



AGENDA

**Regular Meeting of Council of the Village of Bawlf in the Province of Alberta
Wednesday, April 17, 2013 – 7:00 p.m.
Council Chambers**

1. CALL TO ORDER

2. DELEGATIONS

- a) 7:00 p.m. – Bawlf Public Library Board - 2012 Financial Statement (Julie Ewashko, Chair)
- b) 7:15 p.m. – Brian King – Village of Bawlf 2012 Audited Financial Statement

3. GENERAL GOVERNMENT

- a) Agenda

Motion to adopt as presented

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

Motion to adopt as presented

- c) Minutes of the Special Meeting of Council held March 27, 2013

Motion to adopt as presented

- d) Accounts Payable – March 2013

Motion to accept as information

- e) Financial Statement – March 2013

Motion to accept for information

4. BUSINESS ARISING

- a) Municipal Affairs Directives and Recommendations

Motion

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

Motion

- c) United Church

Motion

- d) Curling Rink Rental Policy

Motion

5. NEW BUSINESS

- a) Cost of Living Allowance for 2013

Motion

- b) 2013 Operating and Capital Budget

Motion

- c) 2013 Tax Rate Bylaw

First reading

- d) Bawlf Public Library Board – *as per delegation*

Discussion/Motion

- e) Village of Bawlf 2012 Audited Financial Statement

Motion

- f) Bawlf & District Recreation Association 2012 Financial Statement

Motion

- g) Village of Bawlf Personnel Policy – Acting Appointments

Motion

- h) Use of Residential Lots

Motion

- i) Volunteer Appreciation Event

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) Regional Collaboration Program Grant Approval – Regional Fire Services Coordinator

- b) ATCO Symposium

- c) Parkland Regional Library Strategic Plan and Strategic Work Plan (2013 – 2015)

- d) Battle River School Division #31 News Release – March 20, 2013

- e) Camrose & District Support Services Board Meeting Minutes – February 25, 2013

- f) Parkland Regional Library Board Meeting Highlights – February 28, 2013

- g) Daysland Drainage District #4 – April 10, 2013

- h) Alberta Municipal Affairs – April 2, 2013

8. CONFIDENTIAL ITEMS

None

9. ADJOURNMENT

2012 BAWLF PUBLIC LIBRARY ANNUAL REPORT

2012 SATISFACTION SURVEY

"More hours open if possible."

*"Would like...more Alberta
history."*

*"Staff is always friendly and
helpful."*

*"More information could be
shared on the website, but it
is a work in progress."*

ABOUT US

The Bawlf Public Library offers access to books, DVDs, eBooks, magazines, second-language learning opportunities and endless resources from across Alberta through interlibrary loans.

FINANCIAL HIGHLIGHTS

- Total assets as at December 31, 2012 were \$36,167.55.
- Raised wages by \$1.50 per hour to align with comparable libraries.
- Established a technology reserve of \$10,000 for purchase of Fortinet and computers.
- Invested in GICs (i.e. two at \$5,000) for library improvements.
- Raised over \$1,800 with VIP Quality Foods and silent auction.
- Provided \$1,250 to the Village of Bawlf towards past renovations.

SERVICE HIGHLIGHTS

- Served 167 cardholders.
- Circulated 2,929 items to library users.
- Borrowed 1,958 items and lent 1,912 items to other libraries through interlibrary loans.

*"In 2012, we continued to build positive
community relations for the library."*

– Fern Reinke, Library Manager

PROGRAM HIGHLIGHTS

- Hosted Kindergarten class, May
- eReader workshops, July
- Summer Reading Program, August
- Alberta Prairie C.O.W. Bus, November
- Children's Christmas Party, December



We welcomed the Alberta Prairie Classroom on Wheels (C.O.W.) Bus on November 7, 2012. Students from Bawlf School (Kindergarten and Grade One) and Bawlf Playschool attended. The Library received a Legacy Library from the Centre for Family Literacy.

BAWLIF PUBLIC LIBRARY**FINANCIAL STATEMENT****OPENING BALANCE JANUARY 1, 2012** **\$29,342.17****INCOME:**

Grant	\$21,429.86
Village	\$3000.00
County	\$5933.00
AB Gov	\$6540.00
Pri	\$5956.86
Memberships	\$ 675.00
Fines	\$ 166.45
Donations	\$ 1,276.95
Bawlf Rec	\$1000.00
Fundraiser	\$ 6,820.50
Postage Refund	\$ 10.63
Misc.	\$ 70.65
Refund loan to friends	\$ 500.00
Total Income	\$30,950.04

EXPENSES:

Wages	\$13,546.07
Receiver general	\$ 1830.25
Staff Courses	\$ 306.80
Books And Periodicals	\$ 117.85
PRL Fines	\$ 6.25
Postage	\$ 33.45
Program Expenses	\$ 528.62
Office supplies	\$ 399.40
Fundraiser	\$ 4403.50
GST paid	\$ 26.23
Utilities	\$ 964.04
Misc (Friends)	\$ 500.00
(Don, adv)	\$ 212.20
Reno payment	\$ 1,250.00
Total Expenses	\$24,124.66
G.I.C.	\$10,000.00

BANK BALANCE AS OF DECEMBER, 2012 **\$26,167.55**

Reviewed By: Bryan Berg / April 4, 2013
Bryan Berg

Item 2.a)

DAVID KNIPE MEMORIAL LIBRARY BUDGET

	2012		
	Actual Dec	Budget	2013 Budget
INCOME			
Government Income			
ACD Grant (Ab Gov't)	\$6,640.00	\$6,480.00	\$6,600.00
PRL Service Grant	\$5,966.86	\$5,900.00	\$5,900.00
Village of Bawlf	\$3,000.00	\$3,000.00	\$3,000.00
Village of Rosalind			\$0.00
County of Camrose	\$6,933.00	\$2,300.00	\$3,000.00
Cap Grant	\$0.00		\$0.00
Other Grants	\$0.00		\$0.00
TOTAL GOVERNMENT INCOME	\$21,429.86	\$17,680.00	\$18,400.00
OTHER INCOME			
Bawlf and District Reo Assoc.	\$1,000.00	\$1,000.00	\$1,000.00
Memberships	\$675.00	\$600.00	\$500.00
Fines	\$166.45	\$150.00	\$150.00
Donations	\$276.95	\$100.00	\$100.00
Program Income	\$0.00	\$150.00	\$100.00
Fundraisers	\$6,820.50	\$1,250.00	\$1,250.00
Sale of Books & Video's	\$0.00	\$80.00	\$80.00
Postage Refund	\$10.63	\$50.00	\$50.00
Miscellaneous Income	\$570.65	\$75.00	\$75.00
GST Rebate	\$0.00	\$0.00	\$0.00
Parkland Allotment Books Only	\$0.00	\$2,350.00	\$2,400.00
TOTAL OTHER INCOME	\$9,520.18	\$5,705.00	\$5,705.00
TOTAL INCOME	\$30,950.04	\$23,385.00	\$24,105.00
EXPENSES			
EMPLOYMENT EXPENSES			
Wages/Holiday Pay	\$13,815.08	\$15,000.00	\$16,500.00
CPP Expense	\$867.28	\$250.00	\$500.00
EI Expenses	\$693.96	\$400.00	\$500.00
WCB Expense	\$0.00	\$50.00	\$50.00
TOTAL EMPLOYMENT EXPENSES	\$15,376.32	\$15,700.00	\$17,550.00
OPERATING EXPENSES			
Books Allotment	\$0.00	\$2,350.00	\$2,400.00
Books Periodicals	\$117.85	\$0.00	\$50.00
Audio Visual (Videos/DVD's)	\$0.00	\$0.00	0
Program Expenses	\$528.62	\$200.00	\$200.00
TOTAL OPERATING EXPENSES	\$646.47	\$2,550.00	\$2,650.00

Item 2-a)

ADMIN & GENERAL EXPENSES

Cap Expenses	\$0.00	\$0.00	\$0.00
Staff Courses	\$306.80	\$400.00	\$300.00
Board Expenses	\$0.00	\$150.00	\$100.00
Bank Charges/PRL Fines	\$6.25	\$80.00	\$50.00
Postage	\$33.45	\$80.00	\$80.00
Office Supplies	\$399.40	\$250.00	\$600.00
Telephone	\$0.00	\$1,000.00	\$0.00
Fundraising Expenses	\$4,403.50	\$0.00	\$0.00
GST paid or payable – books	\$0.00	\$0.00	\$0.00
GST paid or payable – other	\$26.23	\$25.00	\$25.00
Miscellaneous Expenses	\$712.20	\$300.00	\$300.00
Insurance	\$0.00	\$0.00	\$0.00
Renovation costs	\$1,250.00	\$1,250.00	\$1,250.00
Utilities	\$964.04	\$1,600.00	\$1,200.00
Transfer to reserve	\$10,000.00	\$0.00	\$0.00
TOTAL ADMIN & GEN EXPENSES	\$18,101.87	\$5,135.00	\$3,905.00

TOTAL EXPENSES	\$34,124.66	\$23,385.00	\$24,105.00
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SURPLUS/(DEFICIT)	-\$3,174.62	\$0.00	\$0.00
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G.I.C. (Technology Reserve)	\$10,000.00		
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Bawlf Public Library
Box 116
Bawlf, AB T0B 0J0

April 10, 2013

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

RE: MEMORANDUM OF UNDERSTANDING REVISION

Dear Mayor Blatz & Council:

I am writing on behalf of the Bawlf Public Library Board to request a revision to the Memorandum of Understanding between the Village of Bawlf and the Bawlf Public Library.

The proposed change pertains to the submission of the Library's Annual Report and Financial Statement as per the following:

Former: After completion and acceptance of the financial report, the Board presents the statement to the Council by March 15th each year. The Board also prepares a written annual report and submits it to the Council by March 15th each year.

Revised: After completion and acceptance of the financial report, the Board presents the statement to the Council by April 30th each year. The Board also prepares a written annual report and submits it to the Council by April 30th each year.

We would sincerely appreciate more time to have the audit completed and to prepare the annual report.

Please advise of your decision in writing at your earliest convenience. If you have any questions, please contact me at (780) 373-2510 or jwiwad@hotmail.com.

Sincerely,



Julie Ewashko
Chair, Bawlf Public Library Board

Item 2.a)

Bawlf Public Library
Box 116
Bawlf, AB T0B 0J0

April 10, 2013

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

RE: SNOW AND ICE CLEARANCE ON SIDEWALKS NEAR/LEADING TO LIBRARY

Dear Mayor Blatz & Council:

I am writing on behalf of the Bawlf Public Library Board to express our concerns over the quality of snow and ice clearance this past winter.

Most notably that the standard of clearance applied to the sidewalks leading up to the Village Office has not been the same as that applied to the sidewalks near and leading to the Library exterior entrance.

We recognize that winter 2012/2013 has been a challenging one, but we would have appreciated a larger and clear pathway that is safe for our patrons, staff and passersby.

Moving forward, we acknowledge that on days that the Village is not in operation, the Library Board is responsible for snow clearance. As such, we would like to hire someone to assist with this effort, and we welcome your recommendations.

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

Sincerely,



Julie Ewashko
Chair, Bawlf Public Library Board

Item 2.a)

Bawlf Public Library
Box 116
Bawlf, AB T0B 0J0

April 15, 2013

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

RE: REQUEST FOR APPROVAL OF BAWLF PUBLIC LIBRARY BOARD MEMBER

Dear Mayor Blatz & Council:

I am writing on behalf of the Bawlf Public Library Board to request Council's approval for adding Joy Bodnar to the Library Board.

Ms. Bodnar is a resident of Bawlf and wishes to volunteer in the community. She has 18 years of experience as a librarian with the Pigeon Lake Regional School.

Upon reviewing her application on April 11, 2013, the Library Board agreed that she would make a great addition to our team.

Please accept our recommendation and advise of your decision in writing at your earliest convenience. If you have any questions, please call me at (780) 373-2510 or email jwiwad@hotmail.com.

Sincerely,



Julie Ewashko
Chair, Bawlf Public Library Board



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

In the Province of Alberta held on
Wednesday March 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

1. CALL TO ORDER

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

2. DELEGATIONS

none

3. GENERAL GOVERNMENT

a) *AGENDA*

MOTION 45/13 MOVED BY Mayor Blatz to accept the agenda.

CARRIED

b) *MINUTES OF THE REGULAR MEETING OF COUNCIL HELD FEBRUARY 20, 2013*

MOTION 46/13 MOVED BY Deputy Mayor Yuha that the minutes of the Regular Meeting of Council held February 20, 2013 be adopted as distributed.

CARRIED

c) *ACCOUNTS PAYABLE – FEBRUARY 2013*

MOTION 47/13 MOVED BY Councillor Reinke to accept the Accounts Payable for February 2013 as information.

CARRIED

d) *FINANCIAL STATEMENT – FEBRUARY 2013*

MOTION 48/13 MOVED BY Councillor Tessari to accept the February 2013 Financial Statement for information.

CARRIED

4. BUSINESS ARISING

a) *MUNICIPAL AFFAIRS DIRECTIVES AND RECOMMENDATIONS*

MOTION 49/13 MOVED BY Mayor Blatz to accept the updated summary and status of the Municipal Affairs Inspection Report Directives, Recommendations and Suggestions as information.

CARRIED

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

MOTION 50/13 MOVED BY Councillor Reinke to pass second reading of the Property Tax Penalty Bylaw 586/13.

CARRIED

MOTION 51/13 MOVED BY Deputy Mayor Yuha to pass third reading of the Property Tax Penalty Bylaw 586/13.

CARRIED

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

MOTION 52/13 MOVED BY Councillor Reinke to pass second reading of the Utility Services Bylaw 587/13.

CARRIED

MOTION 53/13 MOVED BY Councillor Tessari to pass third reading of the Utility Services Bylaw 587/13.

CARRIED

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

MOTION 54/13 MOVED BY Mayor Blatz that the example volunteer policies from Cochrane, Douglas County and the policy template from the United Kingdom be accepted for information.

CARRIED

e) *UFA BILLS – MAY TO SEPTEMBER, 2011*

MOTION 55/13 MOVED BY Councillor Reinke that Village Council accept the detailed information relating to the May to September 2011 invoices from UFA as information.

CARRIED

5. NEW BUSINESS

a) *SURVEY LOTS 14-30, BLOCK 7, PLAN LVII*

MOTION 56/13 MOVED BY Councillor Robbins to table the survey of Lots 14-30, Block 7, Plan LVII until the April meeting.

CARRIED

b) *MUNICIPAL AFFAIRS DIRECTIVE 1 AND RECOMMENDATION 9 – REVIEW OF BYLAWS, POLICIES, PRACTICES AND DECISIONS*

MOTION 57/13 MOVED BY Mayor Blatz that, in response to Directive 1 and Recommendation 9 of the Municipal Inspection Report, accept the bylaws and policies review summary as information.

CARRIED

MOTION 58/13 MOVED BY Mayor Blatz that Administration provide Council with a copy of the policies to be reviewed and brought to a special meeting on April 15, 2013 at 6:30 p.m.

CARRIED

c) *MUNICIPAL AFFAIRS DIRECTIVE 2 AND RECOMMENDATION 10 – BYLAW INVENTORY*

MOTION 59/13 MOVED BY Deputy Mayor Yuha that in response to Directive 2 and Recommendation 10 of the Municipal Inspection Report, accept the details of the newly created bylaw inventory as information.

CARRIED

d) *MUNICIPAL AFFAIRS DIRECTIVE 4 AND RECOMMENDATION 13 – ONGOING REVIEW OF POLICIES*

MOTION 60/13 MOVED BY Mayor Blatz that in response to Directive 4 and Recommendation 13 of the Municipal Inspection Report, Village Council direct Administration to review all Village of Bawlf policies annually in February to ensure relevancy and clarity.

CARRIED

e) *MUNICIPAL AFFAIRS RECOMMENDATION 11 – ANNUAL SCHEDULE TO REVIEW BYLAWS*

MOTION 61/13 MOVED BY Deputy Mayor Yuha that in response to Recommendation 11 of the Municipal Inspection Report, Council direct Administration to review all Village of Bawlf bylaws annually in February to ensure relevancy, accuracy and consistency.

CARRIED

f) *MUNICIPAL AFFAIRS RECOMMENDATION 2 – MEETING PROVISIONS*

MOTION 62/13 MOVED BY Councillor Robbins that in response to Recommendation 2 of the Municipal Inspection Report, that Council pass a motion to comply with the meeting provisions described in Section 192-200 of the Municipal Government Act.

CARRIED

g) *MUNICIPAL GOVERNMENT ACT (MGA) REVIEW – ZONE MEETINGS*

MOTION 63/13 MOVED BY Deputy Mayor Yuha that Village Council accept the invitation to participate in the Municipal Government Act Review at one of the Zone Meetings for information only.

CARRIED

h) *MUNICIPAL AFFAIRS DIRECTIVE 13 – QUARTERLY REPORT TO THE MINISTER*

MOTION 64/13 MOVED BY Councillor Robbins that Village Council direct 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.

CARRIED

i) *EMERGENCY CONTACTS*

MOTION 65/13 MOVED BY Councillor Tessari that Village Council direct Administration to contact other communities of similar size to see how they handle emergency contacts outside of regular office hours.

CARRIED

j) **CURLING RINK RENTAL**

MOTION 66/13 MOVED BY Mayor Blatz that Council direct Administration to draft a policy for Curling Rink usage.

CARRIED

6. STANDING COMMITTEE REPORTS

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

MOTION 67/13 MOVED BY Mayor Blatz that Administration contract snow removal services as required, at a total cost not to exceed an amount of \$2500.

CARRIED

MOTION 68/13 MOVED BY Mayor Blatz that Council approve CAO Horbasenko's request to take off the month of May, utilizing a combination of overtime and vacation time.

CARRIED

- c) Action List-as attached

d) Board Reports:

- Bawlf & District Recreation Association-as attached
- Shirley McClellan Regional Water Services Commission-report attached, next Meeting April 18th.
- Regional Emergency Management Services Liaison- the position has been filled, to start April 15th.

MOTION 69/13 MOVED BY Councillor Reinke to accept the Standing Committee Reports for information.

CARRIED

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

MOTION 70/13 MOVED BY Deputy Mayor Yuha to accept the Correspondence items for March 2013 for information.

CARRIED

Mayor Blatz called for a recess at 9:44 p.m.
Communications Coordinator Leanna Banack left the meeting at 9:44 p.m.
The meeting reconvened at 9:58 p.m.

MOTION 71/13 MOVED BY Mayor Blatz to extend the meeting past 10:00 p.m. to 11:00 p.m.

CARRIED

8. CONFIDENTIAL ITEMS

a) Personnel

MOTION 72/13 MOVED BY Mayor Blatz to move in camera to discuss a personnel issue at 10:00 p.m.

CARRIED

MOTION 73/13 MOVED BY Mayor Blatz to come out of camera at 10:50 p.m.

CARRIED

MOTION 74/13 MOVED BY Deputy Mayor Yuha to award a 3% merit increase to the Village Manager retroactive for 2012 and to come from the 2013 budget.

Councillor Reinke requested that the vote be recorded.

In favour – Mayor Blatz, Deputy Mayor Yuha and Councillor Tessari.

Opposed – Councillor Reinke and Councillor Robbins.

CARRIED

MOTION 75/13 MOVED BY Mayor Blatz to accept the Chief Administrative Officer Addendum to the Chief Administrative Officer Agreement as presented with the addition of the clause "to a maximum of 24 month's pay".

CARRIED

9. ADJOURNMENT

The meeting adjourned at 11:00 p.m.

MAYOR

VILLAGE MANAGER



**MINUTES OF THE SPECIAL MEETING OF COUNCIL
OF THE VILLAGE OF BAWLF**
in the Province of Alberta held on
Wednesday, March 27, 2013 at 6:30 p.m.
in the Bawlf Village Office

PRESENT:

Mayor G. Blatz, Deputy Mayor J. Yuha and Councillors F. Reinke, K. Robbins and J. Tessari
Lynn Horbasenko, Village Manager
Justin Jacobsen, Public Works Director
Allan Yamashita, Focus Corporation

1. CALL TO ORDER

Deputy Mayor J. Yuha called the meeting to order at 6:40 p.m.

2. AGENDA

MOTION 76/13 MOVED BY Councillor Robbins to accept the Agenda as presented.

CARRIED.

3. NEW BUSINESS

a.) LIFT STATION UPGRADE PROJECT

Mayor Blatz arrived at 6:53 p.m.

Mayor Blatz ~~resumed~~ the chair at 6:59 p.m.

assumed -

MOTION 77/13 MOVED BY Deputy Mayor Yuha that Village Council accept the tender from Renco General Contracting for the lift station upgrade at the tendered price of \$36,680 + gst with the terms of the contract to include:

1. One year warranty from the issuing of a completion certificate.
2. Accept the 25% tender security in the form of a certified cheque to the issuing of the completion certificate and reduced to 10% until the issuing of the final acceptance certificate.

CARRIED.

5. ADJOURNMENT

The meeting adjourned at 7:22 p.m.

These minutes were approved at the Regular Meeting of Council held April 17, 2013.

MAYOR

VILLAGE MANAGER



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
20130059	2013-03-06	FARNHAM WEST STOLEE			PAYMENT		2,500.00
			2-66-120	03/2013	PURCHASE LOTS 21 - 24 BL. 2 PL. RN57	2,500.00	
20130060	2013-03-06	GO EAST RTO			PAYMENT		250.00
			2-12-225	03/2013	TOURISM PARTERSHIP	250.00	
20130061	2013-03-15	ACKLANDS - GRAINGER INC.			PAYMENT		34.52
			2-42-510	608503522	GLOVES - LIFT STATION	34.52	
20130062	2013-03-15	ALBERTA ANIMAL SERVICES			PAYMENT		320.25
			2-26-270	10939	BYLAW ENFORCEMENT	320.25	
20130063	2013-03-15	ALBERTA REGISTRIES, LAND TITLES			PAYMENT		20.00
			2-12-341	02/2013	DISCHARGE OF TAX NOTIFICATION	20.00	
20130064	2013-03-15	BAWLF COUNTRY STORE			PAYMENT		28.45
			2-12-510	123638	KLEENEX	9.45	
			2-12-510	124850	COFFEE	19.00	
20130065	2013-03-15	CAN PAK ENVIRONMENTAL			PAYMENT		2,686.32
			2-43-270	1909	GARBAGE PICKUP	1,718.56	
			2-44-350	1909	GARBAGE PICKUP	967.76	
20130066	2013-03-15	EXOVA			PAYMENT		627.33
			2-41-250	13-747011	WATER SAMPLE	627.33	
20130067	2013-03-15	KAPLER'S HARDWARE LTD.			PAYMENT		105.96
			2-32-510	20280	CLAMPS, ROPE, FUNNEL, MOUSE BAIT,	52.98	
			2-72-510	20280	CLAMPS, ROPE, FUNNEL, MOUSE BAIT,	52.98	
20130068	2013-03-15	MUNIWARE			PAYMENT		809.82
			2-12-253	20121487	SUPPORT	269.94	
			2-12-253	20121832	SUPPORT	269.94	
			2-12-253	20122009	SUPPORT	269.94	
20130069	2013-03-15	SCHAPANSKY, MYRNA			PAYMENT		68.00
			2-41-250	07/2013	PUROLATOR -WATER SAMPLES X 2	68.00	
20130070	2013-03-15	TELUS COMMUNICATIONS INC.			PAYMENT		558.87
			2-42-217	03/2013	ALARM LIFT STATION	82.72	
			2-12-217	03-1/2013	TELEPHONE - V.O.	197.70	
			2-12-217	03-1/2013	TELEPHONE - FAX	82.90	
			2-23-217	03-1/2013	TELEPHONE - F.D.	93.22	
			2-41-217	03-1/2013	TELEPHONE - WELLS	102.33	
20130071	2013-03-15	UFA			PAYMENT		491.11
			2-12-511	02/2013	CREDIT CHARGE	2.48	
			2-23-521	02/2013	FUEL - F.D.	178.60	
			2-32-521	02/2013	FUEL - V.	155.02	
			2-72-521	02/2013	FUEL - V	155.01	
20130072	2013-03-28	AMSC INSURANCE SERVICES LTD.			PAYMENT		21,822.38
			2-12-131	04/2013	BENEFITS JAN - APR SCHAPANSKY	460.56	
			2-12-131	04/2013	BENEFITS JAN APR. HORBASENKO	1,061.96	
			2-12-274	2013VFIS-1	2013 INSURANCE - COUNCIL	230.00	
			2-12-274	2013VFIS-1	2013 INSURANCE - VOLUNTEERS	250.00	
			2-23-274	2013VFIS-1	2013 INSURANCE - F.D.	230.00	
			2-12-274	8704	INSURANCE - OLD FIRE HALL	0.10	
			2-12-274	8704	INSURANCE - MISCELLANEOUS	328.93	
			2-12-274	8704	INSURANCE - V.O.	1,447.83	
			2-12-274	8704	INSURANCE - LIABILITY	3,790.17	
			2-12-274	8704	INSURANCE -MISCELLANEOUS	3.39	
			2-12-274	8704	INSURANCE - V.O.	29.32	

Item: 3.d)



VILLAGE OF BAWLF

Cheque Listing For Council With GL Numbers

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Cheque	Date	Name	Expense GL Number	Invoice	Description	Invoice Amount	Cheque Amount
20130072	2013-03-28	AMSC INSURANCE	SE2-12-274	8704	INSURANCE - NEW HALL	2,119.10	21,822.38
			2-12-274	8704	INSURANCE - OLD FIRE HALL	10.07	
			2-12-274	8704	INSURANCE - NEW HALL	36.14	
			2-23-274	8704	INSURANCE - EQUIPMENT	547.56	
			2-23-274	8704	INSURANCE - FIRE HALL	683.71	
			2-23-274	8704	INSURANCE - MACHINERY	13.85	
			2-23-274	8704	INSURANCE - F.D. VEHICLES	449.68	
			2-32-274	8704	INSURANCE - VILLAGE VEHICLES	448.81	
			2-32-274	8704	INSURANCE - GARAGE	102.96	
			2-32-274	8704	INSURANCE - GARAGE	1.04	
			2-32-274	8704	INSURANCE - EQUIPMENT	192.34	
			2-41-274	8704	INSURANCE - RESERVOIR	179.92	
			2-41-274	8704	INSURANCE - RESERVOIR	5,721.16	
			2-41-274	8704	INSURANCE - PUMPHOUSE	98.75	
			2-41-274	8704	INSURANCE - PUMPHOUSE	3.10	
			2-42-274	8704	INSURANCE - LIFT STATION	358.69	
			2-42-274	8704	INSURANCE - LIFT STATION	11.28	
			2-72-274	8704	INSURANCE - EQUIPMENT	192.33	
			2-72-274	8704	INSURANCE - GARAGE	1.04	
			2-72-274	8704	INSURANCE - WASHROOM	94.14	
			2-72-274	8704	INSURANCE - SKATING RINK	357.76	
			2-72-274	8704	INSURANCE - C.R.	3.12	
			2-72-274	8704	INSURANCE - GARAGE	102.96	
			2-72-274	8704	INSURANCE - SKATING RINK	3.62	
			2-72-274	8704	INSURANCE - CURLING RINK	438.80	
			2-72-274	8704	INSURANCE - VILLAGE VEHICLES	448.82	
			2-72-274	8704	INSURANCE - EQUIPMENT	71.91	
			2-72-274	8704	INSURANCE - WASHROOMS	2.01	
			2-72-274	8704	INSURANCE - CONCESSION	1.13	
			2-72-274	8704	INSURANCE - CONCESSION	53.27	
			2-74-274	8704	INSURANCE - OLD HALL	116.77	
			2-74-274	8704	INSURANCE - OLD HALL	1.98	
			2-12-274	8979	BAWLF SENIORS INSURANCE	1,122.30	
20130073	2013-03-28	ANKERTON GAS CO-OP			PAYMENT		750.02
			2-41-540	1204494	NATURAL GAS - PUMPHOUSE	37.64	
			2-74-540	1204863	NATURAL GAS - OLD HALL	144.54	
			2-23-541	1204868	NATURAL GAS - FIRE HALL	201.03	
			2-42-540	1204975	NATURAL GAS - LIFT STATION	135.12	
			2-41-540	1204990	NATURAL GAS - RESERVOIR	119.13	
			2-12-540	1204995	NATURAL GAS VILLAGE OFFICE	112.56	
20130074	2013-03-28	BLATZ, GORDIE			PAYMENT		172.00
			2-11-150	03/2013	REMUNERATION	150.00	
			2-11-211	03/2013	PARKING PASS	22.00	
20130075	2013-03-28	REINKE, FERN			PAYMENT		110.00
			2-11-150	03/2013	REMUNERATION	110.00	
20130076	2013-03-28	ROBBINS, KAREN			PAYMENT		110.00
			2-11-150	03/2013	REMUNERATION	110.00	
20130077	2013-03-28	STERLING WATER CONDITIONING LTD.			PAYMENT		638.40
			2-41-510	14455	CHLORINE	638.40	
20130078	2013-03-28	TESSARI, JOHN			PAYMENT		110.00
			2-11-150	03/2013	REMUNERATION	110.00	
20130079	2013-03-28	YUHA, JODY			PAYMENT		274.60



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
20130079	2013-03-28	YUHA, JODY	2-11-150	03/2013	REMUNERATION	190.00	274.60
			2-11-211	03/2013	MILEAGE TO STETTLER	84.60	
20130080	2013-03-27	AMSC INSURANCE SERVICES LTD.			PAYMENT		2,180.21
			2-12-131	2012	BENEFITS - FORMER EMPLOYEES	328.61	
			2-12-131	2012	BENEFITS - 2012 - SCHAPANSKY	565.05	
			2-12-131	2012	BENEFITS - 2012 - HORBASENKO	1,286.55	
20130081	2013-03-28	FARNHAM WEST STOLEE			PAYMENT		819.00
			2-26-234	33823SK5	BYLAW PROSECUTION	819.00	
20130082	2013-03-28	FOCUS			PAYMENT		4,000.92
			2-42-230	403434	LIFT STATION TENDER	4,000.92	
20130083	2013-03-28	JACOBSEN, JUSTIN			PAYMENT		975.00
			2-32-250	03/2013	TRACTOR AND BLADE	975.00	
20130084	2013-03-28	SCHAPANSKY, MYRNA			PAYMENT		15.75
			2-41-211	26/03	WATER SAMPLE TO DAYSLAND	15.75	
20130085	2013-03-28	TRANSALTA ENERGY MARKETING			PAYMENT		3,003.80
			2-12-540	13-1165518	ELECTRICITY - V.O.	259.98	
			2-23-540	13-1165518	ELECTRICITY - F.D.	86.92	
			2-32-540	13-1165518	ELECTRICITY	1,016.42	
			2-41-540	13-1165518	ELECTRICITY - WELLS	263.61	
			2-41-540	13-1165518	ELECTRICITY - RESERVOIR	594.60	
			2-42-540	13-1165518	ELECTRICITY - LIFT STATION	405.92	
			2-72-540	13-1165518	ELECTRICITY - S.G.	50.63	
			2-72-540	13-1165518	ELECTRICITY - C.R.	45.85	
			2-72-540	13-1165518	ELECTRICITY - S.R.	121.97	
			2-72-540	13-1165518	ELECTRICITY - C.R.	59.61	
			2-74-540	13-1165518	ELECTRICITY - OLD HALL	98.29	
20130091	2013-03-28	ACKLANDS - GRAINGER INC.			PAYMENT		1,728.32
			2-23-510	608503521	SMITH LIGHT F.D.	1,624.58	
			2-23-510	608503521	EYEWEAR LENS	31.04	
			2-23-510	608503521	RESPIRATOR WIPES	22.07	
			2-32-510	608503529	GLOVES, EYEWEAR LENSES, WHEEL C	25.32	
			2-72-510	608503529	GLOVES, EYEWEAR LENSES, WHEEL C	25.31	
20130092	2013-03-28	HORBASENKO, LYNN			PAYMENT		620.24
			2-12-211	03/2013	MILEAGE	187.20	
			2-12-211	MAR/13	LFAA CONFERENCE	427.80	
			2-12-510	MAR/13	OFFICE SCISSORS	5.24	

Total 45,831.27



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Cheque Listing For Council

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Cheque	Date	Name	Invoice	Description	Invoice Amount	Cheque Amount
20130086	2013-03-29	BANACK, LEANNA	03/13	PAYMENT WAGES		
20130087	2013-03-29	BELLINGHAM, SPENCER	03/13	PAYMENT WAGES		
20130088	2013-03-29	HORBASENKO, LYNN	03/13	PAYMENT WAGES		
20130089	2013-03-29	JACOBSEN, JUSTIN	03/13	PAYMENT WAGES		
20130090	2013-03-29	SCHAPANSKY, MYRNA	03/13	PAYMENT WAGES		

Total 10,517.37

VILLAGE OF BAWLF

Cheque Listing For Council With GL Numbers



VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

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GL Number	Description	March 2013 Actual	2013 YTD Actual	2013 Budget	2013 Budget Remaining \$
TAX REVENUE					
1-00-110	TAXES - RESIDENTIAL	0.00	0.00	0.00	0.00
1-00-111	TAXES - RESIDENTIAL VACANT	0.00	0.00	0.00	0.00
1-00-112	TAXES - COMMERCIAL	0.00	0.00	0.00	0.00
1-00-113	TAXES - COMMERCIAL VACANT	0.00	0.00	0.00	0.00
1-00-114	TAXES - INDUSTRIAL	0.00	0.00	0.00	0.00
1-00-115	TAXES - AGRICULTURE	0.00	0.00	0.00	0.00
1-00-116	GRANTS IN LIEU	0.00	0.00	0.00	0.00
1-00-190	TAXES - LINEAR	0.00	0.00	0.00	0.00
1-00-240	GRANTS IN LIEU	0.00	0.00	0.00	0.00
1-00-510	PENALTIES & COSTS ON TAXES	0.00	(5,257.50)	(7,000.00)	(1,742.50)
*	TOTAL TAX REVENUE	0.00	(5,257.50)	(7,000.00)	(1,742.50)
INVESTMENT REVENUE					
1-00-550	RETURN ON INVESTMENTS	(22.25)	(64.43)	(200.00)	(135.57)
*	TOTAL INVESTMENT REVENUE	(22.25)	(64.43)	(200.00)	(135.57)
GENERAL REVENUE					
1-12-410	SALE OF SERVICES	(30.00)	(180.00)	(1,700.00)	(1,520.00)
1-12-590	INSURANCE RECOVERY	(12.80)	(391.77)	(600.00)	(208.23)
1-12-595	LIBRARY BOARD UTILITY RECOVERY	0.00	0.00	(1,100.00)	(1,100.00)
1-12-741	FINES & COSTS	0.00	0.00	0.00	0.00
*	TOTAL GENERAL REVENUE	(42.80)	(571.77)	(3,400.00)	(2,828.23)
GRANTS					
1-12-730	FEDERAL UNCONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-12-740	PROVINCIAL UNCONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-12-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-12-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	(56,900.00)	(56,900.00)
1-12-850	COUNTY CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
*	TOTAL GRANTS	0.00	0.00	(56,900.00)	(56,900.00)
FIRE REVENUE					
1-23-110	SPECIAL TAX - FIRE	0.00	0.00	0.00	0.00
1-23-410	FIRE FIGHTING FEES CHARGED	0.00	0.00	(4,000.00)	(4,000.00)
1-23-411	MOTOR VEHICLE ACCIDENT FEES CHARG	0.00	0.00	(1,000.00)	(1,000.00)
1-23-412	MUTUAL AIDE PROVIDED	0.00	0.00	(500.00)	(500.00)
1-23-430	FIRE EXPENSES RECOVERED	0.00	0.00	(1,250.00)	(1,250.00)
1-23-530	FIRE EXPENSES RECOVERED	0.00	0.00	0.00	0.00
1-23-570	FIRE DEPARTMENT DONATIONS	0.00	0.00	0.00	0.00
1-23-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00

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VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

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GL Number	Description	March 2013 Actual	2013 YTD Actual	2013 Budget	2013 Budget Remaining \$
1-23-850	COUNTY GRANT - SHARED SERVICE	0.00	(7,218.75)	(8,200.00)	(981.25)
1-23-851	FIRE TRAINING - SHARED	0.00	(1,000.00)	(1,000.00)	0.00
1-23-852	PAGER MAINTENANCE - SHARED	0.00	(500.00)	(500.00)	0.00
1-23-853	FIREFIGHTER INSURANCE - SHARED	0.00	0.00	(100.00)	(100.00)
1-23-854	PROTECTIVE EQUIPMENT - SHARED	0.00	0.00	(2,000.00)	(2,000.00)
1-23-855	COUNTY OWNED TRUCK	0.00	0.00	(1,000.00)	(1,000.00)
1-23-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
1-23-921	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
1-23-940	TRANSFER FROM CAPITAL RESERVES	0.00	0.00	0.00	0.00
BYLAW REVENUE					
1-26-525	DOG LICENSES	(1,440.00)	(2,460.00)	(1,800.00)	660.00
1-26-530	BYLAW FINES	(55.00)	(110.00)	(200.00)	(90.00)
1-26-845	PROVINCIAL GRANT OPERATING	0.00	0.00	0.00	0.00
* TOTAL BYLAW REVENUE		(1,495.00)	(11,288.75)	(21,550.00)	(10,261.25)
ROADS & STREETS					
1-32-110	SPECIAL TAX - STREET IMPROVEMENT	0.00	0.00	0.00	0.00
1-32-410	SALE OF GOODS & SERVICES	0.00	0.00	(500.00)	(500.00)
1-32-590	OTHER REVENUES	0.00	0.00	(3,300.00)	(3,300.00)
1-32-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-32-840	PROVINCIAL CONDITIONAL GRANTS	0.00	(12,930.25)	0.00	12,930.25
1-32-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
* TOTAL ROADS & STREETS		0.00	(12,930.25)	(3,800.00)	9,130.25
WATER REVENUE					
1-41-410	MONTHLY WATER FEES	(6,427.50)	(19,282.50)	(77,800.00)	(58,517.50)
1-41-412	BULK WATER SALES	0.00	0.00	(2,000.00)	(2,000.00)
1-41-511	WATER PENALTIES	133.88	(875.05)	(2,000.00)	(1,124.95)
1-41-845	PROVINCIAL GRANT - OPERATING	0.00	0.00	0.00	0.00
1-41-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
* TOTAL WATER REVENUE		(6,293.62)	(20,157.55)	(81,800.00)	(61,642.45)
SEWER REVENUE					
1-42-410	MONTHLY SEWER FEES	(5,787.00)	(17,330.00)	(65,800.00)	(48,470.00)
1-42-511	SEWER PENALTIES	(559.12)	(875.05)	(2,000.00)	(1,124.95)
1-42-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-42-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-42-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
* TOTAL SEWER REVENUE		(6,346.12)	(18,205.05)	(67,800.00)	(49,594.95)
WASTE MANAGEMENT REVENUE					



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GL Number	Description	March 2013 Actual	2013 YTD Actual	2013 Budget	2013 Budget Remaining \$
1-43-410	MONTHLY GARBAGE FEES	(2,064.00)	(6,156.00)	(24,400.00)	(18,244.00)
1-43-845	PROVINCIAL GRANT - OPERATING	0.00	0.00	0.00	0.00
1-44-412	MONTHLY RECYCLING FEES	(940.50)	(2,805.00)	(11,300.00)	(8,495.00)
*	TOTAL WASTE MANAGEMENT REVEN	(3,004.50)	(8,961.00)	(35,700.00)	(26,739.00)
CAMROSE & DISTRICT SUPPORT SER					
1-51-590	REVENUE - OWN SOURCES	0.00	0.00	0.00	0.00
1-51-840	PROVINCIAL CONDITIONAL GRANT	0.00	0.00	(9,559.00)	(9,559.00)
*	TOTAL CAMROSE & DISTRICT SUPPO	0.00	0.00	(9,559.00)	(9,559.00)
CEMETERY REVEUE					
1-56-410	SALE OF CEMETERY PLOTS	0.00	0.00	(200.00)	(200.00)
1-56-570	CEMETERY DONATIONS	0.00	(420.00)	(100.00)	320.00
1-56-571	CEMETERY MAINTENANCE REVENUE	0.00	0.00	(600.00)	(600.00)
*	TOTAL CEMETERY REVEUE	0.00	(420.00)	(900.00)	(480.00)
DEVELOPMENT REVENUE					
1-61-410	DEVELOPMENT PERMITS & CHARGES	0.00	(50.00)	(500.00)	(450.00)
*	TOTAL DEVELOPMENT REVENUE	0.00	(50.00)	(500.00)	(450.00)
LAND SALES					
1-66-410	LAND SALES	0.00	0.00	0.00	0.00
*	TOTAL LAND SALES	0.00	0.00	0.00	0.00
PARKS & RECREATION REVENUE					
1-72-110	SPECIAL TAX - RECREATION & PARKS	0.00	0.00	0.00	0.00
1-72-410	SALE OF SERVICES - FEES & CHARGES	0.00	0.00	0.00	0.00
1-72-560	PARK & CAMPGROUND RENTALS	0.00	0.00	(1,200.00)	(1,200.00)
1-72-570	PARK DONATIONS	0.00	0.00	0.00	0.00
1-72-590	UTILITIES RECOVERED	0.00	(461.30)	(600.00)	(138.70)
1-72-595	REC. BOARD UTILITIES RECOVERY	0.00	0.00	(1,900.00)	(1,900.00)
1-72-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	(2,400.00)	(2,400.00)
1-72-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-72-850	COUNTY CONDITIONAL GRANTS	0.00	0.00	(12,500.00)	(12,500.00)
*	TOTAL PARKS & RECREATION REVEN	0.00	(461.30)	(18,600.00)	(18,138.70)
CULTURE REVENUE					
1-74-560	HALL RENTALS	(575.00)	(2,150.00)	0.00	2,150.00
1-74-570	HALL DONATIONS	0.00	0.00	0.00	0.00
1-74-590	INSURANCE RECOVERY	0.00	0.00	(2,200.00)	(2,200.00)
1-74-593	SPECIAL EVENT REVENUES	0.00	0.00	(100.00)	(100.00)
*	TOTAL CULTURE REVENUE	(575.00)	(2,150.00)	(2,300.00)	(150.00)



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GL Number	Description	March 2013 Actual	2013 YTD Actual	2013 Budget	2013 Budget Remaining \$
RESERVE TRANSFERS					
1-97-920	TRANSFER FROM RESERVES	0.00	0.00	0.00	0.00
*	TOTAL RESERVE TRANSFERS	0.00	0.00	0.00	0.00
**	TOTAL REVENUE	(17,779.29)	(80,517.60)	(310,009.00)	(229,491.40)
COUNCIL EXPENSES					
2-11-130	COUNCIL - PAYROLL DEDUCTIONS	0.00	0.00	0.00	0.00
2-11-150	COUNCIL REMUNERATION	670.00	2,730.00	12,200.00	9,470.00
2-11-211	COUNCIL TRAVEL & SUBSISTENCE	106.60	241.10	700.00	458.90
2-11-214	COUNCIL PROFESSIONAL DEVT	0.00	0.00	1,000.00	1,000.00
*	TOTAL COUNCIL EXPENSES	776.60	2,971.10	13,900.00	10,928.90
ADMINISTRATION EXPENSE					
2-12-110	ADMINISTRATION - SALARIES	8,487.24	24,996.30	87,600.00	62,603.70
2-12-130	ADMINISTRATION - PAYROLL DEDUCTION	607.41	1,730.39	0.00	(1,730.39)
2-12-131	EMPLOYEE BENEFITS	3,702.73	3,702.73	0.00	(3,702.73)
2-12-211	TRAVEL & SUBSISTENCE	594.63	657.63	1,400.00	742.37
2-12-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	1,562.01	2,500.00	937.99
*	TOTAL ADMINISTRATION EXPENSE	13,392.01	32,649.06	91,500.00	58,850.94
OFFICE OPERATIONS					
2-12-215	FREIGHT & POSTAGE	0.00	8.86	600.00	591.14
2-12-217	TELEPHONE	332.19	719.64	3,900.00	3,180.36
2-12-220	ADVERTIZING & PRINTING	179.73	387.12	2,000.00	1,612.88
2-12-225	VILLAGE PROMOTIONS	250.00	250.00	1,000.00	750.00
2-12-230	PROFESSIONAL & CONSULTING SERVICE	0.00	0.00	0.00	0.00
2-12-231	AUDITING SERVICES	0.00	0.00	7,300.00	7,300.00
2-12-232	ASSESSMENT SERVICES	0.00	4,255.68	4,800.00	544.32
2-12-233	ASSESSMENT REVIEW BOARD	0.00	0.00	400.00	400.00
2-12-234	LEGAL SERVICES	0.00	0.00	500.00	500.00
2-12-237	MUNICIPAL SOFTWARE	0.00	0.00	0.00	0.00
2-12-250	OFFICE REPAIRS & MAINTENANCE	0.00	410.00	1,000.00	590.00
2-12-253	TECHNICAL SUPPORT	771.27	1,177.51	4,900.00	3,722.49
2-12-258	OFFICE JANITORIAL CONTRACT	0.00	210.00	1,400.00	1,190.00
2-12-274	INSURANCE	9,367.35	9,570.44	8,400.00	(1,170.44)
2-12-341	LAND TITLES SERVICES	20.00	20.00	200.00	180.00
2-12-510	OFFICE SUPPLIES	106.79	111.56	1,600.00	1,488.44
2-12-511	MISCELLANEOUS	27.35	89.33	1,000.00	910.67
2-12-519	OTHER SERVICES	0.00	0.00	0.00	0.00
2-12-540	UTILITIES	354.80	600.4	3,700.00	3,099.52



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GL Number	Description	March 2013 Actual	2013 YTD Actual	2013 Budget	2013 Budget Remaining \$
2-19-150	ELECTION FEES	0.00	0.00	1,100.00	1,100.00
* TOTAL OFFICE OPERATIONS		11,409.48	17,810.62	43,800.00	25,989.38
ADMIN-CAPITAL					
2-12-762	CAPITAL PURCHASES	0.00	0.00	300.00	300.00
2-12-790	ADMINISTRATION-AMORTIZATION	0.00	0.00	0.00	0.00
* TOTAL ADMIN-CAPITAL		0.00	0.00	300.00	300.00
REQUISITIONS					
2-13-750	REQUISITION - SCHOOL	20,817.82	41,423.40	83,271.00	41,847.60
2-13-759	DAVE KNIPE MEMORIAL LIBRARY	0.00	0.00	0.00	0.00
* TOTAL REQUISITIONS		20,817.82	41,423.40	83,271.00	41,847.60
FIRE EXPENSES					
2-23-148	IN-SERVICE TRAINING	0.00	0.00	1,000.00	1,000.00
2-23-159	HONORARIUMS - ANNUAL & HOURLY	0.00	0.00	6,900.00	6,900.00
2-23-211	TRAVEL & SUBSISTENCE	0.00	0.00	900.00	900.00
2-23-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	0.00	800.00	800.00
2-23-215	FREIGHT & POSTAGE	0.00	0.00	50.00	50.00
2-23-217	TELEPHONE	88.78	403.26	1,300.00	896.74
2-23-220	ADVERTIZING & PRINTING	0.00	0.00	100.00	100.00
2-23-225	PUBLIC RELATIONS & PROMOTIONS	0.00	0.00	500.00	500.00
2-23-250	FIREHALL REPAIRS & MAINTENANCE	0.00	0.00	400.00	400.00
2-23-251	VILLAGE TRUCK REPAIRS	0.00	0.00	400.00	400.00
2-23-252	COUNTY TRUCK REPAIRS	0.00	0.00	1,000.00	1,000.00
2-23-253	PAGER REPAIRS	0.00	0.00	750.00	750.00
2-23-254	PROTECTIVE EQUIPMENT & REPAIRS	0.00	0.00	6,500.00	6,500.00
2-23-270	CONTRACTED SERVICES	0.00	0.00	2,200.00	2,200.00
2-23-274	INSURANCE	1,924.80	1,924.80	1,800.00	(124.80)
2-23-510	GOODS & SUPPLIES	1,597.80	1,597.80	1,000.00	(597.80)
2-23-511	MISCELLANEOUS	0.00	0.00	0.00	0.00
2-23-512	SMALL EQUIPMENT PURCHASES	0.00	0.00	400.00	400.00
2-23-521	FUEL & LUBE	170.10	186.00	800.00	614.00
2-23-540	FIRE HALL POWER	82.78	174.78	1,400.00	1,225.22
2-23-541	FIRE HALL NATURAL GAS	191.46	405.07	1,400.00	994.93
2-23-750	DISPATCH AGREEMENT	0.00	0.00	1,200.00	1,200.00
2-23-751	MUTUAL AIDE RESPONSE CHARGES	0.00	0.00	500.00	500.00
2-23-920	TRANSFER TO RESERVES	0.00	0.00	0.00	0.00
* TOTAL FIRE EXPENSES		4,055.72	4,691.71	31,300.00	26,608.29
FIRE - CAPITAL					



VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

GL Number	Description	March 2013 Actual	2013 YTD Actual	2013 Budget	2013 Budget Remaining \$
2-23-762	CAPITAL PURCHASES	0.00	0.00	0.00	0.00
2-23-790	FIRE - AMORTIZATION	0.00	0.00	0.00	0.00
*	TOTAL FIRE - CAPITAL	0.00	0.00	0.00	0.00



VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

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GL Number	Description	March 2013 Actual	2013 YTD Actual	2013 Budget	2013 Budget Remaining \$
BYLAW ENFORCEMENT					
2-26-270	BYLAW ENFORCEMENT OFFICER	305.00	610.00	5,400.00	4,790.00
2-26-234	LEGAL SERVICES	780.00	780.00	400.00	(380.00)
2-26-510	BYLAW SUPPLIES	0.00	0.00	300.00	300.00
* TOTAL BYLAW ENFORCEMENT		1,085.00	1,390.00	6,100.00	4,710.00
PUBLIC WORKS SALARIES & WAGES					
2-32-110	PW - SALARIES	1,298.00	3,683.99	10,300.00	6,616.01
2-32-130	PW - PAYROLL DEDUCTIONS	87.69	257.05	0.00	(257.05)
2-32-131	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00
* TOTAL PUBLIC WORKS SALARIES &		1,385.69	3,941.04	10,300.00	6,358.96
PUBLIC WORKS OPERATIONS					
2-32-217	TELEPHONE	0.00	0.00	400.00	400.00
2-32-230	PROFESSIONAL CONSULTING	0.00	786.25	0.00	(786.25)
2-32-250	ROADWAY REPAIRS & MAINTENANCE	975.00	975.00	1,600.00	625.00
2-32-270	CONTRACTED SERVICES	0.00	0.00	2,600.00	2,600.00
2-32-274	INSURANCE	745.15	745.15	700.00	(45.15)
2-32-510	GOODS & SUPPLIES	74.57	594.17	9,000.00	8,405.83
2-32-511	MISCELLANEOUS GENERAL SERVICES	0.00	0.00	0.00	0.00
2-32-521	FUEL & LUBE	147.64	235.24	2,100.00	1,864.76
2-32-540	UTILITIES - STREET LIGHTS	968.01	2,985.99	14,100.00	11,114.01
2-32-762	CAPITAL	0.00	0.00	0.00	0.00
2-32-790	PUBLIC WORKS AMORTIZATION	0.00	0.00	0.00	0.00
* TOTAL PUBLIC WORKS OPERATIONS		2,910.37	6,321.80	30,500.00	24,178.20
DRAINAGE					
2-37-250	DRAINAGE - REPAIRS & MAINTENANCE	0.00	0.00	1,000.00	1,000.00
2-37-230	PROFESSIONAL & CONSULTING SERVICE	0.00	0.00	0.00	0.00
2-37-750	REQUISITION - DRAINAGE	0.00	0.00	450.00	450.00
* TOTAL DRAINAGE		0.00	0.00	1,450.00	1,450.00
WATER OPERATIONS					
2-41-110	SALARIES & WAGES	1,329.80	3,473.57	14,100.00	10,626.43
2-41-130	PAYROLL DEDUCTIONS	88.32	264.18	0.00	(264.18)
2-41-211	TRAVEL & SUBSISTENCE	15.75	15.75	500.00	484.25
2-41-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	60.00	200.00	140.00
2-41-217	TELEPHONE	97.46	194.92	1,100.00	905.08
2-41-230	PROFESSIONAL & CONSULTING SERVICE	662.22	662.22	1,200.00	537.78
2-41-240	CUSTOMER BILLING	0.00	183.00	700.00	517.00
2-41-250	REPAIRS & MAINTENANCE	0.00	0.00	800.00	800.00



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GL Number	Description	March 2013 Actual	2013 YTD Actual	2013 Budget	2013 Budget Remaining \$
2-41-270	WATER - CONTRACT	0.00	0.00	800.00	800.00
2-41-274	INSURANCE PREMIUMS	6,002.93	6,002.93	5,000.00	(1,002.93)
2-41-510	GOODS & SUPPLIES	608.00	1,140.00	4,900.00	3,760.00
2-41-540	UTILITIES	966.66	2,058.65	11,300.00	9,241.35
2-41-750	REQUISITION - SMRWSC	0.00	0.00	15,100.00	15,100.00
2-41-762	CAPITAL PURCHASES	0.00	0.00	45,200.00	45,200.00
2-41-790	WATER SYSTEM - AMORTIZATION	0.00	0.00	0.00	0.00
* TOTAL WATER OPERATIONS		9,771.14	14,055.22	100,900.00	86,844.78
SEWER OPERATIONS					
2-42-000	OTHER - DAYS/SLAND DRAINAGE	0.00	0.00	1,050.00	1,050.00
2-42-110	SALARIES & WAGES	1,377.84	3,704.77	15,800.00	12,095.23
2-42-130	PAYROLL DEDUCTIONS	105.45	302.01	0.00	(302.01)
2-42-211	TRAVEL & SUBSISTENCE	0.00	0.00	200.00	200.00
2-42-214	MEMBERSHIPS & PROFESSIONAL DEVEL	0.00	0.00	200.00	200.00
2-42-217	TELEPHONE	78.78	154.26	1,000.00	845.74
2-42-230	PROFESSIONAL & CONSULTING SERVICE	3,810.40	5,767.05	0.00	(5,767.05)
2-42-240	CUSTOMER BILLING	0.00	183.00	700.00	517.00
2-42-250	REPAIRS & MAINTENANCE	0.00	105.96	2,900.00	2,794.04
2-42-270	SEWER - CONTRACT	0.00	0.00	800.00	800.00
2-42-274	INSURANCE PREMIUMS	369.97	369.97	1,600.00	1,230.03
2-42-410	BANK LOAN	0.00	0.00	0.00	0.00
2-42-510	GOODS & SUPPLIES	32.88	32.88	200.00	167.12
2-42-540	UTILITIES	515.28	1,028.16	4,100.00	3,071.84
2-42-762	CAPITAL	0.00	0.00	55,600.00	55,600.00
2-42-790	WASTE & SEWER AMORTIZATION	0.00	0.00	0.00	0.00
2-42-830	LAGOON DEBENTURE PAYMENTS	0.00	0.00	0.00	0.00
2-42-831	LAGOON DEBENTURE INTEREST	0.00	0.00	0.00	0.00
2-42-832	DEBENTURE PRINCIPAL PMT MACRAE ST	0.00	0.00	4,800.00	4,800.00
2-74-790	AMORTIZATION	0.00	0.00	0.00	0.00
* TOTAL SEWER OPERATIONS		6,290.60	11,648.06	88,950.00	77,301.94
WASTE MANAGEMENT					
2-43-270	GARBAGE - CONTRACT	1,636.72	3,273.44	20,200.00	16,926.56
2-43-260	RENTAL OF MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00
2-43-350	LANDFILL FEES	0.00	625.93	700.00	74.07
2-43-510	GOODS & SUPPLIES	0.00	0.00	0.00	0.00
2-44-350	RECYCLING CHARGES	921.68	1,843.36	11,300.00	9,456.64
* TOTAL WASTE MANAGEMENT		2,558.40	5,742.73	32,200.00	26,457.27
CAMRC	DISTRICT SUPPORT SER				



VILLAGE OF BANNOCKBURN REVENUE/EXPENSE REPORT

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GL Number	Description	March 2013 Actual	2013 YTD Actual	2013 Budget	2013 Budget Remaining \$
2-51-750	REQUISITION - CDSS	0.00	2,389.75	2,500.00	110.25
2-51-770	GRANTS TO ORGANIZATIONS	0.00	0.00	100.00	100.00
2-51-840	CONDITIONAL GRANTS TO CDSS	0.00	0.00	9,559.00	9,559.00
* TOTAL CAMROSE & DISTRICT SUPPO		0.00	2,389.75	12,159.00	9,769.25
CEMETERY OPERATIONS					
2-56-250	CEMETERY REPAIRS & MAINTENANCE	0.00	0.00	300.00	300.00
2-56-510	GENERAL GOODS & SERVICES	0.00	0.00	0.00	0.00
* TOTAL CEMETERY OPERATIONS		0.00	0.00	300.00	300.00
PLANNING & DEVELOPMENT					
2-61-237	MAPPING	0.00	0.00	200.00	200.00
2-66-120	COSTS - LAND SALES	2,500.00	2,500.00	0.00	(2,500.00)
2-61-750	REQUISITION - PLANNING	0.00	1,034.00	1,050.00	16.00
* TOTAL PLANNING & DEVELOPMENT		2,500.00	3,534.00	1,250.00	(2,284.00)
PARKS & RECREATION					
2-72-110	RECREATION & PARKS - SALARIES	1,062.29	2,851.80	27,800.00	24,948.20
2-72-115	CSJ & STEP WAGES	0.00	0.00	0.00	0.00
2-72-130	RECREATION & PARKS - PAYROLL DEDUC	2.63	129.65	0.00	(129.65)
2-72-131	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00
2-72-211	TRAVEL & SUBSISTENCE	0.00	0.00	300.00	300.00
2-72-220	ADVERTIZING & PRINTING	0.00	0.00	600.00	600.00
2-72-250	REPAIRS & MAINTENANCE	0.00	0.00	2,000.00	2,000.00
2-72-270	CONTRACTED SERVICES	0.00	0.00	1,200.00	1,200.00
2-72-510	GOODS & SUPPLIES	74.56	545.63	2,600.00	2,054.37
2-72-521	FUEL & LUBE	147.63	235.24	2,100.00	1,864.76
2-72-540	UTILITIES - REC BOARD, ETC	264.82	603.16	3,800.00	3,196.84
2-72-274	INSURANCE PREMIUMS	1,770.91	1,770.91	500.00	(1,270.91)
2-72-750	REQUISITIONS - RECREATION	0.00	0.00	0.00	0.00
2-72-762	CAPITAL PURCHASES	0.00	0.00	0.00	0.00
2-72-770	GRANTS TO ORGANIZATIONS	0.00	0.00	0.00	0.00
2-72-780	RECREATION TRAIL RESERVE	0.00	0.00	0.00	0.00
2-72-790	RECREATION - AMORTIZATION	0.00	0.00	0.00	0.00
2-13-770	GRANTS TO ORGANIZATIONS	0.00	0.00	16,550.00	16,550.00
* TOTAL PARKS & RECREATION		3,322.84	6,136.39	57,450.00	51,313.61
CULTURE					
2-74-250	REPAIRS & MAINTENANCE - OLD HALL	0.00	0.00	2,700.00	2,700.00
2-74-274	INSURANCE PREMIUMS	118.75	118.75	2,300.00	2,181.25
2-74-510	GOODS & SUPPLIES - NEW HALL	0.00	249.58	0.00	(249.58)



VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

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GL Number	Description	March 2013 Actual	2013 YTD Actual	2013 Budget	2013 Budget Remaining \$
2-74-540	UTILITIES	231.27	507.92	2,700.00	2,192.08
2-74-584	SPECIAL EVENTS	0.00	100.53	1,100.00	999.47
2-74-750	REQUISITION - PARKLAND LIBRARY	0.00	733.46	3,000.00	2,266.54
2-74-761	CONTRIBUTED TO OTHER OPERATING FN	0.00	0.00	1,000.00	1,000.00
2-74-770	TRANSFER TO OTHER ORGANIZATIONS	0.00	0.00	0.00	0.00
2-74-775	BAWLF PUBLIC LIBRARY APPROPRIATION	0.00	0.00	3,000.00	3,000.00
2-74-831	DEBENTURE INTEREST	0.00	0.00	0.00	0.00
* TOTAL CULTURE		350.02	1,710.24	15,800.00	14,089.76
GENERAL					
2-97-990	GENERAL CONTINGENCY	0.00	0.00	0.00	0.00
* TOTAL GENERAL		0.00	0.00	0.00	0.00
** TOTAL EXPENSES		80,625.69	156,415.12	621,430.00	465,014.88
*** SURPLUS/DEFICIT		62,846.40	75,897.52	311,421.00	235,523.48

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	April 17, 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 after the March 20, 2013 Council Meeting. This is the version that was mailed to the Minister of Municipal Affairs as part of the Municipal Inspection Report Quarterly Report.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Further updates will be presented to Council when further progress is made on any of the directives, recommendations or suggestions.

COSTS/SOURCE OF FUNDING (if applicable)

Not applicable.

RECOMMENDED ACTION:

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

Initials show support – Reviewed By:	CAO: Lynn Horbasenko
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Village of Bawlf
Municipal Inspection Report
 Prepared by Municipal Affairs
 Presented October 23, 2012

Last Updated: April 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>	Discussed Mar 20/13. Policy review mtg April 15/13.	March 31/13	Requested an extension to review bylaws & policies.
**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>	Discussed Mar 20/13. Inventory under construction.	March 31/13	Requested an extension to create bylaw inventory.
**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.	March 31/13	Complete - 3 rd reading passed Feb 20/13.
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	Complete - motion Mar 20/13.
**DIRECTIVE 5: I direct council to discontinue exercising a power or function or performing any duties that are assigned to the chief administrative officer (CAO) or a designated officer in accordance with section 201 of the MGA; this includes intervening in any matters involving village employees. <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 the 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>	Done prior to mailing the 2012 notices.	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.	March 31/13	Complete - 3 rd reading passed Mar 20/13.
**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>	2010/11 and 2011/12 Evals overdue. 2012/13 Eval-due Spring 2013.	March 31/13	2010/11 and 2011/12 Evals: Completed on Mar 20/13.
**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.	March 31/13	Complete - 3 rd reading passed Mar 20/13.
**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	March 31 st report mailed on March 28, 2013.
** 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 20/13.
RECOMMENDATION 2: That Council and administration ensures that they are complying with all meeting provisions in the Municipal Government Act.	Mar 20 Council Mtg.	Complete - motion Mar 20/13.
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.	Complete - 3 rd reading passed Feb 20/13.
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 20/13.
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> Try complete by Mar 20/13.	<i>On March 20th</i> <i>agenda.</i> Requested an extension.
**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 when complete.	<i>On March 20th</i> <i>agenda.</i> Requested an extension.

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.	Complete - motion Mar 20/13.
**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 20/13.
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.	Complete - motion Mar 20/13.
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.	Complete - 3 rd reading passed Mar 20/13.
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.	Feb 20 or Mar 20 Council Mtg.	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> 2010/11 Eval 2011/12 Eval	Completed on Mar 20/13.
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> Feb 20/Mar20 Council Mtgs.	Complete - 3 rd reading passed Mar 20/13.
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.	Auditor & 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.	Completed – Mar 20/13.
**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.	<i>Immediate</i> 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>		<i>CAO to discuss with auditor.</i>
SUGGESTION 13: Accounts payable and payroll cheque runs should be prepared separately. <i>Page 39</i>		Complete – <i>began with Jan '13 payroll</i>
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:	April 17, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Survey Lots 14-30, Block 7, Plan LVII Additional Quotations

BACKGROUND/PROPOSAL:

This item to survey Lots 14-30, Block 7, Plan LVII was included on the March 20, 2013 Council Agenda. Council passed a motion requesting the Administration to obtain at least two additional quotations to complete the survey work required.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Prior to the March 20, 2013 Council meeting, the Administration requested cost estimates from three survey companies – two estimates were submitted to the Village for consideration. After the March Council Meeting, five additional companies were contacted and invited to submit cost estimates. Three more submitted estimates. Not all companies were able to provide all details requested. (Please see the attached table summarizing the information provided).

Company A – to prepare a Real Property Report = **\$1650 + GST**. Additional cost to install 12" spikes at the corners would be **\$825.00 + GST**. To install legal iron posts, the plan would need to be registered for an additional **\$950 + GST**. Costs for additional subdivision plans would range from **\$850 - \$2750**, depending on actual work required and if they prepare the initial RPR.

Company B – to prepare a Real Property Report for the hall, cenotaph and curling rink = **\$2650 + GST**. RPR will show any possible building encroachments. Additional cost to install property pins would be **\$1150 + GST**. Work can be completed in 2.5 weeks. Costs for additional subdivision plans will be based on actual work required but would be discounted if they prepare the initial RPR.

Company C – 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 D – to prepare a Real Property Report = **\$3300 + GST**. Additional cost to mark the boundaries if done during the same initial trip = **\$900 + GST**. If marked later, **\$1500 + GST**. Estimated costs for additional subdivision plans would be **\$3000 - \$4000**. This would not include Camrose County fees or Land Titles fees. Work could commence immediately.

Company E – 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.

Summary of Cost Estimates Received:

Company	Timing	R.P.R.	Pins	Reg. Plan	Subdivision Costs	Total Range
A	7-8 days	\$ 1,650	\$ 825	\$ 950	\$850 - \$2750	\$4275 - \$6175
B	2.5 wks	\$ 2,650	\$ 1,150		depends on our req'ts	\$3800 + plan reg/subdiv plans
C	3 wks	\$ 2,870			\$850 to \$2500	\$3720 - \$5370 + pins & reg. plan
D		\$ 3,300	\$ 900 <i>\$1500 if 2nd trip</i>		\$3000 - \$4000 (plus County & Land Titles)	\$7200 - \$8200 + reg. plan
E	2 wks	\$ 10,000 <i>(\$13,000 if in winter)</i>			approx. \$6000 (incl plan reg. & land titles)	\$16,000 - \$19,000 (incl pins & reg. plans)

The Administration recommends that the Village 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 would not be required at this time. However, additional funding will be required for the next phase if a subdivision survey and land titles registration is required.

RECOMMENDED ACTION:

If Village Council agrees with contracting Company A to prepare a site plan for Lots 14-30, Block 7, Plan LVII showing the existing property lines and improvements, it is recommended that Village Council pass a motion to accept the cost estimates to provide surveying services for Lots 14-30, Block 7, Plan LVII as information.

If Village Council would prefer the Village to contract a company other than Company A, it is recommended that Village Council pass a motion with an appropriate budget adjustment to 2-74-250 with direction to Administration to hire another company.

Initials show support – Reviewed By:

CAO: Lynn Horbasenko

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	April 17, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	United Church Property

BACKGROUND/PROPOSAL:

The topic of the former United Church property first arose at the January 16, 2013 Regular Council Meeting during the discussion of insuring Village owned facilities based on demolition value only. At the January 16th meeting, Council passed a motion directing Administration to determine the ownership of the former United Church.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

In 1993, the United Church was given to the Bawlf & District Historical Society. The Land Title does not include any Encumbrances, Liens or Interests regarding the fate of the land and building in the event that the Historical Society ceased to exist. Nor do the Historical Society meeting minutes on record provide any direction in this regard. The society's bylaws state:

"Upon the passing of a motion to dissolve the Society, the meeting must then elect a "Distribution of Property Committee" of no less than four members in good standing whose function will be to review the assets and liabilities of the Society and then present a list of recommendations to the next meeting suggesting how property could be disposed. The meeting must consider these recommendations and approve or alter them to the satisfaction of those members present in good standing. Disposal of property will take place at the meeting at which the committee's recommendations are received."

The Archivist with the United Church of Canada was able to find a photocopy of the Coronation Presbytery (in which the Bawlf United Church was situated) minutes where it was recorded on October 27, 1993 that the "Bawlf United Church is now the property of the Bawlf Historical Society". There was no further motion regarding any provision if the Historical Society dissolved sometime in the future. The Archivist then contacted the Secretary of the Coronation Presbytery who has stated in an email to the Village that there would be no requirement for the former United Church building to be returned to the United Church of Canada.

The Bawlf & District Historical Society was formally dissolved by the Government of Alberta's Registrar of Corporations on February 2, 2011. Interested individuals and former members of the Historical Society met on February 19, 2013 and passed a motion to turn the land and building over to the Village. An agent at the Land Titles office confirmed that former members of the Historical Society can use the society's stamp to sign off on a Transfer of Land form to transfer ownership of the property to the Village of Bawlf.

COSTS/SOURCE OF FUNDING (if applicable):

Applying for a transfer of the title would cost \$50 + \$1 for each \$5,000 (or portion thereof) in value of the land for the registration and \$10 for each certified copy of the title. The 2013 Budget could absorb these costs. Legal fees may apply if Council feels a lawyer's assistance is needed.

RECOMMENDED ACTION: That Village Council pass a motion to direct Administration with how they would like to proceed with this matter.

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

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	April 17, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Curling Rink Usage Policy

BACKGROUND/PROPOSAL:

At the March 20, 2013 Council Meeting, the Council passed a motion directing Administration to draft a policy for curling rink usage.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The curling rink has historically been operated and maintained by the Bawlf Curling Club and the Bawlf & District Recreation Association. The January 16th Council Agenda included a letter from the Curling Club stating their wish to turn the building over to the Village and the February 20th Council Agenda included a letter from the Recreation Association indicating they would not pursue repair or ownership of the curling rink.

Use of the curling facility was discussed at the Recreation Association's Regular Meeting held on March 12, 2013. At the March 20th Council Meeting, Mayor Blatz handed out a brief summary of the Recreation Association Meeting discussion. One point in Mayor Blatz's notes states: "Request that Rec Board should not have to pay to rent the Curling Rink for practices." The Recreation Association has not submitted this request in writing.

The Village has received requests for the following curling rink usage in 2013:

- Baseball Camps (private individual) – initially requested 6 weeks beginning end of February - then 4 weeks beginning end of March. (*Update* – the baseball camps are being held elsewhere).
- Bawlf Grad Celebration – May 17th
- Ball practices – verbal request; actual dates and times unknown.

A facility usage policy is attached for Council's consideration and approval.

COSTS/SOURCE OF FUNDING (if applicable)

By accepting the operations of the curling rink from the Curling Club/Recreation Board, the Village will be responsible for the utility costs. The electricity costs for January – April 2012 ranged from \$69 - \$101/month and the natural gas costs were \$22 - \$57/month.

These amounts have been included in the 2013 Final Operating and Capital Budget which is included later in this agenda for Council approval.

RECOMMENDED ACTION:

That Village Council pass a motion to approve the attached Curling Rink Policy to be implemented immediately upon passing.

Initials show support – Reviewed By:	CAO: Lynn Horbasenko
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Date: April xx, 2013

Motion: XX/13

Title: Use of Curling Rink

Policy No. 23

Purpose: To provide guidelines for the use of the Bawlf Curling Rink (without ice).

Procedure:

Any users wishing to utilize the curling rink facility without ice shall book the usage through the Village Office. A facility use contract will be required to be completed and signed by the representative making the booking. A damage deposit will be required from users, based on the rates attached in Schedule A. All users will be required to provide proof of insurance that is appropriate for the type of usage.

The key to the facility may be picked up at the Village Office immediately prior to the booked event. Users will be expected to leave the facility in a clean and tidy state (ie. floor swept and very dirty areas mop washed, if necessary), all garbage placed in garbage bags, tied and placed outside the morning of garbage pick-up (ie. Thursday morning), heat turned down (if applicable) and all lights turned off. A portion of the damage deposit may be retained by the Village upon inspection of the facility following the booking if the facility is not left in an acceptable condition.

Users need to be aware that the washroom facilities are non-operational and that alternative arrangements must be made based on the needs of the users.

Established not-for-profit local recreational user groups may utilize the facility at no cost. New or unknown local user groups will be required to pay the rental rates on the attached Schedule A or submit a request to the Village to have the rental rates waived.

Mayor

Village Manager

Curling Rink Facility Rental Rates

Type of Group	Hourly Rental Rate	Daily Rental Rate	Damage Deposit
Established Local Not-for-Profit Recreational Youth	N/C	N/C	N/A
Established Local Not-for-Profit Recreational Adult	N/C	N/C	N/A
New Local or Any Non-Local Recreational Youth	\$10/hr	\$100	\$100
New Local or Any Non-Local Recreational Adult	\$30/hr	\$300	\$100
Local Private or For- Profit	\$30/hr	\$300	\$500
Non-Local Private or For-Profit	\$50/hr	\$500	\$1000

Hourly Rental Rates:

Apply for events up to 8 hours in duration.

Daily Rental Rates:

Apply for events of 8 hours or longer.

Damage Deposits:

Damage deposits will be refunded fully or partially dependent on the cleanliness and condition of the facility after the event.

Alcohol:

All events that include the serving of alcohol will require the purchase of third party liability insurance with the Village of Bawlf named as an "additional insured" on the policy. A certificate of proof of insurance will be required to be attached to the booking contract.

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	April 17, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	2013 Cost of Living Allowance

BACKGROUND/PROPOSAL:

The Administration is requesting Village Council's consideration and approval to accept Statistics Canada's Consumer Price Index (CPI) for the period of September 2011 to September 2012 as the Cost of Living Allowance for 2013.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Historically, an annual Cost of Living Allowance (COLA) has been budgeted for and applied to the salary/wage for each Village employee. For the past four years, the calculation has been based on the January to January CPI as published by Statistics Canada. This percentage is released by Stats Can the third week in February. Staff members have received applicable increases in March, retroactive to January 1.

The Administration would like to propose that the Village switch to using the CPI for September to September. The data would be released by Stats Can during the third week of October every year.

The benefits to making this change include:

- The Village would budget for the COLA percentage based on 'actuals' rather than 'estimates'.
- Staff would receive any applicable increases immediately on January 1st rather than March.
- Payroll calculations would be far simpler due to manual retroactive calculations not being required.

The following chart of historical CPI's is included for Council's information in order to compare the previous September and January indexes.

	2013 Budget	2012 Budget	2011 Budget	2010 Budget
September	1.4%	2.8%	0.9%	-1.1%
October	0.6%	3.4%	1.2%	0.1%
November	0.6%	3.2%	0.1%	0.8%
December	0.0%	2.9%	0.8%	0.6%
January	-0.5%	2.9%	1%	1.7%

COSTS/SOURCE OF FUNDING (if applicable)

Acceptance of the September CPI would provide staff with a 1.4% cost of living allowance increase retroactive to January 1, 2013. The 2013 Interim Budget includes a 1.5% cost of living allowance.

RECOMMENDED ACTION:

That Village Council pass a motion to accept Statistics Canada Consumer Price Index for the period September to September as the annual Cost of Living Allowance to be applied to employee salaries and wages for 2013 as well as future budget years.

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

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	April 17, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	2013 Operating and Capital Budget

BACKGROUND/PROPOSAL:

The Village of Bawlf is required to pass a final 2013 Operating and Capital Budget. It is presented to Council for approval.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Council passed the 2013 Interim Budget on December 19, 2013. With the Provincial Budget having been announced in March, the Village is in a position to pass the final budget.

There have been a few adjustments made since the Council passed the Interim Budget in December. Those changes are marked in green highlight.

COSTS/SOURCE OF FUNDING (if applicable)

N/A

RECOMMENDED ACTION:

That Village Council pass a motion to approve the 2013 Operating and Capital Budget with Operating Expenditures of \$526,630, Project Expenditures of \$117,100, Operating Revenue of \$393,319, Project Revenue of \$4000 for an overall Operating deficit of \$246,411 and a Capital Budget of \$157,400.

*recess at 9:57.
Motion to extend
the mtg past 10
to 11pm. Carried.*

Initials show support – Reviewed By:

CAO: Lynn Horbasenko

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	April 17, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	2013 Tax Rate Bylaw

BACKGROUND/PROPOSAL:

As per the Municipal Government Act, the Village of Bawlf is required to pass a 2013 Tax Rate Bylaw. Bylaw 588/13 is attached for Council's approval.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The attached Tax Rate Bylaw was prepared based on the 2013 Budget that is part of this agenda package. If any changes are made to the budget, the tax rate bylaw will be required to be amended accordingly.

COSTS/SOURCE OF FUNDING (if applicable)

N/A

RECOMMENDED ACTION:

That Village Council pass a motion to approve first reading of Bylaw 588/13, the Tax Rate Bylaw.

Initials show support – Reviewed By:	CAO: Lynn Horbasenko
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Village of Bawlf

BYLAW NO. 588/13

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE VILLAGE OF BAWLF FOR THE 2013 TAXATION YEAR

Whereas, the Village of Bawlf has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the council meeting held on April 17, 2013; and

Whereas, the estimated municipal expenditures and transfers set out in the budget for the Village of Bawlf for 2013 total ~~\$643,730~~ and
641,130

Whereas, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$397,319, and the balance of ~~\$246,411~~ is to be raised by general municipal taxation; and
243,811

524,030
117,100
641,130

Whereas, the requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential/Farm land	\$73,135
Non-residential	\$10,136
Total School Requisitions	<u>\$83,271</u>

Whereas, the Council of the Village of Bawlf is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

Whereas, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000; and

Whereas, the assessed value of all property in the Village of Bawlf as shown on the assessment roll is:

	<u>Assessment</u>
Residential	\$27,290,670
Sanden Court (Municipal only)	\$ 603,280
Non-residential	\$ 2,641,970
Farm land	<u>\$ 26,980</u>
	\$30,562,900

NOW THEREFORE under the authority of the Municipal Government Act, the Council of the Village of Bawlf, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Village of Bawlf:

	Tax Levy	Assessment	Tax Rate
General Municipal	243,811 \$246,411	\$30,562,900	0.0080624 .0079774
ASFF			
Residential/Farm land	\$73,135	\$27,317,650	0.0026772
Non-residential	\$10,136	\$2,641,970	0.0038365

2. That this bylaw shall take effect on the date of the third and final reading.

Read a first time on this 17th day of April, 2013.

Read a second time on this ____ day of _____, 2013.

Read a third time and passed on this ____ day of _____, 2013.

Village of Bawlf:

Mayor

Chief Administrative Officer

Village of Bawlf

BYLAW NO. 588/13

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE VILLAGE OF BAWLF FOR THE 2013 TAXATION YEAR

Whereas, the Village of Bawlf has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the council meeting held on April 17, 2013; and

Whereas, the estimated municipal expenditures and transfers set out in the budget for the Village of Bawlf for 2013 total \$643,730; and

Whereas, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$397,319, and the balance of \$246,411 is to be raised by general municipal taxation; and

Whereas, the requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential/Farm land	\$73,135
Non-residential	\$10,136
Total School Requisitions	<hr/> \$83,271

Whereas, the Council of the Village of Bawlf is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

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General Municipal	\$246,411	\$30,562,900	0.0080624
ASFF			
Residential/Farm land	\$73,135	\$27,317,650	0.0026772
Non-residential	\$10,136	\$2,641,970	0.0038365

2. That this bylaw shall take effect on the date of the third and final reading.

Read a first time on this 17th day of April, 2013.

Read a second time on this ____ day of _____, 2013.

Read a third time and passed on this ____ day of _____, 2013.

Village of Bawlf:

Mayor

Chief Administrative Officer

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	April 17, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	2012 Audited Financial Statement

BACKGROUND/PROPOSAL:

The 2012 Audited Financial Statement, as prepared by Brian King Professional Corporation, will be before Village Council for their review and acceptance.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The audit of the 2012 financial statement was not ready at the time of agenda compilation. Brian King is hoping to have it complete for the April 17, 2013 Council Meeting and if he is successful, he will attend the meeting to present the audit to Council.

If he is not able to complete the audit by April 17th, alternatives will be proposed at the Council Meeting.

COSTS/SOURCE OF FUNDING (if applicable)

The budget for preparation of the 2012 Audited Financial Statement is \$7000 + GST. It is unknown at this time if the Village will be charged any additional fees for completion of required non-audit services. \$300 has been budgeted in the event of additional charges.

RECOMMENDED ACTION:

Village Council to pass a motion to accept the Village of Bawlf 2012 Audited Financial Statement as prepared by Brian King Professional Corporation.

Initials show support – Reviewed By:

CAO: Lynn Horbasenko

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	April 17, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Bawlf & District Recreation Association 2012 Financial Statement

BACKGROUND/PROPOSAL:

The Bawlf & District Recreation Association submitted their 2012 Financial Statement to the Village for information.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Village provides an annual grant to the Bawlf & District Recreation Association in the amount of \$4050. Their 2012 Financial Statement is attached as information.

COSTS/SOURCE OF FUNDING (if applicable)

N/A

RECOMMENDED ACTION:

That Village Council pass a motion to accept the Bawlf & District Recreation Association 2012 Financial Statement as information.

Initials show support – Reviewed By:

CAO: *Lynn Horbasenko*

BAWLF REC BUDGET SUMMARY
PASSED MARCH 12, 2013

	Actual	Budget	Actual	Budget
	2011	2012	2012	2013
Previous Year Surplus		\$25,095	\$25,095	\$3,946
REVENUE				
County Grant	\$10,500	\$10,500	\$10,500	\$10,500
Village of Bawlf	\$4,050	\$4,050	\$4,050	\$4,050
Interest	\$15	\$10	\$26	\$10
CFEP Grant (Picnic Shelter)	\$17,898			
County Legacy Grant (Picnic Shelter)	\$8,778			
Jaywalkers	\$3,130	\$3,000	\$5,607	\$4,500
Ball User Fees	\$1,477	\$1,500	\$3,228	\$3,000
Swim User Fees	\$3,995	\$3,500	\$4,007	\$4,000
Other (Lions Donation)	\$5,000	\$5,000	\$7,400	\$0
Total Revenue	\$54,843	\$27,560	\$34,818	\$26,060
EXPENDITURES				
Administration				
Postage, Telephone, Bank Charges	\$49	\$100	\$65	\$100
Advertising				
Stationery		\$100		\$50
Rent				
Insurance	\$3,915	\$2,500	\$1,854	\$2,000
Administrative Costs				
Total Administration	\$3,964	\$2,700	\$1,919	\$2,150
Programs				
Swimming	\$5,807	\$6,500	\$5,912	\$6,000
Skating	\$6,254	\$4,000	\$4,230	\$7,000
Curling	\$1,760	\$1,000	\$1,158	\$0
Baseball	\$3,805	\$6,300	\$8,018	\$7,000
Culture (Music Program)				
Bawlf Library	\$1,000	\$1,000	\$1,000	\$1,000
Memorial Scholarship		\$500	\$0	\$500
Bawlf School (donation to purchase used bus)	\$5,000			\$300
Playschool	\$2,000			\$400
Misc	\$159	\$500	\$6,241	
Total Programs	\$25,785	\$19,800	\$26,559	\$22,200
walking trail				\$3,000
Construct Picnic Shelter		\$31,000	\$27,489	\$11,000
Total Spending	\$29,749	\$53,500	\$55,967	\$38,350
Surplus (Deficit)	\$25,094	-\$845	\$3,946	-\$8,344
Deficit to be made up form Casino Account				

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	April 17, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Acting Appointment Policy

BACKGROUND/PROPOSAL:

On occasion, Village of Bawlf employees may be asked to cover a position of a higher classification. Village Council is asked to consider approving the attached policy.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

When an employee is asked to cover the duties of a position that is of a higher classification, the additional duties carry additional responsibilities as well.

The appointment of an employee to an acting position would not be automatic and would be required to be approved by the Village Manager. If the additional duties would be limited, an acting appointment would not be appropriate, and therefore, not approved.

The employee would be required to be covering the position for a minimum of five consecutive work days before being eligible for acting pay.

A proposed policy is attached for Council's consideration and discussion.

COSTS/SOURCE OF FUNDING (if applicable)

Some funds for vacation cover off have been included in the 2013 Interim Budget.

RECOMMENDED ACTION:

That Village Council pass a motion to approve the Acting Appointment Policy as presented.

Initials show support – Reviewed By:

CAO: *Lynn Horbasenko*



Date: **April** __, 2013

Motion: __/13

Title: **Acting Appointment Policy**

Policy No. 24

Purpose:

To provide procedures for appointing employees to a higher classification on an acting basis.

Procedure:

Appropriate, permanent employees may be appointed to a higher classification on an acting basis to fill an absence or vacancy. The appointments shall not be assumed and must be made formally, in writing, with a copy to be filed in the employee's Personnel File.

Acting Appointments are not mandatory and recommendations shall be approved by the Village Manager. Acting Appointments shall not apply when an employee is designated only limited additional duties.

Appointments approved by the Village Manager for a minimum of five consecutive working days shall receive 110% of their regular salary or wage for that period.

Mayor

Village Manager

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	April 17, 2013
Originated By:	Councillor John Tessari
Title:	Use of Residential Lots – Lots 2 & 3, Block 15, Plan 1869P

BACKGROUND/PROPOSAL:

On April 3, 2013, two semi truck loads of shingles were delivered and stacked three pallets high onto Lots 2 & 3, Block 15, Plan 1869P in Bawlf. There are several stacks on the property.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Councillor Tessari has raised the following concerns:

1. This quantity of shingles suggests that they are not for use on this specific property and obviously for business use. Is this a residential property and is this an appropriate use of the land?
2. Does this use follow the intent of the Village Traffic Control Bylaw to disallow vehicles larger than 1 ton on Village streets except for the delivery of products related to development permits?
3. If allowed, how do we address the unsightly premises infractions in that the stacks of pallets are not a pleasing sight?
4. Safety is a concern for a residential area where children may be enticed to play (ie. the product may fall from the stacks and forklifts in the residential area present extreme hazards to children).
5. Construction must follow current bylaws and many things must be approved by neighbours before permits are issued.
6. Allowing this activity will be subject to complaints and will set a precedent for other residents who wish to do similar things on their properties.

The Village has not received previous complaints about this property or this type of use of this property. Therefore, we do not know if this is the first time shingles have been stored at this location.

The following information is provided to Council to assist in the discussion.

Land Use Bylaw 526/04 (and amendments up to and including Bylaw 554/08):

These lots are zoned R2 (Medium Density Residential) in the Village of Bawlf Land Use Bylaw (LUB). The LUB states that *"the purpose of the R2 District is to provide land for a mixture of detached and duplex houses and other activities which are compatible with those uses"*.

A Home Office is a permitted use in an R2 District (*Home Office* means an office in a dwelling which is not visited by a significant number of clients, does not change the external appearance or residential character of the dwelling, and is carried on only by the residents of that dwelling, and includes child care for up to three children who do not live at that place).

A Home Business is a discretionary use in an R2 District (*Home Business* means a business, trade, craft occupation, storage activity, or other commercial operation on a residential lot on a scale greater than a home office).

The definition of *Discretionary Use* is the use of land or a building provided for in this bylaw for which a development permit may be issued upon an application having been made.

Section 10 of Schedule A in the LUB outlines “Prohibited Objects in Yards”. Subsection 10.3 states that “In a residential district, no person shall keep visible any wrecked or partially dismantled vehicle or any other object which in the opinion of the Development Authority is unsightly or offensive”.

The information in the LUB regarding development permits for home businesses is limited and currently, the Village does not require business owners to obtain home office or home business licenses.

Traffic Control Bylaw 562/08:

Clause 3 states that “No person shall park any vehicle having a gross vehicle weight greater than 4540 kg (10,000 lb) in any residential area within the Village longer than is reasonably necessary to load or unload the vehicle”.

Clause 14 states “Except for delivery of goods or materials, all vehicles rated over 15,000 kg. G.V.W. shall proceed through the Village by way of truck routes designated by Council and posted by signs”. The Village has signs designating which streets trucks over 1 ton are prohibited from driving on rather than a marked, designated truck route.

*Council members may wish to read the entire Traffic Control bylaw for further information.

Unsightly Premises Bylaw 558/08:

Clause 2.7 – definitions → “Nuisance” means any condition or use of, or emission from, Property which, in the opinion of a designated officer, is unsightly, offensive, dangerous to public health or safety or which interferes with the use or enjoyment of other Property and includes, without limiting the foregoing, those conditions set out at Section 3.2.

Clause 3.2.7 – conditions that constitute a nuisance → the presence of excavations, structures, materials or any other hazard or condition which poses a danger to public safety.

Clause 5.1 – inspection and enforcement → for the purposes of inspection and enforcement under this bylaw, a Bylaw Enforcement Officer is a designated officer.

*Council members may wish to read the entire Unsightly Premises bylaw for further information.

Options:

1. Council could direct Administration to contact the Bylaw Enforcement Officer to investigate the stacks of shingles located at Lots 2 & 3, Block 15, Plan 1869P in relation to Bylaw 558/08, the Nuisance Bylaw.
2. Council could direct the Administration to contact the Bylaw Enforcement Officer to investigate the use of a semi truck and trailer and/or forklift to deliver the pallets of shingles to Lots 2 & 3, Block 15, Plan 1869P in relation to Bylaw 562/08, the Traffic Control Bylaw.
3. Council could pass a motion to implement a home office and/or home business license program.
4. Council could choose to take no further action.

COSTS/SOURCE OF FUNDING (if applicable)

If Council would like an additional bylaw enforcement patrol, the cost to the Village would be \$100/hour. Alternatively, if this issue is dealt with by the Bylaw Enforcement Officer during the next scheduled patrol, there should not be any additional cost to the Village.

RECOMMENDED ACTION:

That Village Council provide specific direction to Administration regarding the use of land on Lots 2 & 3, Block 15, Plan 1869P.

Initials show support – Reviewed By:

CAO: Lynn Horbasenko

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	April 17, 2013
Originated By:	Lynn Horbasenko, Chief Administrative Officer
Title:	Volunteer Appreciation Event

BACKGROUND/PROPOSAL:

The Village of Bawlf has hosted a volunteer appreciation event annually, beginning in 2011. The Administration would like to propose that the Village host this event in May 2013.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

In previous years, this annual event has been held during Volunteer Appreciation Week. This year, April 21-27, 2013 has been designated as National Volunteer Appreciation Week. There is not enough time to plan an event similar to last year's to be able to hold it during this week in April. However, an event could be planned and held sometime in May 2013.

Previous years' events included the following:

- All volunteer associations, boards and departments serving Bawlf and area were invited to attend the event.
- Residents who may volunteer as individuals were invited through the Village Voice.
- The Mayor opened the evening with a few words of appreciation for all the hours and effort contributed by volunteers.
- Cake, coffee, tea and juice were served during the social evening.
- Donations of doors prizes were solicited from vendors the Village does business with.
- All attendees are entered into the draw for the donated prizes.

Do Council members have other ideas/suggestions to add to the event? What date would the council members be available in May to attend this event?

COSTS/SOURCE OF FUNDING (if applicable)

\$300 has been included in the 2013 Interim Budget for a volunteer appreciation event.

RECOMMENDED ACTION:

That Village Council pass a motion to select a date for the Village to host the annual volunteer appreciation event during May 2013.

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

Mayors Report April 2013

- . April 11 Mayors and Administrators Meeting
- . April 15 Special Meeting re Policy Update
- . April 17 Regular Council Meeting
- . April 18 Regional Emergency Management Services Liaison Meeting

Gordie

Report from the Administration

For the period March 14 – April 13, 2013

Administration:

- The Village Voice was distributed on March 28.
- The information on the website has been reorganized with the creation of new drop down menus. The various pages continue to be developed. We are still waiting for information from the majority of the community groups.
- The Village continues to cover 50% of the Senior Citizens Society insurance for the Municipal Complex building and 100% of the Library Board's insurance.
- The Village submitted an application to the FortisAlberta Naturalization Grant program for the proposed recreational trail. If selected, the Village could receive a \$3000 grant.
- One GIC will mature on April 17th and will be reinvested in a cashable GIC.
- The Village hosted the Occupational Health and Safety Small Employer Certification of Recognition course on April 4th. Seven municipalities sent representatives.
- Staff members are making progress on their procedural manuals.
- The quarterly report on the Village's progress on the directives and recommendations in the Municipal Inspection Report was mailed to the Minister prior to our deadline of March 31, 2013.
- Highlights from the LGAA Conference (March 13-15, 2013):
 - "Creative Thinking and Innovation":
 - Municipal governments are in competition with the media in getting our own information out. We need to find a better way every day.
 - Messages need to be unique, have a memorable delivery and be memorable on a personal level. (Perhaps we could create some memorable messaging regarding the dog issues in the village.)
 - "Creating Cities for 8 – 80 Year Olds":
 - In the 1800's, we learned to survive. Now, with more stressors, we must learn how to live.
 - If pedestrians had clout, we would clear snow from the sidewalks rather than the streets.
 - We should be taking care of the pedestrians first, cyclists second, then motorists.
 - Boulevards in the centre of streets beautify the streets and reduce accidents by 59%.
 - Ciclovía – a movement to close the main streets to vehicles all day Sunday.
 - When planning community areas think about an 8 year old and an 80 year old. Would this intersection be safe? Would this recreation area benefit both?
 - Residents seem to focus on potholes and the need to fix them when they should be focusing on creating more parks and public places.

- "Community Peace Officers":
 - May be able to access regional collaboration grants to regionalize services such as bylaw, animal control, traffic control, disaster management, mediation, etc.
 - Some models allow for payment by the hour of service provided. Good examples: Kneehill County and Town of Nanton.
- "Community Safety On-Line":
 - Some adults say they will wait to learn more about social media when their 16 year old can teach them. The problem with that is by then, the culture of social media will be based on the culture of 16 year olds.
- Government Department Updates:
 - MSI Operating will be reduced to \$0.00 over the next 3 provincial budgets. MSI Capital should remain relatively the same. The operating funds will be reallocated to the Regional Collaboration Program (it will grow from \$9 million to \$79 million in 3 years).
 - The Alberta Municipal Water and Wastewater Program funding has been reduced by 50% in the 2013 Budget, resulting in longer waits for approvals. (This is where we have our application on hold for lift station rehabilitation.)
- The Village Manager participated in the following external meetings:
 - April 4 – Occupational Health & Safety SECOR course (Bawlf)
 - April 11 – Mayors/Reeve/Administrators Meeting (Camrose)

Development:

- The total number of development permits approved to date in 2013: zero.
- Total compliance certificates issued in 2013: one.
- Received one inquiry regarding possible construction on a vacant lot owned by a private individual.

Public Works:

- The issues at the lift station continue.
- The day after the Special Council Meeting on March 27th, Renco was informed that Council passed a motion to accept their bid for the lift station rehabilitation project. Focus and Renco will be working toward installing the new floats and panels as soon as possible.
- The Daysland Drainage District will be holding their Annual General Meeting on Monday, April 15 at 9:30 a.m. at the Daysland Golf Course Clubroom. Council is invited to attend.
- Staff has been monitoring the spring melt on a daily basis. It was determined that the large snow piles did not require to be removed as they were melting at a reasonably fast pace.
- The garbage and recycling trucks are hard on the alleys at this time of year.
- Staff are beginning to get the equipment ready for spring.
- There has been a great deal of interest in the summer positions – several resumes have been received to date.

Parks and Facilities:

- The Archivist of the Alberta and Northwest Conference of the United Church of Canada (UCC) has indicated that the UCC does not have any interest in the former United Church property.
- To date, there is one wedding booked in the hall this summer.
- The church group will hold their last service for the spring on May 19th.

By-Law Services:

- The Bylaw Officer has been knocking on the doors of residents who have not yet purchased their 2013 dog tags.
- Barking dogs and parking in one particular alley continue to be issues.
- The lawyer that represents the Village in court for the prosecution of bylaw offences has developed a procedure that will reduce costs to the Village. The Provincial Crown has agreed to represent the lawyer for the initial court appearance rather than have the lawyer attend court for this first appearance (if the ticket is not paid prior to the set court date). Depending on whether or not the accused appears for that initial court date, the Provincial Crown will follow a specified process and inform the lawyer accordingly. Should additional court appearances be necessary, the lawyer may be required to attend but this will likely not occur in all instances.

Fire Department:

- The County's Snuffer truck is scheduled to be replaced in 2018.
- An email has been sent to Paul King, Assistant County Administrator, inquiring about the status of the County fire truck that was recently replaced in Rosalind. Further research is required but this may be an appropriate replacement for the Village's pumper (which has approximately one year of certification remaining).
- The Acting Fire Chief would like to purchase jackets for the members this year.
- The Regional Fire Services Coordinator, David Zayonce, will be meeting with the Fire Chiefs and Deputy Fire Chiefs on Thursday, April 18, 2013.

COUNCIL MOTIONS - ACTION LIST

Action #	Date	Motion #	Motion	Staff Member Responsible	Status
30	20-Mar	64/13	Councillor Robbins that Village Council direct 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.	Lynn	Completed - report sent to the Minister on March 28/13.
31	20-Mar	65/13	Councillor Tessari that Village Council direct Administration to contact other communities of similar size to see how they handle emergency contacts outside of regular office hours.	Lynn	Request submitted to the LGAA Coordinator to circulate the question to the membership.
32	20-Mar	66/13	Mayor Blatz that Council direct Administration to draft a policy for Curling Rink usage.	Lynn	Request submitted to the LGAA Coordinator to circulate the question to the membership.
33	20-Mar	67/13	Mayor Blatz that Administration contract snow removal services as required, at a total cost not to exceed an amount of \$2500.	Justin	Justin to monitor the spring thaw on a daily basis.
34	20-Mar	74/13	Deputy Mayor Yuha to award a 3% merit increase to the Village Manager retroactive for 2012 and to come from the 2013 budget. Councillor Reinke requested that the vote be recorded. In favour – Mayor Blatz, Deputy Mayor Yuha and Councillor Tessari. Opposed – Councillor Reinke and Councillor Robbins.	Lynn/Myrna	Completed.
35	20-Mar	75/13	Mayor Blatz to accept the Chief Administrative Officer Addendum to the Chief Administrative Officer Agreement as presented with the addition of the clause “to a maximum of 24 month’s pay”.	Lynn	Completed - signed copy filed in Personnel File.

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SHIRLEY MCCLELLAN REGIONAL WATER SERVICES COMMISSION'S ANNUAL MEETING

NOTICE OF MEETING

Commission Meeting

April 18, 2013

7:00 p.m.

County of Paintearth Office
#1 Crowfoot Crossing
(Junction Hwy 12 and Hwy 36)

AGENDA

1. Call to Order

2. Adoption of Agenda

3. Delegation

Gitzel Krejci Dand Peterson Chartered Accountants Presentation

RE: 2012 Audited Financial Statements

(Statements to be handed out at the meeting)

4. Reports

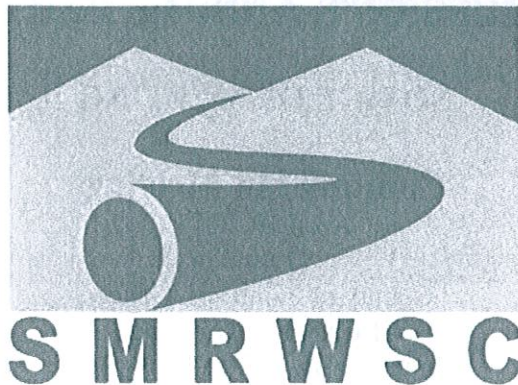
4.1 Chairman

4.1.1 Report on Activities of the 2012 Year (as per Bylaw 6-11 #7.3)

4.1.2 Report on Future Plans (as per Bylaw 6-11 #7.3)

5. Question Period

6. Adjournment



**SHIRLEY MCCLELLAN REGIONAL WATER
SERVICES COMMISSION MEETING**

April 18, 2013
6:00 p.m. (supper provided)

At the County of Paintearth Office
#1 Crowfoot Crossing
(Junction Hwy 12 and Hwy 36)

SHIRLEY MCCLELLAN REGIONAL WATER SERVICES COMMISSION

NOTICE OF MEETING

Commissioners
April 18, 2013
2:00 PM
Shirley McClellan Regional Water Services Commission
1000 West 10th Street
Tulsa, Oklahoma 74103

Agenda

1. Call to Order

SHIRLEY MCCLELLAN REGIONAL WATER SERVICES COMMISSION

NOTICE OF MEETING

Commission Meeting

April 18, 2013

6:00 p.m. (Supper will be served)

County of Paintearth Office

#1 Crowfoot Crossing

(Junction Hwy 12 and Hwy 36)

AGENDA

1. Call to Order
2. Adoption of Agenda
3. Adoption of Minutes
 - 3.1 February 27, 2013 SMRWSC Minutes4
 - 3.2 March 15, 2013 SMRWSC Executive Minutes8
4. Old Business
 - 4.1
5. New Business
 - 5.1 Bylaw 10-13 - Water Rate15
6. Reports
 - 6.1 Chairman
 - 6.2 Manager (Tim Fox)19
 - 6.3 Operations (Garth Ennis)
 - 6.4 Engineering22
 - 6.5 Financial (None)
7. Correspondence
8. Next Meeting Date
9. Adjournment

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**MINUTES OF THE SHIRLEY MCCLELLAN REGIONAL WATER SERVICES COMMISSION
(SMRWSC) COMMITTEE MEETING HELD ON WEDNESDAY, FEBRUARY 27, 2013
COMMENCING AT 6:30 P.M. AT THE COUNTY OF STETTLER OFFICE, STETTLER
ALBERTA**

PRESENT: Wayne Nixon, County of Stettler
Brenda Knight, Lacombe County
Rocky Dahmer, County of Paintearth
Bonnie Sansregret, Special Areas
Jody Yuha, Village of Bawlf
Lois Miller, Village of Big Valley
Gerald Rehman, Village of Consort
Bruce Gartside, Village of Donalda
Dale Kent, Village of Halkirk (Vice Chairperson)
James McTavish, Village of Rosalind
Patrick Gorcak, Village of Veteran (Chairperson)
Wayne Miller, Summer Village of Rochon Sands
Lorne Thurston, Summer Village of White Sands

Other: Tim Fox - County of Stettler (SMRWSC Manager)
Yvette Cassidy - County of Stettler (SMRWSC Assistant Manager)
Garth Ennis, County of Stettler Director of Environment Services
Randy Chmelnik, County of Stettler Assistant Utilities Foreman
Steven Lockhart, County of Stettler Utilities Foreman
Caleb Hodgson, County of Stettler Water and Sewer Operator
Reece Stefanik, County of Stettler Water and Sewer Operator
Andrew Brysiuk, County of Stettler Director of Technology Services
Christa Cornelissen, County of Stettler Director of Finance
Stephan Weninger, Stantec Consulting Ltd.
Blair Birch, Alberta Transportation
Owen Francis, Special Areas Board

ABSENT: Don Gregorwich, Camrose County
Rod Zinger, Town of Castor
Mark Stannard, Town of Coronation

CALL TO ORDER

Patrick Gorcak called the meeting to order at 6:30 p.m.

ADOPTION OF AGENDA

01.02.27.13 Moved by Gerald Rehman

Shirley McClellan Regional Water Services
Commission Committee Meeting Minutes – February 27, 2013

"that the agenda for the February 27, 2013 Shirley McClellan Regional Water Services Commission Committee be approved with the addition of:

1. Budget
2. Notice of Resignation."

Carried Unanimously

ADOPTION OF MINUTES

02.02.27.13 Moved by Bruce Gartside

"that the November 28, 2012 Shirley McClellan Regional Water Services Commission Committee minutes be approved as circulated."

Carried Unanimously

OLD BUSINESS

None

NEW BUSINESS

Budget:

The 2013 SMRWSC Budget was presented to the Commission Board.

03.02.27.13 Moved by Dale Kent

"that the Shirley McClellan Regional Water Services Commission approve the 2013 Budget, attached and forming part of these minutes, as presented."

Carried Unanimously

04.02.27.13 Moved by Wayne Nixon

"that as per the 2013 Budget the Shirley McClellan Regional Water Services Commission set the 2013 Water Rate at \$2.24 effective March 1, 2013 and that Administration bring back the required Bylaw to the April 18, 2013 Shirley McClellan Regional Water Services Commission Meeting for approval."

Carried Unanimously

Phase 4 Consort to Monitor RFP Engineering Award:

05.02.27.13 Moved by Wayne Nixon

"that the Shirley McClellan Regional Water Services Commission Award Engineering services to MPE Engineering Ltd., Calgary, Alberta, as per their request for proposal (Phase 4 Consort to Monitor) as presented subject to approval for funding under the Water for Life Grant and that Administration be authorized to execute the Scope of Service Agreement."

Carried Unanimously

Notice of Resignation:

06.02.27.13 Moved by Bonnie Sansregret

"that the Shirley McClellan Regional Water Services accept the resignation of the John Van Doesburg, Project Manager for the Stettler to Big Valley Line, effective February 15, 2013."

Carried Unanimously

REPORTS

Chairperson:

N/A

SMRWSC – Manager Tim Fox:

07.02.27.13

Moved by James McTavish

"that the Shirley McClellan Regional Water Services Commission Manager's Report be approved as presented."

Carried Unanimously

Phase II Big Valley Line – Project Manager John Van Doesburg:

N/A

Engineering:

08.02.27.13

Moved by Rocky Dahmer

"that the Engineer's report, attached and forming part of these minutes, be approved as presented."

Carried Unanimously

Financial:

09.02.27.13

Moved by Jody Yuha

"that the Accounts Payable Cheque Register (cheque 812 to 820), attached and forming part of these minutes, be approved as presented."

Carried Unanimously

10.02.27.13

Moved by Jody Yuha

"that the Accounts Payable Cheque Register (Phase 1 (Bank 02) 1-8; Phase 2 (Bank 03) 1-6; and Phase 3 (Bank 04) 1-5), attached and forming part of these minutes, be approved as presented."

Carried Unanimously

11.02.27.13

Moved by Brenda Knight

"that the Accounts Payable - Bank Direct Debit batch 715 (date 09/30/2012); batch 733 (date 10/10/2012); batch 744 (date 10/31/2012); batch 749 (date 11/20/2012); batch 752 (date 11/06/2012); batch 777 (date 12/31/2012); batch 778 (date 11/26/2012); and batch 796 (date 12/31/2012), attached and forming part of these minutes, be approved as presented." Carried Unanimously

12.02.27.13

Moved by Gerald Rehman

"that the Year to Date Budget Report for the period ending December 31, 2012, attached and forming part of these minutes, be approved as presented."

Carried Unanimously

13.02.27.13 Moved by Bonnie Sansregret
"that the Bank Reconciliation for September 30, October 31, November 30, December 31, 2012, attached and forming part of these minutes, be approved as presented."
Carried Unanimously

14.02.27.13 Moved by Bonnie Sansregret
"that the Phase I, II and III Bank Reconciliations for December 31, 2012, attached and forming part of these minutes, be approved as presented."
Carried Unanimously

Phase 3 – Stettler to Donalda Water Line:
15.02.27.13 Moved by Dale Kent
"that the Shirley McClellan Regional Water Services Commission authorize the Executive Committee being Chairperson Pat Gorcak, Vice Chairperson Dale Kent, Wayne Nixon and Bruce Gartside to approve the SMRWSC Phase 3 line from Stettler to Donalda Tender"
Carried Unanimously

CORRESPONDENCE

None

NEXT MEETING DATE

Next meeting of the Shirley McClellan Regional Water Services Commission Committee will be held on Thursday, April 18, 2013 at the County of Paintearth Office at 6:00 p.m.

ADJOURNMENT

16.02.27.13 Moved by Dale Kent
"that the Shirley McClellan Regional Water Services Commission Committee Meeting adjourned at 7:45 p.m."
Carried Unanimously

Chairperson (Patrick Gorcak)

Manager (Tim Fox)

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**MINUTES OF THE SHIRLEY MCCLELLAN REGIONAL WATER SERVICES COMMISSION
(SMRWSC) EXECUTIVE COMMITTEE MEETING HELD ON FRIDAY, MARCH 15, 2013
COMMENCING AT 2:00 P.M. AT THE COUNTY OF STETTLER OFFICE, STETTLER
ALBERTA**

PRESENT: Wayne Nixon, County of Stettler
Bruce Gartside, Village of Donalda
Dale Kent, Village of Halkirk (Vice Chairperson)
Patrick Gorcak, Village of Veteran (Chairperson)

Other: Tim Fox - County of Stettler (SMRWSC Manager)
Garth Ennis, County of Stettler Director of Environment Services
Stephan Weninger, Stantec Consulting Ltd.
Amber Mitchell, Stantec Consulting Ltd.
Blair Birch, Alberta Transportation (by Phone)

CALL TO ORDER

Patrick Gorcak called the meeting to order at 2:00 p.m.

ADOPTION OF AGENDA

01.03.15.13

Moved by Wayne Nixon

"that the agenda for the March 15, 2013 Shirley McClellan Regional Water Services Commission Executive Committee Meeting be approved."

Carried Unanimously

NEW BUSINESS

Approve Phase 3 - Stettler to Donalda Water Line Contract:

02.03.15.13

Moved by Dale Kent

"that the Shirley McClellan Regional Water Services Commission Executive approve awarding the Stettler to Donalda Phase 3 Water Line contract to Chinook Pipeline LP in the amount of \$7,791,931.53 as modified from the original tender."

Carried Unanimously

ADJOURNMENT

03.03.15.13

Moved by Wayne Nixon

"that the Shirley McClellan Regional Water Services Commission Executive Committee Meeting be adjourned at 2:20 p.m."

Carried Unanimously

Chairperson (Patrick Gorcak)

Manager (Tim Fox)

DRAFT

Tender Summary

ITEM NO.		DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL	ESTIMATED QUANTITY	UNIT PRICE	TOTAL	ESTIMATED QUANTITY	UNIT PRICE	TOTAL	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
1.5 - Schedule of Prices															
The CONTRACTOR agrees the following Schedule of Prices for performance of the CONTRACT.															
1.0 GENERAL REQUIREMENTS															
1.1	ls	1			\$322,000.00	\$322,000.00	1		\$673,000.00	\$673,000.00	1		\$815,000.00	\$815,000.00	\$550,000.00
1.2	days	140			\$2,000.00	\$280,000.00	110		\$2,000.00	\$220,000.00	150		\$2,000.00	\$300,000.00	\$240,000.00
1.3	ls	1			\$22,000.00	\$22,000.00	1		\$10,000.00	\$10,000.00	1		\$25,000.00	\$25,000.00	\$50,000.00
1.4	Prime Cost Sum	1			\$70,000.00	\$70,000.00	1		\$70,000.00	\$70,000.00	1		\$70,000.00	\$70,000.00	\$70,000.00
1.5	ls	1			\$185,000.00	\$185,000.00	1		\$20,000.00	\$20,000.00	1		\$75,000.00	\$75,000.00	\$55,000.00
1.6	Prime Cost Sum	1			\$50,000.00	\$50,000.00	1		\$50,000.00	\$50,000.00	1		\$50,000.00	\$50,000.00	\$50,000.00
TOTAL 1.0						\$928,000.00			\$1,043,000.00	\$705,000.00			\$1,335,000.00		\$1,015,000.00
2.0 SITE WORK															
2.1	ls	1			\$1,087.19	\$1,087.19	1		\$40,000.00	\$40,000.00	1		\$30,000.00	\$30,000.00	\$30,000.00
2.2	lm	1000			\$5.00	\$5,000.00	1000		\$4.00	\$4,000.00	1000		\$8.00	\$8,000.00	\$20,000.00
2.3	lm	1000			\$10.00	\$10,000.00	1000		\$8.50	\$8,500.00	1000		\$8.00	\$8,000.00	\$20,000.00
TOTAL 2.0						\$16,087.19			\$52,500.00	\$75,500.00			\$46,000.00		\$80,000.00
3.0 PIPELINE															
3.1	lm	20000			\$57.22	\$1,144,400.00	20000		\$39.00	\$780,000.00	20000		\$45.00	\$900,000.00	\$870,000.00
a) 200 mm Dia. HDPE 4710 DR11 (Alternate)	lm	25040			\$24.00	\$600,960.00	25040		\$18.73	\$468,899.20	25040		\$25.00	\$626,000.00	\$550,880.00
b) 150 mm Dia. HDPE 4710 DR11	lm	20000			\$124.00	\$2,480,000.00	20000		\$103.00	\$2,060,000.00	20000		\$130.00	\$2,600,000.00	\$2,600,000.00
a) 250 mm Dia. HDPE 4710 DR11 (Alternate)	lm	25040			\$74.00	\$1,852,960.00	25040		\$60.00	\$1,502,400.00	25040		\$77.00	\$1,927,080.00	\$1,927,080.00
b) 150 mm Dia. HDPE 4710 DR11	lm	100			\$70.00	\$7,000.00	100		\$50.00	\$5,000.00	100		\$70.00	\$7,000.00	\$7,000.00
c) 75 mm Dia. HDPE 4710 DR11 (pipe supplied by owner)	lm	45140			\$1.00	\$45,140.00	45140		\$1.86	\$83,960.40	45140		\$1.25	\$56,425.00	\$112,850.00
3.2	each	35			\$100.00	\$3,500.00	35		\$75.00	\$2,625.00	35		\$50.00	\$1,750.00	\$1,750.00
a) 25 mm Brass Corporation Stop	each	35			\$300.00	\$10,500.00	35		\$1,700.00	\$59,500.00	35		\$1,500.00	\$52,500.00	\$52,500.00
b) 25 mm Curb Stop	each	35			\$200.00	\$7,000.00	35		\$500.00	\$17,500.00	35		\$500.00	\$17,500.00	\$17,500.00
c) Household Service Tee	each	35			\$200.00	\$7,000.00	35		\$1,000.00	\$35,000.00	35		\$500.00	\$17,500.00	\$17,500.00
d) 25 mm Dia. HDPE 4710 DR11 Service Line	each	35			\$150.00	\$5,250.00	35		\$200.00	\$7,000.00	35		\$500.00	\$17,500.00	\$17,500.00
3.3	each	10			\$4,200.00	\$42,000.00	10		\$4,700.00	\$47,000.00	10		\$6,000.00	\$60,000.00	\$60,000.00
a) 200mm ANSI Class 150	each	25			\$2,750.00	\$68,750.00	25		\$2,500.00	\$62,500.00	25		\$4,000.00	\$100,000.00	\$100,000.00
b) 150mm ANSI Class 150	each	5			\$2,250.00	\$11,250.00	5		\$2,200.00	\$11,000.00	5		\$3,000.00	\$15,000.00	\$20,000.00
c) 75mm ANSI Class 150	each	5			\$2,250.00	\$11,250.00	5		\$2,200.00	\$11,000.00	5		\$3,000.00	\$15,000.00	\$20,000.00

Tender Summary

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL	ESTIMATED QUANTITY	UNIT PRICE	TOTAL	ESTIMATED QUANTITY	UNIT PRICE	TOTAL	ESTIMATED QUANTITY	UNIT PRICE	TOTAL	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
3.1.6	150 mm Flushing Hydrant	each	3	\$7,000.00	\$21,000.00	3	\$8,500.00	\$25,500.00	3	\$4,500.00	\$13,500.00	3	\$8,500.00	\$25,500.00	3	\$22,000.00	\$66,000.00
3.1.7	Air Release Valve	each	11	\$29,400.00	\$323,400.00	11	\$45,000.00	\$495,000.00	11	\$35,000.00	\$385,000.00	11	\$45,000.00	\$495,000.00	11	\$53,500.00	\$588,500.00
3.1.8	Pressure Reducing Valve	each	1	\$37,400.00	\$37,400.00	1	\$50,000.00	\$50,000.00	1	\$45,000.00	\$45,000.00	1	\$50,000.00	\$50,000.00	1	\$57,500.00	\$57,500.00
3.1.9	Pressure Sustaining Valve	each	1	\$44,700.00	\$44,700.00	1	\$50,000.00	\$50,000.00	1	\$51,000.00	\$51,000.00	1	\$50,000.00	\$50,000.00	1	\$61,500.00	\$61,500.00
3.1.10	Case Bore Crossings (PVC option)	ls	1			1	\$49,500.00	\$49,500.00	1	\$7,000.00	\$7,000.00	1	\$174,000.00	\$174,000.00	1	\$50,000.00	\$50,000.00
a)	STN 1+300: Hwy 12/CP Rail Right of Way - 400 Dia. Steel	ls	1			1	\$20,000.00	\$20,000.00	1	\$5,000.00	\$5,000.00	1	\$76,000.00	\$76,000.00	1	\$50,000.00	\$50,000.00
b)	STN 10+200: Hwy 601 Right of Way - 400 Dia. Steel	ls	1			1	\$13,500.00	\$13,500.00	1	\$5,000.00	\$5,000.00	1	\$65,000.00	\$65,000.00	1	\$20,000.00	\$20,000.00
c)	STN 20+640: Central Western Railway Right of Way - 300 Dia. Steel	ls	1			1	\$14,000.00	\$14,000.00	1	\$5,000.00	\$5,000.00	1	\$71,000.00	\$71,000.00	1	\$20,000.00	\$20,000.00
d)	STN 38+050: Central Western Railway Right of Way - 300 Dia. Steel	ls	1			1			1			1			1		
e)	OR Case Bore Crossings (HDPE option)	ls	1			1			1			1			1		
a)	STN 1+300: Hwy 12/CP Rail Right of Way - 450 Dia. Steel	ls	1	\$34,000.00	\$34,000.00	1			1			1			1	\$121,200.00	\$121,200.00
b)	STN 10+200: Hwy 601 Right of Way - 400 Dia. Steel	ls	1	\$11,900.00	\$11,900.00	1			1			1			1	\$45,500.00	\$45,500.00
c)	STN 38+050: Central Western Railway Right of Way - 300 Dia. Steel	ls	1	\$13,700.00	\$13,700.00	1			1			1			1	\$48,800.00	\$48,800.00
3.1.11	Foreign Utility Crossings	each	27	\$5,000.00	\$135,000.00	27	\$4,500.00	\$121,500.00	27	\$860.00	\$23,220.00	27	\$4,000.00	\$108,000.00	27	\$1,500.00	\$40,500.00
a)	Pipeline (greater than 100mm dia.)	each	24	\$4,000.00	\$96,000.00	24	\$3,000.00	\$72,000.00	24	\$700.00	\$16,800.00	24	\$4,000.00	\$96,000.00	24	\$1,000.00	\$24,000.00
b)	Pipeline (100mm dia. and less)	ls	1	\$10,000.00	\$10,000.00	1	\$60,000.00	\$60,000.00	1	\$15,000.00	\$15,000.00	1	\$30,000.00	\$30,000.00	1	\$40,000.00	\$40,000.00
c)	Telecommunications/Power Service Crossings	each	100	\$200.00	\$20,000.00	100	\$250.00	\$25,000.00	100	\$250.00	\$25,000.00	100	\$275.00	\$27,500.00	100	\$180.00	\$18,000.00
3.1.12	Pipeline Crossing Signs	ls	1	\$10,000.00	\$10,000.00	1	\$25,000.00	\$25,000.00	1	\$55,000.00	\$55,000.00	1	\$48,000.00	\$48,000.00	1	\$20,000.00	\$20,000.00
3.1.13	3M Marker Bails	each	10	\$50.00	\$500.00	10	\$100.00	\$1,000.00	10	\$500.00	\$5,000.00	10	\$10.00	\$100.00	10	\$100.00	\$1,000.00
3.1.14	Clay Plugs	m³	100	\$50.00	\$5,000.00	100	\$95.00	\$9,500.00	100	\$75.00	\$7,500.00	100	\$48.00	\$4,800.00	100	\$30.00	\$3,000.00
3.1.15	Rock Excavation	m³	100	\$50.00	\$5,000.00	100	\$65.00	\$6,500.00	100	\$100.00	\$10,000.00	100	\$40.00	\$4,000.00	100	\$60.00	\$6,000.00
3.1.16	Unsuitable Trench Excavation	m³	100	\$50.00	\$5,000.00	100	\$65.00	\$6,500.00	100	\$100.00	\$10,000.00	100	\$40.00	\$4,000.00	100	\$60.00	\$6,000.00
TOTAL 3.0				\$7,100,310.00			\$7,000,769.20			\$7,748,468.00			\$7,464,920.00			\$7,824,435.00	
4.0	WATER TRANSFER STATION/METERING STATION																
4.1	Division 2: Sluiceway	ls	1	\$20,000.00	\$20,000.00	1	\$75,000.00	\$75,000.00	1	\$20,000.00	\$20,000.00	1	\$44,000.00	\$44,000.00	1	\$75,000.00	\$75,000.00
4.2	Division 3: Concrete	ls	1	\$25,000.00	\$25,000.00	1	\$60,000.00	\$60,000.00	1	\$25,000.00	\$25,000.00	1	\$45,000.00	\$45,000.00	1	\$20,000.00	\$20,000.00
4.3	Division 11: Process	ls	1	\$107,500.00	\$107,500.00	1	\$157,205.00	\$157,205.00	1	\$160,000.00	\$160,000.00	1	\$210,000.00	\$210,000.00	1	\$150,000.00	\$150,000.00
4.4	Division 13: Special Construction	Prime Cost Sum	1	\$30,000.00	\$30,000.00	1	\$30,000.00	\$30,000.00	1	\$30,000.00	\$30,000.00	1	\$30,000.00	\$30,000.00	1	\$30,000.00	\$30,000.00
a)	Communications	ls	1	\$20,000.00	\$20,000.00	1	\$180,200.00	\$180,200.00	1	\$38,000.00	\$38,000.00	1	\$210,000.00	\$210,000.00	1	\$100,000.00	\$100,000.00
b)	Other Special Construction	ls	1	\$20,000.00	\$20,000.00	1	\$180,200.00	\$180,200.00	1	\$38,000.00	\$38,000.00	1	\$210,000.00	\$210,000.00	1	\$100,000.00	\$100,000.00
4.5	Division 15: Mechanical	ls	1	\$15,000.00	\$15,000.00	1	\$14,500.00	\$14,500.00	1	\$10,000.00	\$10,000.00	1	\$11,000.00	\$11,000.00	1	\$15,000.00	\$15,000.00
4.6	Division 15: Electrical																

Tender Summary

ITEM NO.	DESCRIPTION OF WORK	ESTIMATED QUANTITY	UNIT PRICE	TOTAL	ESTIMATED QUANTITY	UNIT PRICE	TOTAL	ESTIMATED QUANTITY	UNIT PRICE	TOTAL	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
a) Programming	Prime Cost Sum	1	\$55,000.00	\$55,000.00	1	\$55,000.00	\$55,000.00	1	\$55,000.00	\$55,000.00	1	\$55,000.00	\$55,000.00
b) Other Electrical	Is	1	\$107,500.00	\$107,500.00	1	\$20,000.00	\$20,000.00	1	\$35,000.00	\$35,000.00	1	\$75,000.00	\$75,000.00
TOTAL 4.8			\$290,000.00	\$290,000.00			\$548,000.00			\$548,000.00			\$500,000.00
5.0 PROVISIONAL ITEMS													
5.1 Road Restoration	1m	1500	\$21.14	\$31,710.00	1500	\$100.00	\$150,000.00	1500	\$30.00	\$45,000.00	1500	\$10.00	\$15,000.00
5.2 Rip Rap - Culvert Abutments	m ²	50	\$50.00	\$2,500.00	50	\$100.00	\$5,000.00	50	\$80.00	\$4,000.00	50	\$130.00	\$6,500.00
a) Class 1 Rock	m ²	50	\$50.00	\$2,500.00	50	\$80.00	\$4,000.00	50	\$90.00	\$4,500.00	50	\$150.00	\$7,500.00
b) Class 2 Rock	m ²	50	\$50.00	\$2,500.00	50	\$120.00	\$6,000.00	50	\$100.00	\$5,000.00	50	\$170.00	\$8,500.00
5.3 Erosion Protection Mat	m ²	100	\$50.00	\$5,000.00	100	\$15.00	\$1,500.00	100	\$20.00	\$2,000.00	100	\$25.00	\$2,500.00
5.4 Silt Fencing	1m	100	\$20.00	\$2,000.00	100	\$70.00	\$7,000.00	100	\$70.00	\$7,000.00	100	\$10.00	\$1,000.00
TOTAL 5.0			\$43,710.00	\$43,710.00			\$167,500.00			\$167,500.00			\$244,000.00

Tender Summary

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL	ESTIMATED QUANTITY	UNIT PRICE	TOTAL	ESTIMATED QUANTITY	UNIT PRICE	TOTAL	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
SCHEDULE SUMMARY													
1.0	GENERAL REQUIREMENTS	\$929,000.00		\$1,043,000.00	\$715,000.00		\$1,041,000.00	\$1,335,000.00		\$1,015,000.00			
2.0	SITE WORK	\$16,007.19		\$52,500.00	\$75,000.00		\$78,000.00	\$46,000.00		\$50,000.00			
3.0	PIPELINE	\$7,100,310.00		\$7,009,789.20	\$7,248,466.00		\$7,464,800.00	\$1,470,845.00		\$7,524,635.00			
4.0	WATER TRANSFER STATION/ METERING STATION	\$300,000.00		\$566,000.00	\$348,000.00		\$640,000.00	\$550,000.00		\$900,000.00			
5.0	PROVISIONAL ITEMS	\$43,710.00		\$50,150.00	\$107,500.00		\$57,000.00	\$32,500.00		\$244,000.00			
	SUBTOTAL	\$8,473,087.19		\$8,812,324.20	\$9,043,966.00		\$9,281,620.00	\$9,404,245.00		\$9,483,535.00			
	Contingency (10%)	\$847,908.72		\$881,232.42	\$904,396.60		\$938,162.00	\$940,434.50		\$946,353.50			
	SUBTOTAL (excluding GST)	\$9,320,995.91		\$9,693,556.62	\$9,948,362.60		\$10,209,782.00	\$10,344,779.50		\$10,409,888.50			
	Federal Goods and Services Tax at 5%	\$466,349.86		\$484,677.83	\$497,418.13		\$510,489.10	\$517,238.98		\$526,494.43			
	TOTAL CONTRACT PRICE (including GST)	\$9,787,345.70		\$10,178,234.45	\$10,445,780.73		\$10,720,271.10	\$10,862,018.48		\$10,936,382.93			

Bid Modifications

Chinook's Original Bid (no GST)			
Item Removed	Savings	Total (no GST)	
Materials Testing (reduced)	1 \$30,000.00	\$9,293,995.91	
Pressure Reducing Vault	1 \$37,400.00	\$9,252,855.91	
Pressure Sustaining Vault	1 \$44,700.00	\$9,203,685.91	
Valves (need to add 4 additional for PRV/PSV locations)	1 -\$8,000.00	\$9,212,485.91	
Provisional Items (5.0)	1 \$43,710.00	\$9,164,404.91	
Air Releases (4)	1 \$129,600.00	\$9,021,844.91	
Downsize Pipe from 250mm to 150mm from Buffalo Lake Tee to Hwy 56 (approx. 6800 m)	1 \$565,896.00	\$8,399,359.31	
Site Occupancy	1 \$280,000.00	\$8,091,359.31	
Contingency (reduced to 5% - \$367,789)	1 \$367,789.06	\$7,723,570.25	

*(Note: Contingency is readjusted with each deletion)

Cost Summary

Item	Price
Reduced Construction Costs	\$7,723,570.25
Engineering, Environmental & Geotechnical	\$917,500.00
Land Agent (allowance)	\$12,000.00
Location Services	\$15,413.20
Longhorn Land Surveys (allowance)	\$10,000.00
Total	\$8,678,483.45

Bylaw No. 10-13
Shirley McClellan Regional Water Services Commission

A Bylaw of the Shirley McClellan Regional Water Services Commission of the Province of Alberta to Establish Rates and Fees for the Delivery of Water Services for the Shirley McClellan Regional Water Services System to Members and Other Customers of the Commission

WHEREAS the Commission has, within the 2013 Budget, calculated and set out the fees for water services to be charged to Members and Customers, and

WHEREAS the provisions, terms and obligations for the payment to the Commission for services provided to the Members have been set out in the Water Supply Agreement between the Commission and the Member, and

WHEREAS the Commission will be providing water supply services to customers that are contractors and not members of the commission, the terms, obligations and condition for sale of the water services is set out in a Water Supply Agreement with the contractor, and

WHEREAS, pursuant to the *Municipal Government Act* c. M-26, R.S.A. 2000, s. 602.07(1), the Commission must pass a bylaw governing the fees to be charged for services provided, and

NOW THEREFORE the Board of the Commission Enacts as follows:

Short Title:

1. This Bylaw may be referred to as the "System Rates and Fees Bylaw"

Definitions:

2. In this Bylaw:
 - a. "Commission" shall mean the Shirley McClellan Regional Water Services Commission as incorporated under Alberta Regulation
 - b. "Customer" shall mean an entity that receives water services directly from the Commission being a member or outside contractor approved by the commission
 - c. "Member" shall mean a municipality that is a member of the Commission
 - d. "System" shall mean the Shirley McClellan Regional Water Services Commission

Water Services to Members:

3. Members requiring the services of the System for the supply of water shall deliver water to the System in the manner set out and in accordance with the terms of the *Water Transmission, Capacity and Supply Agreement* in force between the Member and the Commission.
4. A customer shall be responsible for the rates and fees for applicable services set out in Schedule A.
5. The rates and fees set out in Section 4 of this Bylaw are in addition to any obligations by the Member for direct contribution to the Commission for the Member's proportionate share, if any, of Governance, Administration and Debt Repayment costs of the System.
6. Charges for general water supply services shall be billed to the Customer monthly based on the actual volume of water services delivered to the System.
7. Customers receiving the services of the System for the supply of water services shall deliver water to the System in the manner set out and in accordance with the terms of the *Water Transmission, Capacity and Supply Agreement* in force between the Customer and the Commission.
8. Charges for general water services shall be billed to the Customer monthly, based on the actual volume of water delivered to the System.

Schedules as Part of Bylaw:

9. Schedule A is attached and forms part of this Bylaw

Bylaw in Effect:

10. This Bylaw shall take effect the 18th day of April, 2013 or upon final passage, whichever is later.

READ A FIRST TIME THIS 18th day of April, 2013 AD on a motion of _____.
Carried

READ A SECOND TIME THIS 18th day of April, 2013 AD on a motion of _____.
Carried

That the Commission proceeds with the third and final reading of Bylaw 10-13 on this 18th day of April, 2013 on a motion of _____.
Carried Unanimously

READ A THIRD TIME THIS 18th day of April, 2013 AD on a motion of _____.

Carried

DATED this 18th day of April, 2013.

Chairperson (Patrick Gorcak)

Administrator (Tim Fox)

**Schedule A to Bylaw No. 10-13
Rate for General Water Supply Services**

1. The rate for general water services to Customer to be charged under the Bylaw shall be:

\$2.24 per cubic meter effective the 1st day of March, 2013



MANAGER'S REPORT

PRESENTED AT THE APRIL 18, 2013 MEETING

Submitted To: Shirley McClellan Regional Water Services Commission Board of Directors

Submitted By: Tim Fox, Manager

BUDGET 2013

From the Town of Stettler, back in the first of March:

The Town of Stettler has the unaudited actual cost & consumption numbers updated in the model, and they are still working with the plant staff to re-verify the metered production quantities. Plant production is the key factor which quantifies the Town's unaccounted water volume. This production amount is critical because it greatly impacts the unit pricing for all customers; the higher the unaccounted water volume (Town responsibility) the lower the price for external customers, and vice versa.

At this moment the model shows the SMRWSC true-up price to be \$1.45 m3....when they paid \$1.24 during 2012 (\$1.28 true-up in 2011, & \$1.24 true-up back in 2010 and are now paying \$1.35 in 2013).

Currently the \$0.21 shortfall owing for 2012 on 379,191 m3 consumed represents \$79,630!!!

The Town of Stettler is still working on the costs and have indicated that they may have some ideas on how they can reduce this true up cost, however, it has nearly been two months since this email and I have not heard anything otherwise since.

I have some concern on this matter on two parts:

1. This basically reduces our entire surplus for 2012 and any projected surplus for 2013 at the water rate we set in the budget.
2. We had a True-up Meeting on November 7, 2012 with the Town projecting that we would be very safe to set the cost per cubic meter at \$1.32 and now that our rates are

set we are possibly facing a huge increase for 2012 and 2013 (this is really not acceptable to be this far out or projected to be out 6 months later "maybe")

The next True-up Meeting is scheduled for April 26, 2013 and we should have an official rate at this meeting.

REGIONAL COLLABORATION GRANT

I have met with Stantec to go over emergency planning that would fit under this Grant. I have also discussed this with another firm for some costing. What we would likely be looking at would be sharing this plan with Highway 12/21. We would start with a high level plan to identify the frame work we need to get to the detailed next step. The detailed next step would be such things as SCADA programing that would connect the Town of Stettler, Highway 12/21 and SMRWSC.

TRUCK FILLS COUNTY OF STETTLER NO. 6 PHASE 1 - STETTLER TO CONSORT PIPELINE GRANT APPLICATION REVIEW

There has been no word from the Province on the Grant Application at this time but indications are that no new projects will be approved.

UPDATE FROM ROBERT JENKINS

SRMWSC Level 2 Business Planning:

Robert Jenkins has not got along as far as he was wishing and will not be presenting at the meeting. This will be done at the following meeting.

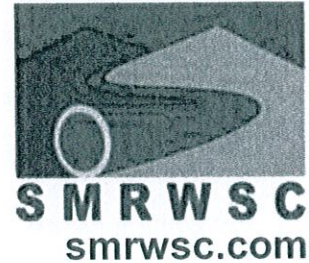
UPDATE FROM GARTH ENNIS

Big Valley Water Line:

Chinook are now over on the S.O. days and at this point we have authorized 27 days of engineering costs at \$2,000 per day to Stantec and of course this will be assessed by way of penalty to Chinook. They are less than 8 km out from Big Valley at this time.

DONALDA WATER LINE

The SMRWSC Executive met March 18, 2013 and approved awarding the Stettler to Donalda Phase 3 contract to Chinook Pipelines with some reductions. Chinook has been contacted and they are in agreement with the deletions as presented. The Province has been presented with the suggested changes as well and also has agreed to the scope of changes. We have come to an agreement with Chinook for the contract from Stettler to Donalda line as per the changes.



**Shirley McClellan Regional Water Services Commission
Engineer's Report
15 April, 2013
Report - #2/13**

Submitted To: Pat Gorcak – SMRWSC Chairman

Submitted by: Stantec Consulting Ltd.
S. Weninger, P. Eng.

FILE: V:\1139\active\113929263_smrwsc_bv\07_reports_studies\Engineers Report_15April13.docx

1. Project Status – Phase 2: Big Valley Waterline

1. Approximately 80% (27,150 m) of the pipeline was installed as of April 15, 2013.
2. As of April 15, 2013 the contractor has exceeded site occupancy by 25 days.
3. The metering/booster station has been moved from Coronation to the Big Valley site.
4. ATCO is scheduled to have the new electrical service installed at the Big Valley site on April 29, 2013.
5. The outstanding crossing agreements with Bearspaw Petroleum Ltd. have been obtained.
6. Chinook anticipates work to be completed this July.

2. Project Status – Phase 3: Donalda Waterline

1. The tender closed March 8, 2013.
2. A few modifications to the design had to be made to bring the project within budget.
3. The project was awarded to Chinook Pipeline LP for \$8,475,528.11 on April 5, 2013 and the contract has been sent to them for signing.
4. Construction is expected to begin this summer following the completion of the Big Valley Waterline.

Next Steps

1. Complete construction and commissioning of the Phase 2 pipeline.
2. Complete installation of process/ electrical equipment in the Water Transfer Station and metering/booster station for Phase 2.
3. Submit updated drawings to Alberta Transportation and finalize the crossing agreements for Phase 3.
4. Commence construction of Phase 3.



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister

AR67084

March 7, 2013

Reeve Don L. Gregorwich
Camrose County
3755 - 43 Avenue
Camrose, AB T4V 3S8

Dear Reeve Gregorwich:

Thank you for your partnership's application for a grant under the Regional Collaboration component of the 2012/13 Regional Collaboration Program (RCP). I am pleased to inform you that Camrose County has been approved for a grant of \$115,191 in support of your project: Regional Fire Services Coordinator Pilot.

The conditional grant agreement will be mailed shortly to your chief administrative officer to obtain the appropriate signatures.

For any project that may merit enhanced public recognition, please contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at rcp.grants@gov.ab.ca, to discuss specific communication activities to highlight the project, as outlined in the RCP guidelines.

I would like to recognize the Honourable Verlyn Olson, QC, MLA, Wetaskiwin-Camrose for his continued support for this program.

.../2

Reeve Don L. Gregorwich
Page 2

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Griffiths". The signature is fluid and cursive, with the first name "Doug" and last name "Griffiths" clearly distinguishable.

Doug Griffiths
Minister
MLA, Battle River-Wainright

copy: Honourable Verlyn Olson, QC, MLA, Wetaskiwin-Camrose
Mayor Penny Shantz, Town of Bashaw
Mayor Gordon Blatz, Village of Bawlf
Mayor Lorne Klevgaard, Village of Edberg
Mayor Marvin Jassman, Village of Ferintosh
Mayor Baren Stewart, Village of Hay Lakes
Mayor James McTavish, Village of Rosalind
Steven Gerlitz, Administrator, Camrose County
Rosemary Wittevrongel, Chief Administrative Officer, Town of Bashaw
Lynn Horbasenko, Village Manager, Village of Bawlf
Patrick Risk, Chief Administrative Officer, Village of Edberg and
Village of Ferintosh
Heather Nadeau, Municipal Administrator, Village of Hay Lakes
Nancy Friend, Chief Administrative Officer, Village of Rosalind

March 15, 2013,

Mr. Gordon Blatz
Mayor
Village of Bawlf
PO Box 40
Bawlf, AB
T0B 0J0

Dear Mr. Blatz:

Please join us at the 2013 ATCO Community Symposium

On May 13 and 15, 2013, ATCO and the Towns of Three Hills and Valleyview are proud to host the ATCO Community Symposium, a rural not-for-profit leadership conference. We would like to personally invite you and any members of your council and staff to attend.

This year's Symposium will provide you with a terrific opportunity to share information and network with experts who have demonstrated success in leading and managing their organizations. Speakers will provide insights on volunteer recruitment and retention, corporate sponsorships, risk management, the role of not-for-profits and a variety of best practices to help build successful rural not-for-profit organizations.

The enclosed brochure outlines the Symposium in more detail, including some of the speakers who will be in attendance. It also includes a registration form. Please contact either Community Symposium representative with any questions you may have.

We look forward to meeting with you at this year's ATCO Community Symposium.

Sincerely,

Railene Shead
Service Area Specialist
ATCO Electric
(780) 733-2409
railene.shead@atcoelectric.com

Danielle Broder
Franchise Services Representative
ATCO Electric
(780) 420-5490
danielle.broder@atcoelectric.com

Item 7.b)



5404 - 56 Avenue
Lacombe, AB T4L 1G1

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

Parkland Regional Library

Cooperation ■ Innovation ■ Service

Memo

To: Municipal Administrators and Councils

*From: Anna Alexander
Executive Secretary*

Date: March 26, 2013

RE: Parkland Regional Library's Strategic Plan 2013 - 2015

Please find enclosed a copy of Parkland Regional Library's Strategic Plan for 2013 – 2015 and Strategic Plan Work Plan for 2013 – 2015 that was approved at Parkland's February 28 Board Meeting.

Parkland's Strategic Plan 2013 – 2015 is also posted on PRL's web page at www.prl.ab.ca/reports

Thank you.

Item 7.f)



Parkland Regional Library

Strategic Plan

2013 - 2015

Parkland Regional Library Strategic Plan: 2013 - 2015

Parkland Regional Library (PRL) was formed in 1959 to provide service to libraries across rural central Alberta. As the province's oldest regional library system, it supports libraries by providing human and material support and acting as a focus for leadership, training, and communication on library issues.

Vision Statement

Parkland Regional Library is a leader for its members to achieve excellence in library service.

Mission Statement

Parkland Regional Library supports its members through cooperation, innovation, and service by:

- providing human and material support services as needed by the libraries,
- acting as a focus for leadership and library advocacy,
- being effectively and efficiently governed and financially sustainable.

Key Facts

- Area serviced: 24,153 sq. kilometers.
- Population served: 203,337 (2013).
- Public libraries: 50 (including 4 library service points for which the PRL Board is board of record).
- Number of participating library boards: 45.
- Number of member municipalities: 65.

Throughout this process, initiatives from the Government of Alberta including those outlined in the *Alberta Public Libraries Technology Report and Recommendations* and *Framework for the Future: Positioning Alberta Libraries for the 21st Century* have been considered since they provide province-wide context for public library initiatives.

Initiatives from within The Alberta Library (TAL) and the Alberta Public Library Electronic Network (APLEN) that impact Parkland and member libraries were also considered.

As a result of PRL's extensive internal and external needs assessment process, five strategic goals were identified. The results are very similar to the results found at the conclusion of the needs assessment process from Parkland's last two strategic plans of service.

The goals to be pursued for 2013 – 2015 are in the areas of:

1. **Training** - provide training that will aid in the delivery of excellent library service throughout the region,
2. **Advocacy and Marketing** - advocate and marketing on behalf of both member libraries and PRL,
3. **Technology** - enhance the technology infrastructure of Parkland and its member libraries,
4. **Access to Resources** - maximize access to library resources and where possible ensure they meet community needs, and
5. **Sustainability** - ensure that PRL is a sustainable organization able to maintain efficient services and programs for its member libraries.

Strategies with outcomes to support PRL's five strategic goals are described in detail in *Parkland Regional Library Strategic Plan Work Plan 2013 - 2015*. The work plan will be updated and reviewed by the Parkland Regional Library Board annually. Timelines within the plan are fluid. For example, while a strategic goal may be identified for completion in 2015, that does not mean it is not being worked on in 2013 or that is may not be completed earlier.

Updates to the work plan may include the addition of supplemental strategies.

All alterations to the work plan will be reported to the PRL Board and Executive Committee at the earliest opportunity for their information.

Battle River School Division #31



5402-48A Avenue, Camrose, Alberta, Canada T4V 0L3 Phone (780)672-6131 Fax (780)672-6137 www.brsd.ab.ca

For Immediate Release
March 20, 2013

BRSD facing budget challenges

Like many other publicly funded organizations in Alberta, the Battle River School Division is facing challenges as a result of the recently announced provincial budget.

As was explained at the March 14 meeting of the BRSD Board of Trustees, there is both good news and bad news contained within the Education budget, with some categories of funding being increased and others decreased or eliminated.

The bottom line, however, is that BRSD will experience the elimination of two programs effective April 1, reducing the current year's budget by about \$314,000 and further reductions for the 2013-2014 school year that will reduce the budget by an additional \$997,000. Those reductions could be further complicated by declines in student enrollment, which are not included in the government's calculations. BRSD is estimating about 100 more students will be finishing grade 12 in June than will start grade 1 next September.

Over the next few weeks' division and school leaders will work on plans for how to manage these significant changes in funding and expect to present a plan to the Board in April.

On April 16, BRSD has invited the chair of every school council to join board members, division and school leadership representatives for an afternoon presentation of budget information, to help parents and school communities gain a deeper understanding of the upcoming realities.

Early Learning Program to begin in September

Battle River School Division will be kicking off a new program for young learners, starting in September of 2013.

The Early Learning Program will create an opportunity for children 3 and 4 years of age to participate in an organized play-based learning program, which will help them be ready for kindergarten and grade 1. In the 2013-2014 school year, the program will be offered at Sparling School in Camrose, and together with the current PALS program which operates out of Camrose Composite High School. In the following

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year the program could expand to Tofield, as well as other Camrose schools, and might include a French Immersion component. Expansion to other areas of the school division could happen in the fall of 2015.

"This is an exciting opportunity," says Superintendent of Schools Dr. Larry Payne. "We've had many requests for this type of service, from parents who want to ensure their children are ready for school. The program will be play-based and developmentally appropriate for children of these young ages and we do believe it will give them a good start on their educational path."

The program will be required to be self-sustaining, with no subsidy from the school division. Details of what the program will include, the operating schedule and when parents can register their children will be shared as soon as possible.

It's survey season!

Each year Battle River School Division seeks input from students, parents and staff regarding their educational experience over the past year. Surveys are available on the BRSD website at www.brsd.ab.ca and will be accessible until March 28.

For more information contact
Diane Hutchinson
BRSD Communications
dhutchinson@brsd.ab.ca
780-672-6131 ext. 5248

PRESENT:

John Howard	Representing the City of Camrose
Max Lindstrand.....	Representing the City of Camrose
Vern Peterson	Representing the Camrose County
Doug Lyseng	Representing the Camrose County
Dirk Bannister	Representing the Participating Villages within the Camrose County
Margaret Holliston	CDSS Director
Margaret Falk	CDSS Administrative Assistant

John Howard in the Chair

Business Arising from the Minutes

10/2013	Doug Lyseng/Dirk Bannister: That the CDSS Board remove the \$2000.00 OSCAR Bursary from the Community Budget. Carried.
---------	--

OSCAR Bursary With respect to the OSCAR Bursary, the CDSS Board instructed the CDSS Executive Director to meet with the OSCAR Director to develop a plan to prepare a revision to the OSCAR budget, up to an amount of \$2,000.00, and for the OSCAR program to adopt OSCAR Bursary guidelines and procedures, and report back to the CDSS Board at the April, 2013 CDSS Board meeting.

11/2013 Max Lindstrand: That the CDSS Board approve the CDSS Community Budget dated February 13, 2013, as amended. Carried.

Global Budget The CDSS Global Budget was tabled to the March, 2013 meeting.

Operating Reserve 12 2013 Vern Peterson: That the 2011 and 2012 Prairie Central FASD Association administration fee be transferred into the CDSS operating reserve. Carried.

Board Member Reports Doug Lyseng reported that as a result of escalated vandalism to the Hay Lakes Skate Park Facility and associated costs to the vandalism, the Hay Lakes Agricultural Society has opted to close the facility temporarily. The facility may be closed permanently as a skate park, and designated for use by other organizations.

Dirk recently attended the CAO Village meeting in Hay Lakes, at which he shared the results of the Battle River Wainwright FCSS Meeting meeting. The villages are concerned about cuts to MSI funding and Linear Assessments.

Directors Report

Program Funding Agreements Max Lindstrand expressed his appreciation to the internal Program Boards and the work they do to govern their respective programs.

Help Books 2013 CDSS Help Books are currently being distributed.

Next Meeting Monday, March 18, 2013 at 9:00 a.m.

Adjournment John Howard declared that the meeting be adjourned at 11:15 a.m.



CDSS Administrator



CDSS Director

Daysland Drainage District #4
Annual Report Meeting
for fiscal year ending Dec 31/2012

Daysland Golf Course Club House
Monday, April 15, 2013 @ 9:30am
Coffee & Muffins served

Financial statements to be presented.
Trustee Reports and County councilor's reports.
Ratepayers asked to attend and convey any water related concerns.

Election to be held for the 2013 3-year term.

Trustees terms: Ron Hauser (373-3859) - till end of 2012
Dan Houchhausen (376-2207) - till end of 2013
Blaine Fenske (373-2178) - till end of 2014

1. **2013 Drainage Tax Due Date is October 31, 2013** *Post dated cheques accepted.*
Please **keep** your invoice as your record of payment. Mark invoice # on cheque.
Receipts will not be issued unless requested. Please use email (if available) for this request. They will be emailed back in pdf format.
2. **Please inform of any address or land ownership changes.** The district has had some concerns about not receiving these changes and would ask that your lawyers be notified about contacting the office when there is an ownership change.
3. Please inform one of the districts trustees with any drainage concerns. This includes work needed on main ditches and or laterals on your land.
Email dayslanddrainage@mcsnet.ca preferred for contact, so that a copy can be forwarded to all trustees.

Daysland Drainage District #4
Box 38
Daysland, AB
TOB 1A0

Sec/ Treas Ph/Fax (780) 373-2150
Email: dayslanddrainage@mcsnet.ca

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ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister

AR67045

April 2, 2013

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

Dear Mayor Blatz:

Over the last six years, municipalities received \$3.9 billion in Municipal Sustainability Initiative (MSI) funding, a significant level of support to address growth pressures and local infrastructure priorities. The Government of Alberta remains strongly committed to investing in municipalities despite lower than anticipated provincial revenues and is living up to the commitment by providing \$896 million in MSI funding in 2013, subject to legislative approval.

Although the 2013 MSI budget remains at the same level as in 2012, many municipalities will experience changes in their individual MSI allocations. The allocations are based on the formula established for the long-term program and are calculated annually using updated data to reflect municipalities' changing circumstances. Changes in allocation amounts are due to shifts in the municipalities' proportion of population, education tax requisition, and/ or kilometers of local roads compared to the provincial total.

Your MSI allocation is \$216,692, which includes capital project funding of \$159,753, and conditional operating funding of \$56,939. MSI funding amounts for all municipalities are posted on the Municipal Affairs MSI website at municipalaffairs.gov.ab.ca/MSI.cfm.

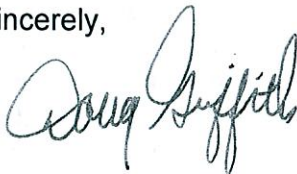
Your conditional operating amount includes \$34,257 in sustainable investment funding, which is provided to municipalities with a population under 10,000 and a limited assessment base. This funding is over and above the MSI funding provided under the general allocation formula set out in the program guidelines. Your municipality's sustainable investment funding for future years is subject to annual fluctuations resulting from changes in your equalized assessment in relation to the provincial average.

.../2

Fiscal challenges facing Alberta require that we assess grant programs to ensure that the funding continues to address municipal viability. The MSI operating funding will decrease to \$30 million in 2014, \$15 million in 2015, and be eliminated in 2016. In order to address transformational change, our focus over the next years will shift away from operating support. Instead, the funding will be realigned to the Regional Collaboration Program to encourage all municipalities to work with each other to achieve regional objectives.

I know that you take great pride in keeping Alberta's communities vibrant and strong and I will continue working with you to develop options for sustainable programs that support transformational change.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Doug Griffiths', written in a cursive style.

Doug Griffiths
Minister
MLA, Battle River-Wainwright

copy: Lynn Horbasenko, Village Manager, Village of Bawlf