



AGENDA

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

1. CALL TO ORDER

2. DELEGATIONS

none

3. GENERAL GOVERNMENT

a) Agenda

Motion to adopt as presented

b) Minutes of the Regular Meeting of Council held February 20, 2013

Motion to adopt as presented

c) Accounts Payable – February 2013

Motion to accept as information

d) Financial Statement – February 2013

Motion to accept for information

4. BUSINESS ARISING

a) Municipal Affairs Directives and Recommendations

Motion

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

Second Reading

Third Reading

c) Municipal Affairs Directive 11 and Recommendation 25 - Utility Services Bylaw 587/13

Second Reading

Third Reading

d) Municipal Affairs Recommendation 29 – Policy to Encourage Volunteer Activities

Motion

e) UFA Bills – May to September, 2011

Motion

5. NEW BUSINESS

- a) Survey Lots 14-30, Block 7, Plan LVII

Motion

- b) Municipal Affairs Directive 1 and Recommendation 9 – Review of Bylaws, Policies, Practices and Decisions

Motion

- c) Municipal Affairs Directive 2 and Recommendation 10 – Bylaw Inventory

Motion

- d) Municipal Affairs Directive 4 and Recommendation 13 – Ongoing Review of Policies

Motion

- e) Municipal Affairs Recommendation 11 – Annual Schedule to Review Bylaws

Motion

- f) Municipal Affairs Recommendation 2 – Meeting Provisions

Motion

- g) Municipal Government Act (MGA) Review – Zone Meetings

Motion

- h) Municipal Affairs Directive 13 – Quarterly Report to the Minister

Motion

- i) Emergency Contacts

Motion

- j) Curling Rink Rental

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

- a) Camrose County – Shared Fire Protection Service Funding

- b) Federal Gas Tax Fund Notice

- c) Battle River School Division #31 News Releases – February and March, 2013

- d) Camrose & District Support Services Minutes – January 21, 2013

- e) Alberta Community Co-operative Association – Unleashing Local Capital

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 February 20, 2013 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 7:05 p.m.

2. DELEGATIONS

none

3. GENERAL GOVERNMENT

a) *AGENDA*

Councillor Robbins arrived at 7:07 p.m.

MOTION 23/13 MOVED BY Deputy Yuha to adopt the agenda amended by deferring item 8 a.) to the March meeting, and moving item 5.g) after 4.a).

CARRIED

b) *MINUTES OF THE REGULAR MEETING OF COUNCIL HELD JANUARY 16, 2013*

MOTION 24/13 MOVED BY Mayor Blatz that the minutes of the Regular Meeting of Council held January 16, 2013 be adopted as distributed.

CARRIED

c) *ACCOUNTS PAYABLE – JANUARY 2013*

MOTION 25/13 MOVED BY Deputy Mayor Yuha to accept the Accounts Payable for January 2013 as information.

CARRIED

d) *FINANCIAL STATEMENT – JANUARY 2013*

MOTION 26/13 MOVED BY Mayor Blatz to accept the January 2013 Financial Statement for information.

CARRIED

4. BUSINESS ARISING

a) *MUNICIPAL AFFAIRS DIRECTIVES AND RECOMMENDATIONS*

MOTION 27/13 MOVED BY Councillor Tessari to accept the updated summary and status of the Municipal Affairs Inspection Report Directives, Recommendations and Suggestions as information.

CARRIED

5. g) *MUNICIPAL AFFAIRS RECOMMENDATION 1 – CODE OF CONDUCT & VALUES POLICY*

MOTION 28/13 MOVED BY Deputy Mayor Yuha that Village Council approve the revised Council Code of Conduct and Values Policy including the measures to assist with compliance of the policy, with changing #19 to read "For a period of twelve (12) months after leaving office, abide by the applicable standards of conduct listed above, except those related to confidential information, which shall apply in perpetuity;".

CARRIED

4.

b) *MUNICIPAL AFFAIRS DIRECTIVE 3 AND RECOMMENDATIONS 3, 4, 12 – PROCEDURAL BYLAW #585/13*

MOTION 29/13 MOVED BY Mayor Blatz to pass second reading of Bylaw #585/13, the Procedural Bylaw.

CARRIED

MOTION 30/13 MOVED BY Councillor Reinke to pass third and final reading of Bylaw #585/13, the Procedural Bylaw.

CARRIED

c) *ALBERTA TRANSPORTATION AGREEMENT – WATER SUPPLY LINE AND SANITARY FORCEMAIN – UPDATE*

MOTION 31/13 MOVED BY Deputy Mayor Yuha 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.

CARRIED

d) *UFA BILLS FROM 2010 AND 2011*

MOTION 32/13 MOVED BY Councillor Reinke that Village Council request Administration to provide details of the May 2011 to September 2011 UFA bills as requested.

CARRIED

5. NEW BUSINESS

a) *CAMROSE & DISTRICT SUPPORT SERVICES AGREEMENT*

MOTION 33/13 MOVED BY Councillor Tessari 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.

CARRIED

b) *AGREEMENT FOR THE COLLABORATION OF A REGIONAL FIRE SERVICES COORDINATOR*

MOTION 34/13 MOVED BY Mayor Blatz to 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.

CARRIED

c) *BAWLF PUBLIC LIBRARY RECOMMENDATION FOR AUDITOR*

MOTION 35/13 MOVED BY Councillor Robbins to approve the appointment of Bryan Berg as the auditor for the Bawlf Public Library's 2012 Financial Statements.

CARRIED

d) *BAWLF AND DISTRICT RECREATION ASSOCIATION LETTER – CURLING RINK*

MOTION 36/13 MOVED BY Mayor Blatz 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.

CARRIED

- e) *MUNICIPAL AFFAIRS DIRECTIVE 8 AND RECOMMENDATION 20 - PROPERTY TAX PENALTY BYLAW 586/13*

MOTION 37/13 MOVED BY Councillor Reinke that Village Council pass first reading of Bylaw #586/13, the Property Tax Penalty Bylaw.

CARRIED

- f) *MUNICIPAL AFFAIRS DIRECTIVE 11 AND RECOMMENDATION 25 – UTILITY SERVICES BYLAW 587/13*

MOTION 38/13 MOVED BY Deputy Mayor Yuha that Village Council pass first reading of Bylaw #587/13, the Utility Services Bylaw.

CARRIED

Councillor Yuha left the meeting at 9:03 p.m. and returned at 9:04 p.m.

Councillor Reinke left the meeting at 9:55 p.m. and returned at 9:56 p.m.

MOTION 39/13 MOVED BY Mayor Blatz to extend the meeting past 10:00 p.m. to 12:00 a.m.

CARRIED

Mayor Blatz called for a recess at 10:07 p.m.

The meeting reconvened at 10:10 p.m.

- g) *MUNICIPAL AFFAIRS RECOMMENDATION 1 – CODE OF CONDUCT & VALUES POLICY*

This item was dealt with after 4.a).

- h) *MUNICIPAL AFFAIRS DIRECTIVE 9 AND RECOMMENDATION 28 – MUNICIPAL OPERATIONS*

MOTION 40/13 MOVED BY Mayor Blatz that in response to Directive 9 of the Municipal Inspection Report, Council direct administration to ensure all municipal operational tasks are performed solely by municipal employees or contractors.

CARRIED

- i) *MUNICIPAL AFFAIRS RECOMMENDATION 29 – POLICY TO ENCOURAGE VOLUNTEER ACTIVITIES*

MOTION 41/13 MOVED BY Deputy Mayor Yuha that Village Council direct Administration to research other existing policies to encourage appropriate volunteer activities within the Village of Bawlf, and report back to Council.

CARRIED

- j) *GO EAST*

MOTION 42/13 MOVED BY Mayor Blatz that Village 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.

CARRIED

6. STANDING COMMITTEE REPORTS

- a) Mayor's Report
- b) Administration Report – as attached to the agenda with the addition of:
 - a. the AUMA email regarding asset management plan,
 - b. the Village ½ ton truck requiring additional maintenance (may require a budget adjustment),
 - c. the continuing issues at the lift station.
- c) Action List
- d) Board Reports:
 - Bawlf & District Recreation Association - no meeting
 - Shirley McClellan Regional Water Services Commission - meeting Wed Feb 27
 - Regional Emergency Management Services Liaison - no info

MOTION 43/13 MOVED BY Councillor Reinke to accept the Standing Committee Reports for information.

CARRIED

7. CORRESPONDENCE

- 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

MOTION 44/13 MOVED BY Councillor Tessari to accept the correspondence items for information.

CARRIED

8. CONFIDENTIAL ITEMS

- a) Personnel - deferred to next meeting.

9. ADJOURNMENT

Meeting was adjourned at 11:24 p.m.



VILLAGE OF BAWLF

Cheque Listing For Council With GL Numbers

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Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20130026	2013-02-12	RECEIVER GENERAL			PAYMENT		3,364.02
			2-12-110	01/13	WAGES - SCHAPANSKY	689.91	
			2-12-110	01/13	WAGES - BANACK	284.34	
			2-12-110	01/13	WAGES - HORBASENKO	1,159.18	
			2-12-130	01/13	REC. GEN. - SCHAPANSKY	237.09	
			2-12-130	01/13	REC. GEN. - HORBASENKO	335.84	
			2-12-130	01/13	REC. GEN. - BANACK	135.00	
			2-32-110	01/13	WAGES - JACOBSEN	183.44	
			2-32-130	01/13	REC. GEN. - JACOBSEN	77.89	
			2-72-110	01/13	WAGES - JACOBSEN	183.44	
			2-72-130	01/13	REC. GEN. - JACOBSEN	77.89	
20130029	2013-02-20	1623996 ALBERTA LTD., C/O NUTEC/ELE			PAYMENT		426.55
			2-12-253	81267	COPIES	157.50	
			2-12-253	81269	COPIES	252.00	
			2-12-253	81270	COPIES	17.05	
20130030	2013-02-20	ACKLANDS - GRAINGER INC.			PAYMENT		103.57
			2-74-510	608503514	FIRST AID KIT - NEW HALL	103.57	
20130031	2013-02-20	ALBERTA ANIMAL SERVICES			PAYMENT		320.25
			2-26-270	10916	BYLAW ENFORCEMENT	320.25	
20130032	2013-02-20	ANKERTON GAS CO-OP			PAYMENT		875.06
			2-41-540	1202588	NATURAL GAS PUMPHOUSE	39.78	
			2-74-540	1202958	NATURAL GAS OLD HALL	208.47	
			2-23-541	1202963	NATURAL GAS FIRE HALL	224.29	
			2-42-540	1203070	NATURAL GAS LIFT STATION	135.36	
			2-41-540	1203085	NATURAL GAS RESERVOIR	126.55	
			2-12-540	1203090	NATURAL GAS V.O.	128.77	
			2-42-250	16052	LIFT STATION REPAIRS	11.84	
20130033	2013-02-20	BACKUP CONSTRUCTION INC			PAYMENT		141.75
			2-12-250	0282	INSTALL SNOWSTOP	141.75	
20130034	2013-02-20	BANACK, LEANNA			PAYMENT		105.56
			2-74-584	13/2013	WINTER WALK DAY	105.56	
20130035	2013-02-20	BAWLF COUNTRY STORE			PAYMENT		5.01
			2-12-510	122582	BATTERIES	5.01	
20130036	2013-02-20	CAMROSE COUNTY			PAYMENT		2,389.75
			2-51-750	21/2013	2013 CDSS REQUISITION	2,389.75	
20130037	2013-02-20	CAN PAK ENVIRONMENTAL			PAYMENT		2,686.32
			2-43-270	1861	GARBAGE PICKUP	1,718.56	
			2-44-350	1861	RECYCLING PICKUP	967.76	
20130038	2013-02-20	FOCUS			PAYMENT		2,151.61
			2-32-230	401731	BAWLF CASING UNDER HWY 13	97.13	
			2-42-230	401736	LIFT STATION UPGRADE	2,054.48	
20130039	2013-02-20	RECEIVER GENERAL			PAYMENT		229.00
			2-23-217	3015301	RADIO RENEWAL	229.00	
20130040	2013-02-20	SCHNELL & BARRIE LTD.			PAYMENT		85.07
			2-32-510	51287K	REPAIRS BOBCAT	42.53	
			2-72-510	51287K	REPAIRS BOBCAT	42.54	
0041	2013-02-20	STERLING WATER CONDITIONING LTD.			PAYMENT		558.60
			2-41-510	14357	CHLORINE BLEACH	558.60	
20130042	2013-02-20	TELUS COMMUNICATIONS INC.			PAYMENT		541.76
			2-12-217	01/2013	TELEPHONE - V.O.	190.98	

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Cheque Listing For Council With GL Numbers

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Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20130042	2013-02-20	TELUS COMMUNICAT	2-12-217	01/2013	TELEPHONE - FAX	79.45	541.76
			2-23-217	01/2013	TELEPHONE - F.D.	89.75	
			2-41-217	01/2013	TELEPHONE - WELLS	102.33	
			2-42-217	02/2013	ALARM - LIFT STATION	79.25	
20130043	2013-02-20	UFA			PAYMENT		200.67
			2-23-521	01/2013	FUEL - FIRE DEPT.	16.70	
			2-32-521	01/2013	FUEL - VILLAGE	91.98	
			2-72-521	01/2013	FUEL - VILLAGE	91.99	
20130044	2013-02-27	BLATZ, GORDIE			PAYMENT		444.50
			2-11-150	02/2013	REMUNERATION	310.00	
			2-11-211	02/2013	MILEAGE TO EDMONTON	134.50	
20130045	2013-02-27	HORBASENKO, LYNN			PAYMENT		63.00
			2-12-211	FEB. 2013	MILEAGE TO HAY LAKES	63.00	
20130046	2013-02-27	LAMB FORD SALES LTD.			PAYMENT		824.32
			2-32-510	6616478/1	F-150 REPAIRS	412.16	
			2-72-510	6616478/1	F-150 REPAIRS	412.16	
20130047	2013-02-27	RECEIVER GENERAL			PAYMENT		3,690.35
			2-12-110	02/2013	MYRNA SCHAPANSKY	551.41	
			2-12-110	02/2013	LEANNA BANACK	234.19	
			2-12-110	02/2013	LYNN HORBASENKO	1,159.18	
			2-12-130	02/2013	REC. GEN HORBASENKO	335.84	
			2-12-130	02/2013	REC. GEN. SCHAPANSKY	202.23	
			2-12-130	02/2013	REC. GEN. BANACK	122.38	
			2-32-110	02/2013	JUSTIN JACOBSEN	408.75	
			2-72-110	02/2013	JUSTIN JACOBSEN	408.75	
			2-72-130	02/2013	REC GEN JACOBSEN	133.81	
			2-72-130	02/2013	REC GEN JACOBSEN	133.81	
20130048	2013-02-27	REINKE, FERN			PAYMENT		190.00
			2-11-150	02/2013	REMUNERATION	190.00	
20130049	2013-02-27	ROBBINS, KAREN			PAYMENT		190.00
			2-11-150	02/2013	REMUNERATION	190.00	
20130050	2013-02-27	TESSARI, JOHN			PAYMENT		190.00
			2-11-150	02/2013	REMUNERATION	190.00	
20130051	2013-02-27	TRANSALTA ENERGY MARKETING			PAYMENT		4,278.28
			2-12-540	13-1163891	ELECTRICITY V.O.	242.10	
			2-23-540	13-1163891	ELECTRICITY - FIRE HALL	96.60	
			2-32-540	13-1163891	ELECTRICITY - LIGHTS	2,118.86	
			2-41-540	13-1163891	ELECTRICITY - WELLS	316.71	
			2-41-540	13-1163891	ELECTRICITY - RESERVOIR	663.55	
			2-42-540	13-1163891	ELECTRICITY - LIFT STATION	403.17	
			2-72-540	13-1163891	ELECTRICITY - C.R.	52.40	
			2-72-540	13-1163891	ELECTRICITY - C.R.	84.44	
			2-72-540	13-1163891	ELECTRICITY - S.G.	42.13	
			2-72-540	13-1163891	ELECTRICITY - S.R.	176.30	
			2-74-540	13-1163891	ELECTRICITY - OLD HALL	82.02	
20130052	2013-02-27	WORKERS COMPENSATION BOARD			PAYMENT		203.09
			2-12-274	18839646	PREMIUM	203.09	
20130053	2013-02-27	YUHA, JODY			PAYMENT		190.00
			2-11-150	02/2013	REMUNERATION	190.00	



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
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Total						24,448.09	
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VILLAGE OF BAWLF

Cheque Listing For Council With GL Numbers

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Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20130054	2013-02-28	BANACK, LEANNA	2-12-110	02/2013	PAYMENT WAGES		
20130055	2013-02-28	CLARK, LORNA	2-12-258 2-12-258	01/2013 02/2013	PAYMENT WAGES REMUNERATION		
20130056	2013-02-28	HORBASENKO, LYNN	2-12-110	02/2013	PAYMENT WAGES		
20130057	2013-02-28	JACOBSEN, JUSTIN	2-32-110 2-72-110	02/2013 02/2013	PAYMENT WAGES WAGES		
20130058	2013-02-28	SCHAPANSKY, MYRNA	2-12-110	02/2013	PAYMENT WAGES		

Total 10,449.71

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	March 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 once again.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Does Council have anything to add to the summary document?

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: <i>Lynn Horbasenko</i>

Village of Bawlf
Municipal Inspection Report

Prepared by Municipal Affairs

Presented October 23, 2012

Last Updated: March 11, 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 Mar 20.	March 31/13	<i>On March 20th agenda.</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 Mar 20. Review by Mar 20.	March 31/13	<i>On March 20th agenda.</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	Complete - 3 rd reading passed Feb 20.
DIRECTIVE 4: I direct council and administration to establish a rotational schedule to review the policies of the village on an ongoing basis. <i>Rec. 13</i>	Review annually in February.	March 31/13	<i>On March 20th agenda.</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 - done for the 2012 tax notices.

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 – done for 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	1 st reading - Feb 20 th . 2 nd & 3 rd readings - Mar 20 th .
**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	Complete - memo sent to all staff.
**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	Mar '10 & '11 evaluations - Council met Jan. 10 & presented Jan.16. <i>Discuss Mar.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	1 st reading - Feb 20 th . 2 nd & 3 rd readings - Mar 20 th .
**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	<i>On March 20th agenda.</i>
** 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.	Complete - amended policy passed Feb. 20 th .
RECOMMENDATION 2: That Council and administration ensures that they are complying with all meeting provisions in the Municipal Government Act.	Mar 20 Council Mtg.	<i>On March 20th agenda.</i>
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).	Complete - 3 rd reading passed Feb. 20 th .
RECOMMENDATION 4: That Council define, in the procedural bylaw, what an emergent item is.	Jan 16/Feb 20 Council Mtgs.	Complete - 3 rd reading on Feb. 20 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 Mar. 20.	<i>On March 20th agenda.</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 Mar 20. On-line by Apr 30 th .	<i>On March 20th agenda.</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.	On March 20 th agenda.
**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.	Complete - 3rd reading passed Feb 20 th .
RECOMMENDATION 13: That Council and Administration continue with the development and review of policies. <i>Dir. 4</i>	<i>Ongoing</i> March 20 th Council Mtg.	On March 20 th agenda.
RECOMMENDATION 14: That Council ensures motions are clear in intent and provide precise direction to administration.	Jan 16 th Council Mtg.	Complete – motion Jan 16/13.
RECOMMENDATION 15: That a suitable cross training program be implemented for village staff.	2013 Budget	Need a plan.
**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 - Feb 20 th . 2 nd & 3 rd readings - Mar 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.		Awaiting reply from M.A. Inspectors re: what are we to look for?

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.	Complete - 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 met Jan 10 & presented Jan 16. <i>Discuss Mar 20.</i>
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 th Council Mtg.	How does Council want to do this?
**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.	1 st reading - Feb 20 th . 2 nd & 3 rd readings - Mar 20 th .
RECOMMENDATION 26: That Council prepares and adopts a five year capital plan.	Start during 2013 Budget.	Started but needs work.
RECOMMENDATION 27: That the CAO consult with the municipal auditor to determine steps for a suitable segregation of accounting duties.	By Apr 17 Council Mtg.	Brian King & CAO to meet in Mar or Apr.
**RECOMMENDATION 28: That village volunteers are not utilized to provide normal operational tasks. <i>Dir. 9</i>	Feb 20 Council Mtg.	Complete – memo sent to all staff.
RECOMMENDATION 29: That Council develops a policy to encourage appropriate volunteer activities.	Mar 20 Council Mtg.	On March 20 th agenda.
**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>	Due Mar 31/13 in Directive.	Completed – Feb 12/13.
RECOMMENDATION 31: That Council refrains from making disparaging remarks about administrative staff.	Jan 16 th Council Mtg.	Complete – motion Jan 16/13.
RECOMMENDATION 32: That Council refrains from directing the activities of administrative staff.	Immediate Nov 21 st Council Mtg.	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.	<i>Began with 2012 audit</i>
SUGGESTION 11: Implement the full cost accounting method for setting utility rates. <i>Page 37</i>	2013 Budget Process.	<i>In progress.</i>
SUGGESTION 12: Include amortization of tangible capital assets in future budgets. <i>Page 38</i>		
SUGGESTION 13: Accounts payable and payroll cheque runs should be prepared separately. <i>Page 39</i>		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:	March 20, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Municipal Affairs Directive 8 & Recommendation 20 – Property Tax Penalty Bylaw

BACKGROUND/PROPOSAL:

At the February 20, 2013 Regular Council Meeting, Village council passed first reading of Bylaw #586/13, the Property Tax Bylaw. The bylaw is presented for second and third readings.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

During the review of the Village bylaws, it was noticed that three additional previous bylaws were not repealed. They were added to the bylaw after first reading. There was a typographical error with Bylaw 155/56. It has been corrected to read Bylaw 156/56. These changes are highlighted on the attached copy of the bylaw.

The proposed Property Tax Bylaw was advertized after first reading in the Village Voice and on the website inviting residents to comment. No comments were received by March 12, 2013.

COSTS/SOURCE OF FUNDING (if applicable)

Not applicable.

RECOMMENDED ACTION:

That Village Council pass second and third readings 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, 156/56, 163/57, 206/62, 228/64, 283/74, 314/76 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:	March 20, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Municipal Affairs Directive 11 & Recommendation 25 – Utility Services Bylaw

BACKGROUND/PROPOSAL:

At the February 20, 2013 Regular Council Meeting, Village Council passed first reading of Bylaw #587/13, the Utility Services Bylaw. The bylaw is presented for second and third readings.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

After first reading, Council discussed the proposed bylaw and the amendments made are reflected in the attached copy.

The "Fines" in Schedule "A" has been added and the last sentence in Clause 34 has been added as a result of the details in the "Fines" (as highlighted).

The fines under Section 20 are also highlighted as they are proposed to be higher than the fines stipulated in Bylaw 563/08, the Bylaws to Restrict the Watering of Lawns. This bylaw should be amended in the near future.

The proposed Utility Services Bylaw was advertized after first reading in the Village Voice and on the website inviting residents to comment. No comments were received by March 12, 2013.

COSTS/SOURCE OF FUNDING (if applicable)

Not applicable.

RECOMMENDED ACTION:

That Village Council pass second and third 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. "Council" means the Council of the Village of Bawlf;
 - d. "Curb Stop" means a water control valve installed on a Service Connection located close to the property line;
 - e. "Customer" means a person purchasing a utility service for the person's own use;
 - f. "Inactive Service" means a service that is unused for a specified period of time;
 - g. "Municipal Utility Service" means a water or sewer service provided by the municipality;

- h. "Owner" means the registered owner or owners of a parcel of land or property;
- i. "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;
- j. "Service Line" means that portion of a Service Connection located above, on or underneath an Owner's parcel of land;
- k. "System" means the system infrastructure or works constructed by the Village for Municipal Utility Services;
- l. "Tenant" means a person who rents or leases a property from an "Owner";
- m. "Village" means the Village of Bawlf or its duly authorized representatives;
- n. "Municipal 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 & Maintenance/Repair

- 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 Administration and obtain the approval of the Village Administration before the Village will construct a Municipal Service Line.
- 7. The Village shall approve and supervise the construction of a Municipal Service Line. The Owner of the parcel of land to be serviced by the Municipal Service Line shall be responsible for the costs related to that construction.
- 8. An Owner is responsible for the construction, maintenance, upgrade 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 approval of the Village. In the event of emergency situations, Owners will be responsible to notify the Village Administration of work that has been completed. Work must

be approved by the Village before being backfilled.

9. When the Village initiates excavation, the Village shall be responsible to return the land to a level grade.
10. If the Village is not satisfied with the construction, maintenance, upgrade 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, upgrade or repair of the Service Line by a specified time.
11. If the construction, maintenance, upgrade 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, upgrade 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. The Village shall be responsible for the costs of maintenance and repair of a Municipal Service Line.

Supply

15. An Owner who wishes to receive Municipal Utility Services shall make application for those services at the Village Office. The application form is attached as Schedule "B".
16. Every Owner who wishes to receive Municipal Utility Services shall pay the rates and other charges outlined in Schedule "A" attached to this Bylaw.
17. Owners who vacate their home for a minimum of three (3) 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 as Schedule "C".
18. 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. The disconnection request form is attached as Schedule "E".
19. When it is necessary for the Village to interrupt service to any portion of the Municipal Utility Service, the Village will attempt to contact the affected Customers. If unable to contact the Customers, the Village may proceed without notice to interrupt the Municipal Utility Service. The Village shall not be held liable or responsible for any damages or claims arising from service interruption.

Water

20. 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.
21. No person, other than an employee of the Village 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.
22. If an Owner requests that the water be turned off, and the Village determines that the curb stop is not able to be turned off due to its condition, the request may be denied.
23. Bulk water may be purchased from the Village for the rates outlined in Schedule "A" attached to this Bylaw.
24. A Customer who contravenes this Section may be subject to the fines outlined in Schedule "A" attached to this Bylaw.

Sewer

25. 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.
26. Unless authorized in writing by Council, no sub surface storms drains, roof drains or catch basins shall be connected to the Sanitary Sewer System.
27. If a Customer requests assistance from the Village for issues with a Service Line, the Village may assist as time permits and shall charge the rates as outlined in Schedule "A" attached to this Bylaw.
28. A Customer who contravenes this Section may be subject to the fines outlined in Schedule "A" attached to this Bylaw.

Protection of Utility Services

29. 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 Village.
30. 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.

31. 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.
32. Only Village employees, agents, contractors and fire department members have the authority to open or close any hydrant, stop-cock or hydrant chamber.
33. 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.
34. 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. Any person who does perform such acts shall be liable for any damage incurred.
35. 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.
36. No person shall willfully and without authority enter, interrupt or cut off the supply or discharge of any Municipal Utility Service.
37. 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.
38. 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

39. 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

40. The Village will provide Municipal Utility Services only to the Owners.

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 "D" 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. 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 Administration shall notify the Owner that the transfer has occurred and the amount owing shall become part of the taxes owing on the property.
50. The Village shall have the authority to turn off the water for any account in Arrears with two (2) weeks written notice.
51. 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.
52. Any charges provided for under this Bylaw shall constitute debts recoverable by actions in accordance with the Municipal Government Act.

Fines

53. Any person who contravenes a provision of this Bylaw may be guilty of an offense and subject to a fine of not more than \$10,000.00.

Repeal

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

Effective Date

55. 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

Utility Services Bylaw #587/13 Fees and Charges:**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

Minimum 1 hour charge	\$30.00/hour
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C. Penalties:

1. Penalty after due date 3% / month

D. Administration Charges:

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

E. Fines:**Schedule "A" (p. 2)****1. Contravention/Tampering/Damage – to a maximum of \$10,000/incident**

Section #	Offence	Penalty (First Offence)	Penalty (Subsequent Offences)
8	Failure to notify the Village Administration of work completed or failure to obtain approval by the Village before backfilling.	\$1000	\$1500
13	Prohibited connections made to a Service Line between the property line and the point of entry into the residence.	\$1000	\$1500
20	Failure to abide by limited or restricted use of water for any use for such time as Council deems advisable.	\$100	\$150
21	Turning, or attempting to turn, the water supply on or off from the Village supply system.	\$500	\$750
25	Discharging any flammable, explosive or other such material into the sanitary sewer system or water system.	\$5000	\$10,000
26	Connecting sub surface storms drains, roof drains or catch basins to the sanitary sewer system.	\$1000	\$1500
29	Connecting a Service Connection to a Municipal Utility Service or uncovering, opening, using, altering or disturbing a Service Connection or a Municipal Utility Service without written permission of the Village.	\$1000	\$1500
30	Breaking, damaging, destroying, defacing or tampering with any part of a Municipal Utility Service. Fine plus costs to repair damages.	\$1000	\$1500
31	Hindering or interrupting 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.	\$500	\$750
32	Opening or closing any hydrant, stop-cock or hydrant chamber.	\$500	\$750
33	Obstructing free access to any hydrant, stop-cock or hydrant chamber.	\$100	\$150
34 & 35	Throwing or depositing any injurious, harmful or offensive matter into the water/water works system or the sanitary sewer system.	\$5000	\$10,000
34 & 35	Committing any willful damage to the water system or sanitary sewer system or pipes or encouraging damage to be done which in any way adversely affects the operation of the Systems, including the sewage lagoon. Fine plus costs to repair damages.	\$1000	\$1500
36	Entering, interrupting or cutting off the supply or discharge of any Municipal Utility Service.	\$1000	\$1500
	Contravention of any other clause in this Bylaw.	\$500	\$750



Village of Bawlf

Schedule "B"

MUNICIPAL UTILITY SERVICE APPLICATION

Legal Description:	Street Address:
Lot(s): Block: Plan:	
Owner's Name(s):	
Owner's Mailing Address:	
Owner's Phone Number(s):	
Move In or Start Date of Service:	For Village Use:

Utility Service Application Criteria:

1. Only the property Owners are eligible to apply for Municipal Utility Services.
2. Only Village employees or a duly authorized agent of the Village has the authority to turn the water supply on or off.
3. Only water and wastewater shall be discharged into the sanitary sewer system.
4. The Owner is responsible to be aware of the Village of Bawlf Utility Services Bylaw #587/13.

Application Submitted to Village:_____

Date_____

Signature of Property Owner_____

Signature of Property Owner_____

Print Name_____

Print Name_____

Approved By Village



Village of Bawlf

INACTIVE UTILITY SERVICE APPLICATION

Utility Account Number:	Street Address:
Legal Description:	
Lot(s):	Block: Plan:
Owner's Name(s):	
Owner's Mailing Address:	
Owner's Phone Number(s):	
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 three (3) 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 three (3) months, regular service rates will apply and the difference will be applied to the next utility invoice.
4. Note: the water supply will NOT be turned off during this period.

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 "D"

UTILITIES RENTAL AGREEMENT

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

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 48 & 49 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.

Submitted to the Village Office:

Date

Signature of Property Owner

Signature of Property Owner

Print Name

Print Name

Approved by Village



Village of Bawlf

MUNICIPAL UTILITY SERVICE DISCONNECTION

Utility Account Number:	Street Address:
Legal Description:	
Lot(s):	Block: Plan:
Owner's Name(s):	Disconnection Date:
Owner's Mailing Address:	Owner's New Mailing Address:
Owner's Phone Number(s):	Owner's New Phone Number(s):

Utility Service Disconnection Criteria:

1. Any Arrears owing on this Utility Account are due and payable prior to the disconnection date entered above. Any unpaid amounts will be transferred to the property tax account and will be subject to the administration fees and penalties as per Bylaw #587/13.
2. The Owner(s) agree to provide a forwarding mailing address and phone numbers.

Submitted to the Village Office:

Date

Signature of Property Owner

Signature of Property Owner

Print Name

Print Name

Approved By Village

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	March 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:

The Administration searched for existing policies from other municipalities regarding 'appropriate volunteer activities' and it does not appear to be a common type of policy. Municipal Volunteer Programs appear to be popular in larger municipalities in the United Kingdom.

Attached are three samples of existing policies for Council's information:

- i. The Town of Cochrane's Volunteer Management Policy.
- ii. The Douglas County, Oregon, U.S.A. Volunteer Policy.
- iii. A volunteer policy template from the East Lindsey District Council in the United Kingdom.

Do any of these documents interest Council? Does Council have other suggestions for the type of policy that may be required in Bawlf?

It is the Administration's opinion that the Village of Bawlf does not have the human or financial resources to manage and supervise a volunteer program at the current budget levels. If Council has an interest in creating a volunteer program, discussion should also occur around required resources.


COSTS/SOURCE OF FUNDING (if applicable)

Not applicable.

RECOMMENDED ACTION:

That Village Council provide Administration with further direction regarding Recommendation 29 in the Municipal Inspection Report.

Initials show support – Reviewed By:	CAO: Lynn Horbasenko
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	<h1 style="text-align: center;">Town of Cochrane Policy</h1>
Policy No.: Policy Title: Approval Date: Revision Date: Department:	1802-01 Volunteer Management July 9, 2007 Community & Protective Services

Policy Statement:

Values for Volunteer Involvement

The Town of Cochrane values volunteers and believes that volunteerism:

- Promotes citizen involvement, social and community responsibility, participation, and interaction.
- Contributes to healthy communities and a vibrant Cochrane.
- Improves the quality of life in the Cochrane community.

Thus, the Town of Cochrane will:

- Support volunteers and volunteerism in Cochrane.
- Provide positive, meaningful volunteer experiences for individuals who volunteer with the Town by adopting the Canadian Code for Volunteer Involvement (revised 2006) as the standard for the Town's volunteer management systems.
- Work with community and voluntary groups in order to strengthen, recognize and support volunteerism in Cochrane.

Guiding Principles:

Volunteers have rights. Volunteers are a vital human resource and the Town of Cochrane will commit to the appropriate infrastructure to support volunteers.

- The organization's practices ensure effective volunteer involvement.
- The organization commits to providing a safe and supportive environment for volunteers.

Volunteers have responsibilities. Volunteers make commitments and are accountable to the organization.

- Volunteers will act with respect for beneficiaries and the community.
- Volunteers will act responsibly and with integrity.

Organizational Standards for Volunteer Involvement

The Town of Cochrane will adopt the Canadian Code for Volunteer Involvement Standards as the foundation for Town's volunteer management system.

Volunteers are valued and respected by everyone in the organization. The Town of Cochrane actively seeks the volunteers' input on programs and the organization's concerns.

As representatives of the community-at-large, volunteers will actively participate in various levels of the organization. This ensures that services are responsive to the needs of the community members.

Volunteers enhance the services provided and do not assume duties of paid staff.

Volunteers act as representatives of the organization. The extent of their relationships and duties are outlined in their position descriptions. Training and supervision is provided to ensure volunteers understand their roles, responsibilities and limitations and are able to undertake them in an appropriate and safe manner.

1. Reason for Policy

- 1.1 To recognize the essential role that volunteers, municipal volunteers and volunteerism play in building a healthy and vibrant Cochrane and in contributing to making Cochrane a community of choice for present and future generations.
- 1.2 To develop systems and processes that support municipal volunteers and volunteerism by establishing best practices in the management of volunteers and minimizing risk to the organization and to the municipal volunteers.
- 1.3 To provide a framework for municipal volunteers to complement and/or supplement Town of Cochrane programs, services and events.
- 1.4 To provide high quality volunteer experiences for individuals who volunteer with the Town.
- 1.5 To ensure that municipal volunteers understand their responsibilities and commitments to the Town of Cochrane.
- 1.6 To minimize municipal volunteer turnover and increase retention of municipal volunteers for Town programs, services, and events.
- 1.7 To harmonize and provide consistent volunteer practices for Town of Cochrane programs, services, and events that involve municipal volunteers.

2. Definitions

- 2.1 Canadian Code for Volunteer Involvement - developed during the International Year of the Volunteer in 2001 and revised in 2006, provides a framework for decision making. The Code is based on values, guiding principles, and organization standards.
- 2.2 Community and Voluntary Groups - are nonprofit groups or organizations that exist to serve the public, and are typically governed by a voluntary

board of directors, and depend on volunteers to carry out essential parts of the groups' or organizations' work.

2.3 Volunteer - is anyone who offers time, energy, and skills of his or her own free will for the mutual benefit of the volunteer and the organization. Volunteers work without financial compensation, or the expectation of financial compensation beyond an agreed-upon reimbursement for expenses.

2.4 Municipal Volunteer: is a Volunteer that performs a task under the direction of the Town of Cochrane.

Municipal Volunteers complement and/or supplement Town programs, services and events, and include:

- citizens who are appointed to Boards, Committees, Commissions and Task Forces
- citizens who provide assistance to Town directed programs and events.

Municipal Volunteers do not include:

- volunteers involved in not-for-profit and or non-government organizations delivering services in Cochrane
- Council appointments to external agencies

2.5 Volunteering - or voluntary action, refers to activities carried out by individuals, of their own free will, to shape and/or enhance their communities. Volunteer includes people assisting others, both formally and informally.

2.6 Volunteerism - is the involvement of volunteers, especially in community service.

2.7 Paid staff - are people who receive financial compensation to assist your organization in fulfilling its mission.

2.8 Risk - is current or potential harm that can occur. Categories of risk include:

- Abuse (physical, emotional, psychosocial, sexual, and financial). This could be a one time occurrence or a pattern.
- Personal injury
- Environmental
- Property
- Financial
- Medical
- Reputation/goodwill
- Other (e.g. building shutdown, natural disasters)

2.9 Risk Management is dealing with the possibility that some future event will cause harm. Risk Management provides strategies, techniques and

an approach to recognize and confront any threat or danger that may hinder the organization from fulfilling its mission.

- 2.10 Screening is one aspect of Risk Management. Screening is a set of tools adopted by the organization to ensure that risk is managed. Screening occurs throughout the Volunteer Management Cycle including: job design, position description, recruitment, intake, and supervision and performance management.

3. Responsibilities

3.1. Town Council to:

- 3.1.1 Approve by resolution this policy and any amendments.
- 3.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- 3.1.3 Recognize the benefits of volunteers and volunteerism.
- 3.1.4 Serve as an advocate for volunteers and volunteerism.

3.2 Chief Administrative Officer to:

- 3.2.1 Implement this policy and procedures.
- 3.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
- 3.2.3 Recognize the benefits of volunteers and volunteerism.
- 3.2.4 Serve as an advocate for volunteers and volunteerism.

3.3 Director of the Department to:

- 3.3.1 Ensure implementation of this policy.
- 3.3.2 Ensure that this policy and procedure is reviewed every three years.
- 3.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
- 3.3.4 Recognize the benefits of volunteers and volunteerism.
- 3.3.5 Serve as an advocate for volunteers and volunteerism.
- 3.3.6 Ensure department staff are trained in related procedures.

3.4 Supervisor to:

- 3.4.1 Understand, and adhere to this policy and procedure.
- 3.4.2 Ensure employees are aware of this policy and procedure.
- 3.4.3 Recognize the benefits of volunteers and volunteerism.
- 3.4.4 Serve as an advocate for volunteers and volunteerism.
- 3.4.5 Obtain training on management of volunteers and volunteerism, as appropriate.
- 3.4.6 Make every effort to engage municipal volunteers effectively and respectfully.
- 3.4.7 Ensure supervised staff are trained in related procedures.

3.5 All Employees to:

- 3.5.1 Understand and adhere to this policy.
- 3.5.2 Recognize the benefits of volunteers and volunteerism.
- 3.5.3 Serve as an advocate for volunteers and volunteerism.
- 3.5.4 Obtain training on management of volunteers and volunteerism, as appropriate.
- 3.5.5 Make every effort to engage municipal volunteers effectively and respectfully.
- 3.5.6 Make every effort to support volunteerism.

4. Appendix

- 4.1 The Canadian Code for Volunteer Involvement (2006 revised edition).

5. End of Policy



**Douglas
County, Oregon**

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DOUGLAS COUNTY VOLUNTEER POLICY

POLICY

The Board of Commissioners recognize and support the use of volunteers to assist County government in providing services and programs. The Douglas County volunteer policy will establish standards of volunteer service for a formal volunteer program. This policy contains responsibilities of both the County and volunteers. Written policies and procedures will assure volunteers are suitably oriented and trained, written assignments and job duties are developed, supervision is appropriate to assigned duties and discussion with volunteers regarding safety, liability to the County and accident and property damage coverage is conducted. Advisory boards and commissions are not covered by this policy.

SCOPE

In order to maximize the effectiveness of volunteers, yet limit risk exposure to both volunteers and the County, this policy will apply to all County departments and volunteers. Exceptions to County-wide uniform conditions of the policy may be brought to the Risk Management Committee. They will be reviewed on a case-by-case basis.

PROCEDURES

Each department will develop and maintain written procedures to supplement this policy which will address specific methods to recruit, interview, select, orient, train, supervise and recognize volunteers. Department heads will designate an employee to be responsible for the volunteer program and who will serve as contact person.

Selection Process.

Recruitment. Departments shall use recruiting procedures appropriate to the specific program area. Procedures shall be consistently followed. To assist in this initial process, potential volunteers may be required to complete an application. Initial information to collect could be: name, address, telephone number, driver's license (if driving required), work or volunteer experience, education or training, interests, availability, preferred assignments, references, etc., as proper for the program area.

Selection. Consistent with Chapter 2.44.040(A) of the Douglas County Code, a selection process shall be established where potential volunteers are interviewed, references verified, and in sensitive placements, security or Cash Handling Authorization Form and/or LEDS Background Authorization Form shall be completed. The prospective volunteer must complete and sign a Douglas County Fair Credit Reporting Act Disclosure Notice in order to proceed with the recruitment. A performance test may be given. If the volunteer position requires driving, the volunteer's driver license shall be viewed to determine validity. A test drive shall also be conducted. If volunteer will be driving their personal vehicle, a certificate of liability insurance should also be viewed to determine coverage.

Following a volunteer's selection, volunteer registration form should be signed by the volunteer and supervisor. ([Click here for sample Volunteer Application and Registration Form.](#))

If the selection process discloses information that indicates the tentative volunteer would not fulfill department expectations, the County is under no obligation to assign or retain that volunteer.

Orientation.

In order for both the County and volunteers to have a complete understanding of the conditions of volunteership, the following topics should be discussed during new volunteer orientation.

Policy and procedure. Policy and procedure regulating volunteer duties should be discussed. Specific emphasis should be given to working safely, conditions of driving while as a volunteer and risk exposure to the County. This policy should be furnished to and discussed with volunteers.

Training. Volunteers will receive an overview of their volunteer assignment and, as appropriate, a written list of duties and expectations, hours of service, supervision, necessary forms, approved financial expenditures and reimbursement procedures, accident reporting procedures, confidentiality, call in, dress code, performance reviews, medical coverage, etc. Volunteers shall be directed to serve within their assigned duty assignment.

Supervision. Volunteers will be supervised as to assignments, work performance,

Item: 4.d) ii)

activity, use of equipment, etc. Performance problems will be corrected or the volunteer service terminated.

Reference: Personnel Rule 18 - Travel Regulations,
Personnel Rule 24.1 - Safety and Health Issues,
Driver Policy,
Occupational Safety and Health Policy,
Property Damage, Liability, Vehicle and On-the-Job
Accident Reporting Procedures

RISKS OF INJURY TO VOLUNTEERS

It is important volunteers know what coverage the County will or will not provide.

Personal injury. Volunteers are not "subject workers" as defined by the State Workers' Compensation Act; therefore, workers' compensation coverage will not be provided. Time loss benefits are not available.

Please see Section 4.2 Risk Management Committee Rules for more information

(Available from [http://www.co.douglas.or.us/legal_policies.asp/legal/riskrule%20\(all\)%202006.pda](http://www.co.douglas.or.us/legal_policies.asp/legal/riskrule%20(all)%202006.pda))

Damage to volunteer property. When volunteer's personal property is damaged while volunteer is serving in authorized volunteer status, the County will not be responsible to reimburse for the damage.

Driving. All operators of a motor vehicle, while on County business, must be qualified to drive and drive safely. Operators must have sufficient knowledge about vehicle handling, demonstrated by a safe driving record, so as to protect employees, volunteers, the County, clients and the public from an unsafe driver. This provision applies to both County-owned and volunteer-owned vehicles.

Volunteers operating County equipment will receive instruction from the supervisor or department safety officer regarding County vehicles before being authorized to operate them. This will include a review of Driver Policy, discussion of responsibility of the operator and a test drive.

Volunteers operating their private vehicles will receive instruction from the supervisor or department safety officer regarding the need to maintain the vehicle in an operable mechanical condition and the vehicle must be insured as required under Oregon law. Volunteer's auto insurance will be considered primary. Procedures shall be developed by departments to assure that liability insurance coverage is maintained uninterrupted.

Volunteers operating County-owned or private vehicles in the course of providing volunteer services, will receive a test drive from the supervisor or department safety officer.

Reference: Personnel Rule 18 - Travel
Driver Policy

Damage to private property. When private property is damaged by a volunteer serving in an authorized volunteer status, provisions of the County Risk Management policy and procedures will be observed.

Reference: Risk Management Policy

To submit comments or suggestions
please email the Human Resources department.

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This Page was last updated: Monday, May 23, 2011 at 5:07:38 AM

An Example Volunteer Policy

Guidance note - Please be aware that this example document has been produced in order to help you to develop your own policy. A wide range of organisations can receive ELDC funding in order to undertake a variety of projects, you will need to amend the document to ensure it is appropriate to the size of your organisation, its general day-to-day activities, and the specific project that you are undertaking.

XXXX Volunteer Policy

Mission statement: to be provided by each organisation.

Why do we involve volunteers?

- ☐ To increase our contact with the local community we serve.
- ☐ To benefit from the skills and perspectives volunteers bring with them.
- ☐ To offer our volunteers new skills and experiences.
- ☐ To ensure that our services meet the needs of our clients.

The following guidelines deal with the practical aspects of involving volunteers at XXXX. More detailed information is available on various aspects of this policy.

Recruitment

- ☐ XXXX will aim to identify worthwhile and satisfying opportunities for volunteers.
- ☐ XXXX will produce a volunteer role description for all voluntary opportunities.
- ☐ XXXX will aim to help any volunteer overcome barriers that may make it difficult for them to volunteer at XXXX.
- ☐ XXXX will operate its Equal Opportunities policy at all times in relation to both recruitment and support of volunteers.
- ☐ Discussions will be held with all prospective volunteers to ensure that their skills and interests are best served by the volunteering opportunity. References will also be taken up.
- ☐ XXXX's volunteers are not introduced to replace paid staff.

Induction

- ☐ All volunteers will be entitled to a structured induction period, to familiarise them with the work of XXXX in general and their own area of work in particular. Training will be offered where it helps them fulfil their role effectively and as funds permit.

- All volunteers will be asked to sign a Volunteer Agreement which requires them to abide by the rules and principles of the organisation. These will be clearly explained and copies of appropriate policies and procedures made available.
- All volunteers will be briefed about the importance of maintaining confidentiality and asked to sign a confidentiality statement.

Support and supervision:

- All volunteers will have a named person as their main contact. They will be provided with regular supervision to feedback on progress, discuss future developments and air any problems. A grievance procedure exists to deal with any unresolved problems.
- All volunteers are covered by XXXX's insurance policy while they are on the premises or engaged in XXXX's work.
- Volunteers will be encouraged to claim travel expenses. Reimbursement of other out-of-pocket expenses will be considered where funding permits.
- XXXX will ensure that volunteers are made aware of health and safety procedures and requirements, and will, as far as practicable, provide a safe environment for volunteers.
- Volunteers will be encouraged to express their views on matters concerning the organisation. Their opinion will be sought concerning any changes or developments which may affect them.
- XXXX will respect the confidentiality of volunteers and will not release any information about them without their agreement.
- XXXX will supply a reference to any volunteer seeking other voluntary work or paid employment.
- Volunteers will be introduced to staff members, made to feel welcome, valued for what they offer and thanked for their contribution.

Termination

- XXXX reserves the right to terminate your volunteer relationship. This will be done in writing. XXXX will where possible try and give volunteers at least two weeks notice of termination of the volunteering relationship but has the right to terminate the volunteer relationship without notice at any time without prejudice.
- If you wish to withdraw from your voluntary role you are asked to give your supervisor as much notice as possible. XXXX would appreciate at least two weeks' notice of you leaving your role but

recognises your right to withdraw at any time without prejudice. You will be offered an exit interview upon leaving your voluntary role at XXXX.

Monitoring and Review

- It will be the responsibility of XXXX to regularly review the operation of this Volunteer Policy and to make sure that it is always in accordance with the Equal Opportunity Policy and current volunteering best practice.

Note: If Working with Children you may wish to include:

Children are vulnerable and need to be kept safe. All volunteers will need to demonstrate to XXXX that they are fit for the role that they are undertaking. For some roles this would require undertaking the taking up of references and the receipt of a relevant CRB check.

A child protection policy should be place in any event.

Some useful websites on writing a volunteer policy

<http://www.volunteering.org.uk>

www.volunteer.ie/managingvolunteers_DevVolPolicyI.htm

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	March 20, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	UFA Fuel Bills – May to September, 2011

BACKGROUND/PROPOSAL:

Council passed a motion at their February 20, 2013 Council Meeting requesting the details of the May to September 2011 UFA bills.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The attached spreadsheet shows the breakdown of fuel and supply purchases for the months of May to September 2011.

COSTS/SOURCE OF FUNDING (if applicable):

Not applicable.

RECOMMENDED ACTION:

That the Village Council accept the detailed information relating to the May to September 2011 invoices from UFA as information.

Initials show support – Reviewed By:

CAO: Lynn Horbasenko

Village of Bawlf
UFA Invoices – detailed breakdown
May to September, 2011

Month	Village Fuel	Fire Dept Fuel	Supplies	GST	Late Fees	Total	Description of Supplies
May	\$1008.85	\$ 97.99	\$ 822.49	\$ 93.96	\$ 23.26	\$2046.55	chains, chain hook, Round Up, hose, pump kit, rope, oil, Village Clean Up supplies NOTE – May's invoice included all of April's expenses as well
June	\$ 611.51		\$ 99.78	\$ 35.56		\$ 746.85	trimmer line, Raid, hasp, bulb, aerosol spray
July	\$1004.23		\$1258.92	\$ 113.17	\$ 11.42	\$2387.74	culverts, Raid, trimmer line
August	\$ 716.55		\$ 84.98	\$ 40.06		\$ 841.59	grass seed, shovel
Sept	\$ 416.23		\$ 81.47	\$ 24.88		\$ 522.58	grass seed, brake fluid, trimmer line
TOTALS	\$3757.37	\$ 97.99	\$2347.64	\$ 307.63	\$ 34.68	\$6545.31	

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	March 20, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Survey Lots 14-30, Block 7, Plan LVII

BACKGROUND/PROPOSAL:

Lots 14-30, Block 7, Plan LVII would require to be surveyed if the Village is interested in selling either or both of the curling rink and old community centre.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Village received letters from the Bawlf Curling Club (January 6, 2013) and the Bawlf & District Recreation Association (February 3, 2013) indicating that neither one of the groups have any further interest in the curling rink facility.

The Administration recently requested cost estimates from three survey companies – two estimates were submitted to the Village for consideration.

Company A – to prepare site plan showing existing property lines and improvements = \$2870 + GST. This drawing could be used to prepare further drawings for subdivision applications, if necessary. The additional costs to prepare additional plans are estimated at \$850-\$2500 + GST, dependent on the number of lot line adjustments or subdivisions that may be required. The initial site plan would take approximately three weeks to prepare.

Company B – to prepare boundary survey and location of buildings, etc. = \$10,000 + GST (spring) or \$13,000 + GST (winter). Company B provided a cost estimate for subdivision plans, if required = \$6000 + GST. The plan would take approximately two weeks to prepare, depending on the availability of crews.

With an approved budget adjustment, the Administration would contract Company A to provide the surveying services.

COSTS/SOURCE OF FUNDING (if applicable)

\$2500 was included in the 2013 Interim Budget for survey and subdivision costs. If Company A is selected, a budget adjustment in the amount of \$400 would be required at this time with possible additional funding being required if a subdivision survey is required.

RECOMMENDED ACTION:

That Village Council pass a motion to approve a budget adjustment to budget line 2-74-250 in the amount of \$400 exclusive of GST to prepare a site plan for Lots 14-30, Block 7, Plan LVII showing the existing property lines and improvements.

Initials show support – Reviewed By:	CAO: Lynn Horbasenko
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VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	March 20, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Municipal Affairs Directive 1 & Recommendation 9 – Review of Bylaws, Policies, Practices and Decisions

BACKGROUND/PROPOSAL:

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

DIRECTIVE 1:

I direct council and administration to review all bylaws, policies, practices and decisions to ensure they are compliant with the MGA.

RECOMMENDATION 9:

That Council direct administration to conduct a complete review of the village's bylaws to ensure relevancy, accuracy and consistency.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Pages 19-20 of the Municipal Inspection Report state that many of the Village's bylaws from 20-30 years ago are still in use and reference outdated legislation. There has been no standard format and typographical errors were noted.

The Administration has reviewed the Village of Bawlf bylaws going back to 1939. The status of the bylaws varies (ie. current and active, repealed, not current and not repealed, need to be updated).

The list of Village policies (policy numbers 1-22) is attached for Council's information. The amended Communications Policy will be brought forward to Council at the April Council Meeting. The following additional policies will be brought forward to Council for their consideration in the near future:

Purchasing Policy, Personnel Policy, Expense Reimbursement Policy, Unauthorized Expenditure Policy, and Public Works Inspection Policy.

COSTS/SOURCE OF FUNDING (if applicable)

Not applicable.

RECOMMENDED ACTION:

That the Village Council, in response to Directive 1 and Recommendation 9 of the Municipal Inspection Report, accept the bylaws and policies review summary as information.

Initials show support – Reviewed By:

CAO: Lynn Horbasenko

VILLAGE OF BAWLF POLICY DIRECTORY

Last Updated: March 11, 2013

Policy #	Title	Dated Passed	Date Amended or Abolished
1	Unbudgeted Expenditures	November 17, 1997	
2	Public Notice of Council and Council Committee Meetings	November 17, 1997	
3	Road Maintenance	November 17, 1997	
4	Winter Maintenance	November 17, 1997	
5	Snow Ploughing	January 16, 2007	Replaced by Policy #15
6	Culvert Policy	September 21, 2004	
7	Sale of Clay	June 22, 2004	
8	Operation of Skid Steer	June 19, 2007	
9	Rental Rates	June 19, 2007	
10	Christmas Decoration Contest	November 27, 2007	
11	Communication	December 18, 2007	
12	Tangible Capital Assets	December 18, 2007	October 22, 2008
13	Christmas Holiday	December 18, 2007	
14	Council/Administration Photograph	January 22, 2009	
15	Snow Clearing, Removal and Sanding on Municipal Roadways	March 18, 2009	
16	Use of Council Chambers	May 13, 2009	
17	Fire Department Annual Honorariums	January 19, 2011	
18	Fire Department Hourly Honorariums	January 19, 2011	
19	Fire Department Practice Compensation	January 19, 2011	
20	Fire Department Training Compensation	January 19, 2011	
21	Code of Conduct and Values	February 16, 2011	February 20, 2013
22	Council Recognition	April 26, 2011	

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	March 20, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Municipal Affairs Directive 2 & Recommendation 10 – Bylaw Inventory

BACKGROUND/PROPOSAL:

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

DIRECTIVE 2:

I direct council and administration to develop a complete inventory of all village bylaws and to conduct a complete review of the bylaws to ensure relevancy, accuracy and consistency.

RECOMMENDATION 10:

That Council direct administration to develop a complete inventory of all village bylaws and make them available on and off line.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Page 20 of the Municipal Inspection Report states that a complete inventory of Village bylaws does not exist. The Village has always maintained a simple listing of bylaws but the list did not include the date the bylaw was repealed or any amendments to the bylaw.

A new directory/inventory has been created and can be searched by bylaw number, year, category or description. The electronic version of the new inventory will be projected on the wall at the Council Meeting.

The inventory requires further verification of the status of each bylaw. Therefore, the Village will require an extension from the Minister in order to accurately complete the inventory. This request will be included in the Village's quarterly report to the Minister.

COSTS/SOURCE OF FUNDING (if applicable)

Not applicable.

RECOMMENDED ACTION:

That the Village Council, in response to Directive 2 and Recommendation 10 of the Municipal Inspection Report, accept the details of the newly created bylaw inventory as information.

Initials show support – Reviewed By:

CAO: Lynn Horbasenko

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	March 20, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Municipal Affairs Directive 4 & Recommendation 13 – Ongoing Review of Policies

BACKGROUND/PROPOSAL:

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

DIRECTIVE 4:

I direct council and administration to establish a rotational schedule to review the policies of the village on an ongoing basis.

RECOMMENDATION 13:

That Council and Administration continue with the development and review of policies.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Pages 20-22 of the Municipal Inspection Report describes the purpose of a policy as being to provide guidance for staff, to allow for consistent decision making and to deal with situations in an equitable manner. Policies should be communicated to residents.

"Policies should be reviewed on an ongoing basis to ensure they are relevant and clear to the organization" (Quoted from Page 22 of the Municipal Inspection Report). During a previous Council meeting, it was suggested that a review of the policies occur annually in February.

COSTS/SOURCE OF FUNDING (if applicable)

Not applicable.

RECOMMENDED ACTION:

That the Village Council, in response to Directive 4 and Recommendation 13 of the Municipal Inspection Report, direct administration to review all Village of Bawlf policies annually in February to ensure relevancy and clarity.

Initials show support – Reviewed By:

CAO: Lynn Horbasenko

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	March 20, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Municipal Affairs Recommendation 11 – Rotational Schedule to Review Bylaws

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 11:

That Council and Administration establish a rotational schedule to review village bylaws on an ongoing basis to ensure relevancy, accuracy and consistency.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Pages 19-20 of the Municipal Inspection Report provides background information on municipal bylaws and the suggestion to review the bylaws on a regular basis.

During a previous Council meeting, it was suggested that a review of the bylaws occur annually in February.

COSTS/SOURCE OF FUNDING (if applicable)

Not applicable.

RECOMMENDED ACTION:

That the Village Council, in response to Recommendation 11 of the Municipal Inspection Report, direct administration to review all Village of Bawlf bylaws annually in February to ensure relevancy, accuracy and consistency.

Initials show support – Reviewed By:

CAO: Lynn Horbasenko

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	March 20, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Municipal Affairs Recommendation 2 – Meeting Provisions

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 2:

That Council and Administration ensures that they are complying with all meeting provisions in the Municipal Government Act.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Pages 12-14 of the Municipal Inspection Report provide background information on council meetings, email voting and special meetings.

Attached is a "copy and paste" of Sections 192-200 of the Municipal Government Act (MGA) regarding Council Meetings.

COSTS/SOURCE OF FUNDING (if applicable)

Not applicable.

RECOMMENDED ACTION:

That the Village Council, in response to Recommendation 2 of the Municipal Inspection Report, pass a motion to comply with the meeting provisions described in Section 192-200 of the Municipal Government Act.

Initials show support – Reviewed By:

CAO: Lynn Horbasenko

Meetings

Organizational meetings

192(1) Except in a summer village, a council must hold an organizational meeting annually not later than 2 weeks after the 3rd Monday in October.

(2) The council of a summer village must hold an organizational meeting annually not later than August 31.

Regular council meetings

193(1) A council may decide at a council meeting at which all the councillors are present to hold regularly scheduled council meetings on specified dates, times and places.

(2) Notice of regularly scheduled meetings need not be given.

(3) If council changes the date, time or place of a regularly scheduled meeting, the municipality must give at least 24 hours' notice of the change

- (a) to any councillors not present at the meeting at which the change was made, and
- (b) to the public.

Special council meetings

194(1) The chief elected official

(a) may call a special council meeting whenever the official considers it appropriate to do so, and

(b) must call a special council meeting if the official receives a written request for the meeting, stating its purpose, from a majority of the councillors.

(2) A special council meeting called under subsection (1)(b) must be held within 14 days after the date that the chief elected official receives the request or any shorter period provided for by bylaw.

(3) The chief elected official calls a special council meeting by giving at least 24 hours' notice in writing to each councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held.

(4) A special council meeting may be held with less than 24 hours' notice to all councillors and without notice to the public if at least 2/3 of the whole council agrees to this in writing before the beginning of the meeting.

(5) No matter other than that stated in the notice calling the special council meeting may be transacted at the meeting unless the whole council is present at the meeting and the council agrees to deal with the matter in question.

Council committee meetings

195 The municipality must give at least 24 hours' notice of a council committee meeting

- (a) to the members of the council committee, and
- (b) to the public.

Method of giving notice

196(1) Notice of a council or council committee meeting is deemed to have been given to a councillor or member of a council committee if the notice is delivered to an adult person at the councillor's or member's home or place of business.

(2) Notice of a council or council committee meeting to the public

is sufficient if the notice is given in a manner specified by council.

Public presence at meetings

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

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

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

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

Right of public to be present

198 Everyone has a right to be present at council meetings and council committee meetings conducted in public unless the person chairing the meeting expels a person for improper conduct.

Meeting through electronic communications

199(1) A council meeting or council committee meeting may be conducted by means of electronic or other communication facilities if

- (a) notice is given to the public of the meeting, including the way in which it is to be conducted,
- (b) the facilities enable the public to watch or listen to the meeting at a place specified in that notice and a designated officer is in attendance at that place, and
- (c) the facilities enable all the meeting's participants to watch or hear each other.

(2) Councillors participating in a meeting held by means of a communication facility are deemed to be present at the meeting.

Power to require taking of oath

200 A council or council committee may require a person appearing before it or making any claim or submission to it to do so under oath.

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	March 20, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Municipal Government Act Review – Zone Meetings

BACKGROUND/PROPOSAL:

The Alberta Urban Municipalities Association (AUMA) is conducting a review of the Municipal Government Act (MGA) and is inviting municipalities to participate in Zone Meetings in order to contribute to the review process.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

If council wishes to participate in the MGA review process, the following attachments may be of benefit in preparing for the Zone Meeting of choice:

1. Email from John McGowan, AUMA CEO.
2. Zone Meeting Dates/Locations. Meetings will run from approximately 10:00 a.m. to 3:00 p.m.
3. The Draft Principles as presented and discussed at the Mayors' Caucus Meetings held in Edmonton on February 13, 2013.
4. A list of questions that Council has the opportunity to answer and present at the Zone Meeting.
5. Four templates to record suggestions on Governance, Revenue Sources and Authorities, Roles and Responsibilities, and Other.

Is Village Council interested in participating in this review?

COSTS/SOURCE OF FUNDING (if applicable)

Travel and lunch expenses (if lunch is not provided) will be covered in the 2013 Operating Budget.

RECOMMENDED ACTION:

That Village Council decide if the Village of Bawlf Council would like to designate a representative to attend one of the Zone Meetings to participate in the Municipal Government Act (MGA) Review and if so, pass a motion to name the representative and provide the authority for attendance at one of the Zone Meetings to be held on March 26th and 27th.

Initials show support – Reviewed By:

CAO: Lynn Horbasenko

Lynn Horbasenko

From: John McGowan [jmcgowan@auma.ab.ca]
Sent: February-27-13 3:40 PM
To: undisclosed-recipients:
Subject: Discussions with Council in Preparation for AUMA's March Zone Meetings
Attachments: Template Presentation for CAOs.pptx; FEB 2013 UPDATED Principles for MGA Review.docx; Member MGA Template.xlsx

Dear CAOs,

Thanks to all of you who were able to attend the recent Mayors Caucus. We appreciated your participation, particularly in the discussions pertaining to the MGA. As promised, we are preparing a summary "what we heard" document from our CAO session regarding required changes to the MGA and will send to you in the near future.

As discussed at Mayors Caucus, the focus of the March 26 and 27 zone meetings is on the principles for the MGA and the required changes pertaining to revenue sources and authorities. We intend to begin the meetings with a bit of a visioning exercise to set the context for the principles and the kinds of changes we need to be thinking about, while ensuring the continuation of things that are working well.

In preparation for the zone meetings, please work with your Council to gather their input on the attached principles as we hope to build consensus on them through this next round of discussion (the information in red reflects updates identified during Mayors Caucus). Bear in mind that these principles are simply a broad reflection of our desired future state that we intend to use to guide our work during the review. They are NOT intended to be a comprehensive and detailed list of all the "how tos".

As well, we would appreciate if you would use the attached template to record your municipality's suggestions on required changes to the MGA. While the focus of the March zone meeting is on revenue, the template provides you with an opportunity to collect ideas on all legislative changes—roles and responsibilities, governance and revenue sources and authorities. As well, there is a separate sheet on other changes (e.g. non-legislative matters such as training or communication). We have also provided a sample list of questions that you may wish to consider as you discuss required changes with your Council. We would appreciate receiving your input on the revenue section in particular prior to the zone meetings, but realize this may not be possible given timing of Council meetings. So by all means you can hand them in at the March meeting. We will use your submission to further develop our inventory of required changes.

We are mindful that most of your Council was likely not at the Mayors Caucus so we have provided a short PowerPoint on the MGA review process in the event that you would like to use it to facilitate discussions with your Council and/or staff. As well, you received an email last week containing a link to all the presentations from Mayors Caucus including a PowerPoint on municipal finances.

We hope that you will be able to attend one of the March Zone meetings along with representatives from your Council. Here is a link to our Digest article on the dates and locations of the meetings including registration information. Please note that the zone meetings will run from approximately 10 am to 3 pm.

Yours truly,

John McGowan



John McGowan
CEO
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Member Notices

IMPORTANT NOTICE
February 13, 2013

Attention: Mayors, Councillors & CAOs

Register now for March zone meetings to participate in AUMA's review of MGA

As part of AUMA's preparation for the MGA Review, we are inviting member urban municipalities to take part in zone meetings to discuss the principles that should guide our review and to build consensus on the changes we should request.

You can attend any one of the following meetings:

- March 26 - Lethbridge Lodge
- March 26 - Grande Prairie Inn
- March 27 - Cochrane Rancho House
- March 27- Vegreville Pomeroy Inn & Suites

Please note that each meeting has the same agenda so you only need to attend one meeting. Your feedback and participation are greatly appreciated. While there is no cost for registration, registrants are responsible for their travel expenses.

An agenda and further details will be released in next week's Digest. Please [click here](#) to register.

Thank you,

Sue Bohachuk
Executive Officer, Advocacy

Sandy Bugeja
Senior Priorities Coordinator

DRAFT PRINCIPLES

- **UPDATED TO REFLECT FEEDBACK FROM FEBRUARY MAYORS CAUCUS 2013**

Principle/ Desired Outcome	How we get there:
<p>Governance:</p> <ul style="list-style-type: none"> Local governments are open, responsive and accountable. 	<ul style="list-style-type: none"> Local governments are a recognized and respected order of government. Local governments are empowered. Local governments are transparent. Local governments are innovative and viable and embrace partnerships, cooperative agreements, and intermunicipal relationships. Provincial legislation provides incentives and avenues to address the need to create cooperative agreements and effective intermunicipal relationships. Local governments have the authority to enter into equitable agreements with others (including other orders of government). Local governments have the authority and flexibility to create diverse governance models and service delivery options. Provincial legislation provides a sound framework that enables local governments to excel in a modern environment.
<p>Roles & Responsibilities:</p> <ul style="list-style-type: none"> The respective roles and responsibilities of the provincial and municipal* orders of government are clear and appropriate. <p><small>*Local governments have autonomy to provide common municipal services as outlined in the Municipal Sustainability Strategy—see attachment.</small></p>	<ul style="list-style-type: none"> The Province is responsible for direct consultation with local governments regarding the Municipal Government Act and related regulations. Provincial and municipal governments meet their respective responsibilities and must have agreement for delegated service delivery with adequate resource provisions. Legislation and regulations need to recognize that Alberta's municipalities have different needs and capacity levels and thus require flexible approaches. Provincial decision making treats local governments as equitably as possible. OR Provincial decision making establishes equity among local governments. (Opinions were very divided on this principle so two options are offered for member's feedback). When provincial responsibility is downloaded to local governments, the province will ensure that those responsibilities are matched by the appropriate level of resources.
<p>Revenue Authorities and Sources:</p> <ul style="list-style-type: none"> Local governments have predictable, diverse, and 	<ul style="list-style-type: none"> All Provincial resource revenues should be shared equitably among municipalities. Through equitable distribution of provincial revenues and other tools, local governments have the capacity to: <ul style="list-style-type: none"> be economically, socially, and environmentally sustainable, and

<p><i>sustainable revenue sources (including various levels of taxation) to deliver programs, services, and infrastructure.</i></p>	<ul style="list-style-type: none"> ○ <i>address growth, change, and decline pressures effectively through long term, predictable funding agreements.</i> ● <i>The province encourages and supports long-term planning for municipal infrastructure including development, maintenance, and replacement.</i> ● <i>Local councils have the right to make decisions on multifaceted revenue sources (including different types of taxation).</i> ● <i>Local governments have the right and authority to enter into development agreements and charge appropriate levies to build complete communities.</i> ● <i>The property assessment and taxation system is equitable, fair, and transparent.</i> ● <i>Downloaded responsibilities (e.g. FCSS, police, lodges, etc.) are funded appropriately.</i>
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Example Questions for Consideration:	MGA Section
Do you think that municipalities should be explicitly acknowledged as an order of government?	Part One, section 3-5
Is "natural person" powers sufficient?	Part One, section 6
Are the provisions for sharing taxes and grants appropriate? If not, what changes or incentives need to be added?	Part Three, section 55
Are there revisions needed to the section on "general jurisdiction"? Is the relationship with provincial law appropriate?	Part Two, Section 7-13
Are the types of municipalities appropriate? Is the petition for formation appropriate? Should there be a requirement for a vote of formation?	Part Four, Section 77-90
Should lands need to be contiguous for amalgamations?	Part Four, Section 100-112
Is the annexation process appropriate, effective, and sufficient?	Part Four, Section 112-128
Are the Municipal Sustainability Strategy recommendations sufficient?	Part Four, Section 129-134
Are the provisions in section 5 (Council, Councillors, and Council Committees) conducive to good governance practices and comprehensive?	Part Five, Section 142-200
Is the role of administration versus council adequately delineated and is it appropriate?	Part Six, Section 201-215
Are the provisions for petitions appropriate?	Part Seven, Section 217-240
Should municipal debt limits be increased?	Part Eight, Section 251
Any recommendations beyond those in AUMA's assessment policy papers?	Part Nine, Section 284-385
Should a municipality have additional taxation power?	Part Ten, Section 326-352
Any changes to the provisions on business taxes?	Part Ten, Section 371-380
Are the provisions for special taxes sufficient and appropriate?	Part Ten, Section 382-387
Are the provisions for tax recovery comprehensive and appropriate?	Part Ten, Section 410-452
Is the role of the Municipal Government Board (MGB) appropriate? Are processes effective and sufficient?	Part Twelve, Section 485-527
Should municipalities have better protection when providing services?	Part Thirteen, Section 527-569
Are the provisions for ministerial powers necessary and appropriate?	Part Fourteen, Section 570-580
Are the provisions for regional service commissions appropriate?	Part Fifteen, Section 602
Is there a good balance between municipal autonomy and the powers of the minister?	Part Sixteen, Section 604
Are provincial land use policies appropriate and comprehensive?	Part Seventeen, Section 622
Are planning tools and provisions sufficient?	Part Seventeen, Section 631-638
Is the role of the MGB appropriate in terms of solving intermunicipal disputes?	Part Seventeen, Section 690-691

Member Template for Changes to the MGA Related to Roles and Responsibilities

[illegible]

Other Issues to be Considered during the MGA Review

Description	Frequency	Severity	Impact	Mitigation	Status	Owner	Last Update
System Degrade	Low	Medium	Minor	Restart Service	Open	Admin	2023-10-27
Data Corruption	Medium	High	Major	Backup Restore	Open	Admin	2023-10-27
Service Outage	High	Critical	Severe	Emergency Response	Open	Admin	2023-10-27
Security Breach	High	Critical	Severe	Incident Response	Open	Admin	2023-10-27
Performance Issue	Low	Medium	Minor	Optimize Query	Open	Admin	2023-10-27
Configuration Error	Low	Medium	Minor	Reset Config	Open	Admin	2023-10-27
Network Latency	Low	Medium	Minor	Check Network	Open	Admin	2023-10-27
Database Connection	Low	Medium	Minor	Restart DB	Open	Admin	2023-10-27
API Timeout	Low	Medium	Minor	Increase Timeout	Open	Admin	2023-10-27
Cache Miss Rate	Low	Medium	Minor	Refresh Cache	Open	Admin	2023-10-27
Log File Full	Low	Medium	Minor	Rotate Logs	Open	Admin	2023-10-27
SSL Certificate Expire	Low	Medium	Minor	Renew Certificate	Open	Admin	2023-10-27
Disk Space Low	Low	Medium	Minor	Clean Up Data	Open	Admin	2023-10-27
Memory Usage High	Low	Medium	Minor	Optimize Memory	Open	Admin	2023-10-27
CPU Usage High	Low	Medium	Minor	Optimize CPU	Open	Admin	2023-10-27
Network Bandwidth	Low	Medium	Minor	Upgrade Network	Open	Admin	2023-10-27
Database Backup Fail	Low	Medium	Minor	Retry Backup	Open	Admin	2023-10-27

Use this space to record any other issue or challenges that AUMA should keep in mind during the MGA Review. These issues may be things that are not directly in the MGA but could be impacted by the review.

[illegible]

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	March 20, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Municipal Affairs Directive 13 – Quarterly Report to the Minister

BACKGROUND/PROPOSAL:

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

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.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

In the list of Directives ordered by the Minister of Municipal Affairs, the Village is required to submit the first quarterly report by March 31, 2013.

The Administration proposes that the Council send a cover letter signed by the Mayor with the directives, recommendations and suggestions summary document that the Village created and has been updating throughout the process of meeting the requirements set out in the Municipal Inspection Report presented by Municipal Affairs on October 23, 2012. A draft letter is attached for Council's consideration.

If Council members would like to propose other methods of reporting to the Minister, perhaps these methods could be discussed.

COSTS/SOURCE OF FUNDING (if applicable)

Not applicable.

RECOMMENDED ACTION:

That Village Council pass a motion directing Administration to prepare a letter and a written quarterly update to the Minister of Municipal Affairs regarding the progress the Village of Bawlf is making with respect to the directives outlined in the Municipal Inspection Report.

Initials show support – Reviewed By:

CAO: Lynn Horbasenko

~~ ON VILLAGE LETTERHEAD ~~

Draft

March 12, 2013

The Honourable Doug Griffiths, M.L.A.
Minister of Municipal Affairs
104 Legislature Building
Edmonton, Alberta
T5K 2B6

RE: Ministerial Order No. L:204/12

Dear Minister,

As per Ministerial Order No. L:204/12, the Village of Bawlf is hereby submitting the first quarterly update on the progress our municipality has made with respect to the directives ordered and presented to our community on October 23, 2012. A summary including the status of the directives, recommendations and other suggestions made in the Municipal Inspection Report is attached for your information.

The Council and Administration has been working on the Directives and Recommendations over the past five months and we feel we have made good progress on the majority of the tasks at hand. Twenty-five of the thirty-two recommendations have been addressed. The remaining seven recommendations will continue to be worked on.

Eleven of the thirteen directives have been completed with one of the remaining directives being the submission of quarterly updates. The Village Council would like to request an extension to complete Directive 2 – the development of a complete bylaw inventory. We have created a new format that will be searchable and require more time to categorize and repeal outdated bylaws.

If you require further information or clarification, please contact our Chief Administrative Officer, Lynn Horbasenko, by email at LHorbasenko@bawlf.com or by phone at 780-373-3797.

Yours sincerely,

Gordie Blatz,
Mayor

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	March 20, 2013
Originated By:	Councillor Fern Reinke
Title:	Emergency Contacts

BACKGROUND/PROPOSAL:

To research what other communities have for policies or procedures in place for having emergency contact information available outside of regular hours and in emergency situations.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Situations have occurred where staff has been unavailable, away from the Village, on holidays, etc, where a staff member should be made aware of a problem or emergency situation, or should be called in, but contact information is unavailable. In situations where volunteers should not be responsible for dealing with a problem, what do other Villages of similar size have for policies or procedures in place to deal with these types of situations?

COSTS/SOURCE OF FUNDING (if applicable):

n/a

RECOMMENDED ACTION:

That Village Council pass a motion to direct Administration to contact other communities of similar size to see how they handle emergency contacts outside of regular office hours.

Initials show support – Reviewed By:

CAO: Lynn Horbasenko

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	March 20, 2013
Originated By:	Mayor Gordie Blatz
Title:	Curling Rink Rental Rates

BACKGROUND/PROPOSAL:

To discuss the rent and use of the Curling Rink.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

- The Recreation Association and Curling Club have released their interest in the Curling Rink, giving the building back to the Village. The Village is now responsible for paying the utility costs and for any maintenance required.
- The Recreation Association has expressed interest in continuing to use the facility for their ball programs in the spring.
- Families have inquired about using the Curling Rink for grad.
- The Curling Rink is currently being rented for a baseball clinic. (a private, for-profit program)

Should the Village set a rental rate for the local community groups that wish to use the Curling Rink?
Should local community groups have different rates than private functions and groups from outside the village?

Options:

1. That Village Council pass a motion to set the rental rates of village facilities for local community groups and for other groups that rent the facility.
2. That Village Council direct Administration to create a fee schedule for renting village facilities and bring it back to the April meeting for approval.

COSTS/SOURCE OF FUNDING (if applicable):

n/a

RECOMMENDED ACTION:

n/a

Initials show support – Reviewed By:	CAO: Lynn Horbasenko
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Report from the Administration

For the period February 16 – March 13, 2013

Administration:

- The Village Voice was distributed on February 27.
- The Communications Coordinator continues to work on the new website and has been encouraging community groups to submit information so each can have their own page on the Village site.
- The Tax Penalty Bylaw and the Utility Services Bylaw were posted on the Village web site and noted in the March Village Voice after first reading, inviting comments from residents.
- The Province cut the Summer Temporary Employment Program (STEP). This will impact the 2013 Budget by \$2800.
- The Village received notification that our MSI Grant funding will increase by \$10,106 in the 2013 Budget (\$2209 in Capital and \$7897 in Operating).
- Completed the Asset Management Survey distributed by AUMA.
- The next Mayors/Reeve/Administrators meeting is scheduled for Thursday, April 11. The county has requested that agenda items be forwarded prior to April 5th.
- There will be no tax sales this year.
- Filing for tax recovery for 3 properties by March 31st.
- The auditor was here March 13th.
- The Village Manager participated in the following external meetings:
 - February 26 – Meeting with Resident re: development permit for house (Bawlf)
 - March 4 – Hazard Identification, Assessment and Control Session (Killam)
 - March 13-15 – LGAA Conference (Red Deer)

Development:

- The total number of development permits approved to date in 2013: zero.
- Issued one compliance certificate in February. Total compliance certificates issued in 2013: one.
- Continuing discussions with a resident regarding their desire to complete major house renovations versus the option of building new and demolishing the older house.

Public Works:

- The lift station upgrade project has gone out to tender with a closing date of March 25. Three companies were invited to bid on the project.
- The 2013 Grad Committee would like to utilize the curling rink for this year's grad party. The surveying and consolidating of lots in Block 7, Plan LVII will likely not be completed by May so the Administration would like to propose that the Village accept the booking for the curling rink. **Do Council members agree?**

- The Public Works Director continues to be called out for the lift station alarm due to issues related to the floats and/or the pumps.
- The Public Works Director brought in his own tractor for snow removal in place of the Bobcat, which didn't have enough power to efficiently push the wet slushy snow.
- Still searching for a suitable replacement for the dump truck.
- Minor fix required at the water treatment plant on the chlorine pump.
- A second estimate is being sought regarding the additional maintenance required on the ½ ton truck.
- Spencer Bellingham is now working part time after school, clearing snow, changing the messages on the Village sign, and assisting the Public Works Director as needed.

Parks and Facilities:

- The Village is awaiting a response from the Archivist of the Alberta and Northwest Conference of the United Church of Canada regarding whether or not they have any interest in the former United Church property. Additional research may be required with the Registered Societies Branch as well.

By-Law Services:

- Letters to dog owners who have not yet purchased their 2013 dog tags were mailed in late February. The letter indicated they had until March 8th to purchase their tags or they would be in contravention of the bylaw and subject to a fine. As a result of the letters, there has been a jump in sales and 62 dog tags have been purchased to date.
- The Village will be assigned a new bylaw enforcement officer effective April 1, 2013.

Fire Department:

- The Acting Fire Chief reported that one of the hot water tanks at the fire hall appears to be leaking. The Public Works Director will check the status and hire a plumber if necessary.

COUNCIL MOTIONS - ACTION LIST

Action #	Date	Motion #	Motion	Staff Member Responsible	Status
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.
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 - Curling Club notified. Curling Club to remove assets by June 30, 2013.
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 (Society dissolved on Feb. 2, 2011). Community meeting held Feb 19/13 to discuss status. The Village contacted the United Church of Canada regarding interest in the property now that the Historical Society has dissolved. An archivist with the United Church of Canada is consulting with the secretary of Coronation Presbytery regarding any possible interest in the building.

COUNCIL MOTIONS - ACTION LIST

Action #	Date	Motion #	Motion	Staff Member Responsible	Status
10	20-Feb	28/13	Deputy Mayor Yuha that Village Council approve the revised Council Code of Conduct and Values Policy including the measures to assist with compliance of the policy, with changing #19 to read "For a period of twelve (12) months after leaving office, abide by the applicable standards of conduct listed above, except those related to confidential information, which shall apply in perpetuity;"	Lynn	Completed.
11	20-Feb	29/13& 30/13	Mayor Blatz to pass second reading of Bylaw #585/13, the Procedural Bylaw. Councillor Reinke to pass third and final reading of Bylaw #585/13, the Procedural Bylaw.	Leanna	Completed Feb. 20/13. (Bylaw to be prepared for signatures.)
12	20-Feb	31/13	Deputy Mayor Yuha 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 Foremain between Highway 13 and the Canadian Pacific Railway tracks with a term of twenty (20) years.	Lynn	Agreement mailed to Stewart Weir. Awaiting return of signed copy back to the Village.
13	20-Feb	32/13	Councillor Reinke that Village Council request Administration to provide details of the May 2011 to September 2011 UFA bills as requested.	Myrna	Information included on the Mar. 20/13 agenda.
14	20-Feb	33/13	Councillor Tessari 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.	Lynn	Completed - County notified. County to coordinate signing of original agreement.
15	20-Feb	34/13	Mayor Blatz to 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.	Lynn	Completed - County notified.
16	20-Feb	35/13	Councillor Robbins to approve the appointment of Bryan Berg as the auditor for the Bawlf Public Library's 2012 Financial Statements.	Lynn	Completed - Library Board notified.

COUNCIL MOTIONS - ACTION LIST

Action #	Date	Motion #	Motion	Staff Member Responsible	Status
17	20-Feb	36/13	Mayor Blatz 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.	Lynn	Completed - Recreation Board notified.
18	20-Feb	37/13	Councillor Reinke that Village Council pass first reading of Bylaw #586/13, the Property Tax Penalty Bylaw.	Leanna	Bylaw posted on web and in V.V. inviting comments.
19	20-Feb	38/13	Deputy Mayor Yuha that Village Council pass first reading of Bylaw #587/13, the Utility Services Bylaw.	Leanna	Bylaw posted on web and in V.V. inviting comments.
20	20-Feb	40/13	Mayor Blatz that in response to Directive 9 of the Municipal Inspection Report, Council direct administration to ensure all municipal operational tasks are performed solely by municipal employees or contractors.	Lynn	Completed. Administrative memo sent to all staff.
21	20-Feb	41/13	Deputy Mayor Yuha that Village Council direct Administration to research other existing policies to encourage appropriate volunteer activities within the Village of Bawlf, and report back to Council.	Lynn/Leanna	Information included on the Mar. 20/13 agenda.
22	20-Feb	42/13	Mayor Blatz that Village 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.	Lynn	Completed - application form, cheque and profile information/photos sent to GO EAST.

Notes from Special Shirley McClellan Regional Water Service Commission meeting attended February 27, 2013 in Stettler

The 2013 Budget was reviewed. The requisition cost to each municipality in 2013 is budgeted at \$5271.88. Down from \$8278.13 in 2012.

Water rate for 2013 is \$2.24, down from \$2.37 in 2012.

There are some interest charges from 2012 that were not billed out. Will be checking with Auditor, hopefully it will be billed out on the percentage basis and not divided equally between municipalities.

The Water Commission saw a deficit in 2011. There will be a surplus from 2012 and should be in 2013.

The Consort to Monitor (Phase 4) RFP Engineering was awarded to MPE Engineering Ltd.

About 70% of the pipe is in the ground for the Big Valley Project (Phase 2). Project Manager John Van Doesburg resigned. County of Stettler Administration will manage the project.

Donalda line (Phase 3) tender will close on March 7th.

The next meeting is scheduled for April 18th 2013 @ 6:00 pm, in Castor.

Jody

C&J VANCO Services

Box 4132, Ponoka AB

T4J 1R5

January 28, 2013

Shirley McClellan Regional Water Services Commission

Box 1270, Stettler AB

TOC 2LO

Dear Chairman and Directors:

RE: Resignation

This letter is to serve as my letter of resignation from the position of Project Manager for the Stettler to Big Valley Project effective February 15, 2013.

I wish to thank the Board of Directors for the opportunity to work on the Shirley McClellan project since 2003. There have been great strides made in the delivery of water to the Communities in the East Central Area during this period.

Yours



John Van Doesburg

C&J Vanco Services

