



AGENDA

Regular Meeting of Council of the Village of Bawlf in the Province of Alberta Wednesday, February 20, 2013 – 7:00 p.m. Council Chambers

1. CALL TO ORDER

2. DELEGATIONS

none

3. GENERAL GOVERNMENT

- a) Agenda J JT KR. F G.

Motion to adopt as presented

- b) Minutes of the Regular Meeting of Council held January 16, 2013

Motion to adopt as presented

- c) Accounts Payable – January 2013

Motion to accept as information

- d) Financial Statement – January 2013

Motion to accept for information

4. BUSINESS ARISING

- a) Municipal Affairs Directives and Recommendations

Motion

- b) Municipal Affairs Directive 3 and Recommendations 3, 4, 12 – Procedural Bylaw #585/13

Second Reading

Third Reading

- c) Alberta Transportation Agreement – Water Supply Line and Sanitary Forcemain – Update

Motion

- d) UFA Bills from 2010 and 2011

Motion

5. NEW BUSINESS

- a) Camrose & District Support Services Agreement

Motion

- b) Agreement for the Collaboration of a Regional Fire Services Coordinator

Motion

- c) Bawlf Public Library Recommendation for Auditor

Motion

- d) Bawlf and District Recreation Association Letter – Curling Rink

Motion

- e) Municipal Affairs Directive 8 and Recommendation 20 - Property Tax Penalty Bylaw 586/13

First Reading

- f) Municipal Affairs Directive 11 and Recommendation 23 – Utility Services Bylaw 587/13

First Reading

- g) Municipal Affairs Recommendation 1 – Code of Conduct & Values Policy

Motion

- h) Municipal Affairs Directive 9 and Recommendation 28 – Municipal Operations

Motion

- i) Municipal Affairs Recommendation 29 – Policy to Encourage Volunteer Activities

Motion

- j) Go East

Motion

6. STANDING COMMITTEE REPORTS

- a) Mayor's Report

- b) Administration Report

- ~~c) Action List~~

- d) Board Reports:

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

7. CORRESPONDENCE

- Handwritten notes: Lamer, Joly, K, G. J.*
- a) Alberta Municipal Affairs Letter RE: Sanden Court Ministerial Order
- b) CDSS Board Minutes – November 19, 2012
- c) Minister's Seniors Service Awards – deadline February 28, 2013
- d) Battle River Watershed Alliance Newsletter – Winter 2013

8. CONFIDENTIAL ITEMS

- a) Personnel

9. ADJOURNMENT



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

In the Province of Alberta held on
Wednesday January 16, 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

1. CALL TO ORDER

Mayor Blatz called the meeting to order at 7:09 p.m.

2. DELEGATIONS

none

3. GENERAL GOVERNMENT

a) *AGENDA*

MOTION 1/13 MOVED BY Councillor Tessari to adopt the agenda as amended with the removal of Item 5.b) Property Tax Penalty Bylaw.

CARRIED

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

MOTION 2/13 MOVED BY Mayor Blatz that the minutes of the Regular Meeting of Council held December 19, 2012 be adopted as amended.

CARRIED

c) *ACCOUNTS PAYABLE – DECEMBER 2012*

MOTION 3/13 MOVED BY Deputy Mayor Yuha to accept the Accounts Payable for December 2012 as information.

CARRIED

d) *FINANCIAL STATEMENT – DECEMBER 2012*

MOTION 4/13 MOVED BY Mayor Blatz to accept the December 2012 Financial Statement for information.

CARRIED

4. BUSINESS ARISING

a) *MUNICIPAL AFFAIRS DIRECTIVES AND RECOMMENDATIONS*

MOTION 5/13 MOVED BY Councillor Reinke that Council accept the Municipal Affairs Directives and Recommendations for information.

CARRIED

b) *PROPOSED AGREEMENT WITH AB TRANSPORTATION RE: WATER SUPPLY LINE & SANITARY FORCEMAIN*

MOTION 6/13 MOVED BY Mayor Blatz that Council 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.

CARRIED

5. NEW BUSINESS

a) *MUNICIPAL AFFAIRS DIRECTIVE 3 AND RECOMMENDATIONS 3, 4, 12 – PROCEDURAL BYLAW*

MOTION 7/13 MOVED BY Deputy Mayor Yuha that in response to Directive 3 of the Municipal Inspection Report, that Council pass first reading of Bylaw #585/13, the Procedural Bylaw.

CARRIED

Mayor Blatz called for a recess at 9:08 p.m.

The meeting reconvened at 9:13 p.m.

b) *PROPERTY TAX AND TAX INSTALLMENT BYLAW*

Item was removed from the agenda.

c) *MUNICIPAL AFFAIRS RECOMMENDATION 14 – CLEAR MOTIONS WITH PRECISE DIRECTION*

MOTION 8/13 MOVED BY Mayor Blatz that in response to Recommendation 14 of the Municipal Inspection Report, that Council ensures motions are clear in intent and provide precise direction to Administration.

CARRIED

d) *MUNICIPAL AFFAIRS RECOMMENDATION 31 – DISPARAGING REMARKS*

MOTION 9/13 MOVED BY Deputy Mayor Yuha that in response to Recommendation 31 of the Municipal Inspection Report, that Council refrains from making disparaging remarks about Administration Staff.

CARRIED

e) *ROLES & RESPONSIBILITIES SESSION*

MOTION 10/13 MOVED BY Councillor Reinke that Council select February 12, 2013 as the date for the Municipal Affairs Roles & Responsibilities session for all Council and staff members.

CARRIED

f) *ESTABLISH WATER METER RESERVE*

MOTION 11/13 MOVED BY Deputy Mayor Yuha that the Village of Bawlf 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 and further, that Administration be directed to establish a water meter reserve policy to be reviewed prior to approving the 2013 final budget.

CARRIED

g) *FOIP COMPLAINT RESULTS*

MOTION 12/13 MOVED BY Councillor Reinke that Council 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.

CARRIED

MOTION 13/13 MOVED BY Deputy Mayor Yuha that Council direct Administration to send a letter to the ratepayer that initiated the FOIP complaint in January 2012, outlining the summary and decision as outlined in the Request for Decision presented to Council on January 16, 2013.

CARRIED

h) *CURLING CLUB LETTER*

MOTION 14/13 MOVED BY Deputy Mayor Yuha that Council 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 a letter be sent to the Bawlf Curling Club informing them that the former Bawlf Curling Club members be granted access to the facility until June 30, 2013 to dispose of the curling rink equipment and assets.

CARRIED

i) *MAYORS' CAUCUS MEETINGS*

MOTION 15/13 MOVED BY Mayor Blatz that Council approve Mayor Gordie Blatz and CAO Lynn Horbasenko to attend the AUMA Mayor's Caucus Meeting on Wednesday, February 13, 2013 at the Matrix Hotel in Edmonton, Alberta.

CARRIED

j) *FEDERATION OF CANADIAN MUNICIPALITIES MEMBERSHIP*

MOTION 16/13 MOVED BY Deputy Mayor Yuha to accept the letter from the Federation of Canadian Municipalities as information.

CARRIED

MOTION 17/13 MOVED BY Mayor Blatz to extend the meeting past 10:00 p.m.

CARRIED

k) *INSURANCE – DECLARED VALUE OF CERTAIN FACILITIES*

MOTION 18/13 MOVED BY Mayor Blatz that Village Council agrees that the Curling Rink and old Community Hall be insured at the declared values of \$87,093.00, and \$55,337.00, respectively, and further that a Declared Value endorsement form be submitted to the Alberta Municipal Services Corporation for each facility.

CARRIED

MOTION 19/13 MOVED BY Mayor Blatz that council direct Administration to ascertain the ownership of the United Church in Bawlf.

CARRIED

l) *CAMROSE COUNTY MUNICIPAL PLANNING SERVICES – 2013*

MOTION 20/13 MOVED BY Councillor Tessari that the Village of Bawlf enter into the 2013 Municipal Planning Services agreement with Camrose County for the provision of planning services at an annual cost of \$1034.

CARRIED

6. STANDING COMMITTEE REPORTS

- a) Mayor's Report – as attached to these minutes
- b) Administration Report – as attached to these minutes with the addition of the Go East of Edmonton information received January 16.
- c) Board Reports:
 - Bawlf & District Recreation Association – no report
 - Shirley McClellan Regional Water Services Commission – Meeting January 30
 - Regional Emergency Management Services Liaison

MOTION 21/13 MOVED BY Councillor Reinke that Council accept the Standing Committee Reports for information.

CARRIED

7. CORRESPONDENCE

- a) Alberta Electric System Operator (AESO) Long Term System Planning
- b) City of Camrose Building Inspection Fees & Charges

MOTION 22/13 MOVED BY Councillor Reinke that Council accept the correspondence for information.

8. CONFIDENTIAL ITEMS

- a) Personnel Letter – was dealt with under 5. g)
- b) Personnel – this item was removed from the agenda and as its nature did not necessitate being discussed in the open meeting, was dealt with separately prior to the meeting.

9. ADJOURNMENT

The meeting was adjourned at 10:30 p.m.



VILLAGE OF BAWLF

Cheque Listing For Council With GL Numbers

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2013-Feb-12

4:35:19 PM

Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20130001	2013-01-23	ACKLANDS - GRAINGER INC.			PAYMENT		79.83
			2-32-510	608503505	SHOP SUPPLIES	39.92	
			2-72-510	608503505	SHOP SUPPLIES	39.91	
20130002	2013-01-23	ANKERTON GAS CO-OP			PAYMENT		1,122.19
			2-41-540	1200685	NATURAL GAS RURAL PUMP HOUSE	42.90	
			2-74-540	1201051	NATURAL GAS COMMUNITY HALL	243.65	
			2-23-541	1201056	NATURAL GAS FIRE HALL	266.08	
			2-42-540	1201162	NATURAL GAS LIFT STATION	186.60	
			2-41-540	1201177	NATURAL GAS WATER HOUSE	138.72	
			2-12-540	1201182	NATURAL GAS	144.83	
			2-42-250	16049	LIFT STATION REPAIR	99.41	
20130003	2013-01-23	AUMA			PAYMENT		1,041.61
			2-12-214	20130192	AUMA MEMBERSHIP FEE	1,041.61	
20130004	2013-01-23	CAMROSE COUNTY			PAYMENT		1,085.70
			2-61-750	14797	PLANNING SERVICE FEES	1,085.70	
20130005	2013-01-23	CLARK, LORNA			PAYMENT		131.01
			2-12-258	8	JANITORIAL CONTRACT	120.00	
			2-74-510	SUPERST	COMMUNITY HALL SWIFFER WET	11.01	
20130006	2013-01-23	FOCUS			PAYMENT		728.44
			2-32-230	400606	CASING UNDER HWY 13	728.44	
20130007	2013-01-23	LASLOP, PAUL			PAYMENT		4,270.46
			2-12-232	2013	CAMALOT ASSESSMENT COSTS	295.68	
			2-12-232	2013	ASSESSMENT SERVICES	3,960.00	
			3-00-910	2013	CAMALOT GST	14.78	
20130008	2013-01-23	LGAA			PAYMENT		598.50
			2-12-214	2013	LGAA CONFERENCE	420.00	
			2-12-214	2013	LGAA MEMBERSHIP	178.50	
20130009	2013-01-23	PARKLAND REGIONAL LIBRARY			PAYMENT		770.13
			2-74-750	JAN 1, 201	1ST QUARTER REQUISITION	770.13	
20130010	2013-01-23	TELUS COMMUNICATIONS INC.			PAYMENT		540.16
			2-12-217	DECEMBE	TELEPHONE FAX	79.63	
			2-12-217	DECEMBE	TELEPHONE OFFICE	189.20	
			2-23-217	DECEMBE	TELEPHONE FIRE HALL	89.75	
			2-41-217	DECEMBE	TELEPHONE NVM3197	102.33	
			2-42-217	DECEMBE	TELEPHONE LIFT STATION	79.25	
20130011	2013-01-23	THE SOAP STOP			PAYMENT		147.47
			2-74-510	367328	COMMUNITY HALLS SUPPLIES	147.47	
20130012	2013-01-23	VILLAGE OF BITTERN LAKE			PAYMENT		167.14
			2-51-750	516	CDSS VILLAGE REP JULY-DEC 2012	167.14	
20130013	2013-01-23	CAMROSE COUNTY			PAYMENT		657.23
			2-43-350	14867	2012 LANDFILL REQUISITION	657.23	
20130015	2013-01-30	1623996 ALBERTA LTD., C/O NUTEC/ELE			PAYMENT		288.75
			2-12-250	81139	ALARM REPAIRS	288.75	
20130016	2013-01-30	ACKLANDS - GRAINGER INC.			PAYMENT		50.98
			2-32-510	608503508	DEICER FOR THE SIDEWALKS	50.98	
20130017	2013-01-30	BLATZ, GORDIE			PAYMENT		230.00
			2-11-150	01/13	REMUNERATION	230.00	
20130018	2013-01-30	REINKE, FERN			PAYMENT		190.00
			2-11-150	01/13	REMUNERATION	190.00	

Item: 3.c)



VILLAGE OF BAWLF

Cheque Listing For Council With GL Numbers

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Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20130019	2013-01-30	ROBBINS, KAREN	2-11-150	01/13	PAYMENT REMUNERATION	190.00	190.00
20130020	2013-01-30	TESSARI, JOHN	2-11-150	01/13	PAYMENT REMUNERATION	190.00	190.00
20130021	2013-01-30	YUHA, JODY	2-11-150	01/13	PAYMENT REMUNERATION	190.00	190.00

Total 12,669.60

Item: 3.c)



VILLAGE OF BAWLF

Cheque Listing For Council With GL Numbers

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Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20130022	2013-01-31	BANACK, LEANNA		01/13	PAYMENT WAGES		
20130023	2013-01-31	HORBASENKO, LYNN		01/13	PAYMENT WAGES		
20130024	2013-01-31	JACOBSEN, JUSTIN		01/13	PAYMENT WAGES		
				01/13	WAGES		
20130025	2013-01-31	SCHAPANSKY, MYRNA		01/13	PAYMENT WAGES		

Total 9,652.96

Item: 3.c)



VILLAGE OF BANNOKBURN REVENUE/EXPENSE REPORT

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2013-Feb-14
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GL Number	Description	January 2013 Actual	2013 YTD Actual	2013 Budget	2013 Budget Remaining \$
TAX REVENUE					
1-00-110	TAXES - RESIDENTIAL	0.00	0.00	0.00	0.00
1-00-111	TAXES - RESIDENTIAL VACANT	0.00	0.00	0.00	0.00
1-00-112	TAXES - COMMERCIAL	0.00	0.00	0.00	0.00
1-00-113	TAXES - COMMERCIAL VACANT	0.00	0.00	0.00	0.00
1-00-114	TAXES - INDUSTRIAL	0.00	0.00	0.00	0.00
1-00-115	TAXES - AGRICULTURE	0.00	0.00	0.00	0.00
1-00-116	GRANTS IN LIEU	0.00	0.00	0.00	0.00
1-00-190	TAXES - LINEAR	0.00	0.00	0.00	0.00
1-00-240	GRANTS IN LIEU	0.00	0.00	0.00	0.00
1-00-510	PENALTIES & COSTS ON TAXES	(5,257.50)	(5,257.50)	(7,000.00)	(1,742.50)
* TOTAL TAX REVENUE		(5,257.50)	(5,257.50)	(7,000.00)	(1,742.50)
INVESTMENT REVENUE					
1-00-550	RETURN ON INVESTMENTS	(22.12)	(22.12)	(200.00)	(177.88)
* TOTAL INVESTMENT REVENUE		(22.12)	(22.12)	(200.00)	(177.88)
GENERAL REVENUE					
1-12-410	SALE OF SERVICES	(10.00)	(10.00)	(1,700.00)	(1,690.00)
1-12-590	OTHER REVENUE	(378.97)	(378.97)	0.00	378.97
1-12-741	FINES & COSTS	0.00	0.00	0.00	0.00
* TOTAL GENERAL REVENUE		(388.97)	(388.97)	(1,700.00)	(1,311.03)
GRANTS					
1-12-730	FEDERAL UNCONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-12-740	PROVINCIAL UNCONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-12-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-12-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	(49,042.00)	(49,042.00)
1-12-850	COUNTY CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
* TOTAL GRANTS		0.00	0.00	(49,042.00)	(49,042.00)
FIRE REVENUE					
1-23-110	SPECIAL TAX - FIRE	0.00	0.00	0.00	0.00
1-23-410	FIRE FIGHTING FEES CHARGED	0.00	0.00	(4,000.00)	(4,000.00)
1-23-411	MOTOR VEHICLE ACCIDENT FEES CHARG	0.00	0.00	(1,000.00)	(1,000.00)
1-23-412	MUTUAL AIDE PROVIDED	0.00	0.00	500.00	500.00
1-23-430	FIRE EXPENSES RECOVERED	0.00	0.00	(1,250.00)	(1,250.00)
1-23-530	FIRE EXPENSES RECOVERED	0.00	0.00	0.00	0.00
1-23-570	FIRE DEPARTMENT DONATIONS	0.00	0.00	0.00	0.00
1-23-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-23-850	COUNTY GRANT - SHARED SERVICE	0.00	0.00	(8,200.00)	(8,200.00)

Item: 3.d)



VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

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2013-Feb-14
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GL Number	Description	January 2013 Actual	2013 YTD Actual	2013 Budget	2013 Budget Remaining \$
1-23-851	FIRE TRAINING - SHARED	0.00	0.00	(1,000.00)	(1,000.00)
1-23-852	PAGER MAINTENANCE - SHARED	0.00	0.00	(500.00)	(500.00)
1-23-853	FIREFIGHTER INSURANCE - SHARED	0.00	0.00	(100.00)	(100.00)
1-23-854	PROTECTIVE EQUIPMENT - SHARED	0.00	0.00	(2,000.00)	(2,000.00)
1-23-855	COUNTY OWNED TRUCK	0.00	0.00	(1,000.00)	(1,000.00)
1-23-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
1-23-921	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
1-23-940	TRANSFER FROM CAPITAL RESERVES	0.00	0.00	0.00	0.00
BYLAW REVENUE					
1-26-525	DOG LICENSES	(780.00)	(780.00)	(1,800.00)	(1,020.00)
1-26-530	BYLAW FINES	0.00	0.00	(200.00)	(200.00)
1-26-845	PROVINCIAL GRANT OPERATING	0.00	0.00	0.00	0.00
*	TOTAL BYLAW REVENUE	(780.00)	(780.00)	(20,550.00)	(19,770.00)
ROADS & STREETS					
1-32-110	SPECIAL TAX - STREET IMPROVEMENT	0.00	0.00	0.00	0.00
1-32-410	SALE OF GOODS & SERVICES	0.00	0.00	(500.00)	(500.00)
1-32-590	OTHER REVENUES	0.00	0.00	(3,300.00)	(3,300.00)
1-32-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-32-840	PROVINCIAL CONDITIONAL GRANTS	(12,930.25)	(12,930.25)	0.00	12,930.25
1-32-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
*	TOTAL ROADS & STREETS	(12,930.25)	(12,930.25)	(3,800.00)	9,130.25
WATER REVENUE					
1-41-410	MONTHLY WATER FEES	(6,427.50)	(6,427.50)	(77,800.00)	(71,372.50)
1-41-412	BULK WATER SALES	0.00	0.00	(2,000.00)	(2,000.00)
1-41-511	WATER PENALTIES	(315.93)	(315.93)	(2,000.00)	(1,684.07)
1-41-845	PROVINCIAL GRANT - OPERATING	0.00	0.00	0.00	0.00
1-41-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
*	TOTAL WATER REVENUE	(6,743.43)	(6,743.43)	(81,800.00)	(75,056.57)
SEWER REVENUE					
1-42-410	MONTHLY SEWER FEES	(5,787.00)	(5,787.00)	(65,800.00)	(60,013.00)
1-42-511	SEWER PENALTIES	(315.93)	(315.93)	(2,000.00)	(1,684.07)
1-42-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-42-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-42-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
*	TOTAL SEWER REVENUE	(6,102.93)	(6,102.93)	(67,800.00)	(61,697.07)
WASTE MANAGEMENT REVENUE					
1-43-410	MONTHLY GARBAGE FEES	(2,040.00)	(2,040.00)	24,400.00	26,440.00



VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

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2013-Feb-14
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GL Number	Description	January 2013 Actual	2013 YTD Actual	2013 Budget	2013 Budget Remaining \$
1-43-845	PROVINCIAL GRANT - OPERATING	0.00	0.00	0.00	0.00
1-44-410	MONTHLY RECYCLING FEES	0.00	0.00	11,300.00	11,300.00
*	TOTAL WASTE MANAGEMENT REVEN	(2,040.00)	(2,040.00)	35,700.00	37,740.00
	CAMROSE & DISTRICT SUPPORT SER				
1-51-590	REVENUE - OWN SOURCES	0.00	0.00	0.00	0.00
1-51-840	PROVINCIAL CONDITIONAL GRANT	0.00	0.00	(9,559.00)	(9,559.00)
*	TOTAL CAMROSE & DISTRICT SUPPO	0.00	0.00	(9,559.00)	(9,559.00)
	CEMETERY REVENUE				
1-56-410	SALE OF CEMETERY PLOTS	0.00	0.00	(200.00)	(200.00)
1-56-570	CEMETERY DONATIONS	0.00	0.00	(100.00)	(100.00)
1-56-571	CEMETERY MAINTENANCE REVENUE	0.00	0.00	(600.00)	(600.00)
*	TOTAL CEMETERY REVENUE	0.00	0.00	(900.00)	(900.00)
	DEVELOPMENT REVENUE				
1-61-410	DEVELOPMENT PERMITS & CHARGES	0.00	0.00	500.00	500.00
*	TOTAL DEVELOPMENT REVENUE	0.00	0.00	500.00	500.00
	LAND SALES				
1-66-410	LAND SALES	0.00	0.00	0.00	0.00
*	TOTAL LAND SALES	0.00	0.00	0.00	0.00
	PARKS & RECREATION REVENUE				
1-72-110	SPECIAL TAX - RECREATION & PARKS	0.00	0.00	0.00	0.00
1-72-410	SALE OF SERVICES - FEES & CHARGES	0.00	0.00	0.00	0.00
1-72-560	PARK & CAMPGROUND RENTALS	0.00	0.00	(1,200.00)	(1,200.00)
1-72-570	PARK DONATIONS	0.00	0.00	0.00	0.00
1-72-590	UTILITIES RECOVERED	(361.30)	(361.30)	0.00	361.30
1-72-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	(2,400.00)	(2,400.00)
1-72-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	(2,800.00)	(2,800.00)
1-72-850	COUNTY CONDITIONAL GRANTS	0.00	0.00	(12,500.00)	(12,500.00)
*	TOTAL PARKS & RECREATION REVEN	(361.30)	(361.30)	(18,900.00)	(18,538.70)
	CULTURE REVENUE				
1-74-560	HALL RENTALS	(325.00)	(325.00)	0.00	325.00
1-74-570	HALL DONATIONS	0.00	0.00	0.00	0.00
1-74-590	BAWLIF LIBRARY RENOVATIONS	0.00	0.00	0.00	0.00
1-74-593	SPECIAL EVENT REVENUES	0.00	0.00	(100.00)	(100.00)
*	TOTAL CULTURE REVENUE	(325.00)	(325.00)	(100.00)	225.00
	RESERVE TRANSFERS				



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GL Number	Description	January 2013 Actual	2013 YTD Actual	2013 Budget	2013 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		(34,951.50)	(34,951.50)	(225,151.00)	(190,199.50)
COUNCIL EXPENSES					
2-11-130	COUNCIL - PAYROLL DEDUCTIONS	0.00	0.00	0.00	0.00
2-11-150	COUNCIL REMUNERATION	990.00	990.00	12,200.00	11,210.00
2-11-211	COUNCIL TRAVEL & SUBSISTENCE	0.00	0.00	700.00	700.00
2-11-214	COUNCIL PROFESSIONAL DEVT	0.00	0.00	1,000.00	1,000.00
* TOTAL COUNCIL EXPENSES		990.00	990.00	13,900.00	12,910.00
ADMINISTRATION EXPENSE					
2-12-110	ADMINISTRATION - SALARIES	9,908.27	9,908.27	87,600.00	77,691.73
2-12-130	ADMINISTRATION - PAYROLL DEDUCTION	707.93	707.93	0.00	(707.93)
2-12-131	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00
2-12-211	TRAVEL & SUBSISTENCE	0.00	0.00	1,400.00	1,400.00
2-12-214	MEMBERSHIPS & PROFESSIONAL DEVT	1,562.01	1,562.01	2,500.00	937.99
* TOTAL ADMINISTRATION EXPENSE		12,178.21	12,178.21	91,500.00	79,321.79
OFFICE OPERATIONS					
2-12-215	FREIGHT & POSTAGE	8.86	8.86	600.00	591.14
2-12-217	TELEPHONE	64.95	64.95	3,900.00	3,835.05
2-12-220	ADVERTIZING & PRINTING	207.39	207.39	2,000.00	1,792.61
2-12-225	VILLAGE PROMOTIONS	0.00	0.00	700.00	700.00
2-12-230	PROFESSIONAL & CONSULTING SERVICE	0.00	0.00	0.00	0.00
2-12-231	AUDITING SERVICES	0.00	0.00	7,300.00	7,300.00
2-12-232	ASSESSMENT SERVICES	4,255.68	4,255.68	4,800.00	544.32
2-12-233	ASSESSMENT REVIEW BOARD	0.00	0.00	400.00	400.00
2-12-234	LEGAL SERVICES	0.00	0.00	500.00	500.00
2-12-237	MUNICIPAL SOFTWARE	0.00	0.00	0.00	0.00
2-12-250	OFFICE REPAIRS & MAINTENANCE	275.00	275.00	1,000.00	725.00
2-12-253	TECHNICAL SUPPORT	0.00	0.00	4,900.00	4,900.00
2-12-258	OFFICE JANITORIAL CONTRACT	0.00	0.00	1,400.00	1,400.00
2-12-274	INSURANCE	0.00	0.00	10,300.00	10,300.00
2-12-341	LAND TITLES SERVICES	0.00	0.00	200.00	200.00
2-12-510	OFFICE SUPPLIES	0.00	0.00	1,600.00	1,600.00
2-12-511	MISCELLANEOUS	61.98	61.98	1,000.00	938.02
2-12-519	OTHER SERVICES	0.00	0.00	0.00	0.00
2-12-540	UTILITIES	0.00	0.00	2,600.00	2,600.00
2-19-150	ELECTION FEES	0.00	0.00	1,100.00	1,100.00



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GL Number	Description	January 2013 Actual	2013 YTD Actual	2013 Budget	2013 Budget Remaining \$
* TOTAL OFFICE OPERATIONS		4,873.86	4,873.86	44,300.00	39,426.14
ADMIN-CAPITAL					
2-12-762	CAPITAL PURCHASES	0.00	0.00	300.00	300.00
2-12-790	ADMINISTRATION-AMORTIZATION	0.00	0.00	0.00	0.00
* TOTAL ADMIN-CAPITAL		0.00	0.00	300.00	300.00
REQUISITIONS					
2-13-750	REQUISITION - SCHOOL	20,605.58	20,605.58	82,423.00	61,817.42
2-13-759	DAVE KNIPE MEMORIAL LIBRARY	0.00	0.00	0.00	0.00
* TOTAL REQUISITIONS		20,605.58	20,605.58	82,423.00	61,817.42
FIRE EXPENSES					
2-23-148	IN-SERVICE TRAINING	0.00	0.00	1,000.00	1,000.00
2-23-159	HONORARIUMS - ANNUAL & HOURLY	0.00	0.00	6,900.00	6,900.00
2-23-211	TRAVEL & SUBSISTENCE	0.00	0.00	900.00	900.00
2-23-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	0.00	800.00	800.00
2-23-215	FREIGHT & POSTAGE	0.00	0.00	50.00	50.00
2-23-217	TELEPHONE	0.00	0.00	1,300.00	1,300.00
2-23-220	ADVERTIZING & PRINTING	0.00	0.00	100.00	100.00
2-23-225	PUBLIC RELATIONS & PROMOTIONS	0.00	0.00	500.00	500.00
2-23-250	FIREHALL REPAIRS & MAINTENANCE	0.00	0.00	400.00	400.00
2-23-251	VILLAGE TRUCK REPAIRS	0.00	0.00	400.00	400.00
2-23-252	COUNTY TRUCK REPAIRS	0.00	0.00	1,000.00	1,000.00
2-23-253	PAGER REPAIRS	0.00	0.00	750.00	750.00
2-23-254	PROTECTIVE EQUIPMENT & REPAIRS	0.00	0.00	6,500.00	6,500.00
2-23-270	CONTRACTED SERVICES	0.00	0.00	2,200.00	2,200.00
2-23-274	INSURANCE	0.00	0.00	1,800.00	1,800.00
2-23-510	GOODS & SUPPLIES	0.00	0.00	1,000.00	1,000.00
2-23-511	MISCELLANEOUS	0.00	0.00	0.00	0.00
2-23-512	SMALL EQUIPMENT PURCHASES	0.00	0.00	400.00	400.00
2-23-521	FUEL & LUBE	0.00	0.00	800.00	800.00
2-23-540	FIRE HALL POWER	0.00	0.00	1,400.00	1,400.00
2-23-541	FIRE HALL NATURAL GAS	0.00	0.00	1,400.00	1,400.00
2-23-750	DISPATCH AGREEMENT	0.00	0.00	1,200.00	1,200.00
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		0.00	0.00	31,300.00	31,300.00
FIRE - CAPITAL					
2-23-762	CAPITAL PURCHASES	0.00	0.00	0.00	0.00



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GL Number	Description	January 2013 Actual	2013 YTD Actual	2013 Budget	2013 Budget Remaining \$
2-23-790	FIRE - AMORTIZATION	0.00	0.00	0.00	0.00
*	TOTAL FIRE - CAPITAL	0.00	0.00	0.00	0.00



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GL Number	Description	January 2013 Actual	2013 YTD Actual	2013 Budget	2013 Budget Remaining \$
BYLAW ENFORCEMENT					
2-26-270	BYLAW ENFORCEMENT OFFICER	0.00	0.00	5,400.00	5,400.00
2-26-234	LEGAL SERVICES	0.00	0.00	400.00	400.00
2-26-510	BYLAW SUPPLIES	0.00	0.00	300.00	300.00
*	TOTAL BYLAW ENFORCEMENT	0.00	0.00	6,100.00	6,100.00
PUBLIC WORKS SALARIES & WAGES					
2-32-110	PW - SALARIES	1,122.50	1,122.50	10,300.00	9,177.50
2-32-130	PW - PAYROLL DEDUCTIONS	77.89	77.89	0.00	(77.89)
2-32-131	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00
*	TOTAL PUBLIC WORKS SALARIES &	1,200.39	1,200.39	10,300.00	9,099.61
PUBLIC WORKS OPERATIONS					
2-32-217	TELEPHONE	0.00	0.00	400.00	400.00
2-32-230	PROFESSIONAL CONSULTING	693.75	693.75	0.00	(693.75)
2-32-250	ROADWAY REPAIRS & MAINTENANCE	0.00	0.00	1,600.00	1,600.00
2-32-270	CONTRACTED SERVICES	0.00	0.00	2,600.00	2,600.00
2-32-274	INSURANCE	0.00	0.00	700.00	700.00
2-32-510	GOODS & SUPPLIES	86.57	86.57	9,000.00	8,913.43
2-32-511	MISCELLANEOUS GENERAL SERVICES	0.00	0.00	0.00	0.00
2-32-521	FUEL & LUBE	0.00	0.00	2,100.00	2,100.00
2-32-540	UTILITIES - STREET LIGHTS	0.00	0.00	14,100.00	14,100.00
2-32-762	CAPITAL	0.00	0.00	0.00	0.00
2-32-790	PUBLIC WORKS AMORTIZATION	0.00	0.00	0.00	0.00
*	TOTAL PUBLIC WORKS OPERATIONS	780.32	780.32	30,500.00	29,719.68
DRAINAGE					
2-37-250	DRAINAGE - REPAIRS & MAINTENANCE	0.00	0.00	1,000.00	1,000.00
2-37-230	PROFESSIONAL & CONSULTING SERVICE	0.00	0.00	0.00	0.00
2-37-750	REQUISITION - DRAINAGE	0.00	0.00	450.00	450.00
*	TOTAL DRAINAGE	0.00	0.00	1,450.00	1,450.00
WATER OPERATIONS					
2-41-110	SALARIES & WAGES	0.00	0.00	14,100.00	14,100.00
2-41-211	TRAVEL & SUBSISTENCE	0.00	0.00	500.00	500.00
2-41-214	MEMBERSHIPS & PROFESSIONAL DEVT	60.00	60.00	200.00	140.00
2-41-217	TELEPHONE	0.00	0.00	1,100.00	1,100.00
2-41-230	PROFESSIONAL & CONSULTING SERVICE	0.00	0.00	1,200.00	1,200.00
2-41-240	CUSTOMER BILLING	183.00	183.00	700.00	517.00
2-41-250	REPAIRS & MAINTENANCE	0.00	0.00	800.00	800.00
2-41-270	WATER - CONTRACT	0.00	0.00	0.00	0.00



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GL Number	Description	January 2013 Actual	2013 YTD Actual	2013 Budget	2013 Budget Remaining \$
2-41-274	INSURANCE PREMIUMS	0.00	0.00	5,000.00	5,000.00
2-41-510	GOODS & SUPPLIES	0.00	0.00	4,900.00	4,900.00
2-41-540	UTILITIES	0.00	0.00	11,300.00	11,300.00
2-41-750	REQUISITION - SMRWSC	0.00	0.00	15,100.00	15,100.00
2-41-762	CAPITAL PURCHASES	0.00	0.00	45,200.00	45,200.00
2-41-790	WATER SYSTEM - AMORTIZATION	0.00	0.00	0.00	0.00
* TOTAL WATER OPERATIONS		243.00	243.00	100,100.00	99,857.00
SEWER OPERATIONS					
2-42-000	OTHER - DAYS/SLAND DRAINAGE	0.00	0.00	1,050.00	1,050.00
2-42-110	SALARIES & WAGES	0.00	0.00	15,800.00	15,800.00
2-42-211	TRAVEL & SUBSISTENCE	0.00	0.00	200.00	200.00
2-42-214	MEMBERSHIPS & PROFESSIONAL DEVEL	0.00	0.00	200.00	200.00
2-42-217	TELEPHONE	0.00	0.00	1,000.00	1,000.00
2-42-230	PROFESSIONAL & CONSULTING SERVICE	0.00	0.00	0.00	0.00
2-42-240	CUSTOMER BILLING	183.00	183.00	700.00	517.00
2-42-250	REPAIRS & MAINTENANCE	94.68	94.68	2,900.00	2,805.32
2-42-270	SEWER - CONTRACT	0.00	0.00	800.00	800.00
2-42-274	INSURANCE PREMIUMS	0.00	0.00	1,600.00	1,600.00
2-42-410	BANK LOAN	0.00	0.00	0.00	0.00
2-42-510	GOODS & SUPPLIES	0.00	0.00	200.00	200.00
2-42-540	UTILITIES	0.00	0.00	4,100.00	4,100.00
2-42-762	CAPITAL	0.00	0.00	55,600.00	55,600.00
2-42-790	WASTE & SEWER AMORTIZATION	0.00	0.00	0.00	0.00
2-42-830	LAGOON DEBENTURE PAYMENTS	0.00	0.00	0.00	0.00
2-42-831	LAGOON DEBENTURE INTEREST	0.00	0.00	0.00	0.00
2-42-832	DEBENTURE PRINCIPAL PMT MACRAE ST	0.00	0.00	4,800.00	4,800.00
2-74-790	AMORTIZATION	0.00	0.00	0.00	0.00
* TOTAL SEWER OPERATIONS		277.68	277.68	88,950.00	88,672.32
WASTE MANAGEMENT					
2-43-270	GARBAGE - CONTRACT	0.00	0.00	20,200.00	20,200.00
2-43-260	RENTAL OF MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00
2-43-350	LANDFILL FEES	625.93	625.93	700.00	74.07
2-43-510	GOODS & SUPPLIES	0.00	0.00	0.00	0.00
2-44-350	RECYCLING CHARGES	0.00	0.00	11,300.00	11,300.00
* TOTAL WASTE MANAGEMENT		625.93	625.93	32,200.00	31,574.07
CAMROSE & DISTRICT SUPPORT SER					
2-51-750	REQUISITION - CDSS	0.00	0.00	2,500.00	2,500.00
2-51-770	GRANTS TO ORGANIZATIONS	0.00	0.00	100.00	100.00



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GL Number	Description	January 2013 Actual	2013 YTD Actual	2013 Budget	2013 Budget Remaining \$
2-51-840	CONDITIONAL GRANTS TO CDSS	0.00	0.00	9,559.00	9,559.00
* TOTAL CAMROSE & DISTRICT SUPPO		0.00	0.00	12,159.00	12,159.00
CEMETERY OPERATIONS					
2-56-250	CEMETERY REPAIRS & MAINTENANCE	0.00	0.00	300.00	300.00
2-56-510	GENERAL GOODS & SERVICES	0.00	0.00	0.00	0.00
* TOTAL CEMETERY OPERATIONS		0.00	0.00	300.00	300.00
PLANNING & DEVELOPMENT					
2-61-237	MAPPING	0.00	0.00	200.00	200.00
2-66-120	COSTS - LAND SALES	0.00	0.00	0.00	0.00
2-61-750	REQUISITION - PLANNING	1,034.00	1,034.00	1,050.00	16.00
* TOTAL PLANNING & DEVELOPMENT		1,034.00	1,034.00	1,250.00	216.00
PARKS & RECREATION					
2-72-110	RECREATION & PARKS - SALARIES	1,122.50	1,122.50	27,800.00	26,677.50
2-72-115	CSJ & STEP WAGES	0.00	0.00	0.00	0.00
2-72-130	RECREATION & PARKS - PAYROLL DEDUC	77.89	77.89	0.00	(77.89)
2-72-131	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00
2-72-211	TRAVEL & SUBSISTENCE	0.00	0.00	300.00	300.00
2-72-220	ADVERTIZING & PRINTING	0.00	0.00	600.00	600.00
2-72-250	REPAIRS & MAINTENANCE	0.00	0.00	2,000.00	2,000.00
2-72-270	CONTRACTED SERVICES	0.00	0.00	1,200.00	1,200.00
2-72-510	GOODS & SUPPLIES	38.01	38.01	2,600.00	2,561.99
2-72-521	FUEL & LUBE	0.00	0.00	2,100.00	2,100.00
2-72-540	UTILITIES - REC BOARD, ETC	0.00	0.00	0.00	0.00
2-72-274	INSURANCE PREMIUMS	0.00	0.00	500.00	500.00
2-72-750	REQUISITIONS - RECREATION	0.00	0.00	0.00	0.00
2-72-762	CAPITAL PURCHASES	0.00	0.00	0.00	0.00
2-72-770	GRANTS TO ORGANIZATIONS	0.00	0.00	0.00	0.00
2-72-780	RECREATION TRAIL RESERVE	0.00	0.00	0.00	0.00
2-72-790	RECREATION - AMORTIZATION	0.00	0.00	0.00	0.00
2-13-770	GRANTS TO ORGANIZATIONS	0.00	0.00	16,550.00	16,550.00
* TOTAL PARKS & RECREATION		1,238.40	1,238.40	53,650.00	52,411.60
CULTURE					
2-74-250	REPAIRS & MAINTENANCE - OLD HALL	0.00	0.00	2,700.00	2,700.00
2-74-274	INSURANCE PREMIUMS	0.00	0.00	100.00	100.00
2-74-510	GOODS & SUPPLIES - NEW HALL	150.94	150.94	0.00	(150.94)
2-74-540	UTILITIES	0.00	0.00	2,700.00	2,700.00
2-74-584	SPECIAL EVENTS	0.00	0.00	1,100.00	1,100.00



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2-74-750	REQUISITION - PARKLAND LIBRARY	733.46	733.46	3,000.00	2,266.54
2-74-761	CONTRIBUTED TO OTHER OPERATING FN	0.00	0.00	1,000.00	1,000.00
2-74-770	TRANSFER TO OTHER ORGANIZATIONS	0.00	0.00	0.00	0.00
2-74-775	BAWLF PUBLIC LIBRARY APPROPRIATION	0.00	0.00	3,000.00	3,000.00
2-74-831	DEBENTURE INTEREST	0.00	0.00	0.00	0.00
* TOTAL CULTURE		884.40	884.40	13,600.00	12,715.60
GENERAL					
2-97-990	GENERAL CONTINGENCY	0.00	0.00	0.00	0.00
* TOTAL GENERAL		0.00	0.00	0.00	0.00
** TOTAL EXPENSES		44,931.77	44,931.77	614,282.00	569,350.23
*** SURPLUS/DEFICIT		9,980.27	9,980.27	389,131.00	379,150.73



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TAX REVENUE					
1-00-110	TAXES - RESIDENTIAL	0.00	0.00	0.00	0.00
1-00-111	TAXES - RESIDENTIAL VACANT	0.00	0.00	0.00	0.00
1-00-112	TAXES - COMMERCIAL	0.00	0.00	0.00	0.00
1-00-113	TAXES - COMMERCIAL VACANT	0.00	0.00	0.00	0.00
1-00-114	TAXES - INDUSTRIAL	0.00	0.00	0.00	0.00
1-00-115	TAXES - AGRICULTURE	0.00	0.00	0.00	0.00
1-00-116	GRANTS IN LIEU	0.00	0.00	0.00	0.00
1-00-190	TAXES - LINEAR	0.00	0.00	0.00	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	(5,257.50)	(7,000.00)	(1,742.50)
*	TOTAL TAX REVENUE	0.00	(5,257.50)	(7,000.00)	(1,742.50)
INVESTMENT REVENUE					
1-00-550	RETURN ON INVESTMENTS	(20.06)	(42.18)	(200.00)	(157.82)
*	TOTAL INVESTMENT REVENUE	(20.06)	(42.18)	(200.00)	(157.82)
GENERAL REVENUE					
1-12-410	SALE OF SERVICES	(140.00)	(150.00)	(1,700.00)	(1,550.00)
1-12-590	OTHER REVENUE	0.00	(378.97)	0.00	378.97
1-12-741	FINES & COSTS	0.00	0.00	0.00	0.00
*	TOTAL GENERAL REVENUE	(140.00)	(528.97)	(1,700.00)	(1,171.03)
GRANTS					
1-12-730	FEDERAL UNCONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-12-740	PROVINCIAL UNCONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-12-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-12-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	(49,042.00)	(49,042.00)
1-12-850	COUNTY CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
*	TOTAL GRANTS	0.00	0.00	(49,042.00)	(49,042.00)
FIRE REVENUE					
1-23-110	SPECIAL TAX - FIRE	0.00	0.00	0.00	0.00
1-23-410	FIRE FIGHTING FEES CHARGED	0.00	0.00	(4,000.00)	(4,000.00)
1-23-411	MOTOR VEHICLE ACCIDENT FEES CHARG	0.00	0.00	(1,000.00)	(1,000.00)
1-23-412	MUTUAL AIDE PROVIDED	0.00	0.00	500.00	500.00
1-23-430	FIRE EXPENSES RECOVERED	0.00	0.00	(1,250.00)	(1,250.00)
1-23-530	FIRE EXPENSES RECOVERED	0.00	0.00	0.00	0.00
1-23-570	FIRE DEPARTMENT DONATIONS	0.00	0.00	0.00	0.00
1-23-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-23-850	COUNTY GRANT - SHARED SERVICE	0.00	(7,218.75)	(8,200.00)	(981.25)

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1-23-851	FIRE TRAINING - SHARED	(1,000.00)	(1,000.00)	(1,000.00)	0.00
1-23-852	PAGER MAINTENANCE - SHARED	(500.00)	(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	0.00	(2,000.00)	(2,000.00)
1-23-855	COUNTY OWNED TRUCK	0.00	0.00	(1,000.00)	(1,000.00)
1-23-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
1-23-921	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
1-23-940	TRANSFER FROM CAPITAL RESERVES	0.00	0.00	0.00	0.00
BYLAW REVENUE					
1-26-525	DOG LICENSES	(240.00)	(1,020.00)	(1,800.00)	(780.00)
1-26-530	BYLAW FINES	(55.00)	(55.00)	(200.00)	(145.00)
1-26-845	PROVINCIAL GRANT OPERATING	0.00	0.00	0.00	0.00
*	TOTAL BYLAW REVENUE	(9,013.75)	(9,793.75)	(20,550.00)	(10,756.25)
ROADS & STREETS					
1-32-110	SPECIAL TAX - STREET IMPROVEMENT	0.00	0.00	0.00	0.00
1-32-410	SALE OF GOODS & SERVICES	0.00	0.00	(500.00)	(500.00)
1-32-590	OTHER REVENUES	0.00	0.00	(3,300.00)	(3,300.00)
1-32-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-32-840	PROVINCIAL CONDITIONAL GRANTS	0.00	(12,930.25)	0.00	12,930.25
1-32-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
*	TOTAL ROADS & STREETS	0.00	(12,930.25)	(3,800.00)	9,130.25
WATER REVENUE					
1-41-410	MONTHLY WATER FEES	(6,427.50)	(12,855.00)	(77,800.00)	(64,945.00)
1-41-412	BULK WATER SALES	0.00	0.00	(2,000.00)	(2,000.00)
1-41-511	WATER PENALTIES	(693.00)	(1,008.93)	(2,000.00)	(991.07)
1-41-845	PROVINCIAL GRANT - OPERATING	0.00	0.00	0.00	0.00
1-41-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
*	TOTAL WATER REVENUE	(7,120.50)	(13,863.93)	(81,800.00)	(67,936.07)
SEWER REVENUE					
1-42-410	MONTHLY SEWER FEES	(5,756.00)	(11,543.00)	(65,800.00)	(54,257.00)
1-42-511	SEWER PENALTIES	0.00	(315.93)	(2,000.00)	(1,684.07)
1-42-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-42-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-42-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
*	TOTAL SEWER REVENUE	(5,756.00)	(11,858.93)	(67,800.00)	(55,941.07)
WASTE MANAGEMENT REVENUE					
1-43-410	MONTHLY GARBAGE FEES	(2,052.00)	(4,092.00)	24,400.00	28,492.00



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1-43-845	PROVINCIAL GRANT - OPERATING	0.00	0.00	0.00	0.00
1-44-412	MONTHLY RECYCLING FEES	(935.00)	(1,864.50)	0.00	1,864.50
*	TOTAL WASTE MANAGEMENT REVEN	(2,987.00)	(5,956.50)	24,400.00	30,356.50
	CAMROSE & DISTRICT SUPPORT SER				
1-51-590	REVENUE - OWN SOURCES	0.00	0.00	0.00	0.00
1-51-840	PROVINCIAL CONDITIONAL GRANT	0.00	0.00	(9,559.00)	(9,559.00)
*	TOTAL CAMROSE & DISTRICT SUPPO	0.00	0.00	(9,559.00)	(9,559.00)
	CEMETERY REVENUE				
1-56-410	SALE OF CEMETERY PLOTS	0.00	0.00	(200.00)	(200.00)
1-56-570	CEMETERY DONATIONS	(200.00)	(420.00)	(100.00)	320.00
1-56-571	CEMETERY MAINTENANCE REVENUE	0.00	0.00	(600.00)	(600.00)
*	TOTAL CEMETERY REVENUE	(200.00)	(420.00)	(900.00)	(480.00)
	DEVELOPMENT REVENUE				
1-61-410	DEVELOPMENT PERMITS & CHARGES	(50.00)	(50.00)	500.00	550.00
*	TOTAL DEVELOPMENT REVENUE	(50.00)	(50.00)	500.00	550.00
	LAND SALES				
1-66-410	LAND SALES	0.00	0.00	0.00	0.00
*	TOTAL LAND SALES	0.00	0.00	0.00	0.00
	PARKS & RECREATION REVENUE				
1-72-110	SPECIAL TAX - RECREATION & PARKS	0.00	0.00	0.00	0.00
1-72-410	SALE OF SERVICES - FEES & CHARGES	0.00	0.00	0.00	0.00
1-72-560	PARK & CAMPGROUND RENTALS	0.00	0.00	(1,200.00)	(1,200.00)
1-72-570	PARK DONATIONS	0.00	0.00	0.00	0.00
1-72-590	UTILITIES RECOVERED	0.00	(461.30)	0.00	461.30
1-72-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	(2,400.00)	(2,400.00)
1-72-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	(2,800.00)	(2,800.00)
1-72-850	COUNTY CONDITIONAL GRANTS	0.00	0.00	(12,500.00)	(12,500.00)
*	TOTAL PARKS & RECREATION REVEN	0.00	(461.30)	(18,900.00)	(18,438.70)
	CULTURE REVENUE				
1-74-560	HALL RENTALS	(950.00)	(1,575.00)	0.00	1,575.00
1-74-570	HALL DONATIONS	0.00	0.00	0.00	0.00
1-74-590	BAWLF LIBRARY RENOVATIONS	0.00	0.00	0.00	0.00
1-74-593	SPECIAL EVENT REVENUES	0.00	0.00	(100.00)	(100.00)
*	TOTAL CULTURE REVENUE	(950.00)	(1,575.00)	(100.00)	1,475.00
	RESERVE TRANSFERS				



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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		(26,237.31)	(62,738.31)	(236,451.00)	(173,712.69)
COUNCIL EXPENSES					
2-11-130	COUNCIL - PAYROLL DEDUCTIONS	0.00	0.00	0.00	0.00
2-11-150	COUNCIL REMUNERATION	1,070.00	2,060.00	12,200.00	10,140.00
2-11-211	COUNCIL TRAVEL & SUBSISTENCE	134.50	134.50	700.00	565.50
2-11-214	COUNCIL PROFESSIONAL DEVT	0.00	0.00	1,000.00	1,000.00
* TOTAL COUNCIL EXPENSES		1,204.50	2,194.50	13,900.00	11,705.50
ADMINISTRATION EXPENSE					
2-12-110	ADMINISTRATION - SALARIES	6,600.79	16,509.06	87,600.00	71,090.94
2-12-130	ADMINISTRATION - PAYROLL DEDUCTION	415.05	1,122.98	0.00	(1,122.98)
2-12-131	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00
2-12-211	TRAVEL & SUBSISTENCE	63.00	63.00	1,400.00	1,337.00
2-12-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	1,562.01	2,500.00	937.99
* TOTAL ADMINISTRATION EXPENSE		7,078.84	19,257.05	91,500.00	72,242.95
OFFICE OPERATIONS					
2-12-215	FREIGHT & POSTAGE	0.00	8.86	600.00	591.14
2-12-217	TELEPHONE	322.50	387.45	3,900.00	3,512.55
2-12-220	ADVERTIZING & PRINTING	0.00	207.39	2,000.00	1,792.61
2-12-225	VILLAGE PROMOTIONS	0.00	0.00	700.00	700.00
2-12-230	PROFESSIONAL & CONSULTING SERVICE	0.00	0.00	0.00	0.00
2-12-231	AUDITING SERVICES	0.00	0.00	7,300.00	7,300.00
2-12-232	ASSESSMENT SERVICES	0.00	4,255.68	4,800.00	544.32
2-12-233	ASSESSMENT REVIEW BOARD	0.00	0.00	400.00	400.00
2-12-234	LEGAL SERVICES	0.00	0.00	500.00	500.00
2-12-237	MUNICIPAL SOFTWARE	0.00	0.00	0.00	0.00
2-12-250	OFFICE REPAIRS & MAINTENANCE	135.00	410.00	1,000.00	590.00
2-12-253	TECHNICAL SUPPORT	406.24	406.24	4,900.00	4,493.76
2-12-258	OFFICE JANITORIAL CONTRACT	210.00	210.00	1,400.00	1,190.00
2-12-274	INSURANCE	203.09	203.09	10,300.00	10,096.91
2-12-341	LAND TITLES SERVICES	0.00	0.00	200.00	200.00
2-12-510	OFFICE SUPPLIES	4.77	4.77	1,600.00	1,595.23
2-12-511	MISCELLANEOUS	0.00	61.98	1,000.00	938.02
2-12-519	OTHER SERVICES	0.00	0.00	0.00	0.00
2-12-540	UTILITIES	245.68	245.68	2,600.00	2,354.32
2-19-150	ELECTION FEES	0.00	0.00	1,100.00	1,100.00



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* TOTAL OFFICE OPERATIONS		1,527.28	6,401.14	44,300.00	37,898.86
ADMIN-CAPITAL					
2-12-762	CAPITAL PURCHASES	0.00	0.00	300.00	300.00
2-12-790	ADMINISTRATION-AMORTIZATION	0.00	0.00	0.00	0.00
* TOTAL ADMIN-CAPITAL		0.00	0.00	300.00	300.00
REQUISITIONS					
2-13-750	REQUISITION - SCHOOL	0.00	20,605.58	82,423.00	61,817.42
2-13-759	DAVE KNIPE MEMORIAL LIBRARY	0.00	0.00	0.00	0.00
* TOTAL REQUISITIONS		0.00	20,605.58	82,423.00	61,817.42
FIRE EXPENSES					
2-23-148	IN-SERVICE TRAINING	0.00	0.00	1,000.00	1,000.00
2-23-159	HONORARIUMS - ANNUAL & HOURLY	0.00	0.00	6,900.00	6,900.00
2-23-211	TRAVEL & SUBSISTENCE	0.00	0.00	900.00	900.00
2-23-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	0.00	800.00	800.00
2-23-215	FREIGHT & POSTAGE	0.00	0.00	50.00	50.00
2-23-217	TELEPHONE	314.48	314.48	1,300.00	985.52
2-23-220	ADVERTIZING & PRINTING	0.00	0.00	100.00	100.00
2-23-225	PUBLIC RELATIONS & PROMOTIONS	0.00	0.00	500.00	500.00
2-23-250	FIREHALL REPAIRS & MAINTENANCE	0.00	0.00	400.00	400.00
2-23-251	VILLAGE TRUCK REPAIRS	0.00	0.00	400.00	400.00
2-23-252	COUNTY TRUCK REPAIRS	0.00	0.00	1,000.00	1,000.00
2-23-253	PAGER REPAIRS	0.00	0.00	750.00	750.00
2-23-254	PROTECTIVE EQUIPMENT & REPAIRS	0.00	0.00	6,500.00	6,500.00
2-23-270	CONTRACTED SERVICES	0.00	0.00	2,200.00	2,200.00
2-23-274	INSURANCE	0.00	0.00	1,800.00	1,800.00
2-23-510	GOODS & SUPPLIES	0.00	0.00	1,000.00	1,000.00
2-23-511	MISCELLANEOUS	0.00	0.00	0.00	0.00
2-23-512	SMALL EQUIPMENT PURCHASES	0.00	0.00	400.00	400.00
2-23-521	FUEL & LUBE	15.90	15.90	800.00	784.10
2-23-540	FIRE HALL POWER	92.00	92.00	1,400.00	1,308.00
2-23-541	FIRE HALL NATURAL GAS	213.61	213.61	1,400.00	1,186.39
2-23-750	DISPATCH AGREEMENT	0.00	0.00	1,200.00	1,200.00
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		635.99	635.99	31,300.00	30,664.01
FIRE - CAPITAL					
2-23-762	CAPITAL PURCHASES	0.00	0.00	0.00	0.00



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2-23-790	FIRE - AMORTIZATION	0.00	0.00	0.00	0.00
*	TOTAL FIRE - CAPITAL	0.00	0.00	0.00	0.00



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BYLAW ENFORCEMENT					
2-26-270	BYLAW ENFORCEMENT OFFICER	305.00	305.00	5,400.00	5,095.00
2-26-234	LEGAL SERVICES	0.00	0.00	400.00	400.00
2-26-510	BYLAW SUPPLIES	0.00	0.00	300.00	300.00
* TOTAL BYLAW ENFORCEMENT		305.00	305.00	6,100.00	5,795.00
PUBLIC WORKS SALARIES & WAGES					
2-32-110	PW - SALARIES	1,263.49	2,385.99	10,300.00	7,914.01
2-32-130	PW - PAYROLL DEDUCTIONS	91.47	169.36	0.00	(169.36)
2-32-131	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00
* TOTAL PUBLIC WORKS SALARIES &		1,354.96	2,555.35	10,300.00	7,744.65
PUBLIC WORKS OPERATIONS					
2-32-217	TELEPHONE	0.00	0.00	400.00	400.00
2-32-230	PROFESSIONAL CONSULTING	92.50	786.25	0.00	(786.25)
2-32-250	ROADWAY REPAIRS & MAINTENANCE	0.00	0.00	1,600.00	1,600.00
2-32-270	CONTRACTED SERVICES	0.00	0.00	2,600.00	2,600.00
2-32-274	INSURANCE	0.00	0.00	700.00	700.00
2-32-510	GOODS & SUPPLIES	433.03	519.60	9,000.00	8,480.40
2-32-511	MISCELLANEOUS GENERAL SERVICES	0.00	0.00	0.00	0.00
2-32-521	FUEL & LUBE	87.60	87.60	2,100.00	2,012.40
2-32-540	UTILITIES - STREET LIGHTS	2,017.98	2,017.98	14,100.00	12,082.02
2-32-762	CAPITAL	0.00	0.00	0.00	0.00
2-32-790	PUBLIC WORKS AMORTIZATION	0.00	0.00	0.00	0.00
* TOTAL PUBLIC WORKS OPERATIONS		2,631.11	3,411.43	30,500.00	27,088.57
DRAINAGE					
2-37-250	DRAINAGE - REPAIRS & MAINTENANCE	0.00	0.00	1,000.00	1,000.00
2-37-230	PROFESSIONAL & CONSULTING SERVICE	0.00	0.00	0.00	0.00
2-37-750	REQUISITION - DRAINAGE	0.00	0.00	450.00	450.00
* TOTAL DRAINAGE		0.00	0.00	1,450.00	1,450.00
WATER OPERATIONS					
2-41-110	SALARIES & WAGES	2,143.77	2,143.77	14,100.00	11,956.23
2-41-130	PAYROLL DEDUCTIONS	175.86	175.86	0.00	(175.86)
2-41-211	TRAVEL & SUBSISTENCE	0.00	0.00	500.00	500.00
2-41-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	60.00	200.00	140.00
2-41-217	TELEPHONE	97.46	97.46	1,100.00	1,002.54
2-41-230	PROFESSIONAL & CONSULTING SERVICE	0.00	0.00	1,200.00	1,200.00
2-41-240	CUSTOMER BILLING	0.00	183.00	700.00	517.00
2-41-250	REPAIRS & MAINTENANCE	0.00	0.00	800.00	800.00



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2-41-270	WATER - CONTRACT	0.00	0.00	0.00	0.00
2-41-274	INSURANCE PREMIUMS	0.00	0.00	5,000.00	5,000.00
2-41-510	GOODS & SUPPLIES	532.00	532.00	4,900.00	4,368.00
2-41-540	UTILITIES	1,091.99	1,091.99	11,300.00	10,208.01
2-41-750	REQUISITION - SMRWSC	0.00	0.00	15,100.00	15,100.00
2-41-762	CAPITAL PURCHASES	0.00	0.00	45,200.00	45,200.00
2-41-790	WATER SYSTEM - AMORTIZATION	0.00	0.00	0.00	0.00
* TOTAL WATER OPERATIONS		4,041.08	4,284.08	100,100.00	95,815.92
SEWER OPERATIONS					
2-42-000	OTHER - DAYS/SLAND DRAINAGE	0.00	0.00	1,050.00	1,050.00
2-42-110	SALARIES & WAGES	2,326.93	2,326.93	15,800.00	13,473.07
2-42-130	PAYROLL DEDUCTIONS	196.56	196.56	0.00	(196.56)
2-42-211	TRAVEL & SUBSISTENCE	0.00	0.00	200.00	200.00
2-42-214	MEMBERSHIPS & PROFESSIONAL DEVEL	0.00	0.00	200.00	200.00
2-42-217	TELEPHONE	75.48	75.48	1,000.00	924.52
2-42-230	PROFESSIONAL & CONSULTING SERVICE	1,956.65	1,956.65	0.00	(1,956.65)
2-42-240	CUSTOMER BILLING	0.00	183.00	700.00	517.00
2-42-250	REPAIRS & MAINTENANCE	11.28	105.96	2,900.00	2,794.04
2-42-270	SEWER - CONTRACT	0.00	0.00	800.00	800.00
2-42-274	INSURANCE PREMIUMS	0.00	0.00	1,600.00	1,600.00
2-42-410	BANK LOAN	0.00	0.00	0.00	0.00
2-42-510	GOODS & SUPPLIES	0.00	0.00	200.00	200.00
2-42-540	UTILITIES	512.88	512.88	4,100.00	3,587.12
2-42-762	CAPITAL	0.00	0.00	55,600.00	55,600.00
2-42-790	WASTE & SEWER AMORTIZATION	0.00	0.00	0.00	0.00
2-42-830	LAGOON DEBENTURE PAYMENTS	0.00	0.00	0.00	0.00
2-42-831	LAGOON DEBENTURE INTEREST	0.00	0.00	0.00	0.00
2-42-832	DEBENTURE PRINCIPAL PMT MACRAE ST	0.00	0.00	4,800.00	4,800.00
2-74-790	AMORTIZATION	0.00	0.00	0.00	0.00
* TOTAL SEWER OPERATIONS		5,079.78	5,357.46	88,950.00	83,592.54
WASTE MANAGEMENT					
2-43-270	GARBAGE - CONTRACT	1,636.72	1,636.72	20,200.00	18,563.28
2-43-260	RENTAL OF MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00
2-43-350	LANDFILL FEES	0.00	625.93	700.00	74.07
2-43-510	GOODS & SUPPLIES	0.00	0.00	0.00	0.00
2-44-350	RECYCLING CHARGES	921.68	921.68	11,300.00	10,378.32
* TOTAL WASTE MANAGEMENT		2,558.40	3,184.33	32,200.00	29,015.67
CAMROS - DISTRICT SUPPORT SER					



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2-51-750	REQUISITION - CDSS	2,389.75	2,389.75	2,500.00	110.25
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		2,389.75	2,389.75	12,159.00	9,769.25
CEMETERY OPERATIONS					
2-56-250	CEMETERY REPAIRS & MAINTENANCE	0.00	0.00	300.00	300.00
2-56-510	GENERAL GOODS & SERVICES	0.00	0.00	0.00	0.00
* TOTAL CEMETERY OPERATIONS		0.00	0.00	300.00	300.00
PLANNING & DEVELOPMENT					
2-61-237	MAPPING	0.00	0.00	200.00	200.00
2-66-120	COSTS - LAND SALES	0.00	0.00	0.00	0.00
2-61-750	REQUISITION - PLANNING	0.00	1,034.00	1,050.00	16.00
* TOTAL PLANNING & DEVELOPMENT		0.00	1,034.00	1,250.00	216.00
PARKS & RECREATION					
2-72-110	RECREATION & PARKS - SALARIES	667.01	1,789.51	27,800.00	26,010.49
2-72-115	CSJ & STEP WAGES	0.00	0.00	0.00	0.00
2-72-130	RECREATION & PARKS - PAYROLL DEDUC	49.13	127.02	0.00	(127.02)
2-72-131	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00
2-72-211	TRAVEL & SUBSISTENCE	0.00	0.00	300.00	300.00
2-72-220	ADVERTIZING & PRINTING	0.00	0.00	600.00	600.00
2-72-250	REPAIRS & MAINTENANCE	0.00	0.00	2,000.00	2,000.00
2-72-270	CONTRACTED SERVICES	0.00	0.00	1,200.00	1,200.00
2-72-510	GOODS & SUPPLIES	433.06	471.07	2,600.00	2,128.93
2-72-521	FUEL & LUBE	87.61	87.61	2,100.00	2,012.39
2-72-540	UTILITIES - REC BOARD, ETC	338.34	338.34	0.00	(338.34)
2-72-274	INSURANCE PREMIUMS	0.00	0.00	500.00	500.00
2-72-750	REQUISITIONS - RECREATION	0.00	0.00	0.00	0.00
2-72-762	CAPITAL PURCHASES	0.00	0.00	0.00	0.00
2-72-770	GRANTS TO ORGANIZATIONS	0.00	0.00	0.00	0.00
2-72-780	RECREATION TRAIL RESERVE	0.00	0.00	0.00	0.00
2-72-790	RECREATION - AMORTIZATION	0.00	0.00	0.00	0.00
2-13-770	GRANTS TO ORGANIZATIONS	0.00	0.00	16,550.00	16,550.00
* TOTAL PARKS & RECREATION		1,575.15	2,813.55	53,650.00	50,836.45
CULTURE					
2-74-250	REPAIRS & MAINTENANCE - OLD HALL	0.00	0.00	2,700.00	2,700.00
2-74-274	INSURANCE PREMIUMS	0.00	0.00	100.00	100.00
2-74-510	GOODS & SUPPLIES - NEW HALL	98.64	249.58	0.00	(249.58)



VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

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GL Number	Description	February 2013 Actual	2013 YTD Actual	2013 Budget	2013 Budget Remaining \$
2-74-540	UTILITIES	276.65	276.65	2,700.00	2,423.35
2-74-584	SPECIAL EVENTS	100.53	100.53	1,100.00	999.47
2-74-750	REQUISITION - PARKLAND LIBRARY	0.00	733.46	3,000.00	2,266.54
2-74-761	CONTRIBUTED TO OTHER OPERATIONS	0.00	0.00	1,000.00	1,000.00
2-74-770	TRANSFER TO OTHER ORGANIZATIONS	0.00	0.00	0.00	0.00
2-74-775	BAWLF PUBLIC LIBRARY APPROPRIATION	0.00	0.00	3,000.00	3,000.00
2-74-831	DEBENTURE INTEREST	0.00	0.00	0.00	0.00
* TOTAL CULTURE		475.82	1,360.22	13,600.00	12,239.78
GENERAL					
2-97-990	GENERAL CONTINGENCY	0.00	0.00	0.00	0.00
* TOTAL GENERAL		0.00	0.00	0.00	0.00
** TOTAL EXPENSES		30,857.66	75,789.43	614,282.00	538,492.57
*** SURPLUS/DEFICIT		4,620.35	13,051.12	377,831.00	364,779.88

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 20, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Municipal Affairs Directives, Recommendations & Suggestions

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:

Does Council have any thoughts about the timelines and progress of the directives, recommendations and suggestions?

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: February 14, 2013

13 Directives Ordered by the Minister of Municipal Affairs:

DIRECTIVES	Notes	Due Date	Status
** Also a Recommendation.			
**DIRECTIVE 1: I direct council and administration to review all bylaws, policies, practices, and decisions to ensure they are compliant with the MGA. <i>Rec. 9</i>	Complete by Feb 20?	March 31/13	<i>In progress.</i>
**DIRECTIVE 2: I direct council and administration to develop a complete inventory of all village bylaws and to conduct a complete review of the bylaws to ensure relevancy, accuracy & consistency. <i>Rec. 10</i>	Complete inventory by Jan 10. Review by Feb 20?	March 31/13	<i>We are making good progress.</i>
**DIRECTIVE 3: 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	1 st reading on Jan 16 th
DIRECTIVE 4: 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	<i>Propose to bump to March for this year.</i>
**DIRECTIVE 5: I direct council to discontinue exercising a power or function or performing any duties that are assigned to the chief administrative officer (CAO) or a designated officer in accordance with section 201 of the MGA; this includes intervening in any matters involving village employees. <i>Rec. 16</i>	On Nov 21 Council Agenda	Immediate/Ongoing	Complete - motion Nov 21/12
**DIRECTIVE 6: 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	Complete

DIRECTIVES	Notes	Due Date	Status
**DIRECTIVE 7: I direct council to ensure that future annual tax bylaws be prepared in accordance with the MGA. <i>Rec. 19</i>		Ongoing	Complete – began with the 2012 tax bylaw
**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. <i>Rec. 20</i>	Feb 20/Mar 20 Council Mtgs (3 readings required)	March 31/13	<i>1st reading proposed for Feb 20th</i>
**DIRECTIVE 9: I direct administration to ensure all municipal operational tasks are performed solely by municipal employees or contractors. <i>Rec. 28</i>	Feb 20 Council Agenda	Immediate/ Ongoing	
**DIRECTIVE 10: I direct council to re-visit the CAO's performance evaluation in accordance with section 205.1 of the MGA. <i>Rec. 23</i>	2010 Eval and 2011 Eval overdue. 2012 Eval-due March 2013	March 31/13	<i>Mar '10 & '11 evaluations - Council to meet Jan. 10 & present Jan.16. Discuss Feb. 20.</i>
**DIRECTIVE 11: I direct council to develop and adopt a bylaw with respect to the provision of utility services. The bylaw should contain rates charged for these services. <i>Rec. 25</i>	Feb 20/Mar 20 Council Mtgs? (3 readings required)	March 31/13	<i>1st reading proposed for Feb 20th</i>
**DIRECTIVE 12: I direct council and the CAO to attend a Roles and Responsibilities session. <i>Rec. 30</i>		March 31/13	Completed on Feb. 12/13
DIRECTIVE 13: I direct council to provide a written quarterly update to the Minister on the progress the municipality is making with respect to the directives.		March 31/13 June 30/13 Sept 30/13	
** Also a Recommendation.			

32 Recommendations Extracted from the Report:

RECOMMENDATIONS	Date to Discuss	Status
** Also a Directive.		
RECOMMENDATION 1: That Council review their Council Code of Conduct and Values Policy to incorporate measures to help ensure compliance with the policy.	Feb 20 Council Mtg	
RECOMMENDATION 2: That Council and administration ensures that they are complying with all meeting provisions in the Municipal Government Act.		
RECOMMENDATION 3: That Council adopt a policy or amend Section 3 subsection 5 of the Procedural Bylaw to set out a deadline when items can be added to an agenda, and set out criteria of what constitutes an addition to an agenda, and define emergent issues.	Jan 16/Feb 20 Council Mtgs (3 readings)	1 st reading on Jan. 16 th
RECOMMENDATION 4: That Council define, in the procedural bylaw, what an emergent item is.	Jan 16/Feb 20 Council Mtgs	1 st reading on Jan. 16 th
RECOMMENDATION 5: If Council chooses to have a public forum it should not be held in conjunction with a Council meeting.	<i>Immediate</i> Dec. 19 th agenda	Complete - motion Dec 19/12
RECOMMENDATION 6: That Council and council members thoroughly review all items provided to them by administration.	<i>Immediate</i> Dec. 19 th Council mtg	Complete - motion Dec 19/12
RECOMMENDATION 7: That Council and administration familiarize themselves with the provisions contained in the MGA with respect to pecuniary interest.	<i>Immediate</i> Dec 19 th Council mtg	Complete - motion Dec 19/12
RECOMMENDATION 8: That Council and administration familiarize themselves with the provisions in which council may move their meetings to an in camera session, and ensure that the council meeting minutes clearly portray the legislative authority to do so.	Dec 19 th Council Mtg	Complete - motion Dec 19/12
**RECOMMENDATION 9: 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?	<i>In progress.</i>
**RECOMMENDATION 10: 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>In progress.</i>

RECOMMENDATIONS	Date to Discuss	Status
RECOMMENDATION 11: That Council and administration establish a rotational schedule to review village bylaws on an ongoing basis to ensure relevancy, accuracy, and consistency.	Review annually in February	<i>Propose to bump to March for this year.</i>
**RECOMMENDATION 12: 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	1 st reading on Jan 16 th
RECOMMENDATION 13: That Council and Administration continue with the development and review of policies.		
RECOMMENDATION 14: That Council ensures motions are clear in intent and provide precise direction to administration.	Jan 16	Complete – motion Jan 16/13
RECOMMENDATION 15: That a suitable cross training program be implemented for village staff.	2013 Budget	
**RECOMMENDATION 16: That the village councillors adhere to section 201 of the MGA and consult with the CAO when addressing matters related to the work and conduct of village staff. <i>Dir. 5</i>	<i>Immediate/ Ongoing</i> On Nov 21 Agenda	Complete - motion Nov 21/12
RECOMMENDATION 17: That council clarify and define "occupied properties" in the Special Tax Bylaw. If Council is to continue with a special tax, it must be done in accordance with the MGA.	Special Taxes removed for 2012	Complete
**RECOMMENDATION 18: That council direct administration to correct the combined property assessment & 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	Complete
**RECOMMENDATION 19: That future tax bylaws are prepared in accordance with the MGA and the suggested format as provided by Alberta Municipal Affairs. <i>Dir. 7</i>	<i>Ongoing</i>	Complete – began with the 2012 tax bylaw
**RECOMMENDATION 20: That council amend the property tax penalty bylaw to ensure that it is current with legislation and aligns with the vision of council. <i>Dir. 8</i>	<i>Due Mar 31/13</i> Feb 20/Mar 20 Council Mtgs (3 readings)	1 st reading proposed for Feb 20 th
RECOMMENDATION 21: That council direct administration to conduct a complete review of the 2011 tax roll and provide a report to council outlining their findings, and to the Minister of Municipal Affairs for information.		

RECOMMENDATIONS	Date to Discuss	Status
RECOMMENDATION 22: That the village allocate funds to update the sewer lift station system and discontinue the practice of relying on volunteers to respond to alarm conditions.	2013 Budget Deliberations	Interim Budget approved Dec 19/12
**RECOMMENDATION 23: 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. Discuss Feb 20.
RECOMMENDATION 24: That Council builds a plan to foster relationships with the community. This plan may include a communication component advising residents of Council and administration's legislated obligations.	Mar 20 Council Mtg?	
**RECOMMENDATION 25: That the village develop a bylaw with respect to the provision of utility services. The bylaw should contain rates charged for these services. <i>Dir. 11</i>	<i>Due Mar 31/13</i> Jan 16/Feb 20 Council Mtgs?	<i>1st reading proposed for Feb 20th</i>
RECOMMENDATION 26: That Council prepares and adopts a five year capital plan.	Start during 2013 Budget?	
RECOMMENDATION 27: That the CAO consult with the municipal auditor to determine steps for a suitable segregation of accounting duties.	By Mar 20 Council Mtg?	
**RECOMMENDATION 28: That village volunteers are not utilized to provide normal operational tasks. <i>Dir. 9</i>	Feb 20 Council Mtg	
RECOMMENDATION 29: That Council develops a policy to encourage appropriate volunteer activities.		
**RECOMMENDATION 30: That all of Council and the CAO attends a Roles and Responsibilities session within one month of receiving this report. <i>Dir. 12</i>	<i>Due Mar 31/13 in Directive</i> By Nov 23 in Recomm?	Completed – Feb 12/13
RECOMMENDATION 31: That Council refrains from making disparaging remarks about administrative staff.	Jan 16	Complete – motion Jan 16/13
RECOMMENDATION 32: That Council refrains from directing the activities of administrative staff.	<i>Immediate</i> Nov 21	Complete – motion passed on Nov 21/12
** Also a Directive.		

Other Suggestions Included in the Report:

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

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 20, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Municipal Affairs Directive 3 & Recommendations 3, 4 & 12 – Procedural Bylaw

BACKGROUND/PROPOSAL:

At the January 16, 2013, Village council passed first reading of Bylaw #585/13, the Procedural Bylaw. The bylaw is presented for second and third readings.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

After passing first reading of Bylaw #585/13, administration and council members reviewed the proposed bylaw in great detail. Amendments were suggested and made to the document.

In the Village Voice and on the website, the public was invited to review and comment on the bylaw. No comments were received by February 12, 2013.

The bylaw is attached for Council's passing of second and third readings.

COSTS/SOURCE OF FUNDING (if applicable)

Not applicable.

RECOMMENDED ACTION:

Village Council to pass second and third readings 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) "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;
 - (f) "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;
 - (g) "Member" means a councillor or person at large appointed by council to a committee of council;
 - (h) "Meetings" means meetings of council and council committees;
 - (i) "Motion" or "Resolution" means to move a formal suggestion in a meeting;
 - (j) "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;
 - (k) "Oath" means a formal pledge;
 - (l) "Point of order" means a demand by a member that the Chair enforce the rules of procedure;

- (m) “Question of privilege”, also known as a point of personal privilege, means that when a situation is affecting the comfort, integrity or the rights and privileges of an individual member, that member may interrupt the business at hand to make an urgent statement, request or motion. Such a point may include a need for assistance, to be excused for illness or personal emergency, or the need to immediately answer a charge of misconduct made by another member;
- (n) “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;
- (o) “Standing Committee” means a committee that remains in existence;
- (p) “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);
- (q) “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 day, time and location of 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 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. 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.
11. 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.
12. Regular meetings shall adjourn by 10:00 p.m., unless council passes a motion by a majority vote to extend the meeting to a time certain.

Conduct of Meetings

13. Each member or delegate, as the case may be, shall address the Chair but shall not speak until recognized by the Chair.
14. 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.
15. A resolution does not require a seconder.
16. A resolution may be withdrawn at any time before voting.
17. The following situations or 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. table the matter to a time certain
18. 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.
19. 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.
20. In all cases not provided for in this bylaw, a majority vote of council shall determine to uphold the ruling of the Chair, or not, as the case may be.
21. 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

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

Delegations

24. 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 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.
25. 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

26. The order of business at a meeting, established in sections 32 & 33, 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. when one subject matter is deemed to be of higher priority or is required to be dealt with prior to another, the order may be altered by a motion of council.

Agenda

27. 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.
28. 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.
29. 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 also post it on the website.

30. 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.
31. Where the deadlines in sections 27 and 28 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 30 shall apply.
32. 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
33. The order of business for the annual organizational meeting shall be as follows, and the meeting shall be chaired by the 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
34. 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



Date Approved: February 20, 2013 February 16, 2011 (original)	Motion:
Title: Council Code of Conduct and Values	Policy No. 21

Purpose:

The purpose of this Code of Conduct and Values is to outline certain basic rules for elected municipal government officials in Bawlf so that they may carry out their entrusted duties with impartiality and dignity, recognizing that the function of Council members is, at all times, service to their community and the public.

To further these objectives, certain principles should govern the conduct of Council members of the Village of Bawlf in order that they shall maintain the highest standards in public office and faithfully discharge the duties of office.

Background:

The proper operation of democratic local government requires that elected officials be independent, impartial and duly responsible to the residents. The residents of the Village of Bawlf have a right to expect that its local Municipal Government will conduct its business with integrity and in a professional manner. Therefore, it is imperative that there not be, nor appear to be, any conflict between the private interests of elected officials and appointed board members and their duty to the public. Furthermore, local government decision and policies are to be made through the proper channels of government structure.

Policy:

Council Members of the Village of Bawlf shall abide by the following rules and principles, known as the Code of Conduct:

1. GOVERN their conduct in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta (Municipal Government Act);
2. COMMIT to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as Council members;
3. AVOID the use of foul language during any and all business when acting as Council members;
4. REPRESENT, as a primary obligation superseding all other interests, the best interests of the community;
5. SERVE in a liaison role when appointed as members of committees or boards;
6. AVOID conflict of interest, by refraining from any conduct of private business or personal services between any Council members and the corporation, except as provided by the Municipal Government Act;

7. NOT USE their positions to obtain employment with the corporation for themselves, family members or close associates;
8. NOT USE confidential information for the personal profit of themselves or any other person;
9. DISCLOSE their affiliations or interest with an organization that may affect their decision making on matters before Council regarding that organization;
10. NOT ATTEMPT TO EXERCISE individual authority over the corporation;
11. RECOGNIZE, when interacting with the Chief Administrative Officer or with staff, the lack of authority vested in a Councillor except when explicitly Council authorized;
12. RECOGNIZE, when interacting with the public, press or other entities, the same limitation and the inability of any Council member to speak for the Council except to repeat explicitly stated Council decisions;
13. AVOID publicly degrading staff, Council members and past Councils;
14. DIRECT any comments on staff performance to the Chief Administrative Officer;
15. AVOID public comment on staff performance;
16. DIRECT any questions regarding staff duties, hours of work, coffee breaks, etc. to the Chief Administrative Officer, not the staff members themselves;
17. RESPECT the confidentiality of issues that are determined by policy of Council to be confidential and not communicate confidential information to anyone not entitled to receive same;
18. PRESERVE the integrity and impartiality of Council;
19. For a period of twelve (12) months after leaving office, abide by the standards of conduct listed above, except those related to confidential information, which shall apply in perpetuity;
20. Members of Council shall not assume that any unethical activities not covered by or specifically prohibited by this Code of Conduct and Values, or any legislation, are therefore condoned.

Council members of the Village of Bawlf shall abide by the following Values:

1. respect for individuals and each other
2. honesty and integrity
3. openness
4. willingness to listen
5. willingness to participate
6. commitment to the task at hand
7. receptive to new ideas
8. dedication to preparation
9. mutual support through positive feedback
10. speak with one voice

Procedures for Handling Complaints:

The Village of Bawlf takes breaches of the Code of Conduct and Values seriously and expects any member of Council who perceives a breach to take action immediately.

In the event that a member of Council believes that one (or more) of the clauses written above has been breached by another member of Council, the following steps shall be taken:

1. Any member who perceives that a violation has occurred shall advise the offending member. This advice should be in writing and copied to the Mayor. If the complaint is about the actions of the Mayor, then the complaint should be lodged with the Deputy Mayor.
2. The Mayor (or Deputy Mayor) shall call a special Council Meeting for the purpose of considering the complaint in camera.
3. If a majority vote of the members of Council, who are present, at the Council Meeting where the complaint is considered, determines that the complaint is a valid complaint against the member then any or all of the following sanctions may be imposed by the Council at a public Council Meeting:
 - a. Verbal reprimand provided by the Mayor or Deputy Mayor.
 - b. Written censure.
 - c. Initiate legal action to remove the Councillor from Council as per Section 175 of the Municipal Government Act if the breach relates to a conflict of interest pursuant to Sections 169-173 of the Municipal Government Act and if the Councillor refuses to resign immediately.
 - d. Termination of the Councillor's appointment to committees.
 - e. Council may request that an inquiry be conducted under Section 572 of the Municipal Government Act into the conduct of a Councillor.

It is essential that strict confidentiality be maintained in the handling of any potential violations of the Code of Conduct and Values for the Village of Bawlf.

By our signatures below, we vow to subscribe to the above Council Code of Conduct and Values as adopted at the _____, 20__ Village of Bawlf Regular Council Meeting.

Mayor

Deputy Mayor

Councillor

Councillor

Councillor

Dated this ____ day of _____, 20__.

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 20, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Proposed Agreement with Alberta Transportation RE: Water Supply Line & Sanitary Forcemain - Update

BACKGROUND/PROPOSAL:

Alberta Transportation (AT) has agreed to sign an Emergency Repair and Maintenance Agreement with the Village of Bawlf pending a change to the term of the agreement.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

After the January 16th Regular Council Meeting, the Village Manager contacted Lloyd Crowe with Stewart Weir, the firm contracted by Alberta Transportation (AT) to manage the Highway 13 widening project. Mr. Crowe forwarded the Village's proposed agreement that was presented at the January 16th Council Meeting to Alberta Transportation representatives and the following comments were made:

- AT has requested that the term of the agreement be reduced to 20 years (from 25 years). Their feeling is that if there was any problem with the lines related to the highway construction (which is designed for a 20 year service life) it would show up well before 25 years.
- Two other minor changes were requested (wording and the contact person).

The revised agreement is attached for Council's information.

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 revised 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 with a term of twenty (20) years.

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 the 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 the 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.

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.

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-Transportation 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 20 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

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

Date

Donald Saunders, Mike Damberger P.Eng
Acting Construction Manager
Regional Director

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 20, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	UFA Fuel Bills – 2010 and 2011

BACKGROUND/PROPOSAL:

Council members have recently verbally requested further information regarding the UFA bills from 2010 and 2011.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

"Fuel Bills for January 1, 2010 to November 30, 2011" was included on the December 19, 2011 Regular Council Meeting agenda. The item was a verbal item only. Discussion arose regarding Council's wish to receive copies of the fuel bills. A Council motion was not passed.

Acting Village Manager Schapansky included copies of the fuel portions of the UFA bills on the January 18, 2012 Regular Council Meeting agenda for Council's information.

Recently, members of Council commented that the information presented in January 2012 was insufficient. Looking back at the agenda packages, it would appear that the Acting Village Manager presented the information that was requested verbally.

The Administration requests that Council pass a motion to clarify what further information it would like the Administration to bring forward.

COSTS/SOURCE OF FUNDING (if applicable):

Not applicable.

RECOMMENDED ACTION:

That the Village Council pass a motion to clarify what specific further information it requires regarding the 2010 and 2011 UFA bills.

Initials show support – Reviewed By:

CAO: Lynn Horbasenko

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 20, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Camrose & District Support Services Agreement

BACKGROUND/PROPOSAL:

With the dissolution of New Norway, the Camrose & District Support Services Agreement requires amending and signing by all parties.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Village of Bawlf is part of a Municipal Agreement with Camrose County, the City of Camrose and the other Villages within Camrose County for the provision of joint social service programs. The original agreement includes the Village of New Norway as one of the participating members. Now that New Norway has dissolved, the Municipal Agreement required updating.

COSTS/SOURCE OF FUNDING (if applicable)

The Village of Bawlf contributes \$2389.75 as its 20% contribution toward the program. The Province provides an additional \$9559.00 for the 80% contribution on Bawlf's behalf.

RECOMMENDED ACTION:

Village Council to pass a motion to accept the terms of the amended Camrose & District Support Services Municipal Agreement and authorize the Mayor and Chief Administrative Officer to sign the revised agreement.

Initials show support – Reviewed By:

CAO: Lynn Horbasenko

**The Camrose & District Support Services
MUNICIPAL AGREEMENT**

THIS AGREEMENT MADE THIS 1st DAY OF JANUARY 2013 ~~APRIL, 2006~~

BETWEEN

CAMROSE COUNTY, a body corporate, having its offices in the City of Camrose, in the Province of Alberta,
(HEREINAFTER KNOWN AS PARTY OF THE FIRST PART)

AND THE CITY OF CAMROSE, a body corporate, having its offices in the City of Camrose, in the Province of
Alberta,

(HEREINAFTER KNOWN AS PARTY OF THE SECOND PART)

AND THE VILLAGE OF BITTERN LAKE, a body corporate, having its offices in the Village of Bittern Lake, in
the Province of Alberta,

(HEREINAFTER KNOWN AS PARTY OF THE THIRD PART)

AND THE VILLAGE OF BAWLF, a body corporate, having its offices in the Village of Bawlf, in the Province of
Alberta,

(HEREINAFTER KNOWN AS PARTY OF THE FOURTH PART)

~~AND THE VILLAGE OF NEW NORWAY, a body corporate, having its offices in the Village of New Norway, in
the Province of Alberta,~~

~~(HEREINAFTER KNOWN AS PARTY OF THE FIFTH PART)~~

AND THE VILLAGE OF ROSALIND, a body corporate, having its offices in the Village of Rosalind, in the
Province of Alberta,

(HEREINAFTER KNOWN AS THE PARTY OF THE ~~SIXTH~~ FIFTH PART)

AND THE VILLAGE OF FERINTOSH, a body corporate, having its offices in the Village of Ferintosh, in the
Province of Alberta,

(HEREINAFTER KNOWN AS THE PARTY OF THE ~~SEVENTH~~ SIXTH PART)

AND THE VILLAGE OF EDBERG, a body corporate, having its offices in the Village of Edberg, in the Province
of Alberta,

(HEREINAFTER KNOWN AS THE PARTY OF THE ~~EIGHTH~~ SEVENTH PART)

AND

AND THE VILLAGE OF HAY LAKES, a body corporate, having its offices in the Village of Hay Lakes, in the
Province of Alberta,

(HEREINAFTER KNOWN AS THE PARTY OF THE ~~NINTH~~ EIGHTH PART)

IN THIS AGREEMENT:

- "Council" means the Council of the Municipality as defined in the Municipal Government Act, R.S.A., ~~1996~~2000.
- "Minister" means the Minister of ~~Children's~~Human Services, the Crown in right of Alberta.
- "Municipality" means a City, Town, Village or County.
- "Program" means the Family and Community Support Services program as defined in the Family and Community Support Services Act, ~~1981~~R.S.A. 2000 and subsequent amendments.
- "Project" means a specific activity or agency funded under the auspices of the Camrose and District Support Services program.
- "Regulations" includes the Regulations of the Family and Community Support Services Act and any further amendments or regulations to the Act.

WHEREAS the FCSS Act and Regulations provide for a program to be sponsored by municipalities to:

1. promote, encourage and facilitate volunteerism and the use of volunteers,
2. be of a preventive nature which will:
 - (a) enhance, strengthen, and stabilize family and community life,
 - (b) improve the ability of persons to identify and act on their own social needs,
 - (c) help avert family or community breakdown,
 - (d) if early symptoms do appear, help prevent the development of a crisis that may require major intervention or rehabilitative measures,
3. provide citizens with information on the program's planning and operation,
4. provide for the development of services on the basis of clearly identified social needs and effective planning, and
5. encourage co-operation and co-ordination with other service agencies operating within the participating municipalities,

AND WHEREAS the parties are authorized by By-law to enter into an agreement with one another for Joint Preventive Social Service programming,

AND WHEREAS there exists a written agreement between the parties dated the 1st day of ~~October, 2005~~ April 2006,

AND WHEREAS the parties desire to replace the agreement with another agreement in conformity with the Family and Community Support Services Act, hereinafter known as the FCSS Act,

THEREFORE, IN CONSIDERATION OF THESE PREMISES AND THE COVENANTS CONTAINED THEREIN, THE PARTIES AGREE AS FOLLOWS:

I. AGREEMENT

1. This agreement hereby replaces and supersedes all previous agreements.
2. The parties hereby agree that the agreement shall create a program known as "Camrose and District Support Services."

II. MISSION STATEMENT

1. The parties hereby agree that the mission of the Camrose and District Support Services Program shall be the following:

"CDSS is a partnership between the Province and the participating municipalities committed to supporting local preventive social initiatives to enhance the well-being of individuals, families and the community."

III. UNIT AUTHORITY - POWERS AND DUTIES

1. The parties hereby agree that the Camrose County, Party of the First Part shall be the Unit Authority, acting on behalf of and at the direction of the other parties to this agreement.
2. The powers and duties of the Unit Authority shall be:
 - a) To receive letters of direction from the parties regarding application for funding made under the FCSS Act and Regulations.
 - b) To sign on behalf of the other parties' applications for funding under the FCSS Act and Regulations submitted to the Minister.
 - c) To enter into an agreement with the Minister, on behalf of and at the direction of parties, to provide for the administration and operation of a Family and Community Support Services program as outlined in the FCSS Act and Regulations.
 - d) To receive from the Minister, funds as are granted under the FCSS Act and Regulations and to deliver these funds to the Board of the Camrose and District Support Services program on behalf of the Minister.
 - e) To act as Unit Authority on behalf of the other parties only at the direction of the other parties, or, at the direction of the Board.

IV. LIMITATION OF THE POWERS AND DUTIES OF THE UNIT AUTHORITY

1. The Unit Authority shall not:
 - a) be solely liable for any action taken subject to this Agreement, on behalf of and at the direction of the other parties,

- b) solely direct the activity of or be responsible for the activities of the program or the Board.

V. RULES RESPECTING THE ORGANIZATION OF THE CAMROSE AND DISTRICT SUPPORT SERVICES BOARD

- 1. WHEREAS the Family and Community Support Services Act provides that municipalities shall form a board called the Camrose and District Support Services Board (hereinafter referred to as "the Board") to provide for the establishment, administration and operation of a joint Family and Community Support Services Program, for the benefit of the participating municipalities, the following are agreed to by all parties:

VI. BOARD COMPOSITION

- 1. The Board shall consist of a maximum of five (5) members, two (2) to be appointed by the Council of the City of Camrose, two (2) to be appointed by the Council of the Camrose County, and one (1) to be appointed by the participating Villages. The Village representative may be appointed on an annual rotating basis at the discretion of the participating Village Councils.

VII. APPOINTMENT AND TERM OF MEMBERSHIP OF THE BOARD

- 1. Member Councils shall, at their organizational meeting following each municipal election, and in any event, not later than the 15th day of November throughout the currency of this Agreement, appoint a person to act as a Board Member. A Board member may be an elected official or a member of the community at large. The term of the appointed Board Member shall be from November 15th, following a municipal election, to November 15th in the subsequent year, throughout the currency of this Agreement.
- 2. Councils, at their organizational meeting following each municipal election, may also appoint a Board Member Alternate from their number, or from the community at large at the following council meeting. The term of the appointed Board Member Alternate shall be concurrent with the term of appointed member.
 - a) The Board representative and alternate from the Villages shall be appointed by the Villages on an annual rotating basis, and confirmed annually at the discretion of the Villages. The term of the alternate shall run to the next municipal election.
- 3. Members are eligible for reappointment to the Board for a maximum of six consecutive years. Board members who have completed six years shall be eligible to sit on the Board following a one year absence.
- 4. Board members and Board member alternates may resign at any time during their appointment by submitting their resignation to their Council and to the Board.
 - a) If a Board member is absent from three consecutive meetings of the Board without being excused by resolution of the Board, the

Board may make a request of the participating municipality to review the Board member's continued representation on the Board.

- b) The Board may request the resignation of any member through that member's appointing municipality if it appears to be in the public interest.
- c) A Board member who is a member of a municipal council and has resigned from their council position or is no longer eligible to sit on council will automatically be deemed to have resigned from the Board.
- d) Councils shall ensure that a Board Member's position is not vacant longer than three consecutive months.
- e) Councils of each party hereto shall furnish the Board, within three months following a vacancy, with the name, address and telephone number of the Board Member and Board Member Alternate, if any, representing such party.

VIII. ROLES AND RESPONSIBILITIES OF THE BOARD

- 1. The Board shall annually elect from among its members, a Chairman and Vice Chairman. The Chairman and Vice Chairman shall constitute the Executive.
- 2. Regular meetings of the Board shall be held a minimum of six (6) times per year, with the time and place of such meetings to be determined by the Board at the annual organizational meeting.
 - a) Electronic vote
If it becomes necessary for the Board to make a decision prior to the next regular Board meeting, and it is not possible or practical to hold an emergent Board meeting, a motion may be put forward by two board members via email to the Chair for distribution to each member on the Board. The Chair will attempt to notify each member by phone of the email motion. Within 48 hours of the notice, each Board member will email or phone the Chair indicating support or non-support of the motion. A simple majority will be necessary to carry the motion. A motion will be made at the next regular Board meeting to enter the results of the electronic vote into the minutes.
- 3. Special meetings of the Board may be called by the Chairman, or by a majority of the Board provided members or their alternates have received one-week notice.
 - a) Notice shall be deemed to have been received through notice in person, by regular mail, or by telecommunication to the Board member or their designated alternate.
 - b) Where a Board member is unable to attend, it shall be the Board member's responsibility to notify their alternate.

4. Board members shall advise their respective councils on an ongoing basis of the activities of the program.
 - a) In the case of the Village representative, the representative shall meet personally with each Village Council a minimum of once per year.

IX. POWERS AND DUTIES OF THE BOARD

1. Any decisions made by the Board shall be binding on all parties to this Agreement notwithstanding that the Board Member for such party may have been absent from the meeting when such decision was made.
 - a) Notwithstanding the above, decisions regarding the budget of Camrose and District Support Services shall be voted on by all Board members or their Alternates.
2. The Board shall carry out programs in accordance with the Family and Community Support Services Act and/or Regulations as amended from time to time, and/or any other specific programs established within the participating municipalities.
3. The Board shall consult with communities, groups, and individuals in respect of issues pertaining to the philosophy and principles of the Family and Community Support Services programs.
4. The Board shall promote citizen awareness of the Family and Community Support Services Programs and of the importance of the preventative nature of the programs.
5. The Board shall encourage and, if necessary, organize such consultations with professional groups, social agencies (public or private) or other groups, which may promote the effective implementation of services.
6. The Board shall have the power sign such legal agreements as are needed for the efficient and sound development of the program, such agreements to include: leases, insurance documents and contracts.
7. To call meetings as needed of the other parties.

A. FINANCES

1. The Board shall have the power to maintain, control, and manage the affairs of the program, and the power to disburse funds up to the amount of the budget approved by the Board and the member Municipalities and the power to disburse any other grants received by the Board (fees, donations and other monies received in the course of operating the program).
2. Each of the participating municipalities agrees to pay to the Unit Authority its per capita share of the municipal funds required to match the provincial funds budgeted each year. The Unit Authority will requisition these amounts on a quarterly basis.

3. The Board shall prepare and adopt the annual budget for Camrose and District Support Services and shall provide a copy of the budget to each participating municipality prior to November 30 of the current fiscal year.
 - a) The Board shall not have the power to expend any public monies other than such monies voted by Councils or received by grant, donation or fees as are necessary for the carrying on of the management and operational functions of the organization.
 - b) The Board shall not have the power to pledge the credit of the parties to the Agreement beyond the limits set by Councils in the approved budget.
4. The Unit Authority, not later than October 1, each year, shall appoint an auditor to examine the financial statements of the program.
5. The Board shall, each year, furnish the council of each Municipality and the Minister with an audited statement of its receipts and payments for the preceding year and shall supply each Council and the Minister with such information regarding its management and operation as may be requested, on the understanding however, that the requesting party shall be responsible for all extra expenses incurred as a result of fulfilling such request for other information.
6. The Board may, pending receipt of all or any part of the funds to be provided under the Agreement between the parties hereto, and the Minister, from time to time, borrow such sums as may be required to finance the maintenance and operation of the program pending the receipt of those funds. It being agreed, however, that the Board may not borrow or enter into any agreements to borrow any sums of money greater than the budget approved by the Board and all of its member municipalities and may only borrow such sums of money provided it has received confirmation from the Minister that the budget has been approved and funds are forthcoming. The Board Chairman, the Vice-Chairman, and the Director shall be designated signing authorities in such borrowing transactions.
7. Per diems paid to Board members shall be the responsibility of their respective councils.
 - a) In the case of the Village representative, the Villages shall arrange between themselves for the reimbursement of the Village representative.
8. From time to time Camrose and District Support Services may receive requests for services from residents of municipalities who are not signatories to this agreement. The Board may agree to provide programming to those individuals or municipalities on a total cost recovery basis.

B. OTHER DUTIES

1. The Board shall ensure that research and statistics adequately establish the need for new programs.
2. The Board may approve, defer, or reject any project proposed to it.
3. The Board shall have the power to terminate any project at any time in accordance with the signed funding agreements between the Board of Camrose and District Support Services and the project board.
4. The Board shall be responsible for on-going evaluation, assessment, and delivery of existing programs and services, consultation, planning and development of new services in response to identified needs in the community.
5. The Board shall appoint a Director as per policy.
 - a) The Board shall appoint an Acting Director when the Director is absent for an extended period or when the office of the Director is vacant. The Acting Director shall have the same powers and duties as the Director.
6. The Board shall establish and administer personnel policies, salary rates and benefits for all employees.
7. The Board may operate, or participate in, pension and benefit plans for its employees.
8. The Board shall open and maintain financial accounts in a recognized bank or other financial institution independently or in conjunction with the Unit Authority.
9. Quorum: A quorum shall be a simple majority of the Board. Every member of the Board shall be required to vote on every question, except where a board member declares a conflict of interest and requests to be excused from that vote.
10. The Board shall act as a Committee of the Whole with respect to confidential matters such as personnel and other contractual issues.
11. A minute book shall be kept and all the minutes of all regular and special meetings shall be recorded therein by the Secretary. The CDSS Board shall mail copies of the minutes of regular and special meetings of the Board to all participating municipalities after approval.

X. LIMITATIONS OF POWERS AND DUTIES OF THE PARTIES

1. No party to this agreement shall be solely liable for any action undertaken by the Board, or program personnel, nor shall any such party be liable for any sum of money greater than its pro-rated share in the last approved budget.
2. No party to this agreement shall solely direct or attempt to direct the activities of or be responsible for activities of, or personnel involved in this program.

XI. DIRECTOR

1. The Director shall provide for the hiring of all necessary employees and shall administer the personnel policies developed by the Board.
2. The Director shall prepare monthly financial and activity reports for the Board detailing the transactions and events of the program in the past month.
3. The Director shall prepare or cause to be prepared, an annual budget outlining proposed expenditures for the program for the coming year. In addition, the Director will meet with each council to present the proposed budget for the next fiscal year.
4. The Director shall prepare or cause to be prepared an annual report for the Board detailing program activities in the past year.
5. The Director shall prepare or cause to be prepared an annual program report for the Minister as required by the provincial funding agreement.
6. The Director shall be responsible for the payment of expenses incurred by the program within the budget allocation.
7. The Director shall be responsible for the collection, receipt and safety of all monies belonging to or accruing to the program and issue or cause to be issued receipts therefore.
8. The Director shall be responsible for depositing all monies received by the Board in a chartered bank or other financial institution and shall as much as feasible or practicable, keep such funds invested in interest bearing accounts.
9. Any two of the following shall be co-signers on all cheques issued by the Board: the Director or her designate, and any member of the board.
10. The Director shall attend all meetings of the Board and shall record or cause to be recorded all resolutions, decisions and other proceedings of the Board.
11. The Director shall be an ex-officio member of the Board, with the right of discussion on all matters, but with no voting rights.

XII. PERSONNEL

1. The Board shall hire the Camrose and District Support Services Director. The Director shall hire other employees such as Program Directors and Support Staff. Suspensions and terminations may be made by the Board of Directors of Camrose and District Support Services, after consultation with the Director of Camrose and District Support Services and receipt of a legal opinion.

XIII. PROGRAM

1. The Board shall provide and maintain an office for the operation and maintenance of the program.
2. The program may provide such needed services as are acceptable under the FCSS Act and Regulations.

2. The auditor shall submit a financial statement to the Board by March 31, in respect of the preceding January 1, to December 31, such statement to meet the requirements of the FCSS Act and Regulations.
3. The Board shall consider and approve the audited Financial Statement and forward the approved Statement to the Minister and the parties to this Agreement no later than April 30, each year.

XIII. TERMINATION OF THE PARTICIPATING MUNICIPALITIES IN THE PROGRAM

1. Any of the Parties to this agreement may terminate its participation in the Camrose and District Support Services program and in this agreement by delivering notice in writing to the Unit Authority, the Board, and the Minister of ~~Children's Services~~ on or before July 1 in any year. Upon receipt of such notice the terminating municipality shall be deemed to be no longer participating in any part of the FCSS program effective after the first day of January in the year following that in which notice is given.
2. In the event of notice of termination by any one of the Parties, the remaining Parties shall convene a meeting within 30 calendar days to review the agreement and the program's continued operation.
3. This agreement shall enure to all those benefiting of it and be binding on the parties hereto, their successors and assigns.

XV. This Agreement, between the Unit Authority and participating municipalities is for the establishment, administration and operation of a joint Family and Community Support Services Program. This Agreement shall become effective on the date and year first above written and will continue in force from year to year unless terminated by Agreement amongst the parties hereto.

CAMROSE COUNTY

THE CITY OF CAMROSE

Reeve

Mayor

County Administrator

Assistant City Manager

Date

Date

THE VILLAGE OF BITTERN LAKE

Mayor

Village Administrator

Date

THE VILLAGE OF BAWLF

Mayor

Village Administrator

Date

THE VILLAGE OF EDBERG

Mayor

Village Administrator

Date

THE VILLAGE OF FERINTOSH

Mayor

Village Administrator

Date

THE VILLAGE OF HAY LAKES

Mayor

Village Administrator

Date

THE VILLAGE OF ROSALIND

Mayor

Village Administrator

Date

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 20, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Regional Fire Services Coordinator Agreement

BACKGROUND/PROPOSAL:

The Regional Emergency Management Services Liaison Steering Committee is asking each of the municipal councils to pass a motion approving the proposed agreement for a Regional Fire Services Coordinator position.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The proposed Agreement for the Collaboration of a Regional Fire Services Coordinator, as created by the Regional Emergency Management Services Liaison Steering Committee is attached for Council's review.

The proposed job description and budget with the cost sharing scenario are also attached for information.

COSTS/SOURCE OF FUNDING (if applicable):

\$2100.00 has been included in the 2013 Interim Operating Budget.

RECOMMENDED ACTION:

That the Village of Bawlf Council approve and accept the *"Agreement for the Collaboration of a Regional Fire Services Coordinator"* as recommended by the Regional Emergency Management Services Liaison Steering Committee, and further that the Village of Bawlf Council support the Regional Fire Services Coordinator position per capita funding at \$5.49 per capita with Bawlf's annual contribution being \$2,051.81.

Initials show support – Reviewed By:

CAO: Lynn Horbasenko

**AGREEMENT FOR THE COLLABORATION
Regional Fire Services Coordinator**

Dated this _____ day of _____, 2013

Between:

**Camrose County
Town of Bashaw**

**Village of Bawlf
Village of Edberg
Village of Hay Lakes**

**Village of Ferintosh
Village of Rosalind**

Herein after referred to as "Member Municipalities"

Reasoning:

The position has been created jointly by the participating member municipalities whom deem this position pivotal to their long-term sustainability and viability as well as the successful and compliant operation of their respective Fire Brigades.

Appointment:

Each Municipality, has by resolution of Council, endorsed the position and given it powers, duties, functions and authorities of a designated officer of their municipality. These will be upheld and supported by the participating member municipality Councils and respected and honored by the respective Fire Chiefs and Fire Brigades.

Responsibilities:

The position is part of the general quasi-administration team of all participating member municipalities. The position is responsible for providing expert, technical, educational and administrative support and assistance to the respective Fire Chiefs and Fire Brigades. The position is also responsible for providing specialist advice to participating member municipality Councils. The position will be responsible for the coordination of a uniform and integrated team of Fire Brigades, each possessing an absolute and uncompromised identity.

Termination:

This Agreement shall be a continuing Agreement, but may be terminated by any of the parties hereto at any time by serving notice in writing on the other parties hereto at least one year in advance of the date of termination. Upon such termination, no further obligations or duties shall exist under the terms hereof after the said termination date.

This Agreement may be amended, varied or altered, added to or terminated at any time by mutual agreement of the parties hereto.

For the purpose of ensuring that this Agreement is reviewed for ongoing relevancy, necessity and/or emergent issues, the Agreement is to be jointly reviewed annually years by the Camrose Regional Emergency Management Liaison Committee.

Funding:

The funding formula is such that Camrose County will contribute fifty percent (50%) of the annual costs and all participating member municipalities shall contribute the remaining annual costs on a per capita share basis.

The member municipalities agree to pay Camrose County the fees for the services within 30 days of receipt of an invoice.

Administration:

Under this agreement Camrose County shall provide office requirements, furnishings, stationary, computer, IT resources, support staff, payroll facilitation and supply/use of a County owned vehicle as part of the Counties contribution to the Regional Fire Services Coordinator.

Term:

The term of this Agreement is five (5) years from the execution date.

THIS AGREEMENT SHALL ensure to the benefit of the member municipalities hereto, their successor and assigns.

The member municipalities to this Agreement have affixed their corporate seals, signed by the hands of their proper officers.

Camrose County Reeve

Camrose County Administrator

Town of Bashaw Mayor

Town of Bashaw Administrator

Village of Bawlf Mayor

Village of Bawlf Administrator

Village of Edberg Mayor

Village of Edberg Administrator

Village of Ferintosh Mayor

Village of Ferintosh Administrator

Village of Hay Lakes Mayor

Village of Hay Lakes Administrator

Village of Rosalind Mayor

Village of Rosalind Administrator



Job Description

REGIONAL FIRE SERVICES COORDINATOR

Department	Administration
Reports To	Assistant CAO
Job Description Approval Date	????

POSITION SUMMARY:

The position has been created jointly by the participating member municipalities (Town of Bashaw, Village of Bawlf, Village of Edberg, Village of Ferintosh, Village of Hay Lakes, Village of Rosalind and Camrose County) who deem this position pivotal to their long-term sustainability and viability as well as the successful and compliant operation of their respective Fire Departments. Each municipality has endorsed the position and assigned same the powers, duties, functions and authorities as a designated officer of their municipality. These will be upheld and supported by the participating member municipal Councils and respected and honored by the respective Fire Chiefs and Fire Departments.

The position is part of the general quasi-administration team of all participating member municipalities reporting to the Assistant Administrator, Camrose County or designate. The position is responsible for providing expert, technical, educational and administrative support and assistance to the respective Fire Chiefs and Fire Departments. The position is also responsible for providing specialist advice to participating member municipal Councils. The position will be responsible for the coordination of a uniform and integrated team of Fire Departments, each possessing an absolute and uncompromised identity.

KEY DUTIES AND RESPONSIBILITIES:

1. Administration of all provincial fire reporting obligations.
2. Administration of all member municipality related fire reporting obligations.
3. Investigate all emergency responses and conduct fire origin and cause determinations as per the authority in the *Safety Codes Act*.
4. Conduct inspections as outlined in respective participating member municipal Quality Management Plans and act in accordance with the *Alberta Fire Code* and *Safety Codes Act*.

5. Act as an observer and liaison in all emergency responses that are attended and enable the Incident Commander to be the Fire Chief on scene.
6. Prepares in consultation with Municipal Administration and Fire Chiefs, for presentation to all member municipalities, annual operating and capital budgets for Fire Departments.
7. Coordinate appointment of Fire Guardians.
8. Issue Permits for Fire and Fireworks.
9. Develop and implement policies, procedures and regulations.
10. Consolidate and unify all Standard Operating Guidelines (SOG's) and keep them updated and maintained.
11. Identify, coordinate and schedule required levels of training and monitor training programs.
12. Assist Fire Chiefs in recruitment and retention.
13. Perform all driver abstract research, collection and annual updates.
14. Schedule required vehicle inspections.
15. Identify and implement operational and capital synergies, efficiencies and economies of scale.

GENERAL DUTIES AND RESPONSIBILITIES:

1. Liaise with all participating member municipal Councils.
2. Communicate with each participating member municipality on all fire related matters to establish and maintain appropriate and well informed policy and direction.
3. Assist and advise each participating member municipal Council regarding short-term and long-term operational and strategic planning.
4. Approve specifications for tenders to purchase of major assets prior to presentation to member municipalities for approval.
5. Provide leadership to all Fire Chiefs and Fire Departments.

6. Coach and mentor, ensure ongoing fire department development, cross training, multi-skilling and succession planning.
7. Target productivity with all Fire Departments with a focus on customer service and cost effectiveness with an objective of measurement being successful outcomes rather than outputs.
8. Regularly visit work areas and fire halls to promote open communication, personal accessibility and team environment.
9. Conduct timely and strategic regional meetings of Fire Chiefs.
10. Represent and act as ambassador of fire-related activities on behalf of the region and maintains productive public relations at all times.
11. Ensure that efficient records management systems are in place.
12. Ensure that appropriate mutual aid agreements are in place.
13. Ensures that inventory of emergency equipment is up-to-date and maintained.
14. Work with Fire Chiefs to ensure that inventory of emergency equipment is maintained.
15. Promote adherence to all legislative requirements including but not limited to the *Municipal Government Act, Forest and Prairie Protection Act, Occupational Health and Safety Act, Safety Codes Act*, and all participating member municipalities' by-laws and policies.
16. Collaborates with Fire Chiefs and participating member municipal Councils to recommend each Fire Department's level of service.
17. Coordinate fire prevention education and awareness programs.
18. Assists Fire Chiefs in pre-fire planning.
19. Provides input on the recommendation of fire bans as may be required throughout the region.
20. Maintain statistical records of fires and other emergency calls.
21. Perform other duties and responsibilities as required or delegated.

QUALIFICATIONS, ABILITIES and SKILLS:

1. Must possess High School diploma supplemented with technical training in the field of Fire Control.
2. A degree/diploma in business administration or related discipline would be an asset.
3. Certified as an Alberta Safety Codes Fire Group B Inspector 2 and Level 1 Investigator or demonstrate the ability to obtain same.
4. Must possess a valid Alberta Class 3 driver's license with air brake endorsement.
5. Completion of technical training, including NFPA 1001 Professional Firefighter, and preferably NFPA 1021 Fire Officer Professional. NFPA 1041 Fire Service Instructor Level I, with Level 2 an asset or ability to obtain within 1 year of hiring.
6. Training in MSDS, WHMIS, and dangerous goods emergency response.
7. Minimum five years' experience as a firefighter or Fire Officer, preferably including experience as an Incident Commander.
8. Experience with emergency/disaster responses as related to fire.
9. Supervisory experience and experience with senior municipal management teams, Councils, Boards, Commissions and volunteer organizations.
10. Working knowledge of applicable provincial and municipal legislation, bylaws, and policies.
11. Working knowledge of computers, including but not limited to Microsoft Office and Excel.
12. Applicants not meeting the above qualifications other than section 5 must demonstrate a willingness to complete required training within three year period.

COMPETENCIES and BEHAVIORS:

1. A constant awareness of who the customer is, both internal and external, and recognition of the customer's needs at all times.
2. Excellent interpersonal skills when dealing with colleagues, Councils and the public under all types of circumstances. Maintain a positive and supportive approach.
3. Ability to work and communicate effectively with volunteers.

4. Strong problem solving, research, and report writing skills. Proven verbal communication skills.
5. Achievement oriented and capable of carrying out responsibilities.
6. Ability to apply knowledge of the job gained through experience or training, to ensure work is carried out competently, on deadline, and results are within acceptable standards.
7. Ability to role model productive management practices and a positive team environment; sharing expertise and knowledge to support, coach, and develop individuals as required.
8. Ability to think analytically and conceptually, and exercise good judgement.
9. A high degree of personal initiative with excellent planning and development skills. Ability to work independently and as part of a team.
10. A high standard of thoroughness, accuracy, and attention to detail.
11. Self-confidence and effective assertiveness.
12. Ability to provide leadership through personal example.
13. Maintain confidentiality at all times.

REGIONAL EMERGENCY MANAGEMENT SERVICES LIAISON STEERING COMMITTEE

Proposed Three year budget Regional Fire Services Coordinator

EXPENSES		2013	2014	2014
Regional Fire Services Coordinator		Budget	Budget	Budget
Salaries-Full Time	1-2-111-23-23-00	83,774	88,013	90,653
Salaries-OT	1-2-111-23-23-01			
Employee Benefits	1-2-130-23-23-00	19,744	20,139	20,542
In-Service Training	1-2-143-23-23-00	1,200	1,200	1,200
Travel & Subsistence	1-2-211-23-23-00	1,200	1,200	1,200
Communication	1-2-217-23-23-00	350	350	350
Advertising	1-2-221-23-23-00	500	500	500
Insurance	1-2-237-23-23-00	600	250	250
Membership & Registrations	1-2-238-23-23-00	250	1,200	1,200
Vehicle Servicing	1-2-246-23-23-00	1,000	1,000	1,000
Fuel, Oil, Other	1-2-521-23-23-00	600	600	600
Total Regional Fire Services		109,218	114,452	117,495

	Annual Contribution	Per Capita
Village of Bawlf	\$2,051.81	\$5.49
Village of Edberg	\$850.35	\$5.49
Village of Ferintosh	\$1,058.82	\$5.49
Village of Hay Lakes	\$2,353.55	\$5.49
Village of Rosalind	\$1,174.03	\$5.49
Town of Bashaw	\$4,761.97	\$5.49
Camrose County	\$96,967.46	\$12.56
TOTAL	\$109,218.00	

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 20, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Bawlf Public Library Recommendation - Auditor

BACKGROUND/PROPOSAL:

The Bawlf Public Library submitted a letter dated February 6, 2013 requesting approval to appoint Bryan Berg as auditor of the Library's 2012 Financial Statements.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The letter from the Bawlf Public Library is attached to this RFD.

COSTS/SOURCE OF FUNDING (if applicable):

Not applicable.

RECOMMENDED ACTION:

That Village Council approve the appointment of Bryan Berg as the auditor for the Bawlf Public Library's 2012 Financial Statements.

Initials show support – Reviewed By:

CAO: Lynn Horbasenko

Bawlf Public Library
Box 116
Bawlf, AB T0B 0J0

February 6, 2013

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

Dear Mayor Blatz & Council:

RE: BAWLF PUBLIC LIBRARY AUDITOR APPROVAL

At its January 9, 2013 meeting, the Bawlf Public Library Board passed a motion to ask Mr. Bryan Berg to audit our 2012 Financial Statements.

We are writing to ask the Village of Bawlf Council to approve Mr. Berg as auditor.

Please accept our recommendation and forward a copy of Council's motion to the Library at your earliest convenience.

If you have any questions, please call me at (780) 373-2510 or email jwiwad@hotmail.com.

Sincerely,



Julie Ewashko
Chair, Bawlf Public Library Board

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 20, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Bawlf & District Recreation Association Letter – Curling Rink

BACKGROUND/PROPOSAL:

The Bawlf Recreation Association submitted a letter dated February 3, 2013 to the Village stating that the Bawlf and District Recreation Association passed a motion to no longer provide financial support to the Bawlf Curling Club nor will the Association continue to cover the cost of insurance or utilities for the Curling Rink. A copy of the letter is attached for your information.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The wording of the letter suggests that the Village is the owner of the facility and that the Recreation Association has decided not to pursue ownership of it. If the Village decides to retain ownership, the Bawlf Recreation Association would be interested in using a small area within the curling rink building for storage. If the building is sold, they would like to see the proceeds be applied to a recreation project, such as the proposed walking trail.

With receipt of this letter from the Bawlf & District Recreation Association and the previous letter from the Bawlf Curling Club, the Village Council can now move forward in determining what could be done with the building.

COSTS/SOURCE OF FUNDING (if applicable):

Not applicable.

RECOMMENDED ACTION:

That the Village Council pass a motion to accept the letter from the Bawlf and District Recreation Association regarding the ownership and the operational costs of the curling rink as information, and further that a letter be sent to the Bawlf & District Recreation Association acknowledging receipt of their letter and thanking the organization for covering the operating costs while the Curling Club was in limbo trying to determine the fate of its club.

Initials show support – Reviewed By:

CAO: Lynn Horbasenko

Bawlf and District Recreation Association
Box 123, Bawlf, Ab
T0B 0J0

Village of Bawlf
Box 40
Bawlf, Ab
T0B 0J0

February 3, 2013

Re: Bawlf Curling Rink

At our November meeting the Bawlf and District Recreation Association passed a motion to no longer provide financial support to the Bawlf Curling Club. The Rec Board will no longer cover the cost of insurance or utilities for the Curling Rink.

The status of the curling rink was also discussed. It was the consensus of the Board to not pursue repair or ownership of the Curling Rink. However, if the Village decides to retain ownership of the curling rink; we could utilize a small area for storage. If the Village decides to sell the curling rink we suggest any proceeds be applied to a recreation project such as the proposed walking trail.

Sincerely

Ron Pederson
President


Bryan Berg
Treasurer

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 20, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Municipal Affairs Directive 8 & Recommendation 20 – Property Tax Penalty Bylaw

BACKGROUND/PROPOSAL:

The following directive and recommendation was 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:

The Village of Bawlf's current property tax penalty bylaw was written in 1985 and referred to previous Acts and legislation. The Bylaw has been rewritten and is attached for Council's consideration and first reading.

COSTS/SOURCE OF FUNDING (if applicable)

Not applicable.

RECOMMENDED ACTION:

That Village Council pass first reading of Bylaw #586/13, the Property Tax Penalty Bylaw.

Initials show support – Reviewed By:

CAO: Lynn Horbasenko

VILLAGE OF BAWLF

The Property Tax Penalty 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.

WHEREAS GIVEN THAT Council of the Village of Bawlf, in the Province of Alberta, pursuant to the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000 and subsequent amendments, may pass bylaws to establish penalties for the non-payment of property taxes.

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

Citation

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

Definitions

2. In this Bylaw:
 - a. "Levied" means to be imposed or collected;
 - b. "Succeeding" means to come after in time or order; next.

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.

Taxes Due

4. Taxes assessed for property within the Village of Bawlf are due on August 31st of the current year.

Penalties for Non-Payment

5. In the event that any current property taxes remain unpaid after August 31st, there shall be added by way of a penalty an amount of Ten Percent (10%) 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 31st. If August 31st is not a business day, the penalty shall not be applied until the close of business on the next business day.

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

The penalty imposed shall not be applied until the close of the first business day of January of the succeeding year.

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

7. 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, electronic funds transfer or automatic debit/withdrawal.

Repeal

8. Bylaws 111/47, 115/48, 140/55, 155/56, 163/57, 228/64, and 420/85 are hereby repealed.

Effective Date

9. This bylaw shall take effect on the day of the final passing thereof.

READ A FIRST TIME this 20th day of February, 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)

Meeting:	Regular Council
Meeting Date:	February 20, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Municipal Affairs Directive 11 & Recommendation 25 – Utility Services Bylaw

BACKGROUND/PROPOSAL:

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

DIRECTIVE 11:

I direct council to develop and adopt a bylaw with respect to the provision of utility services. The bylaw should contain rates charged for these services.

RECOMMENDATION 25:

That the village develop a bylaw with respect to the provision of utility services. The bylaw should contain rates charged for these services.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The attached Utility Services Bylaw is proposed for Council's consideration. The most recent water and sewer bylaws were #517/02 and #518/02. These bylaws were repealed with the passing of Master Rates Bylaw #553/08. Municipal Affairs has advised that simply including the water and sewer rates in the Master Rates Bylaw does not meet the requirements of the Municipal Government Act.

Two older bylaws (ie. #425/85 and #439/87) were not repealed in the past and will now be repealed with the passing of this new bylaw.

The following proposed clauses will introduce new administrative procedures. How does Council feel about these proposed changes?

#16 - #19 and #41 – The Village currently permits tenants to be responsible for paying utility accounts. We are proposing that all responsibility be transferred to the owners.

#28 – The Administration is proposing to charge a fee for any incidents that residents ask the Public Works Director to analyze, snake or provide some other Village assistance for a sewer line that is on the owner's side of the property line.

#43 – Owners may request that a copy of the utility bill be sent to the tenants. The Village will accept payment from tenants.

#50 – We currently transfer utility arrears to tax accounts but are not able to do that if the tenants are responsible for paying the utilities. The Administration is proposing to charge an administration fee for such transfers.

Administration requests that specific discussion be held about the following clauses:

#23 – The current water and sewer bylaws state that the water will be turned off if the account is in arrears for over 90 days. However, all curb stop valves do not function properly. If it is not feasible to

turn the valves, the Administration is proposing to eliminate the procedure turning off the water and move to a process of simply transferring unpaid utility accounts to the tax account. What is Council's thought around this?

#51 – It may be prudent to maintain a clause regarding turning off the water to ensure the Village has that option if the valve is operational.

The Administration is awaiting legal advice on the entire bylaw and especially on clauses 25, 29, 39, 48, 54 and the corresponding sections in Schedule "A".

It may be prudent for Council to review and discuss each clause of this bylaw during the Council Meeting to ensure Council's wishes and beliefs are captured in the writing of this new combined utility services bylaw.

COSTS/SOURCE OF FUNDING (if applicable)

Not applicable.

RECOMMENDED ACTION:

That Village Council pass first reading of Bylaw #587/13, the Utility Services Bylaw.

Initials show support – Reviewed By:

CAO: *Lynn Horbasenko*

VILLAGE OF BAWLF

The Utility Services Bylaw Bylaw No. 587/13

A bylaw of the Village of Bawlf to provide public utilities and services and to determine the rates for the provision of these services.

WHEREAS under the provisions of the Municipal Government Act, being the Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, the Council has been granted the authority to pass bylaws for municipal purposes regarding public utilities and services provided by, or on behalf of the municipality, and;

WHEREAS the Village of Bawlf provides for a water supply and distribution system and a sanitary sewage collection and disposal system, and;

WHEREAS the Village of Bawlf has the authority to charge property owners for the public utilities and services being provided.

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

Citation

1. This bylaw may be cited as "The Utility Services Bylaw".

Definitions

2. In this bylaw:
 - a. "Arrears" means account balance which is unpaid after the due date shown on the invoice;
 - b. "Bulk Water" means water available for purchase by means of Customers filling privately owned water trucks or tanks at a site established and metered by the Village;
 - c. "CAO" means the Chief Administrative Officer as appointed by Council or his/her designate;
 - d. "Council" means the Council of the Village of Bawlf;
 - e. "Curb Stop" means a water control valve installed on a Service Connection located close to the property line;
 - f. "Customer" means a person purchasing a utility service for the person's own use;
 - g. "Inactive Service" means a service that is unused for a specified period of time;

- h. "Municipal Utility Service" means a water or sewer service provided by the municipality;
- i. "Owner" means the registered owner or owners of a parcel of land or property;
- j. "Service Connection" means the part of the system or works of a water distribution system or a sanitary sewer system that runs from the main lines to a building or other place on a parcel of land for the purpose of providing the utility service to the parcel and includes those parts of the system or works described in Section 29 of the Municipal Government Act;
- k. "Service Line" means that portion of a Service Connection located above, on or underneath an Owner's parcel of land;
- l. "System" means the system infrastructure or works constructed by the Village for Municipal Utility Services;
- m. "Tenant" means a person who rents or leases a property from an "Owner";
- n. "Village" means the Village of Bawlf or its duly authorized representatives;
- o. "Village Service Line" means that portion of a Service Connection located between a main line and the property line;

Applicability

- 3. This bylaw applies to all Owners and Tenants who possess or lease properties within the Village of Bawlf.

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.

Service Connection

- 5. Full compliance with this Bylaw is a condition and term of supplying a Municipal Utility Service to a parcel of land.
- 6. An Owner of a parcel of land must submit a written application to the Village and obtain the approval of the Village before the Village will construct a Village Service Line. *Administration* →
- 7. The Village shall be responsible for the construction of a Village Service Line, and ~~the~~ Owner of the parcel of land to be serviced by the Village Service Line shall be responsible for the costs related to that construction.
- 8. An Owner is responsible for the construction, maintenance and repair of a Service Line. If excavation is necessary for the maintenance or repair of a Service Line,

no excavation shall be performed without the written approval of the Village.

9. An Owner shall construct, maintain and repair a Service Line in a manner satisfactory to the Village.
10. If the Village is not satisfied with the construction, maintenance or repair of a Service Line, the Village may require the Owner to perform some action in accordance with its instructions with respect to the construction, maintenance or repair of the Service Line by a specified time.
11. If the construction, maintenance or repair of a Service Line has not been done to the satisfaction of the Village within the specified time or in an emergency, the Village may enter any parcel of land or building to construct, maintain or repair the Service Line.
12. The costs incurred by the Village relating to the construction, maintenance or repair performed under Sections 10 and 11 of this Bylaw are an amount owing to the Village by the Owner of that property.
13. No connections shall be made to that portion of a Service Line situated between the property line of a parcel of land and the point of entry into the residence.
14. An Owner who wishes to upgrade a Service Line shall submit a written request to the Village. If the Village approves the application and the contractor to be hired, the Owner shall be responsible for the construction costs of the Service Line and all construction shall be performed in a manner satisfactory to the Village.
15. The Village shall be responsible for the costs of maintenance and repair of a Village Service Line.

Supply

16. An Owner who wishes to receive Municipal Utility Services shall make application for those services at the Village Office.
17. Every Owner who wishes to receive Municipal Utility Services shall pay the rates and other charges outlined in Schedule "A" attached to this Bylaw.
18. Owners who vacate their home for a minimum of two (2) consecutive months per year may apply for Inactive Service status at the Village Office. The rates charged are outlined in Schedule "A" attached to this Bylaw. The application form is attached in Schedule "B".
19. The Owner is responsible for all fees and charges as outlined in Schedule "A" of this Bylaw until such time as the Owner applies to the Village to have the service disconnected.

20. Where it is necessary for the Village to construct or repair any portion of the Municipal Utility Service, the Village may without notice to the Customer, interrupt the Municipal Utility Service for as long as necessary, and the Village shall not be held liable or responsible for any damages or claims arising from service interruption.

Water

21. The Village shall have the right to limit the amount of water supplied to any Customer where Council deems such action to be necessary. The Council may at any time, by resolution or bylaw, limit or restrict the use of water by Customers for the watering of lawns, garden plots or other areas, or for any other use, for such time as Council deems advisable.
22. No person, other than an employee of the Village of Bawlf or a duly authorized agent of the village, shall turn, or attempt to turn, the water supply on or off from the Village supply system.
23. If an Owner requests that the water be turned off, the Village of Bawlf may determine that the curb stop is not able to be turned off due to its condition.
24. Bulk water may be purchased from the Village of Bawlf for the rates outlined in Schedule "A".
25. A Customer who contravenes this Section may be subject to the fines outlined in Schedule "A" attached to this Bylaw.

Sewer

26. Only water and wastewater shall be discharged into the Sanitary Sewer System. The discharge of any flammable, explosive or other such material into the Sanitary Sewer System is prohibited.
27. Unless authorized in writing by Council, no sub surface storms drains, roof drains or catch basins shall be connected to the Sanitary Sewer System.
28. Any Customer who requests assistance from the Village for issues with a Service Line shall be charged the rates as outlined in Schedule "A".
29. A Customer who contravenes this Section may be subject to the fines outlined in Schedule "A" attached to this Bylaw.

Protection of Utility Services

30. No person shall connect a Service Connection to a Municipal Utility Service, or otherwise uncover, make any connection with or opening into, use, alter or disturb a Service Connection or a Municipal Utility Service without written permission of

the CAO.

31. No person shall break, damage, destroy, deface or tamper or cause or permit the breaking, damaging, destruction, defacing or tampering with any part of a Municipal Utility Service and any person who does perform such acts shall be liable for any damage incurred.
32. No person shall hinder, interrupt or cause to be hindered, any employee of the Village or its contractors, servants and agents or workers, in the exercise of any of the powers or duties relating to a Municipal Utility Service as authorized or required in this Bylaw.
33. Only Village employees, agents, contractors and fire department members have the authority to open or close any hydrant, stop-cock or hydrant chamber.
34. All Owners and Tenants shall ensure free access to any hydrant, stop-cock or hydrant chamber and shall not place any building material, rubbish or other obstruction on any of these system components.
35. No person shall throw or deposit any injurious, harmful or offensive matter into the water or water works or in any way foul the water or commit any willful damage or injury to the works, pipes or encourages damage or injury to be done.
36. No person shall throw or deposit any injurious, harmful or offensive matter into the sanitary sewer system which in any way adversely affects the operation of the Municipal Sanitary Sewer System, including the sewage lagoon.
37. No person shall willfully and without authority enter, interrupt or cut off the supply or discharge of any Municipal Utility Service.
38. The Village may discontinue access to a Municipal Utility Service where the Village believes the use of a Municipal Utility Service to a property to be contrary to this Bylaw.
39. Any person who contravenes a provision in this section is guilty of an offence and is liable to the fines outlined in Schedule "A" of this Bylaw.

Access for Authorized Purposes

40. As a condition of Municipal Utility Services and as operational needs dictate, employees of the Village shall have free access to all parts of a property, building or other premises in which the Municipal Utility Service is delivered at reasonable hours of the day and upon reasonable notice for the purpose of:
 - a. Installation, testing, maintenance, repair and/or removal of any part of the Municipal Utility Service including any portion of a Service Connection;
 - b. Inspections for compliance with this Bylaw.

Billing

41. Owners shall be responsible for ensuring their Municipal Utility accounts remain in good standing.
42. Municipal Utility Services invoices will be mailed to the Owners immediately following the month in which the utility services were provided.
43. Owners may request that a copy of the utility invoice be mailed to the Tenant by completing the Utilities Rental Agreement as attached as Schedule "C" of this Bylaw. The Owner will continue to receive the original invoice and shall remain responsible for the account. The Village will apply any payments from a Tenant to the Owner's utility account.
44. Bulk water invoices shall be mailed to the Customers immediately following the month or period in which the bulk water was provided.
45. Municipal Utility Services and bulk water invoices shall be due on the last day of the month in which the invoices were mailed.
46. Payments may be made to the Village of Bawlf cash, cheque, money order, electronic funds transfer or automatic debit/withdrawal.

Charges and Penalties

47. The fees and charges to the Customer for Municipal Utility Services, penalties for Arrears and other fees for the Municipal Utility Services or System are outlined on Schedule "A" of this Bylaw.
48. Any account in Arrears after the end of the month in which the invoice was mailed, shall be charged a penalty in accordance to the rates outlined in Schedule "A" attached to this Bylaw. The penalty shall be added to and shall form part of the unpaid invoice.
49. A 'past due' notice shall be sent after sixty (60) days of being in Arrears.
50. Any utility account in Arrears on May 31 of every year shall be transferred to the Owner's property tax account, including all accrued penalties plus an administration charge as outlined in Schedule "A" of this Bylaw. The Village shall notify the Owner that the transfer has occurred and the amount owing shall be subject to collections under the tax recovery process.
51. Alternatively, the Village shall have the authority to turn off the water for any account in Arrears with two (2) weeks written notice.
52. If the water is shut off, it shall not be turned on again until all Arrears including penalties have been paid in full plus a reconnection fee as outlined in Schedule

"A" attached to this Bylaw.

53. Any charges provided for under this Bylaw shall constitute debts recoverable by actions in accordance with the Municipal Government Act.

Fines

54. Any person who contravenes a provision of this Bylaw may be guilty of an offense and subject to a fine of **not more than \$1000.00**.

Repeal

55. Bylaws #425/85 and #439/87 are hereby repealed.

Effective Date

56. This bylaw shall take effect on the day of the final passing thereof.

READ A FIRST TIME this _____ day of _____, 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

Schedule "A"

Utility Services Bylaw Fees and Charges:

*Proposed changes in fees from previous bylaws are shown in **turquoise highlight**.*

A. Water Charges:

1. Municipal Services
 - a) Monthly Flat Rate \$35.00/month
 - b) Monthly Inactive Flat Rate \$17.50/month
2. Institutional (Schools, Senior's Lodges)
 - a) Bawlf School \$250.00/month
 - b) School Bus Barns \$ 35.00/month
 - c) Sanden Court \$280.00/month
3. Bulk Water Sales
 - a) Agricultural or Residential Rates \$4.40/cubic metre
 - b) Commercial Rate \$8.80/cubic metre
4. Reconnection Fee **\$40.00**

B. Sewer Charges:

1. Municipal Services
 - a) Monthly Flat Rate \$32.00/month
 - b) Monthly Inactive Flat Rate \$16.00/month
2. Institutional (Schools, Senior's Lodges)
 - a) Bawlf School **\$235.00/month**
 - b) Sanden Court \$256.00/month
3. Hourly Charge for Village Assistance with the Owner's Portion of a Service Line **\$30.00/hour**

C. Penalties:

1. Penalty after 30 days – ?? (**Criminal Code – "usury"?**)
2. Penalty after 60 days – 5%

D. Administration Charges:

1. Fee to Transfer Utility Arrears to Tax Account **\$40.00**

E. **Fines?:**

1. Tampering/Damage – Sedgewick – up to **\$10,000.**
2. Contravention to this bylaw – Oyen – **up to \$1000**



Village of Bawlf

INACTIVE SERVICE APPLICATION

Utility Account Number:	Street Address:
Legal Description: Lot: Block: Plan:	
Owner's Name:	
Owner's Mailing Address:	
Owner's Phone Number:	
Start Date of Inactive Service:	Estimated Date of Return:

Inactive Service Criteria:

1. Owners are eligible to apply for Inactive Service Rates if the residence will be vacant or uninhabited for a minimum of two (2) months.
2. Owners must notify Administration at the Village Office upon return or new occupancy.
3. If the actual date of return is earlier than the estimated date of return, and this results in the inactive period being shorter than 2 months, regular service rates will apply and the difference will be applied to the next utility invoice.

This agreement shall be effective:

Date_____
Signature of Property Owner_____
Signature of Property Owner_____
Print Name_____
Print Name_____
Approved By Village



Village of Bawlf

Schedule "C"

UTILITIES RENTAL AGREEMENT

Utility Account Number:	Street Address:	
Legal Description:		
Lot:	Block:	Plan:
Owner's Name:		Renter's Name:
Owner's Mailing Address:		Renter's Mailing Address:
Owner's Phone Number:		Renter's Phone Number:

I, _____, being the owner of the property described above, hereby consent to having the Village of Bawlf utility billing forwarded to the renter at the renter's mailing address as noted above. **The utility billing shall be retained in my name, but forwarded in care of the renter.**

I AM ALSO AWARE THAT:

Any unpaid utility balances as per Sections 47 & 48 of Bylaw #587/13, are the responsibility of the owner and if arrears remain unpaid by either the renter or the property owner, balances not paid within the specified time will be transferred to the property tax account, plus administration fees and any penalties, knowing that amounts transferred to the tax roll are then subject to penalties applicable to unpaid taxes.

This agreement shall be effective:

Date

Signature of Property Owner

Signature of Property Owner

Print Name

Print Name

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 20, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Municipal Affairs Recommendation 1 – Code of Conduct & Values Policy

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 1:

That Council review their Council Code of Conduct and Values Policy to incorporate measures to help ensure compliance with the policy.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The original Council Code of Conduct and Values Policy was approved on February 16, 2011. The amended version attached to this Request for Decision includes a section to address the procedures and actions to follow should any part of the policy be breached by a member or members of Council. This section has been added to the end of the policy and is entitled "Procedures for Handling Complaints".

COSTS/SOURCE OF FUNDING (if applicable)

Not applicable.

RECOMMENDED ACTION:

That Village Council approve the revised Council Code of Conduct and Values Policy including the measures to assist with compliance of the policy.

Initials show support – Reviewed By:

CAO: *Lynn Horbasenko*



Date Approved February 20, 2013 February 16, 2011 (original)	Motion:
Title: Council Code of Conduct and Values	Policy No. 21

Purpose:

The purpose of this Code of Conduct and Values is to outline certain basic rules for elected municipal government officials in Bawlf so that they may carry out their entrusted duties with impartiality and dignity, recognizing that the function of Council members is, at all times, service to their community and the public.

To further these objectives, certain principles should govern the conduct of Council members of the Village of Bawlf in order that they shall maintain the highest standards in public office and faithfully discharge the duties of office.

Background:

The proper operation of democratic local government requires that elected officials be independent, impartial and duly responsible to the residents. The residents of the Village of Bawlf have a right to expect that its local Municipal Government will conduct its business with integrity and in a professional manner. Therefore, it is imperative that there not be, nor appear to be, any conflict between the private interests of elected officials and appointed board members and their duty to the public. Furthermore, local government decision and policies are to be made through the proper channels of government structure.

Policy:

Council Members of the Village of Bawlf shall abide by the following rules and principles, known as the Code of Conduct:

1. GOVERN their conduct in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta (Municipal Government Act);
2. COMMIT to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as Council members;
3. AVOID the use of foul language during any and all business when acting as Council members;
4. REPRESENT, as a primary obligation superseding all other interests, the best interests of the community;
5. SERVE in a liaison role when appointed as members of committees or boards;
6. AVOID conflict of interest, by refraining from any conduct of private business or personal services between any Council members and the corporation, except as provided by the Municipal Government Act;
7. NOT USE their positions to obtain employment with the corporation for themselves, family members or close associates;

8. NOT USE confidential information for the personal profit of themselves or any other person;
9. DISCLOSE their affiliations or interest with an organization that may affect their decision making on matters before Council regarding that organization;
10. NOT ATTEMPT TO EXERCISE individual authority over the corporation;
11. RECOGNIZE, when interacting with the Chief Administrative Officer or with staff, the lack of authority vested in a Councillor except when explicitly Council authorized;
12. RECOGNIZE, when interacting with the public, press or other entities, the same limitation and the inability of any Council member to speak for the Council except to repeat explicitly stated Council decisions;
13. AVOID publicly degrading staff, Council members and past Councils;
14. DIRECT any comments on staff performance to the Chief Administrative Officer;
15. AVOID public comment on staff performance;
16. DIRECT any questions regarding staff duties, hours of work, coffee breaks, etc. to the Chief Administrative Officer, not the staff members themselves;
17. RESPECT the confidentiality of issues that are determined by policy of Council to be confidential and not communicate confidential information to anyone not entitled to receive same;
18. PRESERVE the integrity and impartiality of Council; *applicable*
19. For a period of twelve (12) months after leaving office, abide by the standards of conduct listed above, except those related to confidential information, which shall apply in perpetuity;
20. Members of Council shall not assume that any unethical activities not covered by or specifically prohibited by this Code of Conduct and Values, or any legislation, are therefore condoned.

Council members of the Village of Bawlf shall abide by the following Values:

1. respect for individuals and each other
2. honesty and integrity
3. openness
4. willingness to listen
5. willingness to participate
6. commitment to the task at hand
7. receptive to new ideas
8. dedication to preparation
9. mutual support through positive feedback
10. speak with one voice

Procedures for Handling Complaints:

The Village of Bawlf takes breaches of the Code of Conduct and Values seriously and expects any member of Council who perceives a breach to take action immediately.

In the event that a member of Council believes that one (or more) of the clauses written above has been breached by another member of Council, the following steps shall be taken:

1. Any member who perceives that a violation has occurred shall advise the offending member. This advice should be in writing and copied to the Mayor. If the complaint is about the actions of the Mayor, then the complaint should be lodged with the Deputy Mayor.
2. The Mayor (or Deputy Mayor) shall call a special Council Meeting for the purpose of considering the complaint in camera.

3. If a majority vote of the members of Council, who are present, at the Council Meeting where the complaint is considered, determines that the complaint is a valid complaint against the member then any or all of the following sanctions may be imposed by the Council at a public Council Meeting:
- a. Verbal reprimand provided by the Mayor or Deputy Mayor.
 - b. Written censure.
 - c. Initiate legal action to remove the Councillor from Council as per Section 175 of the Municipal Government Act if the breach relates to a conflict of interest pursuant to Sections 169-173 of the Municipal Government Act and if the Councillor refuses to resign immediately.
 - d. Termination of the Councillor's appointment to committees.
 - e. Council may request that an inquiry be conducted under Section 572 of the Municipal Government Act into the conduct of a Councillor.

It is essential that strict confidentiality be maintained in the handling of any potential violations of the Code of Conduct and Values for the Village of Bawlf.

By our signatures below, we vow to subscribe to the above Council Code of Conduct and Values as adopted at the _____, 20__ Village of Bawlf Regular Council Meeting.

Mayor

Deputy Mayor

Councillor

Councillor

Councillor

Dated this ____ day of _____, 20__.

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 20, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Municipal Affairs Directive 9 & Recommendation 28 – Municipal Operations Performed by Employees or Contractors

BACKGROUND/PROPOSAL:

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

DIRECTIVE 9:

I direct administration to ensure all municipal operational tasks are performed solely by municipal employees or contractors.

RECOMMENDATION 28:

That village volunteers are not utilized to provide normal operational tasks.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

On Page 44 of the Municipal Inspection Report reference is made regarding the inappropriate use of volunteers to provide essential public services such as snow ploughing or water and sewer operations. If Council and residents believe certain services are essential, then Council must ensure that the costs of providing those services are included in the annual budget.

The Village Manager has reminded staff of this Directive.

COSTS/SOURCE OF FUNDING (if applicable)

Costs for essential services are included in the 2013 Operating Budget.

RECOMMENDED ACTION:

That the Village Council pass a motion stating that, in response to Directive 8 of the Municipal Inspection Report, Council direct administration to ensure all municipal operational tasks are performed solely by municipal employees or contractors.

Initials show support – Reviewed By:

CAO: Lynn Horbasenko

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 20, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Municipal Affairs Recommendation 29 – Policy to Encourage Volunteer Activities

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 29:

That Council develops a policy to encourage appropriate volunteer activities.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Pages 44 & 45 of the Municipal Inspection Report discuss volunteers.

Before beginning to write this policy, the Administration requires specific direction from Council. What type of a policy is Council interested in? What would some of the key components be? Should the policy include inappropriate volunteer activities?

Answers to these questions along with further detail from Council will provide the direction Administration requires to write an appropriate policy.

COSTS/SOURCE OF FUNDING (if applicable)

Not applicable at this time.

RECOMMENDED ACTION:

That the Village Council pass a motion directing Administration to develop a policy to encourage appropriate volunteer activities within the Village of Bawlf.

Initials show support – Reviewed By:

CAO: Lynn Horbasenko

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 20, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	GO EAST of Edmonton Travel Guide

BACKGROUND/PROPOSAL:

The Village of Bawlf has been presented with the opportunity to participate in a new tourism and travel guide that will serve the region east of Edmonton. The guide will be available by hard copy as well as on-line in various forms.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Village Manager met with the Marketing Manager for the GO EAST of Edmonton Travel Guide to discuss promotional opportunities for the Village. Here are the key benefits of the Village participating:

- 70,000 hard copies of the guide will be distributed to 1000 locations throughout the region.
- The guide will be published on-line and accessible by smart phone and tablets.
- Advertizing through Facebook and Twitter would be included.
- Membership fee would be \$250 + GST and would be used as matching dollars to access additional Travel Alberta funding.
- An article on Bawlf would be included along with photos for no additional charge.
- Bawlf's features would be included in the attractions listings for campgrounds, events, etc.
- Timelines are tight for the 2013 guide to purchase additional ads but in future years, individual businesses and/or the Village could place their own ads in the guide.
- The attached pages provide additional information for Council's review. Holden's page is also attached.

COSTS/SOURCE OF FUNDING (if applicable):

\$250.00 + GST could be allocated by an adjustment to the 2013 Interim Budget (Exp. Code 2-12-225).

RECOMMENDED ACTION:

That the Village of Bawlf Council approve a budget adjustment of \$300.00 to the expense area of the 2013 Interim Budget for membership in the GO EAST of Edmonton Regional Tourism Organization and direct administration to submit the required Municipal Commitment Agreement and the Website Profile and Listings Form in order to be included in the 2013 GO EAST of Edmonton Travel Guide.

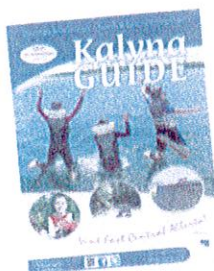
Initials show support – Reviewed By:

CAO: *Lynn Horbasenko*

16th Annual Travel Guide

GO EAST of Edmonton!

New name, more features, greater benefits!



The **ALL IN ONE** comprehensive Guide
for **everything to see and do**
East of Edmonton including Kalyna Country and
East Central Alberta!

Outstanding Content

- **Same great content plus:**
 - New Feature articles & community editorials
 - What's New in the Region
 - More detailed event and attraction information
 - The complete guide to local food, culture and outdoor activities with directory and map listings
- Professionally written editorial and full color photos guarantees the most compelling and engaging content to attract readers!

More Media Promotion

Print, Digital and Broadcast Media:

- The guide & website are **promoted year round** in Edmonton daily newspapers, TV & radio, local newspapers, Travel Alberta, Edmonton Tourism, **GoEastofEdmonton.com** website, tradeshow, plus other major advertising campaigns.
- **Rebranding**
Consumers will know all about the new brand because our promotions will include announcements of combining the Kalyna Guide as part of the GO EAST GUIDE.
- **Social Media** Stay updated weekly with tourism news in partnership with **GO EAST RTO**. We welcome all advertisers to post events/news at

Print Guide

70,000 copies, 250,000 readers

Proven effective the #1 source of info for travellers planning trips in our area!

Distribution - Over 1000 locations!

- **Targeting residents and visitors extensively in the Edmonton Capital Region** including magazine racks, RV dealers, AMA centres & more.
- **One of a kind exclusive distribution** at major retailers such as Safeway, Sobeys, Wal-Mart and many more!
- **Consumer Tradeshow & Major Events**
- Distributed to all advertisers and to tourism & recreation related businesses, attractions, accommodations, campgrounds, events and grocery stores in East Central Alberta.
- Travel Alberta Information Centres plus other major Alberta Visitor Centres

Digital Guide www.GoEastGuide.com

- **Estimating 75,000 pageviews in 2013**
- **Published on the world's most popular destination websites** where readers are engaging with the best digital magazines.
- Amazing searchability, live links and many more interactive features.
- Works great on smart phones and tablets including iphone, ipad, Android, Blackberry and Samsung.



Published by The Marketer + Tourism Solutions

Item: 5.j)

GO EAST of Edmonton!

REGIONAL TOURISM ORGANIZATION

Tourism Marketing BENEFITS

Promote

Develop

Support

East Central Alberta

You are invited to become a Partner with us...

2013 Opportunities to budget for...

Products & Programs

1. Digital & Social Media Promotion

Partner with us and reach over 100,000 more through this targeted program utilizing Facebook, Twitter, YouTube, Google+ and much more! Guaranteed posts to promote your business and community! Plus be a part of digital media advertising promotions. You are considered a member of GO EAST if you participate in this program.

2. Go EAST Website - GoEastofEdmonton.com & ExploreEastCentralAlberta.com

The only regional tourism website that will provide comprehensive updated travel information. Special user-friendly features, directory listings, photos, google maps & more. Complete advertising to promote your business & community!

3. GO EAST GUIDE - Print and online Guide

The official Travel Guide to East Central Alberta with 70,000 copies printed, 250,000 readers and 75,000 pageviews expected for 2013. Targeted distribution with high potential return on investment.

4. Tradeshow & Display Promotions

Your community is promoted at 10+ tradeshows and 20+ other events that we attend year round in Edmonton, Sherwood Park, Camrose, Calgary, Red Deer, Lloydminster, Fort McMurray and throughout East Central Alberta.

5. Major Print Media Campaign

Your community is promoted through: •Edmonton newspapers (Journal, Sun, Examiner) •Alberta Vacation Guide(s) •Edmonton Visitor's Guide(s) & many more media outlets.

6. Major Radio & TV Campaigns & Contests

All summer long GO EAST of Edmonton advertises all types of summer getaways, contests and major events on CFCW - Edmonton, plus numerous other local stations. GO EAST will also be promoted through Global TV and other stations.

7. Sustainable Tourism Product Development

In partnership with participating communities, GO EAST will continue to work on tourism development in the region under 4 themes: Events, Culinary/Ag-Tourism, Heritage & Culture, Outdoor Activities/Adventures

More Benefits

8. Discount Advertising Rates

Wherever possible GO EAST will provide discounted rates for advertising and other programs in partnership with Travel Alberta, Edmonton Tourism or other sponsors.

9. Travel Alberta Promotions & Funding

You may also qualify for grants or Travel Alberta funding for new or enhanced promotions. Call us for details.

10. Call Centre and Mailouts

GO EAST promotes you through our 1-888 line and inquiries daily. Your brochure can be supplied to us to be included in mailouts of vacation packages.

11. Prize Giveaways, Photo Contests & More

Get more exposure by supplying prizes or sponsoring various contests throughout the year. These promotions drive huge amounts of traffic!

12. Bus Tours/Driving Tours

GO EAST will promote your business or community for upcoming bus tours, Fam tours or other driving tours across the region.

13. Meetings, Events, Newsletters

Attend meetings & workshops to network with regional tourism leaders and make decisions on the promotion of rural tourism in the region. Plus receive newsletters about important rural tourism opportunities & other issues.

14. Experienced Marketing & Development Consultants who deliver results!

Constantly working to promote your community and businesses. Developing strong partnerships for sustainability!

For more information contact:

Kevin D. Kisilevich,
Tourism Marketing & Development Manager

Ph: 780-632-6191 or 1-888-632-8755

E: kevin.goeast@gmail.com

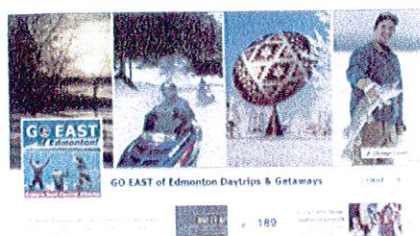
RR#2, Tofield, AB T0B 4J0

GO EAST of Edmonton!

REGIONAL TOURISM ORGANIZATION

Destination Marketing & Destination Development

Facebook



Twitter



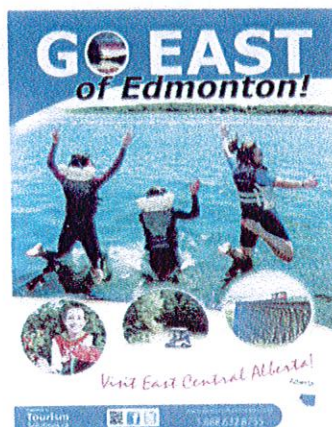
YouTube Channel



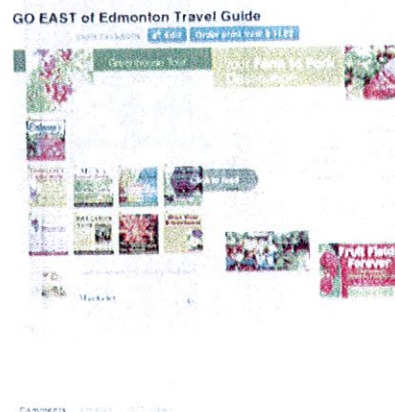
Website



Print Travel Guide



Digital Travel Guide



Plus: Tradeshows, Print & Broadcast Media & more

Promote

Develop

Support

GO EAST

Growing Opportunities East Alberta Sustainable Tourism

Item: 5.j)



Lutheran Church, Holden

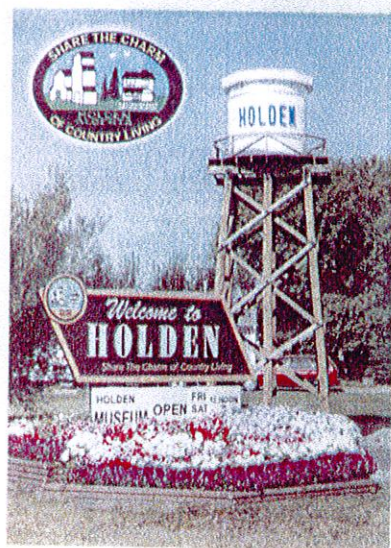
Visit Holden for all things artistic and "Share the Charm of Country Living"! Holden was the Provincial Communities in Bloom winner in the 1-500 category.

HISTORY

Imagine Holden as it existed 100 years ago by viewing a handcrafted miniature model at the **Holden Historical Society Museum**. It is very detailed and took over 2000 hours to complete. Visit the museum in the 1911 Fire Hall to see an old-style pioneer kitchen, general store, early jail cell, Masonic Lodge, farm & industrial tools, and old-time barber shop exhibits (see page 19 for more details).

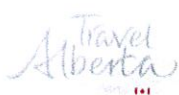
ATTRACTIONS

You can enjoy the performances of the **Beaver Regional Arts Society** through season's tickets or individual shows. Complete your Sunday with a delicious country dinner available after the performance. Watch for live drama performed annually by the newly



Village of Holden 4810 - 50 St.
Box 357 TOB 2C0
For more information contact:

780.688.3928
www.village.holden.ab.ca



Member of



HOLDEN

Population: 381

Contact: Village of Holden 780-688-3928

Website: www.village.holden.ab.ca

How to get there: 1 hour east of Edmonton on Hwy 14

re-grouped **Beaverhill Players**. Beaverhill Players Presents Funny Money by Ray Cooney in the month of April. Don't miss out on this fantastic show!

Holden Farmers' Day is a great event for families. Kids will love to participate in the soapbox derby!

The Studio 14 Art Association has established "The Gallery in the Lutheran Church." In the summer it is open daily from noon to 4 pm; 4916-49 Ave, 780-688-2052. The Gallery is also part of the **Bounty in Beaver County** event.



OUTDOORS

The Village campground is quiet and well-kept with ball diamonds and a playground. The spray park is great family fun on a hot day! Gazebo Park is a natural day-use area great for bird-watching or picnics.



Welcome to the Village of Holden

Share the Charm of Country Living

Visit, Stay, Enjoy...

- Holden Museum (780-688-3593)
- Holden Library (780-688-3838)
- Beaver Regional Arts Centre (780-688-2126 or 780-688-3812)
- The Gallery (780-688-2052)
- Holy Ghost Ukrainian Catholic Church (780-688-3844 to arrange tours)
- Spray Park
- Campsite (Rates: \$15 w/power; \$6 w/o power)
- Restaurants: Chinese and Western

Don't miss these events...

June 3 - Hiilway 14 Country Giving Society's Annual "Our BIG little Walk"

November 17 - Holden's Annual Christmas Market

Holden Agricultural Society

Ice Arena & Multi-Recreational Facility
Home of the Famous Homemade Burgers

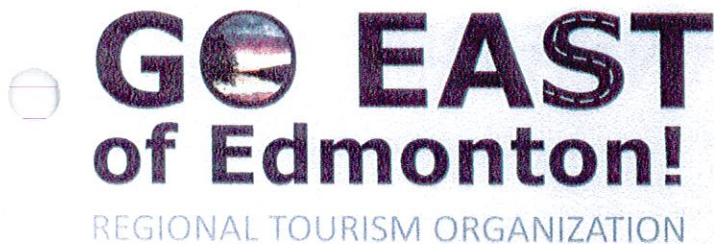
Holden Farmer's Day

Friday & Saturday
June 8 & 9, 2012

Children's Community Theatre Show and BBQ, Pancake Breakfast, Parade, Soapbox Derby, Market, Art Show, Children's Activities, Beer Gardens, Concession, Roast Beef Supper, Dance, Fireworks, Art Show, Show n Shine, RC Cars & food available

For more information contact:

780.688.3910
holdenagsociety@live.ca



Tourism Partnership WEBSITE & Social Media Promotions

Promote

Reach over 100,000 more people through these Promotions:

GO EAST will promote the Region: on the Top Travel Websites, Social Media and through other targeted media advertising

GO EAST will promote you on the Web: www.GoEastofEdmonton.com & www.ExploreEastCentralAlberta.com and more!

GO EAST will promote you on Social Media: www.facebook.com/GoEastofEdmonton www.twitter.com/goeastofyeg
www.youtube.com/user/GOEASTofEdmonton

Plus you receive Complete Tourism Marketing Benefits to promote, develop and support your business and community!

Municipal Commitment Agreement (2013)

Check off which population applies to your community. All municipalities receive the benefits listed below.

- Full colour Community profile appears in Travel Guide, Online Guide & Website with professionally written editorial with photos plus directory listings for public recreation facilities/attractions (campgrounds, golf clubs, events, farmers' markets, museums, visitor centre, etc.)
- Ongoing Social Media posts for major events and activities based on content supplied for the profile and listings   
- Reciprocal links, likes and sharing
- Custom photo gallery
- Recognition as partner in regional marketing

- ☐ Pop. up to 249 \$150
- ☐ Pop. 250 - 499 \$250
- ☐ Pop. 500 - 2499 \$350
- ☐ Pop. 2500 - 4999 \$450
- ☐ Pop. 5000+ \$550

(GST not applicable)

☐ Yes, I/We _____ wish to be a partner of the GO EAST RTO Website & Social Media Package
City/Town/Village/County

☐ Yes, We will submit the appropriate content for the above packages (photos, events, activities for posts etc).

Address: _____ PC: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Facebook: _____ Twitter: _____

Approved by _____ Date _____

Signature _____

Comments _____ ☐ 2012 Budget ☐ 2013 Budget

These funds invested here will be placed in proposals to receive matching funds from Travel Alberta and/or sponsors to achieve maximum impact in marketing.

For more information contact:

Kevin D. Kisilevich, Marketing Manager

Ph: 780-632-6191 or 1-888-632-8755 E: kevin.goeast@gmail.com

Fax: 780-632-3504 RR#2, Tofield, AB T0B 4J0

Cheque payable to Go East RTO

Item: 5.1)



2013 WEBSITE PROFILE & LISTINGS FORM

East Central Alberta – East of Edmonton www.facebook.com/GoEastofEdmonton

This form will be used to create your website directory ad online at www.GoEastofEdmonton.com

This form will also be used to update our contact information in our databases.

Company/Organization Name:		Contact:
Phone:	Fax:	
Mailing Address:	Street (Physical) Address:	
Town:	Postal Code:	
Email:	Website:	
Facebook:	Twitter:	
Other:		

Slogan / Theme / Brand: _____

Logo Submitted: ☐ Yes ☐ No (Please submit logo in jpg format.)

Photo Gallery – Photos submitted for a custom photo gallery about your community.

Contact us first and we will setup a Photo Album on our site and you can then upload the photos at your convenience. ☐ Yes

Or email them to us at jolenedesign@tourismsolutions.ca and we will upload them for you. ☐ Yes
(Photos must be supplied individually in jpg format.)

Directory Listings – Your community can submit all of the following:

- Farmers' Markets
- Attractions, Museums, Art Galleries, Roadside Attractions, etc
- Campgrounds, Parks, Recreation Facilities, Golf Courses
- Other Outdoor Activities

All directory listings can be submitted by you on our site. Click on *Directory*, then click on *Add a Place*.
Or email us your list and we will post them for you.

Community Events – Submit all of your events.

Events can be submitted by you on our site. Click on *Events*, then click on *Submit an Event*.
Or email us your list and we will post them for you.

Community Profile – editorial 100 - 200 words

Submitted ☐ Yes or please assist us with developing this ☐ Y

Please use the editorial in the GO EAST GUIDE for the web profile. ☐ Y

Main Community Photo for Profile Submitted ☐ Yes ☐ No

GO EAST RTO (Regional Tourism Organization)

RR#2, Tofield, AB T0B 4J0

Ph: 780-632-6191 or 1-888-632-8755 Fax: 780-632-3504 Email: Kevin.goeast@gmail.com

www.GoEastofEdmonton.com www.ExploreEastCentralAlberta.com

Mayors Report Feb 2013

- . Feb 12 Roles and responsibilities meeting.
- . Feb 13 AUMA Meeting Matrix Hotel Edmonton.
- . Feb 18 Family Day Bawlf Hall.
- . Feb 20 Regular Council Meeting.

Gordie

Report from the Administration

For the period January 12 – February 15, 2013

Administration:

- The Village Voice was distributed on January 31.
- Our new web site has been launched with a fresh new look. The transition was relatively smooth. The Communications Coordinator continues to upload the information on the site.
- Two GIC's were renewed early in February.
- The 2012 financial books have been closed as of February 15th. The Office Administrator is reviewing all entries and making journal entries as appropriate.
- Eleven residents have received letters reminding them of their outstanding taxes. Approximately \$8000 has been received since mailing out the letters.
- The Administration continues to work on the requirements outlined in the Municipal Inspection Report. The Communications Coordinator and the Village Manager are devoting one day per week to work on these items.
- The Communications Coordinator organized the Winter Walk Day in Bawlf (on February 6th). Approximately 13 people participated by walking or skating at 7:00 p.m. and the school students participated during the day.
- A meeting of all past Historical Society members and any others interested in the former United Church are welcomed to attend a meeting on Tuesday, February 19 to discuss ownership of the building.
- The agreement with FortisAlberta for the franchise fee required a slight amendment on the percentage. This will not affect the start date or the percentage the Council chose to implement – it was a bookkeeping error on the part of Fortis.
- All staff are working on compiling procedural manuals for their specific areas of work.
- Received one letter of interest for either one of the Disaster Services volunteer positions. We will advertize again in the March Newsletter.
- The Village Manager participated in the following external meetings:
 - January 16 – Regional Tourism East (Bawlf)
 - January 17 – Small Communities Committee (Edmonton)
 - February 4 – Meeting with Engineer RE: SMRWSC & Bawlf's services (Bawlf)
 - February 7 – Webinar on Asset Management (Bawlf)
 - February 8 – CAO Meeting (Hay Lakes)
 - February 13 – Mayors' Caucus Meeting - with CAO Session (Edmonton)

Development:

- The total number of development permits approved to date in 2013: zero.
- Total compliance certificates issued in 2013: zero.

- Three Alberta Land Surveyors have been contacted to provide a quotation to survey the land that the curling rink and old hall are situated on.
- The Village zoning map has been prepared for us by Camrose County. A copy has been inserted into your Council Agenda binders.
- Dealt with one inquiry regarding the construction of a garage with a loft (not permitted in our Land Use Bylaw).

Public Works:

- Village Manager and Public Works Director met with two representatives from Focus Corporation regarding the lift station upgrade project. It is anticipated that the work will be going out to tender during the week of February 18th. The electrical panel will take approximately 6-7 weeks to arrive after being ordered.
- The Daysland Drainage District has not submitted a 2013 Budget or 2013 work plan as requested by letter from the Village.
- The lift station alarm continues to call out for issues related to the floats and/or the pumps. The Public Works Director was called out 4 nights in the first two weeks of February.
- The lagoon road is being plowed on the regular basis.
- The ½ ton truck has had maintenance completed on the coil.
- The Public Works Director changed the filter and fluids on the bobcat in early February.
- The Village is in need of a casual worker for snow removal.

Parks and Facilities:

- Have been receiving a few hall bookings for family Christmas events.
- ElectroTel replaced the contact on the back door of the Village Complex. The alarm issues seem to have been rectified as a result.

By-Law Services:

- Alberta Animal Services began the reduced patrol schedule in January 2013. The Bylaw Officer will visit Bawlf twice per month for January-March, 2013.
- One dog complaint was made at the Village Office.

Fire Department:

- Based on discussions with the Deputy Fire Chief, an article to recruit new fire department members was included in the February Village Voice. The Deputy reported that the department currently has 7 active members with 3-4 of those being very active.
- The Deputy Fire Chief stated that the members liked receiving their honorariums at year-end. He said they felt it was a nice bonus at Christmas time. If there were more calls, quarterly payouts would likely be appreciated.
- The ad for the Regional Fire Services Coordinator has been posted and circulated with a deadline of February 22, 2013.

COUNCIL MOTIONS - ACTION LIST

Action #	Date	Motion #	Motion	Staff Member Responsible	Status
1	16-Jan	6/13	Mayor Blatz that Council 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.	Lynn	Draft Agreement emailed to Stewart Weir to forward to Alberta Transportation (Jan. 24/13)
2	16-Jan	7/13	Deputy Mayor Yuha that in response to Directive 3 of the Municipal Inspection Report, that Council pass first reading of Bylaw #585/13, the Procedural Bylaw.	Leanna, Lynn	Given 1st Reading at Jan Mtg. Edits completed. 2nd & 3rd readings proposed for Feb Council Mtg.
3	16-Jan	10/13	Councillor Reinke that Council select February 12, 2013 as the date for the Municipal Affairs Roles & Responsibilities session for all Council and staff members.	All Staff Members	All members of Council and Staff in attendance. Workshop completed Feb. 12/13
4	16-Jan	11/13	Deputy Mayor Yuha that the Village of Bawlf 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	Myrna/Lynn to set it up with auditor	Copy of motion put in 2012 audit file for Brian King January 23, 2013.
5	16-Jan	13/13	Deputy Mayor Yuha that Council direct Administration to send a letter to the ratepayer that initiated the FOIP complaint in January 2012, outlining the summary and decision as outlined in the Request for Decision presented to Council on January 16, 2013.	Lynn	Completed Jan. 24/13
6	16-Jan	14/13	Deputy Mayor Yuha that Council 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 a letter be sent to the Bawlf Curling Club informing them that the former Bawlf Curling Club members be granted access to the facility until June 30, 2013 to dispose of the curling rink equipment and assets.	Lynn	Completed Jan. 24/13

Item b.c)

COUNCIL MOTIONS - ACTION LIST

Action #	Date	Motion #	Motion	Staff Member Responsible	Status
7	16-Jan	18/13	Mayor Blatz that Village Council agrees that the Curling Rink and old Community Hall be insured at the declared values of \$87,093.00, and \$55,337.00, respectively, and further that a Declared Value endorsement form be submitted to the Alberta Municipal Services Corporation for each facility.	Myrna	Forms and a copy of the minutes were mailed Jan. 24/13
8	16-Jan	19/13	Mayor Blatz that council direct Administration to ascertain the ownership of the United Church in Bawlf.	Leanna, Myrna	Title is held by Historical Society. Myrna to arrange meeting with members to discuss resurrection <u>or</u> dissolution and dispersal of assets. Mtg date - Feb 19/13. Provincial Archives checking into any provisions United Church of Canada may have had for the return of the property in the event the Historical Society was to dissolve.
9	16-Jan	20/13	Councillor Tessari that the Village of Bawlf enter into the 2013 Municipal Planning Services agreement with Camrose County for the provision of planning services at an annual cost of \$1034.	Lynn, Myrna	Completed - Agreement signed and sent to County Jan. 17/13



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister

AR55397

January 28, 2013

His Worship Gordon Blatz
Mayor, Village of Bawlf
PO Box 40
Bawlf, AB T0B 0J0

Dear Mayor Blatz:

Further to the request from the board of directors for Sanden Court 1 and 2, senior citizens apartment buildings located in Bawlf, and with the approval of the Village of Bawlf Council, please find attached Ministerial Order No. H:008/13 transferring the operations of Sanden Court 1 and 2 to the Bethany Nursing Home of Camrose, Alberta. Once we have received the close out audit, the establishing Ministerial Order for the Village of Bawlf will be rescinded.

I wish to take this opportunity to thank you for your past commitment and dedication to the senior citizens in your area.

Sincerely,

Doug Griffiths
Minister

Attachment

copy: Denis Beesley
Chief Administrative Officer, Bethany Nursing Home of Camrose, Alberta



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister

MINISTERIAL ORDER NO. H:008/13

I, Doug Griffiths, Minister of Municipal Affairs, pursuant to section 13 of the *Alberta Housing Act*, make the following order:

1. The assets, property, liabilities, obligations and all other concerns of Village of Bawlf, as established under section 5 of the Act, are transferred to and assumed by the Bethany Nursing Home of Camrose, Alberta and any references in an enactment, order, agreement or document shall be construed accordingly.
2. Ministerial Order No. H:064/95 establishing the **Village of Bawlf** as a management body is hereby rescinded upon receipt of the final audit by the Ministry of Municipal Affairs.
3. This Ministerial Order comes into effect on the date it is signed by the Minister.

Dated at Edmonton, Alberta, this 28th day of January, 2013.

Doug Griffiths
Minister of Municipal Affairs

**MINUTES OF THE CAMROSE AND DISTRICT SUPPORT SERVICES REGULAR
BOARD MEETING HELD ON NOVEMBER 19, 2012 AT 9:00 A.M. AT CDSS**

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

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

John Howard in the Chair

Call to Order John Howard called the meeting to order at 9:00 a.m.

Agenda Vern Peterson: That the agenda be approved as circulated. Carried.
47/2012

In Camera Dirk Bannister: That the CDSS Board move to go in-camera for the purpose of the Executive
48/2012 Director's Performance review. Carried.

49/2012 Max Lindstrand: That the CDSS Board resume back to the regular board meeting. Carried.

50/2012 Max Lindstrand: That the minutes of the October 22, 2012 meeting be approved as circulated.
Minutes Carried.

Business Arising from the Minutes

CDSS Lease Margaret Holliston has been in discussion with Paul Nielsen regarding the CDSS Lease. Paul
Nielsen anticipates the lease signing to take place in December.

OSCAR Bursary Guidelines Margaret Holliston presented the CDSS Bursary OSCAR Level Two Certification Application for
the CDSS Board review. The CDSS Board recommended some changes.

51/2012 Doug Lyseng: That the CDSS Board adopt the Bursary OSCAR Level Two Certification Guidelines
and Procedures as amended. Carried.

Vacation Policy Margaret Holliston, Dirk Bannister, and Val Faucher have begun the process of reviewing the CDSS
vacation policy. A report regarding the review of the vacation policy will be presented at the January
2013 meeting.

52/2012 Max Lindstrand: That the vacation policy review be tabled to the January 2013 meeting. Carried.

Organizational Meeting

Margaret Holliston assumed the position of Chair for the election of the CDSS Chair.

Nominations for Chair Margaret Holliston called for nominations for the position of CDSS Chair.

- 53 2012** Max Lindstrand: Nominated John Howard for the position of Chair. Carried.
John Howard accepted the nomination.
- 54/2012** Dirk Bannister: Moved nominations cease. Carried.
Margaret Holliston declared John Howard Chair by acclamation.
John Howard assumed position of the Chair.
- 55/2012** John Howard called for nominations for the position of Vice Chair.
Max Lindstrand nominated Doug Lyseng as Vice Chair.
- 56 2012** Doug accepted the nomination of Vice Chair.
- 57/2012** Dirk Bannister: Moved nominations cease. Carried.
John Howard declared Doug Lyseng as Vice Chair by acclamation.
- Appointment of Secretary**
58/2012 Max Lindstrand: That Margaret Falk be appointed recording Secretary to the CDSS Board. Carried.
- Audit**
59/2012 Dirk Bannister: That CDSS will follow the Camrose County auditor appointment of Grant Thorton, as per the municipal agreement. Carried.
- Financial Statement**
Val Faucher presented the financial statement to the period ending October 31, 2012.
- 60/2012** Max Lindstrand: That the financial statement to the period ending October 31, 2012 be received as presented. Carried.
- Global Budget** Margaret Holliston presented the CDSS 2012 Global Budget dated November 19, 2012.
- 61/2012** Dirk Bannister: Moved to table the Global Budget surplus discussion to the December 17, 2012 meeting. Carried.
- FCSS Board Highlights** The FCSS Board Highlights were presented for information.
- Board Member Reports** Vern Peterson reported that he is interested in the Alberta Transportation Services for Seniors – Rural Alberta Pilot Project. Dirk Bannister reported that the 2013 CDSS Global Budget has been presented to the participating municipalities, with the exception of Hay Lakes. Dirk Bannister and Margaret Holliston will present the Global Budget to Hay Lakes on November 20, 2012.
- Director's Report** Margaret Holliston reviewed the Director's Report as circulated in the CDSS Board package
- 62/2012** Vern Peterson: That the CDSS Board authorize CDSS Administration to distribute CDSS Global Surplus Funds to the Boys and Girls Club, the Rural Van, a CDSS computer network server, and deferred funding. Carried.
- Next Meeting** The December 17, 2012 CDSS Board meeting will be called by the chair.

John Howard declared the meeting be adjourned at 11:02 a.m.


CDSS Administrative Assistant


CDSS Board Chair

2013

Minister's Seniors Service Awards

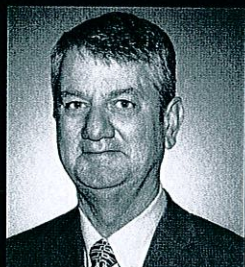
**Help recognize
individuals and
organizations who
volunteer to assist
Alberta's seniors**





MESSAGE FROM THE MINISTERS

We invite you to submit a nomination for the 2013 Minister's Seniors Service Awards.



Every day, Albertans are volunteering their time to make a difference in the lives of their fellow citizens. In many cases,

seniors are the recipients of these volunteers' generous support, and rightly so.

Alberta seniors contribute to our families and communities in so many ways, and their ability to make these contributions and enjoy a high quality of life often depends on the support of volunteers.

The Minister's Seniors Service Awards are a way to recognize the efforts of these volunteers and let them know how much we appreciate everything they do to improve the lives of seniors in our province.

If you know an individual or group who makes a positive difference to seniors in your community, please nominate them for a 2013 Minister's Seniors Service Award.

Award recipients will receive an invitation to a special recognition ceremony in June, as part of the celebrations for Seniors' Week 2013.

We appreciate your help in acknowledging these selfless volunteers and the valuable services they provide to our seniors.

Fred Horne
*Minister
Alberta Health*

George VanderBurg
*Associate Minister
of Seniors*

CRITERIA

To be eligible for this award, the nominee must:

- be an Alberta resident of any age or an Alberta organization
- provide volunteer services directly to seniors in Alberta

BUILDING A SUCCESSFUL NOMINATION

Service for Seniors

Submissions should highlight volunteer service directed towards helping seniors.

Letters of Support — Testimonials

One of the best ways to demonstrate the impact of the nominee's work is to provide testimonials. Ask those who benefit from or are aware of the nominee's work to provide letters of support.

Summary of Volunteer Activities

Be specific about the activities that the nominee has been involved in and the length of each activity (e.g. two months, 10 years). The best way to do this is by providing a separate summary of the nominee's achievements.

Photographs

Nominations may include photographs and other supporting materials. Please note that these will become the property of Alberta Health and will not be returned.

2013 MINISTER'S SENIORS SERVICE AWARDS NOMINATION FORM

Part A — Nominee (Please select one – Individual or Organization)

☐ Individual _____
Home Address _____
City _____ Alberta Postal Code _____
Phone _____ Email _____

☐ Organization _____
Representative _____ Title _____
Organization Address _____
City _____ Alberta Postal Code _____
Phone _____ Email _____

Note: The nominee or official organization representative must sign Part C to be considered.

Part B — Nominator

Nominator _____
Address _____
City _____ Alberta Postal Code _____
Phone _____ Email _____

Part C — Signature of Nominee

The personal information collected on this form is collected under s. 33(c) of the FOIP Act and will only be used and disclosed to determine the Nominee's suitability and eligibility to receive the Minister's Seniors Service Award and for other reasonably related administrative purposes in accordance with the FOIP Act. If you are selected for an award, you hereby freely consent to the disclosure, in any fashion the Ministry deems appropriate, of your name, phone number, and any information provided as part of this nomination package, to any interested parties such as the media for interviews, stories and follow up. You also hereby consent to having your picture and other electronic likenesses or images taken of you at the awards ceremony and having those likenesses and images distributed publicly or disseminated in any fashion. If you have any questions about the collection, use or disclosure of your personal information you are encouraged to contact the following person prior to signing this consent form. For questions please contact: Kari-Ann Kuperis, 780-427-5289, Alberta Health, Communications, 22 Floor Telus Plaza NT, 10025 Jasper Avenue, Edmonton, AB T5J 1S6.

Nominee Signature _____ Date _____

Deadline for Submission: February 28, 2013

EVALUATION AND SELECTION

Volunteer service is evaluated based on:

- impact on seniors and community
- need for the service provided
- quality and diversity
- originality

A Nomination Review Committee, appointed by the Minister of Health, will review all nominations and forward recommendations to the Minister. The Minister of Health will select the award recipients.

The awards will be presented in June. Information about nominees and recipients will be released to the media and posted on www.health.alberta.ca

SUBMISSIONS

Forward complete nomination package to:

By Mail

Minister's Seniors Service Awards
Alberta Health
Box 3100
Edmonton, Alberta T5J 4W3

By Courier Service

Minister's Seniors Service Awards
Alberta Health
6th Floor Standard Life Centre
10405 Jasper Avenue
Edmonton, Alberta T5J 4R7

CHECKLIST

Is your nomination package complete?
Please check the following:

- ☐ Does the nominee provide volunteer service for seniors?
- ☐ The nomination form is completed and legible.
- ☐ The nominee has signed Part C of the nomination form.
- ☐ At least two letters of support are attached (up to five letters).
- ☐ A summary of all the nominee's volunteer service for seniors is included.

QUESTIONS?

Contact the Alberta Supports
Contact Centre at **1-877-644-9992**.

DEADLINE

To be considered, a complete nomination package must be received by **February 28, 2013**.

Promoting our Region, how the times have changed...

The Battle River Valley - 1883

An excerpt from an 1883 pamphlet describing the advantages of the Battle River Watershed as a place for settlement.

"...there is waiting for the plough a section of country many times larger than the united areas of Great Britain and Ireland. Add to this pasture land capable of sustaining tens of thousands of cattle, hundreds of square miles of timber, inexhaustible beds of coal and other minerals, and yet the half is untold. Here we find a country capable of furnishing homes for millions, where at no distant day we are destined to see fields of golden grain awaiting the reaper, where but a few years ago roamed countless herds of buffalo - now unfortunately, doomed to a speedy extinction through the reckless improvidence of those for whom they were intended to be a support and sustenance - and ere another twelvemonth has been added to our lives, the wild shriek of the locomotive's whistle will resound over the boundless prairies, echoing back from the innermost recesses of the Rocky Mountains. There is nothing which the heart of man can desire that is not to be found in the Territories and in such a liberal manner has Nature provided for the requirements of the future inhabitants of this great country that its resources must be seen to be realized. Each section is adapted for some kind of industry where men of energy and industry can carve out fortunes for themselves in less time than could be thought of in the pent up centres of the East."

130 years later... Battle River Alliance for Economic Development

An excerpt from www.braedalberta.ca

"The region's people are hard-working and resourceful, with strong ties to the land and a deep commitment to their families and neighbours. The region lies within the central part of Alberta, the province's fertile and productive "breadbasket". BRAED's resource-based economic drivers include agriculture, oil and gas, construction, mining and retail services.

The varied topography in the BRAED region includes flat plains and rolling hills, winding rivers and sparkling lakes, jagged hoodoo formations, and warm, open skies. Tourist attractions and venues are easily reached by the extensive network of well-maintained highways.

Campgrounds, hotels, motels, bed and breakfasts, gas stations, golf courses, and other sporting facilities are plentiful in the region. Many communities have ice arenas, curling rinks, parks, baseball diamonds, soccer pitches, swimming pools and other features, often with attached or nearby complimentary facilities suitable for tournaments and family reunions. ...

In the spring and summer, activities such as hiking, biking, hunting, fishing, birding-watching, boating, swimming, camping and golf can be enjoyed, while in the winter local residents enjoy cross-country skiing, down-hill skiing, snowmobiling, ice fishing and snowshoeing."



Ferry Point Reach- Riparian Restoration Project

We have now launched this new Restoration Project to improve fish habitat and water quality in the Ferry Point Reach of the Battle River. The aim of the project is to improve the health of riparian areas to support fish habitats and create a river that we and our children can enjoy, access, and thrive on.

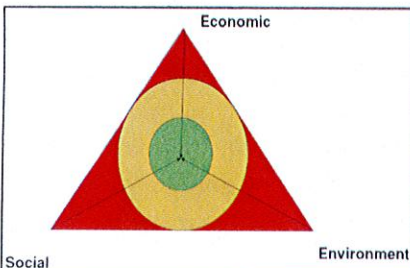
We have defined our primary working area to be the Ferry Point Reach, which stretches from downstream of Dried Meat Lake, past the Ferry Point Crossing, within the County of Camrose. Why Ferry Point? This area is an important historical landmark and has significant economic value for local community members. This stretch of the river (along with others) has also been proven to be suffering with low water quality and a poor fish index.

Next Steps: We will be working in partnership with Cows and Fish to host a series of private and confidential discussions with landowners to determine if and what riparian restoration efforts are appropriate for their land. Come spring/summer we hope to provide some Riparian Health Assessments and on-the-ground restoration work. Funding for this project is coming from the Environment Canada's Environmental Damages Fund and the Penn West Foundation. **More information at battleriverwatershed.ca/riparian.**

What is a Riparian Area?

The riparian area is the land adjacent to the river or other water body where the plants and soils are strongly influenced by water.

A Drought Plan that Hits the Mark



Are you interested in preparing for drought? Do you have a vision for how to manage drought in your area? If so, plan to attend the January 30th BRWA Drought Workshop in Forestburg. Here, we'll put drought measures into practice in the Invitational Drought Tournament (IDT) by Agriculture and Agri-Food Canada. This tool is used by decision-makers to understand how and what drought measures to use at different stages of a drought. Teams work together to develop a drought plan that aims to address the social, economic, and ecological implications of drought and the different drought measures often employed in a balanced way. The plan closest to the bulls-eye, wins.

This tool was recently used in Kelowna, where municipal leaders, industry, NGOs, and agricultural organizations from across British Columbia and parts of Alberta convened to participate in the IDT. Sam Wells, Chair of the Okanagan Basin Water Board and the mayor of Osoyoos, B.C. had this to say about the IDT process: "One of the most important things we can do for our communities is to be aware of the various scenarios we may be facing and to be prepared. To ensure the most positive outcomes, we need to know where the need for water is going to be, and what the consequences and trade-offs of our decisions will be. This is what this workshop is all about - helping communities prepare and be as resilient as possible."

The January meeting will also provide opportunity for decision-makers, regional organizations, and members of the public to respond and have input on the draft drought policy advice and guidelines developed by the BRWA. These documents were drafted using the input received from watershed residents in the August drought workshops, and using research from the policy context report. The purpose of this advice is to guide government decision-makers, industry leaders, organizations, and individuals in developing balanced drought management and adaptation initiatives. Policy advice and guidelines are set to be complete by April 2013.

To read a copy of the drought policy context report, visit our website <http://www.battleriverwatershed.ca>

Water Events

Save the date for these upcoming workshops!

Preparing for Extremes:

Wednesday, January 30

(FREE LUNCH!)

Forestburg Community Centre, 10am - 3:30pm

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

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

Quality Water, Quality Life

Friday, March 1

(FREE LUNCH!)

Forestburg Community Centre, 10am - 3:30pm

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

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

Water Management Plan

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

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

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

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

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

“What are your hopes for a resolution to the issues that face us?”

For watershed residents who attended our 2011 State of the Watershed workshops, a resolution to the issues that face us will come with: cooperation and collaboration, adequate support and resources for watershed management work, appropriate and effective government policies and regulations, voluntary actions by individuals and communities, increased monitoring of key watershed parameters, equal consideration for economic and ecological factors, better protection of water quality, greater water conservation efforts, improved land management practices, and continued watershed education and awareness efforts.

Agriculture

John Pattison - Landowner

Melissa Orr-Langner - Agricultural Water Engineer

Business/Industry

Barb Bosch - Atco Power

Malorie Aube - Country Accents

Environmental Groups

Lorne Ferguson - Friends of Little Beaver Lake

Wayne Ungstad - JJ Collett Centre

First Nations

Leonard Standing on the Road - Montana First Nations

Norine Saddleback - Samson Cree Nation

Individual

Hugh Sanders - Individual, Board Chairperson

Midge Lambert - Individual, Vice Chairperson

Municipal Government

Jeremy Enarson - City of Camrose

Wayne Nixon - County of Stettler, Treasurer

Jordon Christianson— Special Areas (Hanna) Office #2

Provincial/Federal Government/Academia

Greg Nelson - Alberta Environment

Shane Mascarin - Department of National Defense

Coming Events

Beautiful Winter Series— Feb 1-2, Camrose

In partnership with ALL (Association for Life-Wide Living) we will be hosting celebrations of winter!

Feb 1st: 7-10pm Wine and Cheese at Country Accent

Feb 2nd: 11am-3pm Family fun at the Railway Museum

Drought Meeting— Jan. 30th, Forestburg.

Water Quality Workshop— March 1st, Forestburg

(See page 3)

Canadian Water Resources Association Conference— with AB WPACS March 12th-14th, Red Deer.

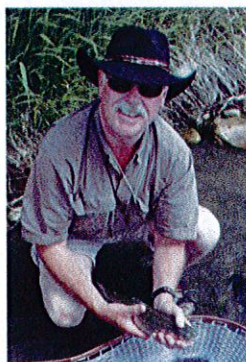
The theme of this year's conference is **Water and the Environment: Watershed Planning and Management in Alberta**, which reflects Alberta's growing emphasis on the integrated planning and management of land and water resources.

Caring for our Watersheds Final Competition- May 11th, Reynolds-Alberta Museum, Wetaskiwin.

Earth Matters Conference- April 25-27th, Canmore

A conference for Environmental Educators hosted by the Alberta Council for Environmental Education. Keynote speaker: Richard Louv. More info: abcee.org/conference

For more information on these and all of our events, visit the News and Events page on our website, or contact the office at 1-888-672-0276. We can also be found on Facebook and Twitter!



NEW BOARD MEMBER: Lorne Ferguson
Lorne joined the Camrose Police Service in 1969 and after a successful career retired in 1996. He then spent three seasons as a Park Ranger at Miquelon Lake PP and the next eight years working in the Oil Field Service Industry.

Lorne has been a member of Ducks Unlimited for over thirty years acting as Committee Chairman for the Camrose Committee as well for the Ducks Unlimited New Norway Golf

Tournament. He also was responsible for the Alberta Ducks Unlimited Art Program for eight years. He presently is the President of the Friends of Little Beaver Lake Society.

He and his wife Laurie have two grown children and reside on a acreage on Little Beaver Lake. He likes to spend time in the badlands looking for artifacts, and with his two grandsons fly fishing and hiking.

leanna

Action #	Date	Motion #	Motion	Staff Member Responsible	Status
1	16-Jan	6/13	Mayor Blatz that Council 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.	Lynn	
2	16-Jan	7/13	Deputy Mayor Yuha that in response to Directive 3 of the Municipal Inspection Report, that Council pass first reading of Bylaw #585/13, the Procedural Bylaw.	Leanna, Lynn	Given 1st Reading at Jan Mtg. Several edits to complete before 2nd Reading at Feb Council Mtg
3	16-Jan	10/13	Councillor Reinke that Council select February 12, 2013 as the date for the Municipal Affairs Roles & Responsibilities session for all Council and staff members.	All Staff Members	
4	16-Jan	11/13	Deputy Mayor Yuha that the Village of Bawlf 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	Myrna/Lynn to set it up with auditor	
5	16-Jan	13/13	Deputy Mayor Yuha that Council direct Administration to send a letter to the ratepayer that initiated the FOIP complaint in January 2012, outlining the summary and decision as outlined in the Request for Decision presented to Council on January 16, 2013.	Lynn	
6	16-Jan	14/13	Deputy Mayor Yuha that Council 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 a letter be sent to the Bawlf Curling Club informing them that the former Bawlf Curling Club members be granted access to the facility until June 30, 2013 to dispose of the curling rink equipment and assets.	Lynn	

Action #	Date	Motion #	Motion	Staff Member Responsible	Status
7	16-Jan	18/13	Mayor Blatz that Village Council agrees that the Curling Rink and old Community Hall be insured at the declared values of \$87,093.00, and \$55,337.00, respectively, and further that a Declared Value endorsement form be submitted to the Alberta Municipal Services Corporation for each facility.	Myrna	
8	16-Jan	19/13	Mayor Blatz that council direct Administration to ascertain the ownership of the United Church in Bawlf.	Leanna, Myrna	Title held by Historical Society. Myrna to arrange meeting with members to discuss resurrection <u>or</u> dissolution and dispersal of assets.
9	16-Jan	20/13	Councillor Tessari that the Village of Bawlf enter into the 2013 Municipal Planning Services agreement with Camrose County for the provision of planning services at an annual cost of \$1034.	Lynn, Myrna	