior to the tax due date, any outstanding tax amounts are subject to the regular penalties.

**REPEAL**

16. Bylaw 420/85 is hereby repealed.

READ A FIRST TIME this 16th day of January, 2013.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

SIGNED by the Mayor and Chief Administrative Officer this \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Mayor

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



## VILLAGE OF BAWLF

### Request for Decision (RFD)

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>January 16, 2013</b>
<b>Originated By:</b>	<b>Lynn Horbasenko, Chief Administrative Officer</b>
<b>Title:</b>	<b>Municipal Affairs Recommendation 14</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 14:**

That Council ensures motions are clear in intent and provide precise direction to administration.

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

Recommendations for making and recording motions are included on page 23 of the Municipal Inspection Report. The motion should be clear in defining the issue and answering the 'who', 'what', 'when', 'where' and 'why' questions. This will encourage Council to structure their motions in a way that explains and answers all of the details about the decision.

The motion should be recorded and then read back to Council to ensure that it is correct. After it is read back, the Chair should then call for the vote.

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

Not applicable.

#### **RECOMMENDED ACTION:**

Village Council to pass a motion stating, in response to Recommendation 14 of the Municipal Inspection Report, that Council ensures motions are clear in intent and provide precise direction to administration.

<b>Initials show support – Reviewed By:</b>	<b>CAO: Lynn Horbasenko</b>
---	-----------------------------





## VILLAGE OF BAWLF

### Request for Decision (RFD)

<b>Meeting:</b>	Regular Council
<b>Meeting Date:</b>	January 16, 2013
<b>Originated By:</b>	Lynn Horbasenko, Chief Administrative Officer
<b>Title:</b>	Municipal Affairs Recommendation 31

#### **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 31:**

That Council refrains from making disparaging remarks about administrative staff.

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

The details surrounding this recommendation are written on pages 46 and 47 of the Municipal Inspection Report.

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

Not applicable.

#### **RECOMMENDED ACTION:**

Village Council to pass a motion stating, in response to Recommendation 31 of the Municipal Inspection Report, that Council refrains from making disparaging remarks about administration staff.

<b>Initials show support – Reviewed By:</b>	<b>CAO: Lynn Horbasenko</b>
---	-----------------------------





## VILLAGE OF BAWLF

### Request for Decision (RFD)

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>January 16, 2013</b>
<b>Originated By:</b>	<b>Lynn Horbasenko, Chief Administrative Officer</b>
<b>Title:</b>	<b>Roles &amp; Responsibilities Session</b>

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

The Roles and Responsibilities session scheduled for Tuesday, January 8, 2013 was postponed and the Municipal Inspectors have proposed rescheduling to one of four possible dates.

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

The four options for rescheduling the Roles & Responsibilities session are:

Monday, February 11<sup>th</sup>

Tuesday, February 12<sup>th</sup>

Monday, February 25<sup>th</sup>

Tuesday, February 26<sup>th</sup>

The session will begin at 6:00 p.m. in the Village Council Chambers. All council members and staff are expected to attend.

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

Not applicable.

#### **RECOMMENDED ACTION:**

Village Council to pass a motion selecting the date for the Municipal Affairs' Roles & Responsibilities session for all Council and staff members.

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>January 16, 2013</b>
<b>Originated By:</b>	<b>Lynn Horbasenko, Chief Administrative Officer</b>
<b>Title:</b>	<b>Establish Water Meter Reserve</b>

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

At the December 19, 2012 Council Meeting, during the discussion around the Municipal Affairs Directives, Recommendations and Suggestions, a suggestion was made to establish a water meter reserve. There has been discussion within the last two to three years about the possibility of the province mandating that all municipalities install water meters as a means of conserving water.

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

The Council could request that the Village auditor create a Water Meter Reserve and that any budget not spent on repairs and upgrades be transferred into the reserve at year end. This reserve can be created for the 2012 audit.

The Council could also discuss the option of creating a reserve to fund future repairs, rehabilitation, or construction of facilities or infrastructure related to the provision of sanitary sewer services (ie. lift station or lagoon).

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

Not applicable.

#### **RECOMMENDED ACTION:**

Village Council to pass a motion to establish a Water Meter Reserve in the 2012 audit and that any surplus in the 2012 water services budget area be transferred to the reserve as part of the 2012 audit process.

<b>Initials show support – Reviewed By:</b>	<b>CAO: Lynn Horbasenko</b>
---	-----------------------------





## VILLAGE OF BAWLF

### Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	January 16, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	FOIP Complaint Results

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

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

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

Two complaints were submitted by Myrna Schapansky (Acting CAO when the original motion to submit a complaint was made) on May 28, 2012, one for each complainant. The results of the investigation were outlined in letters dated October 16, 2012 from the Office of the Information and Privacy Commissioner to each complainant via Myrna Schapansky, their designated representative, and to the Chief Administrative Officer.

The following is a summary of the complaints and the findings of the Office of the Information and Privacy Commissioner, as they relate to the *Freedom of Information and Protection of Privacy Act* (the Act):

- Two issues were investigated:
  - Issue #1 - Did the Public Body disclose personal information contrary to section 40 of the Act during a public Council Meeting?
  - Issue #2 - Did the Public Body disclose personal information contrary to section 40 of the Act when the Deputy Mayor emailed a letter to individuals outside of the Public Body?
- The complainants' concern was the second issue. Because the answer to the first issue may have had a bearing on the second, both were investigated.

Findings: The Investigator/Portfolio Officer's conclusions were that the Public Body did not disclose the Complainant's personal information contrary to section 40 of the Act during a public Council meeting nor did it disclose the Complainant's personal information contrary to section 40 of the Act when the Deputy Mayor emailed a letter to individuals outside of the Public Body. The full letter is included as Item 8.b).

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

Not applicable.

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

Not applicable in any direct way.

#### **RECOMMENDED ACTION:**

Village Council to accept the investigative findings of the Office of the Information and Privacy Commissioner regarding the two complaints filed on May 28, 2012 on behalf of Mayor G. Blatz and former Councillor R. Blatz as information.

Initials show support – Reviewed By:	CAO: Lynn Horbasenko
--------------------------------------	----------------------





## VILLAGE OF BAWLF

### Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	January 16, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Curling Club Letter

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

The Bawlf Curling Club submitted a letter dated January 6, 2013 to the Village stating that the Curling Club has made a decision to turn the curling rink over to the Village of Bawlf. A copy of the letter is attached for your information.

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

During previous Council meetings, Council has discussed requiring letters of intent from both the Curling Club and the Recreation Board regarding the fate of the curling rink facility. The Administration has not yet received a letter from the Recreation Board (as of January 9, 2013). As per Council's advice, utility bills will continue to be forwarded to the Recreation Board until a formal letter has been submitted to the Village.

The options for the use of the facility may best be discussed after the Recreation Board letter is received. It is noted that the Curling Club has requested that if the facility is sold, any proceeds be directed to enhance recreation in the community.

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

Not applicable.

#### **RECOMMENDED ACTION:**

Village Council to pass a motion to accept the letter from the Bawlf Curling Club transferring ownership of the curling rink facility to the Village of Bawlf as information and further that the former curling club members be granted access to the facility until June 30, 2013 to dispose of the curling rink equipment and assets.

Initials show support – Reviewed By:

CAO: *Lynn Horbasenko*



Jan. 6, 2013

RECEIVED

JAN - 7 2013

Attention: Bawlf Village Council

This letter is to inform the Village of Bawlf that due to lack of use and high maintenance costs, the Bawlf Curling Club can no longer maintain the curling rink building. The Bawlf Curling Club recently held a public meeting to make decisions regarding the future of the curling club, the building and equipment.

The curling rink has been non-operational for the purpose of curling for four years. The Bawlf Rec board has assumed the insurance and maintenance costs. At the annual Rec Board meeting a motion was made to discontinue funding for the curling rink since the financial costs are above and beyond the value that the community is gaining from the building.

At the public meeting held on Dec. 18<sup>th</sup>, 2012, a decision was made to turn the facility over to the Village of Bawlf for the village to do with as it sees fit. The property title is owned by the Village and not by the curling club. The people present at the meeting asked that if the facility be sold any proceeds would be used to enhance recreation within the community.

The former curling club members would like to request access to the building to dispose of equipment and assets until June 30, 2013 or soon there after. It was proposed that the appliances, furniture and other miscellaneous be offered for sale at the community garage sale. The curling rocks and ice making equipment are being tendered for sale. Brenda Bohmer volunteered to collect any memorabilia and possibly set up a display at a suitable place within the village.

If you have any concerns or questions please contact me at (780) 373-2664 or [s.bratrud@hotmail.com](mailto:s.bratrud@hotmail.com).

Yours truly,

Sherry Bratrud  
Acting President





## VILLAGE OF BAWLF

### Request for Decision (RFD)

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>January 16, 2013</b>
<b>Originated By:</b>	<b>Lynn Horbasenko, Chief Administrative Officer</b>
<b>Title:</b>	<b>Mayors' Caucus Meeting</b>

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

The Alberta Urban Municipalities Association (AUMA) hosts mayors' caucus meetings annually and invites all Alberta municipalities to participate. The meeting for municipalities under a population of 2500 will be held from 9:00 a.m. - 3:45 p.m. on Wednesday, February 13, 2013 at the Matrix Hotel in Edmonton. There is also an MLA Breakfast at 7:30 a.m. on Thursday, February 14<sup>th</sup>.

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

Mayors, Councillors and CAO's are invited to attend. (There will also be a CAO session each day from noon - 3:00 p.m.).

The topics that will be discussed include the MGA review, police funding, Local Authorities Election Act changes, social policy framework, water policy development, energy policy development, etc.

Municipalities also have the opportunity to table Requests for Decisions on municipal issues to be discussed during the caucus meetings.

If a representative attends from the Village Council, there is the option of attending the MLA Breakfast and then the caucus meeting for municipalities with a population of 2501 - 10,000 as the meeting agenda will be similar.

It may be beneficial to have a representative attend to participate in discussing the various topics affecting Alberta municipalities.

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

Travel and parking costs will be covered through the 2013 Operating Budget. There is no registration fee and the meals will be provided.

#### **RECOMMENDED ACTION:**

If a Village Council member is interested in attending, it is recommended that the Village Council pass a motion to name and approve the Council member to attend the AUMA Mayors' Caucus Meeting on Wednesday, February 13, 2013 and/or the MLA Breakfast on Thursday, February 14, 2013 at the Matrix Hotel in Edmonton, Alberta.

**Initials show support – Reviewed By:**

**CAO: Lynn Horbasenko**







ALBERTA URBAN MUNICIPALITIES ASSOCIATION

January 3, 2013

Dear Mayor, Council and CAO:

Please mark your calendar and plan to attend our annual MLA Breakfast (Thursday February 14) and one of the following Mayors' Caucus meetings in Edmonton (Matrix Hotel, 10640 100 Avenue Northwest):

- February 13 (under 2,500 population)
- February 14 MLA Breakfast (7:30—9:00am and Mayors Caucus 2,501—10,000 population)
- February 15 (over 10,000 population)

The Mayors' Caucus has a number of high priority items on the agenda including an update of the review of the Municipal Government Act (MGA), a working session on the draft principles for the revised MGA, updates on key issues such as police funding, changes to the Local Authorities Election Act (LAEA), the provincial social policy framework, AUMA's municipal water policy development, AUMA's municipal energy policy development and other initiatives.

As well, the Mayors' Caucus provides the opportunity for municipalities to table RFDs on municipal issues. These RFDs and the appropriate background information need to be sent to **Maureen Ford**, [mford@auma.ca](mailto:mford@auma.ca), by **February 4, 2013** so they can be made available for all Mayors to review prior to the Caucus meetings. **NB:** In order to present the RFD at a Mayors Caucus, the RFD must be endorsed by Council and there must be a representative from your Council to speak to the RFD.

We encourage CAOs to attend the Mayors' Caucus and participate in the discussions. We will also be holding a separate CAO session which begins at noon each day of the Caucus. The CAO session will be an opportunity for dialogue on matters of importance to municipalities. As always, CAOs are encouraged to bring forward any discussion items that are of interest to their community. Please send topics of interest to Sandy Bugeja, Senior Priorities Coordinator, at [sbugeja@auma.ca](mailto:sbugeja@auma.ca).

Online registration and pertinent information, including the location details and timing of the events, are available on the AUMA website as well as in the FAQs attached. Should you have additional questions, please contact Sandy Bugeja at 780-989-7418 or at [sbugeja@auma.ca](mailto:sbugeja@auma.ca).

AUMA is committed to being your trusted voice. Through events such as the Mayors' Caucuses, we can ensure that Alberta municipalities remain the best places in which to live, work, and thrive.

Yours truly,

John McGowan  
CEO



ALBERTA MUNICIPAL PLACE

300 - 8616 51 Avenue Edmonton, AB T6E 6E6  
Toll Free: 310-AUMA (2862) Phone: 780-433-4431 Fax: 780-433-4454 [www.AUMA.ca](http://www.AUMA.ca)

## **Mayors' Caucus FAQs**

### **Who should attend the event?**

AUMA members are welcome to attend (i.e. Mayors, Councillors, and CAOs). Municipalities are welcome to send more than one elected official. If you are a CAO and an elected official from your municipality is not attending, you are still welcome to attend this event.

### **Do I have to attend the Caucus that corresponds to my community's population?**

No. While most AUMA members do prefer to attend the caucus that corresponds to their community's population, members are welcome to attend an alternate session if needed/desired.

### **Will the agenda be the same on all three days?**

Typically, the agenda for all three days of the Mayors Caucus is quite similar because AUMA believes it is important to provide all of our members with updates on the most important policy issues and initiatives. However, the issues raised by members and discussions do tend to differ during each day of the caucus. Further, the format of the Caucus allows similar-sized municipalities the opportunity to network and provide AUMA with more specific direction on their respective needs.

### **Where is the event taking place?**

All three days will be held at the Matrix Hotel (10640 100 Avenue Northwest, Edmonton, AB T5J 3N8).

### **Is there a cost to register for the event?**

No, it is free to register but there is a cancellation clause and fee. Attendees are responsible for their own hotel and travel costs.

### **Is there a room discount at the event hotel?**

Yes, please ask for the AUMA rate when you make your reservation. In order to take advantage of the discount, you must book by January 15, 2013.

### **Is there free parking?**

No.

### **When will the agenda be published?**

The agenda for both the plenary session and CAO session will be published online via the Digest in the first week of February.

### **What time will the Mayors' Caucuses and CAO Sessions start and end?**

Typically, the Mayors' Caucuses start at 9:00 a.m. and end by 3:45 p.m. and the CAO sessions begin at noon and run until 3:00 p.m. Official start and end times will be confirmed with the agenda.

### **What time does the MLA Breakfast start?**

The MLA Breakfast takes place on Thursday February 14<sup>th</sup> and starts at 7:30 am.

### **When will on-site registration open?**

Registration will open at 8:00 am on Wednesday and Friday. Registration will open at 7:00 am on Thursday because of the MLA Breakfast.

### **Will breakfast and lunch be provided?**

Yes, there will be a full breakfast each morning and lunch will be provided each day at noon.



## MEMBER REQUEST FOR DECISION

### MAYORS CAUCUS

---

DATE: Please indicate which Mayors Caucus date you want to present the RFD at.

TOPIC: Please identify the topic or issue.

RECOMMENDATION: Please explain the action or request you would like the AUMA to consider. Typically, actions include asking the AUMA to take advocacy action on a particular issue or to investigate a particular municipal challenge.

NB: In order to present the RFD at a Mayors Caucus, the RFD must be endorsed by Council and there must be a representative from your Council to speak to the RFD.

The Council from the City/Town/Village/Summer Village of \_\_\_\_\_ requests that the AUMA Board \_\_\_\_\_.

BACKGROUND: Please provide some background information on this issue and note any connections to ongoing AUMA initiatives or projects. You should also note if your municipality intends to raise this issue through the annual Resolution process.

IMPACT: Please explain the municipal impact of this issue. Does it only impact your community or is the impact broader (i.e. all urban municipalities, municipalities in a specific part of Alberta, municipalities of a certain size, etc.)





## VILLAGE OF BAWLF

### Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	January 16, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Federation of Canadian Municipalities Membership

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

The Federation of Canadian Municipalities (FCM) represents all communities in Canada, regardless of size, on federal issues that affect municipalities. The Village of Bawlf is asked to consider becoming a member as a means of supporting the work of the FCM on our behalf.

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

Being a member of FCM could be beneficial in the area of funding for infrastructure. To date, most of the infrastructure components being written about have been highways, bridges, hospitals, etc. There hasn't been much reference to other types of infrastructure within municipalities (ie. lift stations, lagoons, water treatment plants, water lines, buildings, etc.).

To date, the direct benefit to the Village of Bawlf from the work completed by the FCM may be somewhat limited. The Village could perhaps consider becoming a member in the future.

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

The annual membership fee based on Bawlf's population would be \$154.04. This membership fee has not been budgeted for in the 2013 Interim Budget. However, Council could choose to make a budget adjustment.

#### **RECOMMENDED ACTION:**

Village Council to accept the letter from the Federation of Canadian Municipalities as information.

Initials show support – Reviewed By:

CAO: *Lynn Horbasenko*





FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

October 31, 2012

Dear Members of Council:

Your community benefits directly from the work of the Federation of Canadian Municipalities (FCM), as do all cities and communities across the country.

FCM is the national voice for municipalities large and small, rural and urban. We are your voice on matters that fall under federal jurisdiction. Our strength comes from our members – communities just like yours – which is why we're asking you to join FCM and support our work on your behalf.

Almost a thousand municipalities have joined FCM over the past decade, and we now have close to 2,000 members representing 90% of all Canadians. Our growth has helped to make us more influential in Ottawa – and that has directly benefited your community, as federal investments in municipalities have soared from \$125 million to \$4.75 billion per year.

The past year has been very productive for FCM and our members, as we have worked together to advocate and pave the way for a new federal long-term infrastructure plan. This all-important plan for municipalities will replace nearly \$2 billion in federal funding due to expire in 2014.

Working alongside our provincial/territorial association partners, FCM is advocating strongly for a formal announcement of the new long-term infrastructure plan in Budget 2013. This will ensure the government meets its commitment to have the plan and related programs in place for the 2014 construction season.

The Village of Bawlf benefits from FCM-driven programs by receiving \$32,755\* in revenue from GST rebates and the Gas Tax Fund alone this year. Your 2013–2014 FCM membership fee will be only \$154. This fee is based on 2011 Census data.

### Help Us Help You

By 2014, nearly 40% of federal funding for municipalities will expire, including investments in infrastructure projects, front-line policing and affordable housing.

FCM is working tirelessly to protect and extend these programs. As we discuss these and other vital issues with the federal government, we must speak with one powerful voice to ensure we are successful, just as we were in securing the GST rebate, the Gas Tax Fund and billions of dollars in other programs.

Now, more than ever, we need the Village of Bawlf to become an FCM member and add strength to our voice. Enclosed, you will find information about FCM, as well as a membership invoice, should you decide to join.

Yours sincerely,

Karen Leibovici  
FCM President  
Councillor, City of Edmonton

*\* This amount is an estimate based on an average national allocation of federal funds.*

President  
Présidente

Karen Leibovici  
Councillor,  
City of Edmonton, AB

First Vice-President  
Premier vice-président

Claude Dauphin  
Maire,  
arrondissement de Lachine  
Ville de Montréal, QC

Second Vice-President  
Deuxième vice-président

Brad Woodside  
Mayor,  
City of Fredericton, NB

Third Vice-President  
Troisième vice-président

Raymond Louie  
Councillor,  
City of Vancouver, BC

Past President  
Président sortant

Berry Vrbanovic  
Councillor,  
City of Kitchener, ON

Chief Executive Officer  
Chef de la direction

Brock Carlton  
Ottawa, ON

24, rue Clarence Street,  
Ottawa, Ontario K1N 5P3

T. 613-241-5221  
F. 613-241-7440

[www.fcm.ca](http://www.fcm.ca)







## VILLAGE OF BAWLF

### Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	January 16, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Insurance – Declared Value of Certain Facilities

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

The Village Administration received an email from an insurance consultant with Alberta Municipal Services Corporation (AMSC), the Village's insurance company, stating that three facilities in the Village have been declared as having only demolition value. AMSC requires the Village to complete declared value endorsements for these facilities.

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

The Office Administrator has provided information on an annual basis to AMSC whenever the status of certain facilities had changed. AMSC now requires that council pass a motion and complete declared value forms for these facilities for their records.

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

Not applicable.

#### **RECOMMENDED ACTION:**

Village Council to pass a motion stating that Village Council agrees that the Curling Rink, former United Church and the old Community Hall be insured at the declared values of \$87,093.00, \$1.00, and \$55,337.00, respectively, and further that a Declared Value Endorsement form be submitted to the Alberta Municipal Services Corporation for each facility.

Initials show support – Reviewed By:

CAO: *Lynn Horbasenko*



# Completing and Understanding the Declared Value Endorsement

---

- Council must meet and agree to the declared value.
- Council should be made aware of the change that completing the endorsement will make to the policy.
  - The Loss Settlement Policy Condition letter (h) – With Respect to Other Property, subsection (ii) is amended to read :

“... Liability shall in no event exceed the amount actually and necessarily expended for repair, replacement, construction or reconstruction; except with respect to the properties defined as *Declared Value* on the schedule of values Property; in which case the insurer will not be liable for more than the recorded building value as pre-determined by the insured.”
- Approved minutes are to accompany the Declared Value Endorsement showing council approving the decision.
- Declared Value Endorsement must be fully completed with all sections filled out accordingly and signed.
- By submitting the Declared Value Endorsement, in the event of an insurable loss, the amount declared will be the maximum amount payable to rebuild the facility.



Printed on 01/08/2013

**Boiler Schedule**  
Bawlf, Village of  
Certificate No. 180

Item No.	Dept No.	Description	Address 1	Total Boiler TIV	Limit	Ded.	Premium
1		Fire Hall	101 Hanson Street	\$386,413.00		2,500	\$11.39
2		Bawlf Community Hall	1-10 Block 6 Plan RN57 Bawlf, AB	\$1,008,594.00		2,500	\$29.72
3		Bawlf Curling Club	211 Hanson St., Bawlf, AB	\$87,093.00		2,500	\$2.56
4		Miscellaneous, excluding buildings	4-19-45-17-W4M, Bawlf, AB	\$94,552.00		2,500	\$2.78
5		Church Building	Alberta Avenue, Bawlf, AB	\$1.00		2,500	\$0.00
6		Pump House	Bawlf, AB	\$86,648.00		2,500	\$2.55
7		Old Community Hall - Demolition value only	Hanson Street, Bawlf	\$55,337.00		2,500	\$1.63
8		Garage	Hanson Street, Bawlf, AB	\$58,190.00		2,500	\$1.71
9		Offices / Library / Medical Clinic / Seniors	Hanson Street, Bawlf, AB	\$818,274.00		2,500	\$24.11
10		DECLARED VALE - Skating Rink	Hanson Street, Bawlf, AB	\$101,099.00		2,500	\$4.30
11		Reservoir	Jameson Street, Bawlf, AB	\$5,020,244.00		2,500	\$147.94
12		Lift Station	King Street, Bawlf, AB	\$314,749.00		2,500	\$9.27
13	tba	Fairground Concession	Parcel G Plan 1681R, Bawlf, AB	\$31,590.00		2,500	\$0.93
14		Fairground Washroom	Parcel G Plan 1681R, Bawlf, AB	\$56,052.00		2,500	\$1.65
15	tba	Old Fire Hall	Sanden Street, Bawlf, AB	\$2,847.00		2,500	\$0.08
Total Items:				15	\$8,121,683.00	Total Premium	\$240.63

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

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



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY**

**Declared Value Endorsement**

Name of Municipality Issued to Village of Bawlf

This endorsement applies only to items described below; other properties as described on the Declaration(s) page(s) of this policy or properties added by endorsement remain unchanged.

This endorsement modifies the following under the Primary property Insurance Policy MNX 001, as well as the Excess Property Insurance policy as defined by the current policy terms subscribed insurer.

<u>Item Number</u>	<u>Description</u>	<u>Comments</u>
3	Bawlf Curling Rink	Demolition Value Only

**Condition Clauses Applicable to Coverage**

An amount has been selected by you on the above described properties which does not represent the full building replacement value. The adjustment that has been made by you may cause high out of pocket expenses in the event of a loss.

Based on the acceptance of the above, the following Conditions apply:

1. The Loss Settlement Policy Condition letter (h) – With Respect to Other Property, subsection (ii) is amended to read :

"... Liability shall in no event exceed the amount actually and necessarily expended for repair, replacement, construction or reconstruction; except with respect to the properties defined as Declared Value on the schedule of values Property; in which case the insurer will not be liable for more than the recorded building value as pre-determined by the insured.

*All other provisions of this policy apply.*

Authorized Signing Authority

Position Title

\_\_\_\_\_

Mayor

Print Name in full

Date

Gordie Blatz

January 16, 2013

\*Please provide Board Meeting Minutes with the Declared Value Endorsement outlining the decision\*

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY**

**Declared Value Endorsement**

Name of Municipality Issued to Village of Bawlf

This endorsement applies only to items described below; other properties as described on the Declaration(s) page(s) of this policy or properties added by endorsement remain unchanged.

This endorsement modifies the following under the Primary property Insurance Policy MNX 001, as well as the Excess Property Insurance policy as defined by the current policy terms subscribed insurer.

<u>Item Number</u>	<u>Description</u>	<u>Comments</u>
7	Old Community Hall	Demolition Value Only

**Condition Clauses Applicable to Coverage**

An amount has been selected by you on the above described properties which does not represent the full building replacement value. The adjustment that has been made by you may cause high out of pocket expenses in the event of a loss.

Based on the acceptance of the above, the following Conditions apply:

1. The Loss Settlement Policy Condition letter (h) – With Respect to Other Property, subsection (ii) is amended to read :

“... Liability shall in no event exceed the amount actually and necessarily expended for repair, replacement, construction or reconstruction; except with respect to the properties defined as Declared Value on the schedule of values Property; in which case the insurer will not be liable for more than the recorded building value as pre-determined by the insured.

*All other provisions of this policy apply.*

Authorized Signing Authority

Position Title

\_\_\_\_\_

Mayor

Print Name in full

Date

Gordie Blatz

January 16, 2013

\*Please provide Board Meeting Minutes with the Declared Value Endorsement outlining the decision\*

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

Declared Value Endorsement

Name of Municipality Issued to Village of Bawlf

This endorsement applies only to items described below; other properties as described on the Declaration(s) page(s) of this policy or properties added by endorsement remain unchanged.

This endorsement modifies the following under the Primary property Insurance Policy MNX 001, as well as the Excess Property Insurance policy as defined by the current policy terms subscribed insurer.

<u>Item Number</u>	<u>Description</u>	<u>Comments</u>
5	Bawlf United Church	Demolition Value Only

Condition Clauses Applicable to Coverage

An amount has been selected by you on the above described properties which does not represent the full building replacement value. The adjustment that has been made by you may cause high out of pocket expenses in the event of a loss.

Based on the acceptance of the above, the following Conditions apply:

1. The Loss Settlement Policy Condition letter (h) – With Respect to Other Property, subsection (ii) is amended to read :

“... Liability shall in no event exceed the amount actually and necessarily expended for repair, replacement, construction or reconstruction; except with respect to the properties defined as Declared Value on the schedule of values Property; in which case the insurer will not be liable for more than the recorded building value as pre-determined by the insured.

All other provisions of this policy apply.

Authorized Signing Authority

Position Title

\_\_\_\_\_

Mayor

Print Name in full

Date

Gordie Blatz

January 16, 2013

\*Please provide Board Meeting Minutes with the Declared Value Endorsement outlining the decision\*





## VILLAGE OF BAWLF

### Request for Decision (RFD)

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>January 16, 2013</b>
<b>Originated By:</b>	<b>Lynn Horbasenko, Chief Administrative Officer</b>
<b>Title:</b>	<b>Camrose County Municipal Planning Services - 2013</b>

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

Camrose County has provided municipal planning services to the Village of Bawlf for many years. The Village has received a letter of understanding from the County for the provision of services for 2013.

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

The benefits of the agreement with the County are described in the attached letter of understanding.

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

The annual cost for municipal planning services remains the same as 2012 at \$1034. This amount has been budgeted for in the 2012 Interim Operating Budget.

#### **RECOMMENDED ACTION:**

Village Council to pass a motion to enter into the 2013 Municipal Planning Services agreement with Camrose County for the provision of planning services at an annual cost of \$1034.

**Initials show support – Reviewed By:**

**CAO: *Lynn Horbasenko***





# Camrose County

3755 - 43 Avenue, Camrose, Alberta, T4V 3S8  
Phone (780) 672-4446 Public Works (780) 672-4449 Fax (780) 672-1008  
Website: [www.county.camrose.ab.ca](http://www.county.camrose.ab.ca) E-mail: [county@county.camrose.ab.ca](mailto:county@county.camrose.ab.ca)

December 12, 2012

File No: 610-10-02

Village of Bawlf  
Box 40  
Bawlf, AB T0B 0J0

## Letter of Understanding

Camrose County is prepared to offer to the above noted Municipality, Planning Services as stated below for the fees stated. These services and fees will remain in effect from January 1, 2013 until December 31, 2013 and will be reviewed in November, 2013.

### **Services for Basic Fee (\$300.00/municipality + \$2.00 per capita)**

- Provide reasonable telephone access for day-to-day advice and guidance
- Maintain municipal base mapping
- Maintain an up-to-date municipal map (compiled plan) available, for a fee, to the public
- Maintain air photograph coverage, historical and latest
- Provide advice by letter on changes in planning law and practice
- Maintain, interpret, and enforce deferred reserve caveats for municipalities which contract for subdivision processing services
- Attend Council meetings as necessary
- Maintain means that the County will keep this information and make it available at no cost to the municipality. However, the cost of flying new air photos will be a municipal expense.

### **Subdivision Services**

At the request of a municipality, the County will undertake the following work in relation to subdivision applications:

- Meet the landowner and discuss what he wants, what he needs, and what is possible
- Advise on parallel process such as by-law amendment or road closure
- Open a file on the application
- Compile air photo, legal plans, etc, and determine which agencies the application must be referred to
- Inspect site check for encroachments, servicing, conflicting uses.
- Evaluate flood hazard and slope stability
- Evaluate access, encroachments, culverts, drainage
- Check easements for power, gas, sewer, etc
- Establish design criteria and servicing for multi-lot subdivisions
- Negotiate resolution if different agencies give conflicting advice
- Determine whether reserves are due from this or previous subdivisions (cash, land, municipal, environmental, school, deferral or combination)
- Advise municipality of recommendations by staff and all agencies
- Formulate recommendations to Council
- Inform applicant of municipality's decision
- Circulate decision to necessary agencies, prepare legal ads, notices, rights of appeal, answer questions by landowner
- Advise all parties on appeals
- Attend appeals and represent municipality if requested



- Provide Appeal Board with maps, charts, photos that illustrate the issues
- Process final documents (survey, lease, easement, description, descriptive plan, plan of survey and advise on documents)
- Ensure that easements, caveats, etc are registered concurrently to protect municipal interests
- Maintain a record of all applications in case of future disputes over development agreements, reserves, boundaries or land values and make this available to municipalities, landowners, assessors, appraisers and tax authorities
- Ensure that the survey is done in accordance with the municipality's approval
- Update municipal maps once subdivision is completed

The fees for subdivision services are:

- \$500.00 per application plus \$100.00 for each new lot created
- The fees to endorse the final plan is \$100.00 per lot excluding Reserve and/or utility lots. The above fees are non-refundable and will be paid by the applicant to Camrose County

**Additional Services:**

Camrose County Planning Department will review any application for services other than the Basic Services and/or Subdivision Services and give an estimate of the charges for the requested service. The basic charge for additional services will be \$65.00 per hour plus expenses (mileage, travel time etc) which will be reviewed on a semi-annual basis.

Our calculations indicate that the total fee for your municipality for these services are \$1,034.00. If you agree with the services and fees stated above please counter sign this Letter of Understanding in the space below.

Yours truly,



Steven Gerlitz  
County Administrator

/ALH

Municipality of Village of Bawlf  
Accepts and wishes to use the above services of Camrose County

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date



## **Report from the Administration**

**For the period December 14, 2012 – January 11, 2013**

### **2012 Highlights:**

- The Village hired a part-time public works director in January.
- A new copier, printer, scanner, fax machine was purchased through ElectroTel early in 2012.
- Camrose County and the urban municipalities within it had the benefit of a Regional Municipal Intern who assisted with various administrative projects during most of the year.
- The Village contracted Brian King Professional Corporation through a tender process to complete audit services for the Village.
- The population of the village increased from 374 to 403 based on the Federal Census. This is a 7.2% increase in the last 4-5 years.
- In April, the Communications Coordinator position was filled and the building Custodian was hired.
- The annual Volunteer Appreciation Night was held on April 16<sup>th</sup> with approximately 20 people attending.
- The annual Village Clean-Up occurred on May 8<sup>th</sup>. The Fire Department hosted the hot dog BBQ that followed.
- The annual Community Garage Sale was held on May 12<sup>th</sup>.
- The Village's membership in the Battle River Alliance for Economic Development (BRAED) was not renewed for 2012.
- Highway 13 west of Bawlf was widened and repaved.
- Hanson Street between Alberta and Molstad Avenues was resurfaced after the soft material was removed in front of the Community Centre.
- The Village sold one lot (Lot 4A, Block 17, Plan 072-0313) for \$30,000 + GST.
- One Village councillor resigned – a by-election was held on June 4<sup>th</sup>.
- The Village Annual General Meeting was held on June 12<sup>th</sup> with 23 people attending.
- Individual files were created for each tax roll number in order to file documents pertinent to each residence.
- Village Facebook and Twitter accounts were established.
- The Village notified specific residents that it would no longer cut grass on their residential lots, encouraging them to hire youth.
- The Village paid off the lagoon debenture.
- All of the 1966 vitrified clay tile sewer mains (approximately 2700 metres) were milled, flushed and relined with a Cured In Place Pipe (CIPP) liner in July/August.
- The Fire Department coordinated a 'spray park' utilizing the fire truck hoses during two hot days in July.



- Administration is preparing for year end and the annual audit.
- An 18% penalty has been applied to the outstanding tax accounts.
- The Village received a \$104 donation from the Storvik family through the Battle River Community Foundation toward the upkeep of the cemetery.
- Work on completing the Municipal Inspection Report directives and recommendations continues. The Communications Coordinator is interested and willing to assist and will work an extra day per week until the end of March. The Village Manager will work an extra day per week as well for this same time period.
- The Village Office was closed from December 21 - January 2, inclusive.
- The Village Manager attended the following external meetings:
  - none

### **Development:**

- The total number of development permits approved to date in 2013: zero.
- Total compliance certificates issued in 2013: zero.
- The Village maps have been updated and submitted to Camrose County for final preparation and printing.

### **Public Works:**

- The floats have been causing issues at the lift station by not triggering the pumps to shut off; therefore, they continue to pump until the pit is completely empty. The pumps then lose their prime and consequently, set off the alarm. Focus Corporation will be contacted very soon to begin the process of getting the necessary components rehabilitated.
- The Administration continues to submit the monthly water test reports on-line.
- The Public Works Director continues his search for a newer one-ton truck.

### **Parks and Facilities:**

- The hall is being rented out again for regular Sunday church services.
- ElectroTel has checked the building alarm system in the Village Complex and tightened one of the door contacts. The alarm is still being triggered on occasion so ElectroTel will be called back to do more research on what the cause might be.

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

- A contract for reduced patrols during the winter months has been submitted to Alberta Animal Services.

### **Fire Department:**

- The Deputy Chief called me and indicated that he is unable to assume the position of Chief due to his work schedule. He is willing to remain in the position of Deputy Chief (and Acting Chief) until a Chief can be appointed. An ad for Chief will be placed in the next Village Voice.





The Village of Bawlf  
 Alberta Animal Services Animal Control and General Bylaw Enforcement Warnings Yearend Breakdown  
 2012

(1)



**ALBERTA ANIMAL SERVICES**  
 Serving Central Alberta Since 1988



General Bylaw Compliant							
MONTH	Property	Traffic	Weeds	Noise	Business	Fire	TOTAL
JAN							
FEB							
MAR							
APRIL		1					1
MAY							
JUNE							
JULY		2	2				4
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER		2					2
TOTAL		5	2				7

General Bylaw Fines							
MONTH	Property	Traffic	Weeds	Noise	Business	Fire	TOTAL
JAN							
FEB							
MAR							
APRIL							
MAY							
JUNE		1					\$50.00
JULY							
AUGUST		6					\$400.00
SEPTEMBER							
OCTOBER							
NOVEMBER		2					\$110.00
DECEMBER		2					\$165.00
TOTAL		11					\$725.00

**The Village of Bawlf**  
**Alberta Animal Services Animal Control and General Bylaw Enforcement Warnings Yearend Breakdown**  
**2012**



**ALBERTA ANIMAL SERVICES**  
 Serving Central Alberta Since 1988



COMPLAINT DOGS							
MONTH	R. A. L	F.T.L	BARKING	DEFECATION	AGGRESSION	TOO MANY	TOTAL
JAN							
FEB							
MAR							
APRIL	1						1
MAY							
JUNE							
JULY							
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER	1						1

**Table Of Contents**

Ral- Dog running At Large

F.T.L - No Current License

Barking - Dog barking causing a distrubance

Defecation- Failure to immeditily remove defecation

Aggression- any dog, attacking, biting, chasing or acting aggressive

Too Many- harboring more then the allowed number of dogs

F.T.W- Fail to Wear Current License



The Village of Bawlf  
 Alberta Animal Services Animal Control and General Bylaw Enforcement Warnings Yearend Breakdown <sup>(2)</sup>  
 2012



FINES ISSUED							
MONTH	R. A. L	F.T.L	BARKING	DEFECATIO	AGGRESSION	F.T.W	TOTAL
JAN							
FEB							
MAR							
APRIL							
MAY							
JUNE							
JULY							
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							

Table Of Contents

Ral- Dog running At Large

F.T.L - No Current License

Barking - Dog barking causing a distrubance

Defecation- Failure to immeditily remove defecation

Aggression- any dog, attacking, biting, chasing or acting aggressive

Too Many- harboring more then the allowed number of dogs

F.T.W- Fail to Wear Current License

**The Village of Bawlf**  
**Alberta Animal Services Animal Control and General Bylaw Enforcement Warnings Yearend Breakdown**  
**2012**

IMPOUNDED DOGS							
MONTH	CLAIMED	ADOPT	AGRSV	TRANSFRD	HEALTH	OTHER	TOTAL
JAN							
FEB							
MAR							
APRIL							
MAY							
JUNE							
JULY							
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							

Table of Content

CLAIMED = RETURNED TO OWNER

ADOPT = ADOPTED TO A FOREVER HOME

AGRSV= EUTHANIZED DUE TO AGGRESSIVE BEHAVIOR

**TRANSFRD = TRANSFERRED TO ANOTHER RESCUE ORGANIZATION**

HEALTH = EUTHANIZED DUE TO HEALTH CONDITIONS

DOA = DEAD ON ARRIVAL

OTHER = EUTHANIZED DUE TO FAILING BEHAVIOR TESTING



- The Village contracted a fumigator to exterminate the ants in the Village Administrative Complex in August.
- Lot 6A, Block 17, Plan 072-0313 was repurchased by the Village due to the owner not meeting the required timelines to begin construction.
- The Village owned vacant lots for sale were listed on Kijiji in Fall and continue to be advertized on MLS.
- The Public Works Director attended the Small System Water and Wastewater Training Courses in May and wrote the Provincial exam in November.
- The Village accepted a high school work experience student to work in the Public Works area in Fall.
- Municipal Affairs presented the Municipal Inspection Report to Council and the community on October 23<sup>rd</sup>.
- Various Village maps were updated.
- A Conterra grader, snowblower and new bobcat blade were purchased.
- Fire Chief Robert Wilson resigned effective November 30<sup>th</sup>.
- There were 7 fire/motor vehicle call outs in 2012.
- The Fire Department held 20 fire practices.
- Eight sets of breathing apparatus were refurbished.
- Bylaw issues in 2012 included 5 traffic complaints, 2 weed complaints, 2 dog related complaints, and 11 traffic offenses resulting in fines. Their annual report is attached.
- Three compliance certificates plus one non-compliant certificate were issued in 2012.
- Development permits:

	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>
New Homes			2		5
Moved-In Homes	1			2	1
Building Additions			1	2	
Garages/Carports	1		1	3	8
Fences		1	1		3
Decks	1	1	1	1	2
Sheds	1				1
Other	1 - school 1 - front yard setback		1 - Preschool/ OSC	1 - office reno	
<b>Total # of Permits</b>	<b>6</b>	<b>2</b>	<b>7</b>	<b>9</b>	<b>20</b>
<b>Total Value</b>	<b>\$12,213,700</b>	<b>\$3500</b>	<b>\$1,141,500</b>	<b>\$509,800</b>	<b>\$1,118,400</b>

### **2013 - Administration:**

- The Village Voice was distributed on January 7.
- We are in the process of switching our website host. Costs will drop to less than \$30/month (from \$78/month).



## Mayors report Jan 2013

- . Jan 10 Special council meeting
- . Jan 16 Regular council meeting

Gordie





December 20, 2012

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

Dear Ms. Horbasenko,

Re: **Long-term Transmission System Planning**

Alberta's quality of life and economic well-being depends on an adequate and reliable supply of electricity to all Albertans, now and well into the future. The Alberta Electric System Operator (AESO) is a not-for-profit organization responsible for planning and managing the safe, reliable and economic operation of the Alberta Interconnected Electric System.

Our Long-term Outlook anticipates a 3.1% annual growth in electricity demand and approximately 6,200 MW of new generation capacity to serve Albertans' demand for electricity over the next 10 years. As we prepare our recommendations on transmission system expansion and enhancements for our next Long-term Transmission Plan, understanding the values in your community along with your development plans is important to us.

The AESO is meeting with many Alberta municipalities to learn about their community values, vision and individual approaches to future growth, land use and development.

We will be meeting with municipal administrators and planners in your region between January 15 and January 31. If you would like to participate in the AESO's planning process by sharing information about your community, please contact me by email at [paul.deleske@aeso.ca](mailto:paul.deleske@aeso.ca) or phone at 403-539-2576 / 403-461-7139.

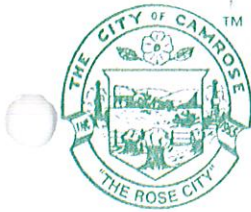
Yours Truly,



Paul Deleske, ABC  
Community Relations Advisor

cc: Bill Strongman P.Eng. - AESO





The City of  
**CAMROSE**

CITY HALL, 5204-50 AVE., CAMROSE, ALBERTA T4V 0S8 PH. (780) 672-4426 FAX (780) 672-2469



December 14, 2012

**RE: BUILDING INSPECTION FEES & CHARGES**

City Council has reviewed changes to the Building Inspection fees and charges bylaw. The changes are highlighted on the attachments in red. The changes that are currently being proposed either required further clarification or required an adjustment to the amount once compared with other municipalities. The new fees will be effective both in the City of Camrose and Camrose County. The new fee schedule and travel costs will come into effect **January 1, 2013**.

If you have any questions or concerns, please contact our office at 780-672-4428 or visit our website at [www.camrose.ca](http://www.camrose.ca) or email us at [permits@camrose.ca](mailto:permits@camrose.ca)

Thank you for your co-operation.

*S. Marchuk*

Sherri Marchuk  
Inspections Assistant  
City of Camrose

Item 7.b)





**BY-LAW # 2724/12**  
**SCHEDULE "B" – FEES AND CHARGES**  
**BUILDING INSPECTION**  
**Effective January 1, 2013**

<b>Single Family</b> (With or without attached or detached garage. Square footage to include all levels excluding basements and garages.) - Additions to residence	Up to 300 sq. ft.	\$175.00
	Up to 650 sq. ft.	\$425.00
	651 to 1000 sq. ft.	\$625.00
	1001 to 1500 sq. ft.	\$750.00
	1501 to 2000 sq. ft.	\$850.00
	Over 2001 sq. ft.	\$950.00
<b>Semi Detached (Duplex, Fourplex, Row housing)</b>	\$450.00 per unit	
<b>Basement Development</b>	<b>\$75.00</b> Building <b>\$60.00</b> Electrical <b>\$45.00</b> Plumbing	
<b>Offsite manufactured homes on a basement or heated crawl space</b>	50% of fee for new homes + fee for garage if applicable	
<b>Offsite manufactured homes</b>	25% of fee for new homes (garages require separate permit)	
<b>Relocated Homes</b>	50% of fee for new homes + fee for garage if applicable	
<b>Pools (above ground)</b>	\$50.00	
<b>Pools (below ground)</b>	\$500.00	
<b>Hot tubs</b>	\$50.00	
<b>Deck with Hot tub</b>	\$75.00	
<b>Secondary Suites</b>	50% of fee for new homes	
<b>Minimum Permit Fee</b>	<b>\$250.00</b>	
<b>Detached Garage, Deck &amp; Accessory Buildings</b>	Up to 350 sq. ft.	\$50.00
	Up to 700 sq. ft.	\$75.00
	700 to 1500 sq. ft.	\$150.00
	Over 1501 sq. ft.	\$300.00
<b>All Other Building Permits</b>	(First 2 Million) - <b>\$6.25</b> per \$1,000.00 of construction value (After 2 Million) - \$5.25 per \$1,000.00 of construction value Minimum Permit Fee of <b>\$75.00</b>	
<b>Plan Reviews</b>	\$125.00	
<b>Tent Structures</b>	\$250.00	
<b>Stages</b>	\$500.00	
<b>Demolition Permit</b>	\$30.00	(Residential Garage)
	\$75.00	(Residential)
	\$500.00	(Commercial)
<b>Heating Permit</b>	\$60.00	– Single Family Dwelling
	\$40.00	– Hydronic Heating (Primary)
<b>Gas Permit Residential</b> (up to a fiveplex) with single service)	\$60.00 for the first outlet and \$15.00 per outlet thereafter	
<b>Gas (Temporary)</b>	\$60.00	
<b>Gas Permit Commercial</b>	\$60.00 plus \$20.00 per 100,000 B.T.U.'s thereafter	
<b>Plumbing Permit</b>	\$60.00 + \$8.00 per fixture over 4	
<b>Irrigation Systems</b>	\$60.00	
<b>Rural Sewage</b> (Disposal Field, Treatment Mounds, At-grades)	<b>\$210.00</b> (Contractor Fee)	
<b>Holding Tank or Open Discharge</b>	<b>\$130.00</b> (Contractor Fee)	



<b>All Rural Sewage Homeowner Permits</b>	<b>\$260.00 (Homeowner Fee)</b>
<b>Private Sewage Compliance</b>	<b>\$105.00 plus travel charges</b>
<b>Privy</b>	<b>\$70.00</b>
<b>Electrical Permit</b>	<p><u>Single Family:</u> 1000 sq. ft. or less \$135.00  1001 – 1500 sq. ft. \$145.00  1501 – 2000 sq. ft. \$165.00  Over 2001 sq. ft. \$185.00</p> <p><u>Semi-Detached:</u> \$80.00 per Unit</p> <p><u>Offsite manufactured homes:</u> (includes basement wiring)  \$ 80.00</p> <p><u>Other:</u> \$1,000.00 or less \$ 60.00  \$1,001.00 - \$2,000.00 \$ 65.00  \$2,001.00 - \$3,000.00 \$ 75.00  \$3,001.00 - \$4,000.00 \$ 90.00  \$4,001.00 - \$5,000.00 \$105.00  \$5,001.00 - \$6,000.00 \$120.00  \$6,001.00 - \$7,000.00 \$135.00  \$7,001.00 - \$8,000.00 \$150.00  \$8,001.00 - \$9,000.00 \$165.00  \$9,001.00 - \$10,000.00 \$180.00  \$10,001.00 - \$12,000.00 \$195.00  \$12,001.00 - \$14,000.00 \$210.00  \$14,001.00 - \$16,000.00 \$225.00  \$16,001.00 - \$18,000.00 \$240.00  \$18,001.00 - \$20,000.00 \$255.00  \$20,000.00 - \$200,000.00 \$255.00  + 1% (0.01) of installation cost over  \$20,000.00 to \$200,000.00  Over \$200,000.00 \$2055.00  + 1/2 % (0.005) of installation cost over  \$200,000.00</p> <p><u>Annual Permit Fee (kVA Rating of Installation):</u></p> <p>100 or less \$130.00</p> <p>101 – 2500 \$130.00 + \$13.00/100 kVA or fraction  thereof over 100 kVA</p> <p>2501 – 5000 \$442.00 + \$9.75/100 kVA or fraction  thereof over 2,500 kVA</p> <p>5001 – 10,000 \$685.75 + \$6.75/100 kVA or fraction  thereof over 5,000 kVA</p> <p>10,001 – 20,000 \$1,023.25 + \$1.00/100 kVA or fraction  thereof over 10,000 kVA</p> <p>Over 20,000 \$1,123.25 + \$1.00/100 kVA or fraction  thereof over 20,000 kVA up to a  maximum of \$1,600.00</p>
<p>Construction value for homeowner permits will be based on 2 times the cost of material.</p> <p>(Installation cost to include all labour and materials, excludes process utilization equipment such as motors. Includes all switch gear, transformers and lighting fixtures.)</p> <p>Application for refunds will not be approved if a permit is cancelled by an Electrical Safety Codes Officer, was falsely obtained, or has expired.</p> <p>Semi-Detached – Duplex, Fourplex, Rowhousing</p>	

File Search (Residential)	\$100.00
File Search (Commercial)	\$200.00
Call Back or Additional Inspection <b>or</b> <b>Other charges</b>	\$100.00/hr Minimum 1 hour charge
Refunds (All Permits)	Half the permit fee paid, LESS the Safety Codes Council Fee and a \$40.00 processing charge

**\*NOTE: IF ANY WORK HAS BEEN STARTED BEFORE THE ISSUANCE OF A PERMIT, THE FEE MAY BE DOUBLED.**

Safety Codes Council Levy Structure for all permits issued will be \$4.50 minimum or 4% of permit cost, whichever is greater up to a **maximum of \$560.00.**

Permits are non-transferable.

NO G.S.T. CHARGED ON PERMIT FEES. TRAVEL CHARGES APPLY ON RURAL PERMITS. GST IS INCLUDED ON TRAVEL CHARGES.





## REQUIRED INSPECTIONS

(Effective Date: January 1, 2013)

Type of Permit		Minimum Inspections Required
<b>Building Permit</b>		
	Single Family Dwelling	3 Inspections
	Semi Detached	3 Inspections
	Basement Development	1 Inspection
	Modular/Relocated Homes	2 Inspections
	Mobile Home	1 Inspection
	Small Commercial	1 – 3 Inspections
	Additions	1 – 3 Inspections
	Garage /Accessory Buildings over 350 sqft	1 Inspection
	Decks	½ Inspection
	Built-in Fireplace	1 Inspection
	All other building permits	1- 3 Inspections
<b>Gas Permit</b>		
	Contractor or Homeowner	1 Inspection
<b>Plumbing Permit</b>		
	Contractor or Homeowner	2 Inspections
<b>Private Sewage Permit</b>		
	Mound/Field System	2 Inspections
	Open discharge/Holding tank /At-Grade Systems	1 Inspection
	Homeowner	2 Inspections
	Privy (Residential)	No Mileage Charge
	Privy (Commercial)	1 Inspection
<b>Heating Permit</b>		
	Single Family	No Mileage Charge
	Other	1 Inspection
<b>Electrical Permit</b>		
	Contractor or Homeowner	1 Inspection



# TRAVEL CHARGES PER INSPECTION (GST INCL.) 2013

Village	Township	Range	Kilometers	Travel Charges
	47	16	22	\$ 53.50
	43	17	32	\$ 77.50
Rosalind	44	17	26	\$ 63.00
Bawlf	45	17	20	\$ 48.50
	46	17	19.5	\$ 47.50
	47	17	18.5	\$ 44.50
	43	18	28	\$ 67.50
	44	18	22	\$ 53.50
Kelsey	45	18	16	\$ 39.00
	46	18	13.5	\$ 32.50
	47	18	12.5	\$ 30.50
Round Hill	48	18	18.5	\$ 44.50
	42	19	31	\$ 75.00
Meeting Creek	43	19	23.5	\$ 57.00
	44	19	17.5	\$ 42.50
	45	19	11.5	\$ 28.00
Ohaton	46	19	7.5	\$ 18.50
	47	19	6.5	\$ 16.00
	48	19	12.5	\$ 30.50
Kingman	49	19	18.5	\$ 44.50
	41	20	30	\$ 73.00
	42	20	26	\$ 63.00
	43	20	20	\$ 48.50
Edberg	44	20	14	\$ 34.00
	45	20	8	\$ 19.50
	46	20	4.5	\$ 11.00
	47	20	4.5	\$ 11.00
	48	20	10.5	\$ 25.00
	49	20	16.5	\$ 40.00
	50	20	22.5	\$ 54.50
	41	21	37.5	\$ 91.00
	42	21	32.5	\$ 79.00
	43	21	25.5	\$ 62.00
Ferintosh	44	21	19.5	\$ 47.50
New Norway	45	21	13.5	\$ 32.50
Bittern Lake	46	21	7.5	\$ 18.50
	47	21	8.5	\$ 20.50
	48	21	14.5	\$ 35.00
Hay Lakes	49	21	20.5	\$ 50.00
	50	21	22.5	\$ 54.50
	41	22	40	\$ 97.00
	42	22	38.5	\$ 93.50
	43	22	26	\$ 63.00
	45	22	18.5	\$ 44.50
	46	22	11.5	\$ 28.00
	47	22	13.5	\$ 32.50
	48	22	20.5	\$ 50.00
	49	22	24.5	\$ 59.50