



## **AGENDA**

### **Regular Meeting of Council of the Village of Bawlf in the Province of Alberta Tuesday, March 18, 2014 – 7:00 p.m. Council Chambers**

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

#### **2. DELEGATIONS**

- a) Clarence Hastings – Connecting Community Initiative

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

- a) Agenda March 18, 2014

**Motion** to adopt as presented

- b) Minutes of the Organizational Meeting of Council February 10, 2014

**Motion** to adopt as presented

- c) Minutes of the Regular Meeting of Council February 10, 2014

**Motion** to adopt as presented

- d) Accounts Payable –February 1, 2014 – February 28, 2014

General Cheques 20140037 - 20140075

**Motion** to accept as information

- e) Financial Statement – February 28, 2014

**Motion** to accept for information

#### **4. NEW BUSINESS**

- a) Regional Peace Officer Initiative

**Motion** to approve the proposal of a 4<sup>th</sup> Peace Officer within Camrose County.

- b) Bawlf Public Library – New Bylaws

**Motion** to approve new Bylaws put forward by the Bawlf Library Board

- c) Parkland Regional Library Board – Council Representative

**Motion** to appoint a member of the Village of Bawlf Council to attend the Parkland Regional Library Board meetings.

- d) Village of Bawlf Tendering Policy

**Motion** to approve the proposed Tendering Policy



e) Regional Sewer Flusher Truck Agreement

**Motion** to maintain or withdrawn from the Agreement

f) Bulk Water Sales

**Motion** to update system or discontinue bulk water sales

## **5. STANDING REPORTS**

a) Mayor's Report

b) CAO's Report

c) Board Reports:

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

**Motion**

## **6. IN CAMERA**

a) Labor

b) Land

## **7. ADJOURNMENT**







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

In the Province of Alberta held on  
Tuesday March 18, 2014 at 7:00 p.m.  
In the Bawlf Village Office

**PRESENT:**

\*Mayor J. Tessari  
Deputy Mayor L. Thompson  
Councillor R. Mohan  
Councillor D. Genio  
Councillor B. Wells  
CAO Kaylyn Genio  
Finance Officer Tracy M. Stewart

**ABSENT:**

Mayor J. Tessari (arrived at 7:55pm)

**1. CALL TO ORDER**

Deputy Mayor Leonard Thompson called the meeting to order at **7:00 pm**.

**2. DELEGATIONS**

Clarence Hastings presented on Connecting Community Initiative. Would like Council to develop a formal invitation for a roundtable amongst the various community groups in and around the Village of Bawlf.

**3. GENERAL GOVERNMENT**

a) *AGENDA*

**MOTION 39/14 MOVED BY** Councillor Genio to adopt the amended agenda as presented.

**CARRIED**

b) *MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL HELD FEBRUARY 10, 2014*

**MOTION 40/14 MOVED BY** Councillor Genio to adopt the Minutes of the Organizational Meeting of Council February 10, 2014 as presented.

**CARRIED**

c) *MINUTES OF THE REGULAR MEETING OF COUNCIL HELD FEBRUARY 10, 2014*

**MOTION 41/14 MOVED BY** Councillor Wells to adopt the Minutes of the Regular Meeting of Council February 10, 2014.

**CARRIED**



d) *ACCOUNTS PAYABLE FEBRUARY 1, 2014 – FEBRUARY 28, 2014*

**MOTION 42/14 MOVED BY** Councillor Mohan to accept the Accounts Payable register for February 1, 2014 to February 28, 2014, General Cheques 20140037 - 20140075, as information.

**CARRIED**

e) *FINANCIAL STATEMENT – FEBRUARY 2013*

**MOTION 43/14 MOVED BY** Councillor Genio to accept February 2014 Financial Statement for information.

**CARRIED**

**4. NEW BUSINESS**

a) *REGIONAL PEACE OFFICER INITIATIVE*

**MOTION 44/14 MOVED BY** Councillor Genio to adopt the proposal to accept the Regional Peace Officer Initiative (in principal).

**CARRIED**

b) *BAWLf PUBLIC LIBRARY – NEW BYLAWS*

**MOTION 45/14 MOVED BY** Councillor Mohan to accept the Bawlf Public Library Board new Bylaws as presented.

**CARRIED**

c) *PARKLAND REGIONAL LIBRARY BOARD – COUNCIL REPRESENTATIVE*

**MOTION 46/14 MOVED BY** Councillor Genio to assign Councillor Wells to the Parkland Regional Library Board.

**CARRIED**

d) *VILLAGE OF BAWLf TENDERING POLICY*

**MOTION 47/14 MOVED BY** Councillor Mohan to adopt the Village of Bawlf Tendering Policy No. 25.

**CARRIED**

e) *REGIONAL SEWER FLUSHER TRUCK AGREEMENT*

**MOTION 48/14 MOVED BY** Deputy Mayor Thompson that Bawlf Council agrees to withdraw from the Regional Sewer Flusher Truck Agreement.

**CARRIED**

f) *BULK WATER SALES*

**MOTION 49/14 MOVED BY** Councillor Genio to table the question of whether or not the Village should end their bulk water sales pending further information on the actual cost to re-vamp current system.

**CARRIED**

g) *MOCK DISASTER PLAN*

**MOTION 50/14 MOVED BY** Deputy Mayor Thompson that Council approves up to 4 people to attend the Camrose County Mock Disaster Plan on April 1<sup>st</sup>.

**CARRIED**

**5. STANDING REPORTS**

a) *MAYOR'S REPORT*

b) *CAO'S REPORT*

c) *Board Reports:*



- *Bawlf & District Recreation Association – Councillor Mohan gave a verbal report in reference to January's meeting he had attended.*
- *Shirley McClellan Regional Water Services Commission – by Mayor Tessari-no recent meeting*
- *Regional Emergency Management Services Liaison – None*

**MOTION 51/14 MOVED BY** Deputy Mayor Thompson to accept the Standing Reports for March 2014 for information.

**6. IN CAMERA – MOTION 52/14 MOVED BY** Deputy Mayor Thompson that Bawlf Council go In Camera at 8:00pm.

- a) Labor
- b) Land

**CARRIED**

**OUT OF CAMERA - MOTION 53/14 MOVED BY** Deputy Mayor Thompson that Bawlf Council go Out of Camera at 8:55 pm

**CARRIED**

**MOTION 54/14 MOVED BY** Deputy Mayor Thompson that Bawlf Council direct Administration to contact Coldwell Banker for a market value assessment on our lots that are currently for sale.

**CARRIED**

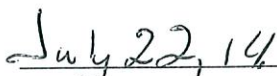
**MOTION 55/14 MOVED BY** Mayor Tessari that Bawlf Council direct Administration to write a letter to the Bawlf Fire Department on behalf of Council stating their position and support.

**CARRIED**

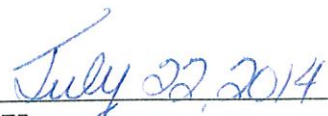
## **7. ADJOURNMENT**

**MOTION 56/14 MOVED BY** Mayor Tessari that the meeting be adjourned at 9:00pm.

  
MAYOR - JOHN TESSARI

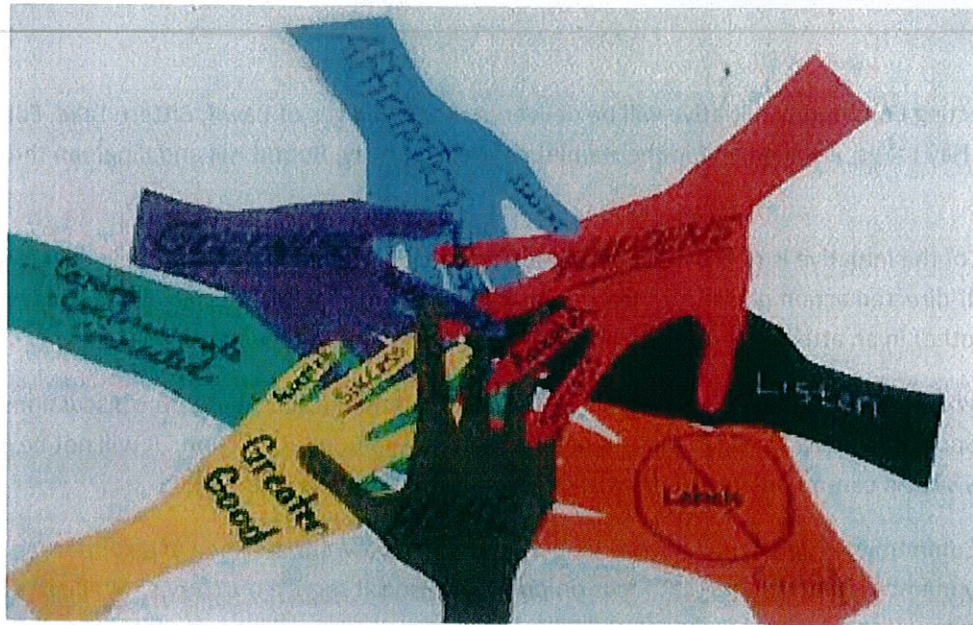
  
DATE

  
INTERIM ACTING CAO-TRACY M. STEWART

  
DATE







# *Connecting Community Initiative*

The Rural Community Program—CDSS is pleased to provide an opportunity for community members to connect and work on identified community goals. It is the goal of this initiative to support community minded residents to work together and to guide meaningful discussions and actions toward success.



## **Scope and Partnerships**

The Connecting Community Initiative will be delivered in the Villages of Bawlf, Bittern Lake, Edberg, Ferintosh, Hay Lakes, Rosalind and in the Hamlets of New Norway, Round Hill and Kingman throughout 2014.

The intent of the initiative is to provide a forum for community members to identify, look at, discuss and provide self-directed action plans to address areas of their Municipal MSP Social Pillars while engaging with each other in an attempt to build stronger cohesion and community identity.

While areas of the MSP Social Pillars have been previously identified the roundtable discussions will only use these Social goals as a starting point toward further engagement and action. It will not be limited by these goals should community members wish to pursue goals outside of the MSP.

The Rural Community Program will devote time and resources toward assisting and supporting community members and actions that focus on preventive social service outcomes. While it is hard to anticipate where community members would like to use their energy, skills and resources all roundtable discussions will be a blank slate, however, an initial organizational framework has been developed to assist with meaningful discussions and actions.

The FCSS philosophy is based upon a belief that self-help contributes to a sense of integrity, self-worth, and independence. Programs or services are developed to help individuals in their community to adopt healthy lifestyles, thereby improving the quality of life and building their community's capacity to prevent or deal with crisis situations should they arise.

The Rural Community Program recognizes the importance of the municipalities CAO's and their Councils and would anticipate on-going collaboration and support from those individuals occupying those roles. The long history of collaboration and cooperation between the Rural Community Program and its supporting municipalities will provide a great foundation for additional support and guidance to those that engage in the roundtable discussions and action plans.



## Connecting Community Initiative Research

- What are the alternative goals of citizen participation and engagement?
- What is citizen engagement and what forms does it take?
- Who is responsible for citizen engagement efforts?
- How does citizen engagement contribute to community building?

Local governments can be active contributors to meaningful citizen engagement, but they must act in partnership with a wide range of other actors.

While we know a great deal about citizen engagement, and it is a growing area of research and action, it is not always clear what the government can and should do in this regard.

There is a tradition in community organizing that has focused on pressuring reluctant officials to give politically powerless citizens what they want and deserve. Further, many observers of the current political scene suggest that we are witnessing a rise in “enraged” citizens rather than “engaged” citizens. Experience with town meetings hijacked by partisans seems to indicate that inviting participation is asking for confrontation and discord. As a consequence of these views, a significant amount of the writing about citizen engagement has focused on bringing changes to government from the outside but has not viewed government as a partner or initiator.

The process of citizen engagement has been defined as the “ability and incentive for ordinary people to come together, deliberate, and take action on problems or issues that they themselves have defined as important” (Gibson 2006, 2).

*Roberts* offers this definition:

Public engagement is people’s direct involvement in community affairs rather than reliance on indirect representation mediated by others such as subject-matter experts, elected officials or bureaucracies. Based on what people perceive to be important to them, they engage in problem-solving, and decision making in order to make a difference in their world. It is public in the sense that all, not just a select few, can participate if they choose to do so. ... [I]t is engagement in the sense that people do not wait for others to do for them; they take action on their own to do what they believe is important and necessary to do.

Citizen engagement focuses on revitalizing democracy, building citizenship and reinforcing a sense of community, and it cannot be equated with one-way exchanges between government and citizens. We recognize that while exchange and engagement are different, the two are often connected; citizen engagement is buttressed by a foundation of positive outreach to citizens and interactions in everyday service delivery and operations.

Research has shown that effective citizen engagement can foster a sense of community, engender trust, enhance creative problem solving, and even increase the likelihood that citizens will support financial investments in community projects. In any of their interactions with citizens, local governments should look for the opportunity to encourage engagement rather than simply seeking an exchange of information.



What are the goals of citizen engagement?

How can we increase the likelihood that such citizen engagement efforts will occur and be successful? Of course, determining success depends on what goals are being sought. It is necessary to clarify why we are investing time and money in such activities, if we are to have basis to determine their worth or effectiveness. So, perhaps the most important question with regard to meeting the challenges of citizen engagement is to consider *why* we want to do so.

While there may be many goals and reasons for engaging citizens in governance, most of these can be categorized as being either normative--based on the idea that building citizenship and community is important for its own sake--or instrumental--aimed at the approval or implementation of a particular policy or project (*King*). Or, as *Catlaw and Rawlings* express it, citizen engagement can be considered to be the "right" thing to do as a part of the democratic ideal or the "smart thing" to do to gain the information and involvement needed for effective, legitimate government.

From a normative perspective, we should facilitate citizen engagement because it is the "right" thing to do according to democratic ideals and our desire to build a sense of community identity and responsibility. If successful, citizen engagement would result in producing a more active and engaged citizenry, collaborative dialogue about important issues would become the norm, and those participating would have the skills, commitment, and interest to stay involved.

Another reason citizen engagement is the "right" or normative thing to do is that it can promote a sense of community. Community is defined by the social connections of people who feel that they have some common characteristics and who are aware of and care about each other's welfare.

So what is Community?

While there are varying and different lenses to answer this question the idea that is most often shared when engaged in community building initiatives is community is characterized by a feeling of belonging, of pride, of being part of something important, of being included and not being alone, and "of knowing that others in our community will help us even if they don't know us".

Community is built by knitting individuals and groups into larger and more extensive networks that support a shared sense of place and purpose. For a local government to be a community with a shared identity and extensive internal connections, it must be more than a collection of its individual residents and more than the sum of its separate parts, especially if some of those parts feel isolated and excluded.

The role of administrators in this community building process has been increasingly recognized (e.g., Nalbandian 1999).



Administrators can foster participation, encourage connections among residents and help to resolve conflicts between groups. It is hard to have citizen engagement without a sense of community, and it is hard to fashion a sense of community without citizen engagement.

On the other hand, from an instrumental or “smart” perspective, we should work to increase citizen involvement because local governments cannot solve community problems alone. In other words, involvement is a means to an end. Effective governance at the local level increasingly requires active and ongoing citizen participation in planning, policymaking, implementation, and service delivery. The complexity of the problems facing local government demands citizen involvement and acceptance, if not cooperation. The instrumental perspective also takes into account issues of practicality and effectiveness. What approach works best and is appropriate to the kind of decision that needs to be made?

While not everyone in the research agrees on the purpose of citizen engagement it is clear that the best of both worlds is the “right thing” and the “smart thing” reinforce each other in order to promote shared ownership of problems and a willingness to contribute to their solution. Citizen involvement that achieves extensive participation from persons affected by a decision, promotes understanding of the issues involved, and grounds the decision in citizen preferences help to build support for the principle of citizen engagement. What is most important is that local governments spend the time and effort to determine what goals are being sought at a particular time or with a particular set of activities. Once the goals are clear, then strategies for achieving them can be more effectively designed.

Involvement in addressing community needs is a major arena for citizen engagement that is often not sufficiently recognized.

There are three models of citizen engagement. First, many efforts stress citizen inclusion with structured input for community planning. A second model exemplifies resident participation in the work of community building. The third model is based on community ownership.

At times it is difficult for local governments to determine the level of this engagement. Research has identified some standards for each of these approaches:

- **Inform-** “We will provide the public with balanced and objective information to assist them in understanding a problem, alternatives, opportunities and/or solutions.”
- **Consult-** “We will collect public feedback on analysis, alternatives and/or decisions from our community.”
- **Involve-** “We will work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.”
- **Collaborate-** “We will partner with the public in each aspect of the decision including the development of alternatives and identification of the preferred solution.”

In addition to involving and collaborating as areas of engagement, local governments should have dialogue with citizens about areas in which citizens are empowered to act or to take on responsibility to act on their own.



To reinforce the definition, it is useful to make explicit what does not qualify as citizen engagement. Trainers for Commonsense California say that citizen engagement is **not**:

- Selling the public on...;
- Getting votes for...;
- Convincing the public to...;
- A meeting to complain/find fault with...;
- A process where staff...controls [the] outcome....

**Furthermore, in their view, citizen engagement does not occur at council meetings.**

Who is responsible for citizen engagement?

Local governments cannot successfully organize citizen engagement by themselves—a wide range of individuals, groups, and organizations can and should contribute and share leadership in these efforts. This is in part due to the fact that citizen engagement and community building may look quite different from the perspective of citizens and local governments. So, successful citizen engagement not only depends on setting sound goals, but also on the ability of officials to understand the process from both the view of government and the view of participants. If the goal is to foster citizenship and civic engagement in the long term, there needs to be as much concern about the process and experience of citizen engagement from the citizen's perspective as from the government's.

It is important to recognize that citizen engagement must “belong” to citizens and government alike (Leighninger 2008). At the same time, a democratic local government has a special obligation and opportunity to view the process holistically and seek to fill gaps through its own actions or those of other actors. Local governments have a special interest in promoting engagement and building the broader community. Many of the goals and objectives they pursue on behalf of the public are more likely to be accomplished with active participation of residents and a heightened sense of community. The governance process will be more robust and more responsive with residents as active participants.

Who will we be trying to engage?

Not surprisingly, our answer to the question of why we want citizen engagement influences who we want to participate. But there are several other issues involved in this question as well: who counts as a “citizen,” what is a “stakeholder,” a “customer,” and a “partner.”

Defining citizens as taxpayers with legal status is probably sufficient if the goal is to attempt to avoid short term voter opposition to a particular policy. If however, the goal is to engage citizens in solving community-based problems, to build responsible citizenship behavior, or to pursue democratic ideals in the longer term, the notion of defining citizenship as a legal status makes much less sense. In the area of public safety or education, for example, the exclusion of those without legal status may sacrifice the success of local programs and policies. Obviously, if we want participation to foster good citizenship and increase the number of people who are engaged with and committed to their community, the more inclusive we are in citizen engagement efforts, the better.

Citizens are also sometimes thought of as "stakeholders." If the focus is on a particular policy or program, or project involving people with a direct stake in that policy makes the most sense. But we can also expect this to reinforce what we might call "special-interest participation." An individual may be mobilized to fight or support a particular issue. But if the goal is to engage citizenship in the longer term across the larger needs and interests of a diverse population, the idea of "stakeholders" becomes rather narrow.

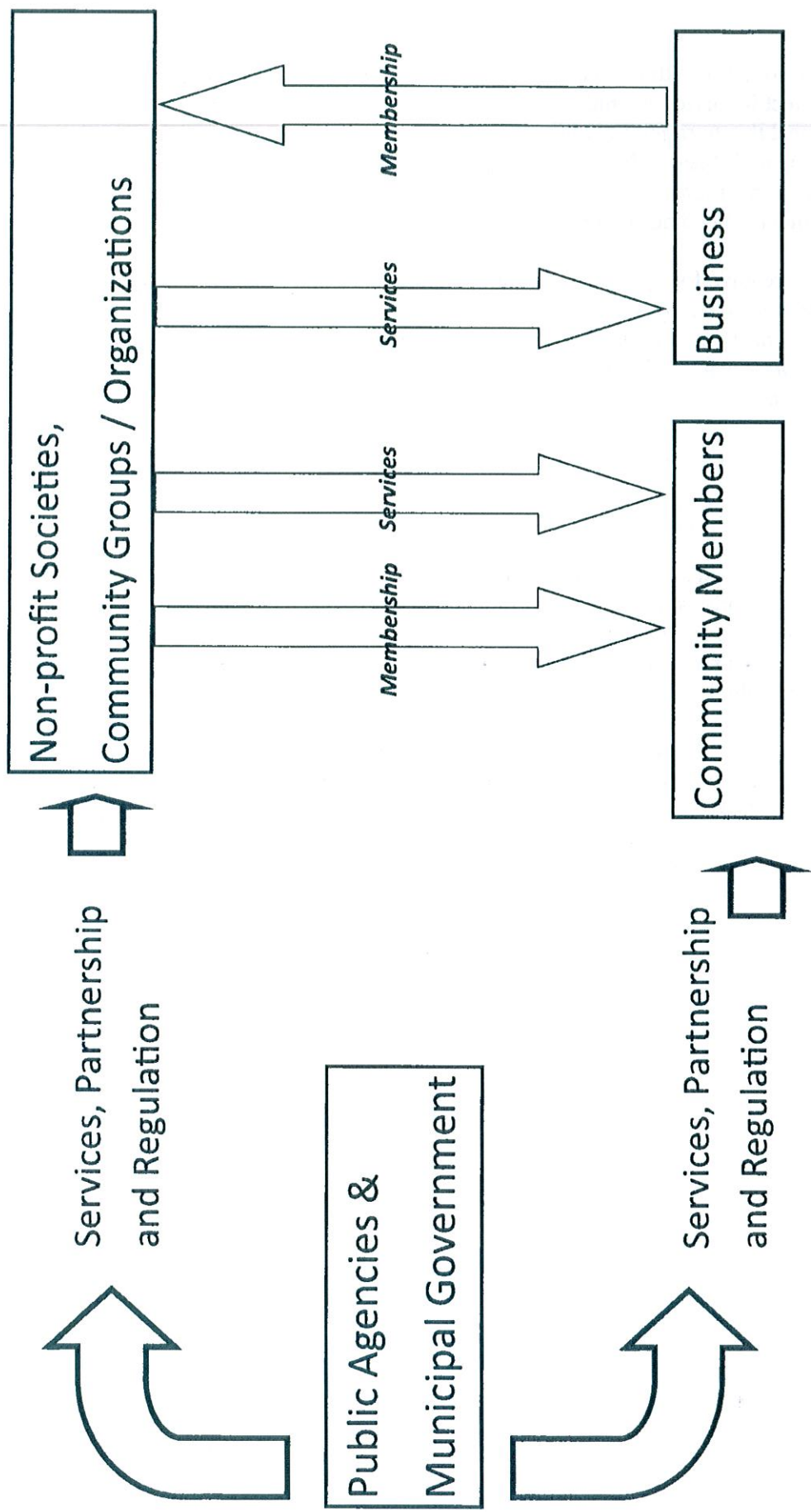
In general, what we have found is that all of these approaches and others can be highly effective or largely ineffective. *What appears to be most important from a citizen's perspective and from the standpoint of attaining ongoing engagement is not the strategy employed, but how government responds when citizens voice their preferences. For citizens, there are two questions that are paramount:*

*Did the government listen and take action based on what they heard from us?*

*Was it worth my time and effort?*

Local governments have an array of boards made up of citizen members. These bodies receive information, discuss options, and make recommendations for elected officials or departments. Local governments view these boards as an important part of the citizen participation infrastructure, although most citizens may not be aware of their work or think of them as coopted bodies that are controlled by the officials who appoint them. One of the few studies onboards in small to moderate-sized communities found that most are volunteers who were interested in serving (a) as an opportunity to address important problems facing the community, (b) because they felt it was their civic obligation, and (c) because they had always been active in community affairs (Baker 1994, 124). Local governments should look for ways to bring new people into this demanding form of community service, achieve a high level of representativeness, and create effective communication between boards and the public.





## **Community and Stakeholder Engagement Strategy**

### **Who to engage?**

- Individuals and groups within the community
- External stakeholders – such as government agencies, local government and businesses
- Internal stakeholders – such as staff within the municipality

### **Engagement Objectives:**

1. Information Sharing
2. Asset Identification and Development
3. Capacity Building
4. Partnership Development
5. Empowerment and Sustainability
6. Inter-municipal Cooperation – Regional Collaboration Program

### **Non-negotiable:**

FCSS mandated items only – Social Pillar Goals, Ethical Decision Making, Confidentiality and Respect

### **Identification of Stakeholders:**

Following is a list of potential stakeholders. It is not an exhaustive list and more can be added as input is received about who else should be at the table.

### **Analysis of Stakeholders and Level of Engagement:**

It has been recognized that different stakeholders will have different levels of interest and influence over the outcomes. Some things considered have been their contributions to the project, decision-making power, ability to slow or halt the project and the ability to impact on the effectiveness of the outcomes.

The Rural Community Program considers these levels of engagement as a Promise to keep stakeholders informed of progress, to listen to their ideas and work with them to find solutions. ( Stakeholder Analysis Template )

### **Selecting Activities and Message:**

Generally there are three key decision-making points:

**Ideas Generation**

**Analysis (options and alternatives)**

**Decision making**

Where the project is at, will determine who is involved in the engagement. The intention of this engagement is to be a two-way process and will always aim to feedback ideas or decisions to the participants. It is during this time the Connecting Community Initiative will continue to clarify with stakeholders the project objectives by measuring deliverables, ability to engage with stakeholders to generate ideas, community organizations to seek feedback on options, eliciting recommendations and engaging with partners to make decisions.



## Connecting Community Initiative

### Roundtable Discussion Outline (60mins)

1. Introduction of Facilitator – Introduction's from participants
2. Introduce Roundtable Discussion – History, Background, MSP, Community Goals, Do's and Don't of the time spent together
3. Community Phase Identification – Communities Lifecycle Matrix
  - Quick discussion on why they chose what they did
4. Collect Discussion Points – One paper / one person brainstorm all the possible topics to discuss: quantity not quality
5. Identification of the Top Three individually and collectively
6. Discussion Topics: in the form of a problem question-use the top three or 4 topics to start discussion making notes to capture answers and ideas on flipchart
7. Call to Action: By asking action oriented questions participants will be ask to commit to something ( information collection, partnership development, project or event )
8. Closure: Asking all participants to go around the circle and share a word or phrase that describes the roundtable for them. Share any eureka or hmmm moments. Thank them for their time and commitment to making sure the community is a good place to live and grow and asking them to once again join the next roundtable so that we can follow up with them.

"The difference between 'involvement' and 'commitment' is like an egg and ham breakfast - the chicken was involved and the pig committed."

# **Community Strengthening Indicators**

## **Individual Resident Survey**

**Rural Community Program  
Camrose and District Support Services  
#3, Community Centre,  
4516 – 54 St.  
Camrose, AB T4V 4W7**

**Complete for each of the following points in time:**

**2014 (baseline)**

**2017**

**2019**

This survey is intended to give us some idea of how residents are feeling about their community. Your answers are anonymous. Your name will not be used on this survey or associated with any of the data collected from this survey. Your participation in this survey and any of the questions is completely voluntary.

## Social Cohesion

These questions are measures of Social Cohesion in our community.

1. How long have you lived in this community?

Less than 6 Months	6 months to less than 1 year	1 year to less than 3 years	3 years to less than 5 years	5 years to less than 10 years	10 years and over
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2. I would like to stay in this community for many years to come.

1 Disagree	2 Disagree Somewhat	3 Neither disagree nor agree	4 Agree Somewhat	5 Agree Completely
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3. How would you describe your sense of belonging to your local community?

1 Very strong	2 Somewhat strong	3 Somewhat weak	4 Very weak
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4. Would you say that you know most, many, a few or none of the people in your community?

1 Most of the people in your community	2 Many of the people in your community	3 A few of the people in your community	4 None of the people in your community
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5. Would you say that you trust most, many, a few or none of the people in your community?

1 Most of the people in your community	2 Many of the people in your community	3 A few of the people in your community	4 Nobody else in your community
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6. About how many people in your community do you know well enough to ask for a favour?

None	1 to 5 people	6 to 10 people	Over 10 people
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7. Would you say this community is a place where neighbours help each other?

Yes	No
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8. In the past month, have you done a favour for a neighbour?

Yes

No

Just moved into the area

9. In the past month, have any of the neighbours done a favour for you?

Yes

No

Just moved into the area

10. I have influence in changing my community for the better.

1  
Disagree

2  
Disagree  
Somewhat

3  
Neither disagree  
nor agree

4  
Agree Somewhat

5  
Agree  
Completely

11. If there were a problem in receiving some service from the City or County, people in my community could get the problem solved.

1  
Disagree

2  
Disagree  
Somewhat

3  
Neither disagree  
nor agree

4  
Agree Somewhat

5  
Agree  
Completely

12. I get involved in community events or activities

1  
Disagree

2  
Disagree  
Somewhat

3  
Neither disagree  
nor agree

4  
Agree  
Somewhat

5  
Agree  
Completely

13. I help out in my community by volunteering.

1  
Disagree

2  
Disagree  
Somewhat

3  
Neither disagree  
nor agree

4  
Agree Somewhat

5  
Agree  
Completely

### Perceptions of Safety

This next set of questions are asking about how safe you feel in your community.

14. How safe do you feel walking alone in your area after dark?

1  
Very Safe

2  
Reasonably Safe

3  
Somewhat  
Unsafe

4  
Very Unsafe

5  
Does not walk  
alone



15. When alone in your home in the evening or at night, do you feel very worried, somewhat worried or not at all worried about your safety from crime?

1 Very worried	2 Somewhat worried	3 Not at all worried	4 Never alone
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16. During the last 5 years, do you think that crime in your community has increased, decreased or remained about the same?

Increased	Decreased	About the same
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### Programs and Services

Now we would like to ask about what programs or services you would like to see more of in your community.

17. Do you feel that your community needs more services in any of the following areas?

Social/Recreational Programming For:	Wanted?
Pre schoolers (age 5 and under)	Y/N
School-aged children (ages 6-12)	Y/N
Youth (age 13-17)	Y/N
Young adults (age 18-24)	Y/N
Adults (age 25-64)	Y/N
Seniors (age 65 or older)	Y/N
Families with children	Y/N
Other	Y/N
Other	Y/N

### Comments/Suggestions:

18. Do you feel that your community needs more of any of the following services?

Services:	Wanted?
Counselling services	Y/N
Immigrant settlement services	Y/N
Parenting/family support services	Y/N
Education/training/business development	Y/N
In-home support	Y/N
Child care	Y/N
Community kitchen	Y/N
Other	Y/N

### Comments/Suggestions:

## Economic Well-Being

This last set of questions is about how you're feeling about your economic situation. It will help us to determine what other programs or services might be helpful in our community.

Your answers are anonymous. Your participation in this survey and any of the questions is completely voluntary.

19. I worry about whether the money I have will be enough to support myself and my family.

Strongly agree

Agree

Disagree

Strongly disagree

20. Compared to your financial situation a year ago, are you (and your family) better off, worse off, or just about the same?

Better off

Worse off

Just about the same

21. Now looking ahead do you think that a year from now you (and your family ) will be better off, worse off, or just about the same?

Better off

Worse off

Just about the same

22. How many people in your household are working full-time? \_\_\_\_ Part-time? \_\_\_\_

23. Is anyone in your household looking for work?

Yes

No

24. If you are not working but looking for work, are any of the following things keeping you from finding a job?

☐ child care

☐ transportation

☐ job training

☐ academic upgrading

☐ accreditation

☐ life skills

☐ health issues

☐ lack of contacts in the working world

☐ lack of Canadian work experience

☐ lack of English language skills

☐ Other

***Thank you for helping with this community survey. If you would like more information about this community strengthening project, please contact Clarence Hastings, R.S.W., Director, Rural Community Program, Camrose and District Support Services.***



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

In the Province of Alberta held on  
Monday February 10, 2014 at 7:00 p.m.  
In the Bawlf Village Office

**PRESENT:**

Mayor J. Tessari  
Deputy Mayor L. Thompson  
Councillor D. Genio  
Councillor B. Wells  
CAO Kaylyn Genio

**ABSENT:**

Councillor R. Mohan

**1. CALL TO ORDER**

Mayor John Tessari called the meeting to order at **7:16 pm**.

**2. GENERAL GOVERNMENT**

a) *AGENDA*

**MOTION 25/14 MOVED BY** Councillor Genio to adopt the agenda as presented.

**CARRIED**

b) *MINUTES OF THE REGULAR MEETING OF COUNCIL HELD JANUARY 15, 2014*

**MOTION 26/14 MOVED BY** Deputy Mayor Thompson to adopt the Minutes of the Regular Meeting of Council January 15, 2014 as presented.

**CARRIED**

c) *MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD JANUARY 21, 2014*

**MOTION 27/14 MOVED BY** Mayor Tessari to adopt the Minutes of the Special Meeting of Council January 21, 2014.

**CARRIED**

d) *ACCOUNTS PAYABLE JANUARY 1, 2014 – JANUARY 31, 2014*

**MOTION 28/14 MOVED BY** Councillor Wells to accept the Accounts Payable register for January 1, 2014 to January 31, 2014, General Cheques 2014001 - 20140036, as information.

**CARRIED**





e) *FINANCIAL STATEMENT – DECEMBER 2013*

**MOTION 29/14 MOVED BY** Councillor Genio to accept January 2014 Financial Statement for information.

**CARRIED**

**3. NEW BUSINESS**

a) *Curling Rink – Next Steps*

**MOTION 30/14 MOVED BY** Mayor Tessari that Bawlf Council direct Administration to advertise and follow up with the sale or lease of the Bawlf Curling Rink.

**CARRIED**

b) *ROLES & RESPONSIBILITIES WORKSHOP – MUNICIPAL AFFAIRS – ALEKS NELSON*

**MOTION 31/14 MOVED BY** Councillor Genio that Bawlf Council invite Municipal Affairs to walk Council and Administration through a Roles & Responsibilities course on one of these three dates:

March 10, 2014 @ 2:00 pm

March 11, 2014 @ 2:00 pm

March 13, 2014 @ 2:00 pm

**CARRIED**

c) *SIGNING AUTHORITY – ADDING KAYLYN GENIO*

**MOTION 32/14 MOVED BY** Deputy Mayor Thompson to add Kaylyn Genio for signing authority for the Village of Bawlf.

**CARRIED**

c) *VILLAGE CREDIT CARD – CHANGING NAME*

**MOTION 33/14 MOVED BY** Deputy Mayor Thompson to change the name on the Village credit card to Village of Bawlf - Kaylyn Genio.

**CARRIED**

d) *GARBAGE TENDER*

**MOTION 34/14 MOVED BY** Deputy Mayor Thompson that Bawlf Council direct Administration to tender the garbage contract.

**CARRIED**

e) *MEET & GREET/RECOGNITION NIGHT WITH THE LIONS CLUB*

**MOTION 35/14 MOVED BY** Councillor Genio that Bawlf Council direct Administration to go forward with approaching clubs and organizations to assist in the organization of a Meet & Greet/Recognition night.

**CARRIED**

f) *BY LAW ENFORCEMENT CHANGES/IMPROVEMENTS*

**Tabled** by Deputy Mayor Thompson until Bawlf Council and Administration can look into more Bylaw options.



g) *LETTER REQUEST FROM RESIDENT RE: FENCE LINE/RETAINING WALL*

**MOTION 36/14 MOVED BY** Deputy Mayor Thompson that Bawlf Council direct Administration to draw up a letter to the resident stating that the Village of Bawlf accepts the property as is, where is, according to the Real Property Report and Compliance Certificate.

**CARRIED**

f) *APPROVAL OF NEW LIBRARY BOARD MEMBER – LYNNE KENNEDY*

**MOTION 37/14 MOVED BY** Councillor Genio that Bawlf Council approve Lynne Kennedy as a new member on the Bawlf Public Library Board.

**CARRIED**

**4. STANDING REPORTS**

a) *MAYOR'S REPORT*

b) *CAO'S REPORT*

c) *Board Reports:*

- *Bawlf & District Recreation Association – None*
- *Shirley McClellan Regional Water Services Commission – by Mayor Tessari*
- *Regional Emergency Management Services Liaison – None*

**MOTION 38/14 MOVED BY** Councillor Genio to accept the Standing Reports for February 2014 for information.

**5. ADJOURNMENT**

Meeting adjourned at 8:34 pm.

~~These minutes were approved at the Regular Meeting of Council held March 19, 2014.~~

\_\_\_\_\_  
MAYOR - JOHN TESSARI

\_\_\_\_\_  
CAO – KAYLYN GENIO

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*





**MINUTES OF THE ORGANIZATIONAL MEETING OF THE COUNCIL  
FOR THE VILLAGE OF BAWLF**

in the Province of Alberta held on  
**Monday, February 10, 2014 – 7:00 p.m.**  
Village of Bawlf Council Chambers

**PRESENT:**

Mayor J. Tessari  
Deputy Mayor L. Thompson  
Councillor D. Genio  
Councillor B. Wells  
CAO Kaylyn Genio

**ABSENT:**

Councillor R. Mohan

**1. CALL TO ORDER**

Mayor Tessari called the meeting to order at 7:00 P.M.

**2. ADOPTION OF THE AGENDA**

**MOTION 22/14: MOVED BY** Deputy Mayor Thompson to accept the Agenda as presented.  
**CARRIED**

**3. OATH OF OFFICE**

CAO Kaylyn Genio administered the Oath of Office to Councillors Genio and Wells.

**4. MEETINGS**

Council is satisfied with the current meeting schedule of the third Wednesday of the month at 7:00 pm.

**5. REMUNERATION**

**MOTION 23/14: MOVED BY** Councillor Wells that the Council Members' meeting remuneration and mileage rates for 2014 be approved as follows:

Council Meetings – Mayor at \$150 per meeting; Councillors at \$110 per meeting.  
Additional Meetings – all Council Members at \$80 per meeting (within the Village as



well as out-of-town meetings).  
Mileage - \$0.52/km.  
Meals - \$17/meal up to a maximum of \$51/day

**CARRIED**

**8. BOARD REPRESENTATIVES**

**MOTION 24/14: MOVED BY** Councillor Genio that Bawlf Council accept the Boards and Committee appointments as follows:

<b>Boards &amp; Committees</b>	<b>Member</b>	<b>Alternate</b>
Bawlf & District Recreation Association	Councillor Mohan	Deputy Mayor Thompson
Shirley McClellan Regional Water Services Commission	Mayor Tessari	Councillor Genio
Regional Emergency Management Services Liaison	Deputy Mayor Thompson	Mayor Tessari
Bawlf Fire Department	Councillor Genio	Councillor Wells
Bawlf Public Library Board	Councillor Wells	Deputy Mayor Thompson
Camrose County Fire Services Committee	Councillor Wells	Councillor Genio

**CARRIED**

**10. ADJOURNMENT:**

The meeting was adjourned at 7:16 pm.

~~These minutes were approved at the Regular Meeting of Council held March 19, 2014.~~

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CAO

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*





# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

2

General Ledger	Description	February 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
<b>TAX REVENUE</b>						
1-00-110	TAXES - RESIDENTIAL	0.00	0.00	0.00	0.00	0.00
1-00-111	TAXES - RESIDENTIAL VACANT	0.00	0.00	0.00	0.00	0.00
1-00-112	TAXES - COMMERCIAL	0.00	0.00	0.00	0.00	0.00
1-00-113	TAXES - COMMERCIAL VACANT	0.00	0.00	0.00	0.00	0.00
1-00-114	TAXES - INDUSTRIAL	0.00	0.00	0.00	0.00	0.00
1-00-115	TAXES - AGRICULTURE	0.00	0.00	0.00	0.00	0.00
1-00-116	GRANTS IN LIEU	0.00	0.00	0.00	0.00	0.00
1-00-120	ASFF SCHOOL REQUISITION	0.00	0.00	0.00	0.00	0.00
1-00-190	TAXES - LINEAR	0.00	0.00	0.00	0.00	0.00
1-00-240	GRANTS IN LIEU	0.00	0.00	0.00	0.00	0.00
1-00-510	PENALTIES & COSTS ON TAXES	0.00	(4,845.20)	0.00	4,845.20	0.00
*	TOTAL TAX REVENUE	0.00	(4,845.20)	0.00	4,845.20	0.00
<b>INVESTMENT REVENUE</b>						
1-00-550	RETURN ON INVESTMENTS	0.00	(19.95)	0.00	19.95	0.00
*	TOTAL INVESTMENT REVENUE	0.00	(19.95)	0.00	19.95	0.00
<b>GENERAL REVENUE</b>						
1-12-410	SALE OF SERVICES	0.00	(40.00)	0.00	40.00	0.00
1-12-590	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00
1-12-595	LIBRARY BOARD UTILITY RECOVERY	0.00	0.00	0.00	0.00	0.00
1-12-741	MISCELLANEOUS FEES	(50.00)	146.50	0.00	(146.50)	0.00
*	TOTAL GENERAL REVENUE	(50.00)	106.50	0.00	(106.50)	0.00
<b>GRANTS</b>						
1-12-730	FEDERAL UNCONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
1-12-740	PROVINCIAL UNCONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
1-12-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
1-12-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
1-12-850	COUNTY CONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
*	TOTAL GRANTS	0.00	0.00	0.00	0.00	0.00

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	February 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
<b>FIRE REVENUE</b>						
1-23-110	SPECIAL TAX - FIRE	0.00	0.00	0.00	0.00	0.00
1-23-410	FIRE FIGHTING FEES CHARGED	0.00	0.00	0.00	0.00	0.00
1-23-411	MOTOR VEHICLE ACCIDENT FEES CHARGED	0.00	0.00	0.00	0.00	0.00
1-23-412	MUTUAL AIDE PROVIDED	0.00	0.00	0.00	0.00	0.00
1-23-430	FIRE EXPENSES RECOVERED	0.00	(2,825.00)	0.00	2,825.00	0.00
1-23-530	FIRE EXPENSES RECOVERED	0.00	0.00	0.00	0.00	0.00
1-23-570	FIRE DEPARTMENT DONATIONS	0.00	0.00	0.00	0.00	0.00
1-23-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
1-23-850	COUNTY GRANT - SHARED SERVICE	(9,625.00)	(9,625.00)	0.00	9,625.00	0.00
1-23-851	FIRE TRAINING - SHARED	(1,000.00)	(1,000.00)	0.00	1,000.00	0.00
1-23-852	PAGER MAINTENANCE - SHARED	(500.00)	(500.00)	0.00	500.00	0.00
1-23-853	FIREFIGHTER INSURANCE - SHARED	0.00	0.00	0.00	0.00	0.00
1-23-854	PROTECTIVE EQUIPMENT - SHARED	0.00	0.00	0.00	0.00	0.00
1-23-855	COUNTY OWNED TRUCK	0.00	0.00	0.00	0.00	0.00
1-23-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00
1-23-921	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00
1-23-940	TRANSFER FROM CAPITAL RESERVES	0.00	0.00	0.00	0.00	0.00
*	TOTAL FIRE REVENUE	(11,125.00)	(13,950.00)	0.00	13,950.00	0.00
<b>BYLAW REVENUE</b>						
1-26-525	DOG LICENSES	(160.00)	(1,410.00)	0.00	1,410.00	0.00
1-26-530	BYLAW FINES	0.00	0.00	0.00	0.00	0.00
1-26-845	PROVINCIAL GRANT OPERATING	0.00	0.00	0.00	0.00	0.00
*	TOTAL BYLAW REVENUE	(160.00)	(1,410.00)	0.00	1,410.00	0.00
<b>ROADS &amp; STREETS</b>						
1-32-110	SPECIAL TAX - STREET IMPROVEMENT	0.00	0.00	0.00	0.00	0.00
1-32-410	SALE OF GOODS & SERVICES	0.00	0.00	0.00	0.00	0.00
1-32-590	FRANCHISE FEES FORTIS	(497.27)	(904.45)	0.00	904.45	0.00
1-32-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
1-32-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
1-32-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00
1-37-840	PROVINCIAL CAPITAL GRANT	0.00	0.00	0.00	0.00	0.00

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

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2014-Mar-4  
2:39:09PM

General Ledger	Description	February 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
* TOTAL ROADS & STREETS		(497.27)	(904.45)	0.00	904.45	0.00
<b>WATER REVENUE</b>						
1-41-410	MONTHLY WATER FEES	(6,462.50)	(12,890.00)	0.00	12,890.00	0.00
1-41-412	BULK WATER SALES	(12.32)	(24.64)	0.00	24.64	0.00
1-41-511	WATER PENALTIES	(872.01)	(869.47)	0.00	869.47	0.00
1-41-845	PROVINCIAL GRANT - OPERATING	0.00	0.00	0.00	0.00	0.00
1-41-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00
* TOTAL WATER REVENUE		(7,346.83)	(13,784.11)	0.00	13,784.11	0.00
<b>SEWER REVENUE</b>						
1-42-410	MONTHLY SEWER FEES	(5,819.00)	(11,606.00)	0.00	11,606.00	0.00
1-42-511	SEWER PENALTIES	0.00	0.00	0.00	0.00	0.00
1-42-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
1-42-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
1-42-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00
* TOTAL SEWER REVENUE		(5,819.00)	(11,606.00)	0.00	11,606.00	0.00
<b>WASTE MANAGEMENT REVENUE</b>						
1-43-410	MONTHLY GARBAGE FEES	(2,136.00)	(4,272.00)	0.00	4,272.00	0.00
1-43-845	PROVINCIAL GRANT - OPERATING	0.00	0.00	0.00	0.00	0.00
1-43-412	MONTHLY RECYCLING FEES	0.00	0.00	0.00	0.00	0.00
* TOTAL WASTE MANAGEMENT REVENUE		(2,136.00)	(4,272.00)	0.00	4,272.00	0.00
<b>CAMROSE &amp; DISTRICT SUPPORT SER</b>						
1-51-590	REVENUE - OWN SOURCES	0.00	0.00	0.00	0.00	0.00
1-51-840	PROVINCIAL CONDITIONAL GRANT	0.00	0.00	0.00	0.00	0.00
* TOTAL CAMROSE & DISTRICT SUPPO		0.00	0.00	0.00	0.00	0.00
<b>CEMETERY REVEUE</b>						
1-56-410	SALE OF CEMETERY PLOTS	0.00	0.00	0.00	0.00	0.00
1-56-570	CEMETERY DONATIONS	0.00	0.00	0.00	0.00	0.00
1-56-571	CEMETERY MAINTENANCE REVENUE	0.00	0.00	0.00	0.00	0.00



# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	February 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
* TOTAL CEMETERY REVEUE		0.00	0.00	0.00	0.00	0.00
<b>DEVELOPMENT REVENUE</b>						
1-61-410	DEVELOPMENT PERMITS & CHARGES	0.00	0.00	0.00	0.00	0.00
* TOTAL DEVELOPMENT REVENUE		0.00	0.00	0.00	0.00	0.00
<b>LAND SALES</b>						
1-66-410	LAND SALES	0.00	0.00	0.00	0.00	0.00
* TOTAL LAND SALES		0.00	0.00	0.00	0.00	0.00
<b>PARKS &amp; RECREATION REVENUE</b>						
1-72-110	SPECIAL TAX - RECREATION & PARKS	0.00	0.00	0.00	0.00	0.00
1-72-410	SALE OF SERVICES - FEES & CHARGES	0.00	0.00	0.00	0.00	0.00
1-72-560	PARK & CAMPGROUND RENTALS	0.00	0.00	0.00	0.00	0.00
1-72-570	PARK DONATIONS	0.00	0.00	0.00	0.00	0.00
1-72-590	INSURANCE RECOVERY	(551.59)	(551.59)	0.00	551.59	0.00
1-72-595	REC. BOARD UTILITIES RECOVERY	0.00	0.00	0.00	0.00	0.00
1-72-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
1-72-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
1-72-850	COUNTY CONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
* TOTAL PARKS & RECREATION REVEN		(551.59)	(551.59)	0.00	551.59	0.00
<b>CULTURE REVENUE</b>						
1-74-560	HALL RENTALS	(1,075.00)	(1,300.00)	0.00	1,300.00	0.00
1-74-570	HALL DONATIONS	0.00	0.00	0.00	0.00	0.00
1-74-590	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00
1-74-593	SPECIAL EVENT REVENUES	0.00	0.00	0.00	0.00	0.00
* TOTAL CULTURE REVENUE		(1,075.00)	(1,300.00)	0.00	1,300.00	0.00
<b>RESERVE TRANSFERS</b>						
1-97-920	TRANSFER FROM RESERVES	0.00	0.00	0.00	0.00	0.00
* TOT/ ESERVE TRANSFERS		0.00	0.00	0.00	0.00	0.00



# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

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2014-Mar-4  
2:39:09PM

General Ledger	Description	February 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
**	TOTAL REVENUE	(28,760.69)	(52,536.80)	0.00	52,536.80	0.00
<b>COUNCIL EXPENSES</b>						
2-11-130	COUNCIL - PAYROLL DEDUCTIONS	0.00	0.00	0.00	0.00	0.00
2-11-150	COUNCIL REMUNERATION	220.00	220.00	0.00	(220.00)	0.00
2-11-211	COUNCIL TRAVEL & SUBSISTENCE	0.00	0.00	0.00	0.00	0.00
2-11-214	COUNCIL PROFESSIONAL DEVT	100.00	100.00	0.00	(100.00)	0.00
*	TOTAL COUNCIL EXPENSES	320.00	320.00	0.00	(320.00)	0.00
<b>ADMINISTRATION EXPENSE</b>						
2-12-110	ADMINISTRATION - SALARIES	6,860.24	9,761.84	0.00	(9,761.84)	0.00
2-12-130	ADMINISTRATION - PAYROLL DEDUCTIONS	491.29	696.86	0.00	(696.86)	0.00
2-12-131	EMPLOYEE BENEFITS	893.93	893.93	0.00	(893.93)	0.00
2-12-211	TRAVEL & SUBSISTENCE	0.00	0.00	0.00	0.00	0.00
2-12-214	MEMBERSHIPS & PROFESSIONAL DEVT	347.50	1,389.18	0.00	(1,389.18)	0.00
2-12-600	BAD DEBTS	0.00	0.00	0.00	0.00	0.00
*	TOTAL ADMINISTRATION EXPENSE	8,592.96	12,741.81	0.00	(12,741.81)	0.00
<b>OFFICE OPERATIONS</b>						
2-12-215	FREIGHT & POSTAGE	0.00	466.36	0.00	(466.36)	0.00
2-12-217	TELEPHONE	291.39	637.77	0.00	(637.77)	0.00
2-12-220	ADVERTIZING & PRINTING	0.00	135.13	0.00	(135.13)	0.00
2-12-225	VILLAGE PROMOTIONS	324.00	751.50	0.00	(751.50)	0.00
2-12-230	PROFESSIONAL & CONSULTING SERVICES	0.00	0.00	0.00	0.00	0.00
2-12-231	AUDITING SERVICES	0.00	0.00	0.00	0.00	0.00
2-12-232	ASSESSMENT SERVICES	4,263.45	4,263.45	0.00	(4,263.45)	0.00
2-12-233	ASSESSMENT REVIEW BOARD	0.00	0.00	0.00	0.00	0.00
2-12-234	LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00
2-12-237	MUNICIPAL SOFTWARE	9,688.52	9,688.52	0.00	(9,688.52)	0.00
2-12-250	OFFICE REPAIRS & MAINTENANCE	95.00	95.00	0.00	(95.00)	0.00
2-12-253	TECHNICAL SUPPORT	262.23	849.46	0.00	(849.46)	0.00
2-12-258	OFFICE JANITORIAL CONTRACT	210.00	210.00	0.00	(210.00)	0.00
2-12-274	INSURANCE	9,276.79	9,276.79	0.00	(9,276.79)	0.00
2-12-341	LAND TITLES SERVICES	0.00	0.00	0.00	0.00	0.00
2-12-510	OFFICE SUPPLIES	1,019.76	1,673.57	0.00	(1,673.57)	0.00

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	February 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
2-12-511	MISCELLANEOUS	10.00	45.00	0.00	(45.00)	0.00
2-12-519	OTHER SERVICES	0.00	0.00	0.00	0.00	0.00
2-12-540	UTILITIES	1,171.45	1,567.78	0.00	(1,567.78)	0.00
2-19-150	ELECTION FEES	0.00	0.00	0.00	0.00	0.00
* TOTAL OFFICE OPERATIONS		26,612.59	29,660.33	0.00	(29,660.33)	0.00
<b>ADMIN-CAPITAL</b>						
2-12-762	CAPITAL PURCHASES	0.00	0.00	0.00	0.00	0.00
2-12-790	ADMINISTRATION-AMORTIZATION	0.00	0.00	0.00	0.00	0.00
* TOTAL ADMIN-CAPITAL		0.00	0.00	0.00	0.00	0.00
<b>REQUISITIONS</b>						
2-13-750	REQUISITION - SCHOOL	0.00	0.00	0.00	0.00	0.00
2-13-759	DAVE KNIPE MEMORIAL LIBRARY	0.00	0.00	0.00	0.00	0.00
* TOTAL REQUISITIONS		0.00	0.00	0.00	0.00	0.00
<b>FIRE EXPENSES</b>						
2-23-148	IN-SERVICE TRAINING	0.00	0.00	0.00	0.00	0.00
2-23-159	HONORARIUMS - ANNUAL & HOURLY	0.00	0.00	0.00	0.00	0.00
2-23-211	TRAVEL & SUBSISTENCE	0.00	0.00	0.00	0.00	0.00
2-23-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	0.00	0.00	0.00	0.00
2-23-215	FREIGHT & POSTAGE	0.00	24.00	0.00	(24.00)	0.00
2-23-217	TELEPHONE	93.50	187.00	0.00	(187.00)	0.00
2-23-220	ADVERTIZING & PRINTING	0.00	45.05	0.00	(45.05)	0.00
2-23-225	PUBLIC RELATIONS & PROMOTIONS	0.00	0.00	0.00	0.00	0.00
2-23-250	FIREHALL REPAIRS & MAINTENANCE	42,511.49	42,511.49	0.00	(42,511.49)	0.00
2-23-251	VILLAGE TRUCK REPAIRS	0.00	0.00	0.00	0.00	0.00
2-23-252	COUNTY TRUCK REPAIRS	0.00	0.00	0.00	0.00	0.00
2-23-253	PAGER REPAIRS	0.00	0.00	0.00	0.00	0.00
2-23-254	PROTECTIVE EQUIPMENT & REPAIRS	0.00	3,274.90	0.00	(3,274.90)	0.00
2-23-270	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
2-23-274	INSURANCE	1,820.62	1,820.62	0.00	(1,820.62)	0.00
2-23-510	GOODS & SUPPLIES	29.95	629.95	0.00	(629.95)	0.00
2-23-511	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
2-23-512	SMALL EQUIPMENT PURCHASES	0.00	0.00	0.00	0.00	0.00
2-23-521	FUEL & LUBE	0.00	0.00	0.00	0.00	0.00

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	February 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
2-23-540	FIRE HALL POWER	477.88	595.62	0.00	(595.62)	0.00
2-23-541	FIRE HALL NATURAL GAS	0.00	433.60	0.00	(433.60)	0.00
2-23-750	DISPATCH AGREEMENT	0.00	0.00	0.00	0.00	0.00
2-23-751	MUTUAL AIDE RESPONSE CHARGES	0.00	0.00	0.00	0.00	0.00
2-23-920	TRANSFER TO RESERVES	0.00	0.00	0.00	0.00	0.00
2-00-910	GAIN/LOSS ON DISPOSAL OF ASSETS	0.00	0.00	0.00	0.00	0.00
* TOTAL FIRE EXPENSES		44,933.44	49,522.23	0.00	(49,522.23)	0.00
<b>BYLAW ENFORCEMENT</b>						
2-26-270	BYLAW ENFORCEMENT OFFICER	314.15	619.15	0.00	(619.15)	0.00
2-26-234	LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00
2-26-510	BYLAW SUPPLIES	0.00	0.00	0.00	0.00	0.00
* TOTAL BYLAW ENFORCEMENT		314.15	619.15	0.00	(619.15)	0.00
<b>FIRE - CAPITAL</b>						
2-23-762	CAPITAL PURCHASES	0.00	0.00	0.00	0.00	0.00
2-23-790	FIRE - AMORTIZATION	0.00	0.00	0.00	0.00	0.00
* TOTAL FIRE - CAPITAL		0.00	0.00	0.00	0.00	0.00



# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	February 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
<b>PUBLIC WORKS SALARIES &amp; WAGES</b>						
2-32-110	PW - SALARIES	1,195.74	3,691.00	0.00	(3,691.00)	0.00
2-32-130	PW - PAYROLL DEDUCTIONS	82.24	253.09	0.00	(253.09)	0.00
2-32-131	EMPLOYEE BENEFITS	235.02	470.04	0.00	(470.04)	0.00
*	TOTAL PUBLIC WORKS SALARIES &	1,513.00	4,414.13	0.00	(4,414.13)	0.00
<b>PUBLIC WORKS OPERATIONS</b>						
2-32-217	TELEPHONE	0.00	0.00	0.00	0.00	0.00
2-32-230	PROFESSIONAL CONSULTING	0.00	0.00	0.00	0.00	0.00
2-32-250	ROADWAY REPAIRS & MAINTENANCE	0.00	0.00	0.00	0.00	0.00
2-32-270	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
2-32-274	INSURANCE	1,475.12	1,475.12	0.00	(1,475.12)	0.00
2-32-510	GOODS & SUPPLIES	233.94	536.62	0.00	(536.62)	0.00
2-32-511	MISCELLANEOUS GENERAL SERVICES	194.71	194.71	0.00	(194.71)	0.00
2-32-521	FUEL & LUBE	0.00	292.09	0.00	(292.09)	0.00
2-32-540	UTILITIES - STREET LIGHTS	1,237.39	2,426.86	0.00	(2,426.86)	0.00
2-32-762	CAPITAL	0.00	0.00	0.00	0.00	0.00
2-32-790	PUBLIC WORKS AMORTIZATION	0.00	0.00	0.00	0.00	0.00
*	TOTAL PUBLIC WORKS OPERATIONS	3,141.16	4,925.40	0.00	(4,925.40)	0.00
<b>DRAINAGE</b>						
2-37-250	DRAINAGE - REPAIRS & MAINTENANCE	0.00	0.00	0.00	0.00	0.00
2-37-230	PROFESSIONAL & CONSULTING SERVICES	0.00	0.00	0.00	0.00	0.00
2-37-750	REQUISITION - DRAINAGE	0.00	0.00	0.00	0.00	0.00
*	TOTAL DRAINAGE	0.00	0.00	0.00	0.00	0.00
<b>WATER OPERATIONS</b>						
2-41-110	SALARIES & WAGES - WATER	461.37	1,661.48	0.00	(1,661.48)	0.00
2-41-130	CPP, EI CONTRIBUTIONS - WATER	33.46	119.18	0.00	(119.18)	0.00
2-41-211	TRAVEL & SUBSISTENCE - WATER	0.00	0.00	0.00	0.00	0.00
2-41-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	0.00	0.00	0.00	0.00
2-41-217	TELEPHONE	98.89	197.78	0.00	(197.78)	0.00
2-41-224	MUNICIPAL MEMBERSHIP	0.00	0.00	0.00	0.00	0.00



# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

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General Ledger	Description	February 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
2-41-230	PROFESSIONAL & CONSULTING SERVICES	0.00	0.00	0.00	0.00	0.00
2-41-240	CUSTOMER BILLING	0.00	0.00	0.00	0.00	0.00
2-41-250	REPAIRS & MAINTENANCE	0.00	2,145.69	0.00	(2,145.69)	0.00
2-41-270	WATER - CONTRACT	777.50	777.50	0.00	(777.50)	0.00
2-41-274	INSURANCE PREMIUMS	6,420.27	6,420.27	0.00	(6,420.27)	0.00
2-41-510	GOODS & SUPPLIES	979.88	1,359.88	0.00	(1,359.88)	0.00
2-41-540	UTILITIES	724.73	1,800.63	0.00	(1,800.63)	0.00
2-41-750	REQUISITION - SMRWSC	0.00	2,743.43	0.00	(2,743.43)	0.00
2-41-762	CAPITAL PURCHASES	0.00	0.00	0.00	0.00	0.00
2-41-790	WATER SYSTEM - AMORTIZATION	0.00	0.00	0.00	0.00	0.00
*	TOTAL WATER OPERATIONS	9,496.10	17,225.84	0.00	(17,225.84)	0.00
<b>SEWER OPERATIONS</b>						
2-42-000	OTHER - DAYS/SLAND DRAINAGE	0.00	0.00	0.00	0.00	0.00
2-42-110	SALARIES & WAGES - SEWER	637.13	2,062.20	0.00	(2,062.20)	0.00
2-42-130	CPP, EI CONTRIBUTIONS - WATER	46.21	148.99	0.00	(148.99)	0.00
2-42-211	TRAVEL & SUBSISTENCE	0.00	0.00	0.00	0.00	0.00
2-42-214	MEMBERSHIPS & PROFESSIONAL DEVELOPMENT	0.00	0.00	0.00	0.00	0.00
2-42-217	TELEPHONE	205.25	288.73	0.00	(288.73)	0.00
2-42-230	PROFESSIONAL & CONSULTING - SEWER	0.00	0.00	0.00	0.00	0.00
2-42-240	CUSTOMER BILLING	0.00	0.00	0.00	0.00	0.00
2-42-250	REPAIRS & MAINTENANCE - SEWER	0.00	0.00	0.00	0.00	0.00
2-42-270	SEWER - CONTRACT	0.00	0.00	0.00	0.00	0.00
2-42-274	INSURANCE PREMIUMS	577.27	577.27	0.00	(577.27)	0.00
2-42-410	BANK LOAN	0.00	0.00	0.00	0.00	0.00
2-42-510	GOODS & SUPPLIES	0.00	0.00	0.00	0.00	0.00
2-42-540	UTILITIES	498.02	1,113.76	0.00	(1,113.76)	0.00
2-42-762	CAPITAL	0.00	0.00	0.00	0.00	0.00
2-42-790	WASTE & SEWER AMORTIZATION	0.00	0.00	0.00	0.00	0.00
2-42-830	LAGOON DEBENTURE PAYMENTS	0.00	0.00	0.00	0.00	0.00
2-42-831	LAGOON DEBENTURE INTEREST	0.00	0.00	0.00	0.00	0.00
2-42-832	DEBENTURE PRINCIPAL PMT MACRAE STREET	0.00	0.00	0.00	0.00	0.00
2-74-790	AMORTIZATION	0.00	0.00	0.00	0.00	0.00
*	TOTAL SEWER OPERATIONS	1,963.88	4,190.95	0.00	(4,190.95)	0.00

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	February 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
<b>WASTE MANAGEMENT</b>						
2-43-270	GARBAGE - CONTRACT	1,681.35	3,328.04	0.00	(3,328.04)	0.00
2-43-260	RENTAL OF MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00
2-43-350	LANDFILL FEES	630.22	630.22	0.00	(630.22)	0.00
2-43-510	GOODS & SUPPLIES	0.00	0.00	0.00	0.00	0.00
2-44-350	RECYCLING CHARGES	947.11	1,874.43	0.00	(1,874.43)	0.00
*	TOTAL WASTE MANAGEMENT	3,258.68	5,832.69	0.00	(5,832.69)	0.00
<b>CAMROSE &amp; DISTRICT SUPPORT SER</b>						
2-51-750	REQUISITION - CDSS	0.00	2,389.75	0.00	(2,389.75)	0.00
2-51-770	GRANTS TO ORGANIZATIONS	0.00	0.00	0.00	0.00	0.00
2-51-840	CONDITIONAL GRANTS TO CDSS	0.00	0.00	0.00	0.00	0.00
*	TOTAL CAMROSE & DISTRICT SUPPO	0.00	2,389.75	0.00	(2,389.75)	0.00
<b>CEMETERY OPERATIONS</b>						
2-56-250	CEMETERY REPAIRS & MAINTENANCE	0.00	0.00	0.00	0.00	0.00
2-56-510	GENERAL GOODS & SERVICES	0.00	0.00	0.00	0.00	0.00
*	TOTAL CEMETERY OPERATIONS	0.00	0.00	0.00	0.00	0.00
<b>PLANNING &amp; DEVELOPMENT</b>						
2-61-237	MAPPING	0.00	0.00	0.00	0.00	0.00
2-61-750	REQUISITION - PLANNING	0.00	1,034.00	0.00	(1,034.00)	0.00
2-66-120	COSTS - LAND SALES	0.00	1,131.00	0.00	(1,131.00)	0.00
2-66-230	PROFESSIONAL & CONSULTING	0.00	0.00	0.00	0.00	0.00
*	TOTAL PLANNING & DEVELOPMENT	0.00	2,165.00	0.00	(2,165.00)	0.00
<b>PARKS &amp; RECREATION</b>						
2-72-110	RECREATION & PARKS - SALARIES	0.00	0.00	0.00	0.00	0.00
2-72-115	CSJ & STEP WAGES	0.00	0.00	0.00	0.00	0.00
2-72-130	RECREATION & PARKS - PAYROLL DEDUCTIONS	0.00	0.00	0.00	0.00	0.00
2-72-131	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
2-72-211	TRAVEL & SUBSISTENCE	0.00	0.00	0.00	0.00	0.00

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	February 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
2-72-220	ADVERTIZING & PRINTING	0.00	0.00	0.00	0.00	0.00
2-72-250	REPAIRS & MAINTENANCE	0.00	0.00	0.00	0.00	0.00
2-72-270	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
2-72-510	GOODS & SUPPLIES	0.00	0.00	0.00	0.00	0.00
2-72-521	FUEL & LUBE	299.34	655.42	0.00	(655.42)	0.00
2-72-540	UTILITIES - REC BOARD, ETC	158.52	751.57	0.00	(751.57)	0.00
2-72-274	INSURANCE PREMIUMS	734.31	734.31	0.00	(734.31)	0.00
2-72-750	REQUISITIONS - RECREATION	0.00	0.00	0.00	0.00	0.00
2-72-762	CAPITAL PURCHASES	0.00	0.00	0.00	0.00	0.00
2-72-770	GRANTS TO ORGANIZATIONS	0.00	0.00	0.00	0.00	0.00
2-72-780	RECREATION TRAIL RESERVE	0.00	0.00	0.00	0.00	0.00
2-72-790	RECREATION - AMORTIZATION	0.00	0.00	0.00	0.00	0.00
2-13-770	GRANTS TO ORGANIZATIONS	0.00	0.00	0.00	0.00	0.00
* TOTAL PARKS & RECREATION		1,192.17	2,141.30	0.00	(2,141.30)	0.00
<b>CULTURE</b>						
2-74-250	REPAIRS & MAINTENANCE - OLD HALL	0.00	0.00	0.00	0.00	0.00
2-74-274	INSURANCE PREMIUMS	0.00	0.00	0.00	0.00	0.00
2-74-510	GOODS & SUPPLIES - NEW HALL	0.00	0.00	0.00	0.00	0.00
2-74-540	UTILITIES	0.00	456.64	0.00	(456.64)	0.00
2-74-584	SPECIAL EVENTS	0.00	150.00	0.00	(150.00)	0.00
2-74-750	REQUISITION - PARKLAND LIBRARY	0.00	755.63	0.00	(755.63)	0.00
2-74-761	CONTRIBUTED TO OTHER OPERATING FNC.	0.00	0.00	0.00	0.00	0.00
2-74-770	TRANSFER TO OTHER ORGANIZATIONS	0.00	0.00	0.00	0.00	0.00
2-74-775	BAWLF PUBLIC LIBRARY APPROPRIATION	0.00	0.00	0.00	0.00	0.00
2-74-831	DEBENTURE INTEREST	0.00	0.00	0.00	0.00	0.00
* TOTAL CULTURE		0.00	1,362.27	0.00	(1,362.27)	0.00
<b>GENERAL</b>						
2-97-990	GENERAL CONTINGENCY	0.00	0.00	0.00	0.00	0.00
* TOTAL GENERAL		0.00	0.00	0.00	0.00	0.00
** TOTAL EXPENSES		101,338.13	137,510.85	0.00	(137,510.85)	0.00
*** SURPLUS/DEFICIT		72,577.44	84,974.05	0.00	(84,974.05)	0.00







# VILLAGE OF BAWLF

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## Cheque Listing For Council

2014-Mar-4

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Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Cheque Amount
20140037	12-02-2014	AAMDC	023187 ELFRIEDA	PAYMENT ANNUAL MEMBERSHIP FEE ELFRIEDA ENT INV-DOG TAGS	396.54
20140038	12-02-2014	ALBERTA ANIMAL SERVICES	11177	PAYMENT JANUARY BY LAW ENFORCEMENT	329.86
20140039	12-02-2014	CAMROSE COUNTY	0385	PAYMENT 2013 KELSEY LANDFILL REQU	627.52
20140040	12-02-2014	CAMROSE CYCLE	132836	PAYMENT SKID STEER-MAINTENANCE F	204.45
20140041	12-02-2014	CAMROSE REGIONAL SOLID WASTE	380332	PAYMENT SHOP JUNK-GARBAGE	2.70
20140042	12-02-2014	CAN PAK ENVIRONMENTAL	2857	PAYMENT JANUARY GARBAGE/RECYCLING	2,759.88
20140043	12-02-2014	CLEARTECH INDUSTRIES INC.	563107	PAYMENT WATER RESERVOIR SUPPLIES	124.51
20140044	12-02-2014	DATA SUPERHERO	1436	PAYMENT 1YR ON-LINE BACK UP BUSIN	259.90
20140045	12-02-2014	ELECTRO TEL	89963 89965	PAYMENT MONTHLY MAINT CHRG-BLK/WI MONTHLY MAINT CHRG-COLORED	409.50
20140046	12-02-2014	GO EAST RTO	D1020-2014	PAYMENT MEMBERSHIP RENEWAL	250.00
20140047	12-02-2014	KAPLER'S HARDWARE LTD.	22269	PAYMENT SHOP SUPPLIES	138.66
20140048	12-02-2014	LASLOP, PAUL	2013 ASSESSMENT	PAYMENT 2013 ASSESSMENT/2014 TAX	4,278.62
20140049	12-02-2014	MARNIE GOMES, CMP, REGISTRAR	JT-MAYORSCA	PAYMENT MAYORS CAUCUS-MARCH 5	52.50
20140050	12-02-2014	MINISTER OF FINANCE	E178286	PAYMENT MGA/OH&S MANUALS	162.70
20140051	12-02-2014	READ CONTRACTING LTD.	63341	PAYMENT EXTENDED ROOF-FD-PROGR	44,637.06
20140052	12-02-2014	STERLING WATER CONDITIONING	15103	PAYMENT CHLORINE/TUBING COUPLER	691.22
20140053	12-02-2014	UFA	300826890 300827199 JAN31CARDLOCK	PAYMENT SHOP SUPPLIES TARP FOR 3 TONE JANUARY CARDLOCK	421.28
20140054	13-02-2014		PPE02142014	PAYMENT PPE02.14.2014	
20140055	13-02-2014		PPE02142014	PAYMENT PPE 02.14.2014	2755.33
					2755.33
20140056	28-02-2014	AMSC INSURANCE SERVICES LTD	13243 EVENT-JTESSA MARCH BENEFIT	PAYMENT 2014 GENERAL INSURANCE MAYOR'S CAUCUS-MAR 5/14 MARCH BENEFITS COVERAGE	21,485.83

20140057	28-02-2014	AMSC, (ALBERTA MUNICIPAL SEI		PAYMENT	2,783.21
20140057	28-02-2014	AMSC, (ALBERTA MUNICIPAL SEI	14-1000308	JANUARY ELECTRICITY	2,783.21
20140058	28-02-2014	ANKERTON GAS CO-OP		PAYMENT	1,695.79
			1225427	JANUARY GAS CHARGES	
			1225791	JANUARY GAS CHARGES	
			1225792	JANUARY GAS CHARGES	
			1225796	JANUARY GAS CHARGE	
			1225903	JANUARY GAS CHARGES	
			1225918	JANUARY GAS	
			1225923	JANUARY GAS CHARGES	
20140059	28-02-2014	BANACK, LEANNA		PAYMENT	324.00
			107	FEBRUARY COMMUNICATION	
20140060	28-02-2014	CLARK, LORNA		PAYMENT	210.00
			FEBRUARY	FEBRUARY JANITORIAL SERV	
			JANUARY	JANUARY JANITORIAL SERVIC	
20140061	28-02-2014	COTTAGE COMPUTERS		PAYMENT	5,188.05
			21883	2 NEW COMPUTER SYSTEMS	
20140062	28-02-2014	ELECTRO TEL		PAYMENT	99.75
			90306	ALARM REPAIR-DOOR CONTRA	
20140063	28-02-2014	FRIEND, KEITH		PAYMENT	777.50
			FEB-CONTRAC	WATER CONTRACT-COVERAC	
20140064	28-02-2014	GENIO, DAVE		PAYMENT	110.00
			FEBRUARY	FEBRUARY COUNCIL MEETIN	
20140065	28-02-2014	HACH SALES & SERVICES CANAI		PAYMENT	213.15
			76960	SPEC COLOR STD, DPD CHLC	
20140066	28-02-2014	MCMANN, JEAN		PAYMENT	10.00
			REFUND-DOG I	REFUND PARTIAL DOG LICEN	
20140067	28-02-2014	MUNIWARE		PAYMENT	5,000.34
			20132227	FEBRUARY SUPPORT	
			20132251	AR/EFT/EMAIL MODULE	
20140068	28-02-2014	TELUS COMMUNICATIONS INC.		PAYMENT	596.78
			FEB 1 STATEMI	FEBRUARY PHONE SERVICES	
			FEB STATEMEN	FEBRUARY PHONE SERVICES	
20140069	28-02-2014	THE SOAP STOP		PAYMENT	235.84
			382503	COMMUNITY HALL JANITORIAL	
20140070	28-02-2014	WELLS, BRUCE F		PAYMENT	110.00
			FEB/14	FEB 2014 COUNCIL MTG	
20140071	28-02-2014			PAYMENT	
			FEB PAY	FEBRUARY 28 PAYROLL	
20140072	28-02-2014			PAYMENT	
			FEB 2014 PAY	FEBRUARY PAYROLL	
			FEB PAY	JANUARY/FEBRUARY CELL PI	
20140073	28-02-2014			PAYMENT	
			FEB PAY	FEBRUARY PAYROLL	
20140074	28-02-2014	RECEIVER GENERAL		PAYMENT	1,568.95
			FEB REMITTAN	FEBRUARY PAYROLL REMITT	
20140075	28-02-2014			PAYMENT	
			FEB PAY	FEBRUARY 28 PAYROLL	

**Total 103,380.10**

## VILLAGE OF BAWLF

### Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	March 18, 2014
Originated By:	Kaylyn Genio - CAO
Title:	Regional Peace Officer Initiative

#### BACKGROUND/PROPOSAL:

The Village has received a proposal from Camrose County in regards to having County Peace Officers enforce Provincial Legislation and Bylaw Enforcement within communities such as Bawlf.

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

Council to comment or approve on this proposal in regards to the budget, legislation and currently enforced bylaws as provided by Camrose County.

*Animal Enforcement ?*

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

This would cost the Municipality \$20,853.00 - \$23,344.00 annually for the first year or \$1,738.00 - \$1,945.00 monthly for the first year including the initial start-up costs. The second and third year is estimated at \$11,988.00 - \$14,623.00 annually or \$999.00 - \$1,219.00 monthly. After year 3 is complete, the cost will revert back to year 1 and repeat.

*3 times over current*

85% of all fines issued in the Village of Bawlf will be revenue for our Municipality.  
15% of all fines issued in the Village of Bawlf will be revenue for Victim Services.

*What are Total Costs & How Many Communities will Share*

#### RECOMMENDED ACTION:

Bawlf Council to pass a motion to accept the proposal of a Regional Peace Officer as presented.







## Camrose County

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

RECEIVED

MAR 03 2014

February 21, 2014

Village of Bawlf  
Box 40  
Bawlf, AB  
T0B 0J0

Attention: Kaylyn Genio

A proposal to the urban communities within Camrose County with regards to the potential provision of having County Peace Officers enforce Provincial Legislation and Bylaw Enforcement within urban limits has been discussed during several recent mayors and Administrator's meetings, with the latest request coming on December 10, 2013.

As per this proposal, Camrose County has developed a Regional Peace Officer Initiative which was discussed at the Camrose County Council Meeting on February 11, 2014. The following motion was passed:

**That Council accept the proposal of a Regional Peace Officer as presented and forward the proposal to the participating municipalities which include, the Villages of Hay Lakes, Bawlf, Bittern Lake, Rosalind, Ferintosh, Edberg and the Town of Bashaw for comment and or approval.**

The attached draft proposal for a Regional Peace Officer was developed based on these discussions between the Urban Municipalities and Camrose County.

Please review the attached draft proposal and provide comments, questions to the undersigned.

Regards,

Mike Kuzio  
County Officer #13175  
Manager Protective Services



The Approximate initial annual cost for a 4th Peace Officer (depending on Salary) is:

\$145,969.34 - \$163,411.10

This cost divided by seven (7) Municipalities would cost each Municipality annually approximately:

\$20,853 – \$23,344

Broken down monthly would cost each Municipality approximately:

\$1,738 – \$1,945

## **BUDGET (Year 2 & 3)**

Year 2 and Year 3

**Salary** - \$65,377.34 - \$82,819.10

**Benefits** – Approximately \$15,792.00

**Uniforms** – Approximately \$750

**Training/Travel/Subsistence** - \$2,000 (Includes training courses, hotels and meals if required).

The Approximate annual cost during year 2 & 3 for a 4th Peace Officer (depending on Salary) is:

\$83,919.34 - \$102,361.10

This cost divided by seven (7) Municipalities would cost each Municipality annually approximately:

\$11,988 – \$14,623

Broken down monthly would cost each Municipality approximately

\$999 – \$1,219

**After year 3 is complete, the cost will revert back to year 1 and repeat.**

\*All fines issued within the Village's and Town boundaries, will be revenue for that specific municipality\*

85% of the fine revenue will go to the Municipality in which the fine was issued in.

15% of the fine revenue will go to Victim Services.

***Salary's increase approximately 2% annually due to Cost of Living (COLA)***





# Peace Officer Authorities

## Provincial Legislation

Currently the Peace Officers Appointments which govern the authorities and jurisdiction of County Officers reads as follows:

### Article 1. Authority, Responsibility and Duties

- 1.1 Subject to section 1.2, the person appointed under this document has the authority, while employed by Camrose County and while acting within the scope of his/her employment, to enforce the following legislation and all regulations thereunder, and serve court documents relating to:

THE ANIMAL PROTECTION ACT  
THE ENVIRONMENTAL PROTECTION AND ENHANCEMENT ACT, PART 9, DIVISION 2  
THE GAMING AND LIQUOR ACT  
THE HIGHWAYS DEVELOPMENT AND PROTECTION ACT  
THE PETTY TRESPASS ACT  
THE PROVINCIAL OFFENCES PROCEDURE ACT  
THE STRAY ANIMALS ACT  
THE TRAFFIC SAFETY ACT

### Article 2. Jurisdiction

- 2.1 The jurisdiction of peace officers employed by Camrose County is, subject to their individual appointments, throughout the Province of Alberta, excluding one and two digit highways except as permitted in accordance with section 2.2.
- 2.2 Authority is granted on one and two digit highways within the urban confines of a municipality where the speed limit is 90 kilometers per hour or less.
- 2.3 Authority may be granted on one and two digit highways as follows:
- a) With a written invitation by a police or law enforcement agency with authority on that highway for the purpose of participation in a Joint Enforcement Operation.
  - b) When requested by a police or law enforcement agency with authority on that highway to perform traffic management duties but not including enforcement authorities.



- c) Where permitted by the terms of the peace officer's appointment, for the purpose of performing emergency vehicle response, but not including enforcement authorities.

2.4 The jurisdiction of peace officers in Alberta is at all times subject to requirements set out in the Public Security Peace Officer Program Policy, January 2007 (amended February 2012), and as may be further amended from time to time, as issued by the Director of Law Enforcement.

2.5 This authorization does not include jurisdiction on an Indian Reserve.

### Article 3. Weapons and Equipment

3.1 This appointment permits the carrying or use of the following while in the performance of their duties as set out above:

- a) OC Spray as defined in section 4(1)(a) of the *Peace Officer Regulation*, as amended from time to time;
- b) A baton as defined in section 4(1)(b) of the *Peace Officer Regulation*, as amended from time to time;
- c) Emergency response units, as defined in the regulations under the *Traffic Safety Act*, as amended from time to time, used by the peace officer for the purpose of carrying out the duties of a peace officer;
- d) Handcuffs;
- e) Personal protective equipment including a bullet resistant vest, a stab resistant vest or protective gloves, but not including SAP gloves or similar gloves;
- f) Particular equipment necessary to carry out the enforcement duties and responsibilities of the peace officer; and
- g) Tools and items necessary for the performance of the peace officer's duties and responsibilities.

## **Bylaw Legislation**

Respecting each Municipality's individual Bylaws, the appointed County Officer will enforce these Bylaws as per direction from local council. If this new position is agreed upon, negotiations with participating Municipalities will include the potential for streamlining of similar Bylaws to be amended for ease of enforcement and consistency. For example, it is far easier to enforce one (1) Dog Control Bylaw, rather than having to enforce five (5) or six (6) separate Dog Control Bylaws, depending on which Village is being patrolled that particular day. This will also allow County Officers to enforce the laws in a fair and impartial way, as every complaint will be investigated and dealt with in the same manner and shown the same discretion.

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Camrose County Protective Services Department currently enforces fourteen (14) different Bylaws within the County.

- 1) Parking Bylaw #1271
- 2) Dog Control Bylaw #1242
- 3) Unsightly Premises #1230
- 4) Fire Bylaw #1229
- 5) Round Hill Fire Department #1200
- 6) Road Use Bylaw #1141
- 7) Development within Road Allowance #1044
- 8) Public Place Assemblies and Amusement Bylaw #1043
- 9) Off Highway Vehicle #1040
- 10) Discharge of Firearms #1039
- 11) Parks Control Bylaw #1018
- 12) Restricting Loading and Unloading of Water Trucks #1017
- 13) Extended Dance Event #995
- 14) Noise Bylaw #1019 (site specific)



## VILLAGE OF BAWLF

### Request for Decision (RFD)

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<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>March 18, 2014</b>
<b>Originated By:</b>	<b>Kaylyn Genio - CAO</b>
<b>Title:</b>	<b>Bawlf Public Library – New Bylaws</b>

**BACKGROUND/PROPOSAL:**

The Bawlf Public Library has updated their Bylaws and would like a motion from Council to approve the changes.

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

As per the Libraries Act the Bylaws are updated to enhance the operations of the Bawlf Public Library.

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

N/A

**RECOMMENDED ACTION:**

Bawlf Council to pass a motion to approve the updated Bylaws of the Bawlf Public Library.





OLD

## BYLAWS OF THE BAWLF PUBLIC LIBRARY

The Bawlf Public Library Board enacts the following bylaws pursuant to The Libraries Act, R.S.A. Chapter L- 12.1, 1983, Section 40.

### Interpretation

- 1 (1) For the purposes of this bylaw the expression:
  - a) "Act" refers to The Library Act
  - b) "Board" means the Bawlf Public Library Board
  - c) "Borrower" means the person to whom a library membership card has been issued.
  - d) "Librarian" means the person charged by the board with the operation of the Bawlf Public Library
  - e) "Library material" includes books, (whether hard cover, paper cover or soft cover), periodicals, newspapers, sound recordings, audio and video cassettes, tape recordings, video discs, video tapes, motion pictures, filmstrips, filmloops, slides, paintings, drawings, prints or photographs, (whether or not they are mounted or framed), micromaterials in all formats, toys and games, computer software and multimedia kits in the collection of the Bawlf Public Library or borrowed by the Bawlf Public Library.
- (2) In these bylaws, unless the contrary intention appears in the context
  - a) words imparting male persons include female persons
  - b) words in the singular include the plural and words in the plural include the singular.
  - c) where a word is defined, other parts of speech and tenses of that word have corresponding meanings.
  - d) Where a period of time dating from a given day, act or event is prescribed or allowed for any purposes, the time shall be reckoned exclusively of such day or of the day of such act or event.
- (3) Where the time limit for doing anything falls on a day when the library is closed to the public the time shall be deemed to be extended to the first day thereafter on which the library is open to the public.

### Library Facility

Access to the Public Library portion of the building.

- 2 (1) The portion of the building used for public library purposes is open to any member of the public FREE OF CHARGE during the hours of as are set out by the Bawlf Public Library Board from time to time. Hours open as set by the board are in Schedule "A".

Use of other portions of the building.

*Deleted*

- (2) The portion of the building not normally used for public library purposes are determined by the Bawlf Senior Citizen Board.

Conduct in the Library building.

- (3) Any person using the library building shall conduct himself so as not to disturb other library users.

### Procedure For Acquiring A Alberta Library Card

- 3 (1) Any borrower in good standing of a member library of The Alberta

46



Library is eligible to participate in reciprocal borrowing through The Alberta Library.

- (2) The borrower is responsible for materials borrowed and fines incurred.
- (3) An Alberta Library Card will be issued by the home library to any borrower in good standing. Participating libraries may add a local bar code on The Alberta Library Card. The card will include an expiry date.
- (4) Alberta Library Card holders will not be charged a fee when borrowing materials from participating libraries outside their home library.
- (5) All local library policies and rules take priority and will apply to all persons using The Alberta Library Card. Restrictions may apply.
- (6) A maximum of five items may be on loan at any time from each participating library system.
- (7) Materials can be returned to any participating library. The receiving library will note the date returned and will make every reasonable effort to forward the item by its next business day.

#### Responsibilities of a Member

- 4 (1) A membership card may only be used by the person to whom it is issued.
- (2) A member shall notify the librarian of any changes of address and/or telephone number.
- (3) A member should take proper care of any library item entrusted to his care
- (4) A member should return any library item to the library on or before the due date as provided in Schedule "C".

NEW  
CLAUSE →

#### Loan of Materials

No Charge for  
Loan of Materials

- 5 (1) In accordance with The Libraries Act Section 40 (3) there shall be NO CHARGE for the use of library materials. This includes materials used on the premises and materials loaned. If materials are acquired from other services that charge, this charge shall be paid by the patron.

Loan Period for  
Library Materials

NEW  
CLAUSE

- (2) The loan periods for various materials are set out in Schedule "C".

Reserves

- (3) Library materials may be reserved in accordance with policy established by the board as set out in Schedule "C".

Renewals

- (4) Library materials may be renewed in accordance with policy established by the board as set out in Schedule "C".

#### Penalty Provisions





- 6 (1) The fines for late return of materials are as set out in Schedule "D".  
(2) The fines for damaged or lost materials are as set out in Schedule "D".

Revocation of  
Membership

Appeal

- (3) The procedures for demanding the return of overdue materials are as set out in Schedule "D".  
(4) A Alberta Library Card membership may be revoked by the librarian for the reasons as set out in Schedule "D".  
(5) A person who has his membership revoked pursuant to 6 (4) may within 30 DAYS of such revocation make an appeal to the board in writing setting out grounds of the appeal.  
(6) The decision of the board in an appeal pursuant to 6 (5) is final and not subject to further appeal.

*deleted* →

- (7) In cases of service dereliction the board may prosecute an offense under The Libraries Act, Section 45. Such an offence is punishable under the Libraries Act, Section 45. The penalties applying to the conviction shall be determined by the board.  
(8) Any fine or penalty imposed pursuant to an offence under 6 (7) enures to the benefit of the Bawlf Public Library Board in accordance with The Libraries Act, Section 46.

Read a first time

Read a second time

June 18, 2003  
June 18, 2003

Cindy Fesen  
Chairman

Christian  
Secretary

Read a third time and adopted this  
18 day of June, 2003.

4b)



*deleted* Schedules "A" to "E" are part of the bylaws of the Bawlf Public Library Board.  
NOTE:

These schedules may be changed by vote at a regular meeting of the Board.

SCHEDULE "A"

Hours of operation are as follows:

Monday 11 a.m. to 7 p.m.  
Wednesday 11 a.m. to 7 p.m.  
Thursday 4 p.m. to 8 p.m.  
Friday 4 p.m. to 8 p.m.

The library will be closed on statutory holidays

*deleted*  
SCHEDULE "B"

The Alberta Library Card fee:

There is a fee of \$10.00 per person and \$20.00 per family per year.

*reworded*  
SCHEDULE "C"

Loan periods for Library Materials:

Regular books - three (3) weeks, with renewals, unless requested by other patrons.

Periodicals - three (3) weeks, with renewals as above.

Reference Books - one (1) week, with renewals as above.

Reserved book shall be held one (1) week after patron is notified by librarian.

Audio / Visual Materials - three (3) weeks, with renewals as above.

SCHEDULE "D"

Penalty Provisions:

1 Overdue fines:

- reworded* →
- a) fines for late return of print materials is \$.25 cents per operating day with one day of grace.
  - b) fines for late return of Audio / Visual material is \$.25 per day per tape excluding Sunday, effective at 5 p.m. on the day the tape was due.
    - If a tape is dropped in the door slot after the library closes but before the library opens again, the borrower will be charged for the full two (2) days, therefore \$.50 per tape for the two (2) days.
- Overdue fees must be paid before taking out more movies.

2 Fines for damaged or lost materials:

- reworded* .
- a) If a book is deemed lost or is at least one month overdue without appropriate response from borrower, the cost of replacing the book will be levied against the borrower.
  - b) Books or other media lent which are unreasonably soiled or damaged beyond repair will be treated the same as lost books.
  - c) A lost tape must be replaced by the same tape or the full replacement cost of the tape.
  - d) A broken tape will be dealt with in the same manner, but at the discretion of the librarian, using the circulation of the tape as a guideline. Ten percent (10%) reduction of cost of each ten (10) times the tape circulates. If the tape is repairable, repair cost will be covered by the borrower.
  - e) The Bawlf Public Library is not responsible for any damage to a borrowers VCR player as a result of using one of the libraries tapes. The borrower must agree to take full responsibility for the tape and any problems therewith.

3 Procedures for notice for overdue materials and demand for the return of materials:

- a) The borrower of overdue material is contacted by the librarian after the period of month by letter.





- c) Monthly statements will be forwarded to the borrower for any outstanding amounts due the Bawlf Public Library.
- 4 Revocation of The Alberta Library Card:
  - a) A member's card shall be revoked for failure to:
    - Return overdue materials
    - Pay the appropriate fine or charge for overdue, lost or damaged materials.

#### SCHEDULE "E"

When exchanging tapes with other libraries, the Bawlf Public Library agrees to follow their rules. In regards to signing out their tapes, the Bawlf Public Library will use our own sign-out methods and record circulation of each tape at the end of the borrow period according to the lending library's circulation method.



**Adopted****Amended**

The Bawlf Public Library Board enacts the following by-laws pursuant to the *Libraries Act*, R.S.A. 2000, Chapter L-11, Section 36.

**1.0 Interpretation**

1.1 For the purposes of this bylaw the expression:

- ~~AE~~ NEW <sup>7</sup> CLAUSE
- a) "Act" refers to *The Libraries Act*, R.S.A. 2000, Chapter L-11 and amendments thereto.
  - b) "BPL" refers to the Bawlf Public Library.
  - c) "Board" refers to the Bawlf Public Library Board.
  - d) "Borrower" refers to the person to whom a Library borrower card has been issued.
  - e) "Manager" refers to the person charged by the Board with the operation of BPL.
  - f) "Library materials" include books (whether hard cover, paper cover or soft cover), periodicals, newspapers, sound recordings, DVDs, audio and video cassettes, CD-ROMs, tape recordings, video tapes or discs, motion pictures, filmstrips, film loops, paintings, drawings, prints or photographs (whether or not they are mounted or framed), micro materials in all formats, toys and games, computer software and multi-media kits in the collection of BPL or borrowed by BPL from another source.

1.2 In these bylaws, unless the contrary intention appears in the context:

- a) Words imparting male persons include female persons.
- b) Words in the singular include the plural and words in the plural include the singular.
- c) Where a word is defined, other parts of speech and tenses of that word have corresponding meanings.
- d) Where a period of time dating from a given day, act, or event is prescribed or allowed for any purposes, the time shall be reckoned exclusively of such day or of the day of such act or event.

1.3 Where the time limit for doing anything falls on a day when the library is closed to the public the time shall be deemed to be extended to the first day thereafter on which the library is open to the public.





## **2.0 Library Facility**

### **2.1 Access to the Public Library portion of the building**

The portion of any building used for public library purposes is open to any member of the public FREE OF CHARGE during the public hours of opening as set out by the BPL Board in library policies.

### **2.2 Conduct in the Library building**

Any person using the Library building shall conduct himself so as to not disturb other Library users, or damage any property. The Manager of Library Services or any designated staff member may ask any patron contravening section 2.2 to leave the premises. If any patron is asked and refuses to leave, the Police shall be contacted.

## **3.0 Procedure for Acquiring a Borrower Card**

3.1 Any person resident in the Province of Alberta is eligible to apply for a borrower card.

3.2 An application pursuant to 3.1 shall be:

- a) In writing on the appropriate form.
- b) Dated and signed by the applicant or parent/guardian of an applicant who is less than 18 years of age
- c) Accompanied by proof of identity and current address of the applicant or parent/guardian of the applicant.

3.3 The Manager of Library Services or designated staff member may issue a borrower card to a person who has made proper application pursuant to 3.1 and 3.2.

3.4 The Manager of Library Services or designate may issue a borrower card to an economically challenged patron who has made proper application pursuant to 3.1 and 3.2.

## **4.0 Responsibilities of a Borrower**

4.1 A borrower card may only be used by the person to whom it is issued.

*NEW  
CLAUSE* → 4.2 A borrower shall be responsible for all library materials borrowed with the card; therefore, it is important that the borrower inform the library if his card is lost or stolen.

4.3 A borrower shall notify the Library of any change of address and/or telephone number.

4.4 A borrower should take proper care of any Library item entrusted to his care.

4.5 A borrower should return any Library item to the Library on or before the due date as provided in Schedule C.



## 5.0 Loan of Materials

5.1 In accordance with *The Libraries Act*, Section 36(3), there shall be NO CHARGE for the use of Library materials. This includes materials used on the premises, materials loaned, or materials acquired from other services at the discretion of the Board; limits established in Library policies.

*NEW  
CLAUSE*

5.2 For inter-library loan materials, when a lending library levies a charge for the loan or photocopy of materials, the requesting borrower may be asked to bear this charge.

5.3 The loan periods for various materials are set out in Schedule C.

5.4 Library materials may be reserved in accordance with policy established by the Board.

5.5 Library materials may be renewed in accordance with policy established by Parkland Regional Library.

## 6.0 Penalty Provisions

6.1 The charges for late return of materials are as set out in Schedule C.

6.2 The charges for damaged or lost materials are as set out in Schedule C.

6.3 The procedures for requesting return of overdue materials are as set out in Schedule C.

6.4 A borrower card may be revoked by the Manager of Library Services for reasons set out in Schedule C.

6.5 A person who has had his borrower card revoked pursuant to 6.4 may, within 30 days of such revocation, appeal to the Board in writing, setting out the grounds of the appeal.

6.6 In cases of serious dereliction, the Board may prosecute an offence under *The Libraries Act*, Section 41. Such an offence is punishable under *The Libraries Act*, Section 41. The range of penalties applying on conviction for such an offence is set out in Schedule C.

6.7 Any charge or penalty imposed pursuant to an offence under *The Libraries Act* inures to the benefit of BPL in accordance with *The Libraries Act*, Section 42.

The bylaw comes into effect (June 5, 2013)

Read a first time (June 5, 2013)

Read a second time (June 5, 2013)

Read a third time and adopted (June 5, 2013)

*Leanne Nelson*

Chair

*Vice Chair*

*177 Beattie*

Secretary





renewal.

### **3. Procedures for overdue materials:**

- a) Within one week after the due date, the borrower will be notified by telephone, including leaving a message on answering machines or with other household members. Logs of the telephone calls are kept until the next overdue report is generated.
- b) A borrower's borrowing privileges may be suspended as per the ILS until all fines are paid. When material is deemed "lost" by the ILS, the borrower will be contacted.

### **4. Revocation of borrowing privileges**

- a) Borrowers having Library materials more than twenty-eight (28) days overdue will have their borrowing privileges temporarily suspended until the materials are returned and late charges paid, or until materials are replaced as specified in 2 a) above.
- b) Borrowing privileges will be temporarily suspended if late charges of \$10.00 or more have accumulated and remain unpaid.
- c) Borrowing privileges may be suspended for repeated abuse of Library resources, as determined at the discretion of the Manager.

### **5. Procedure for prosecution**

- a) Any borrower contravening this bylaw may be liable to prosecution and the Board shall appoint a solicitor to handle the prosecution.
- b) Prosecution may be pursued when library materials are not returned or paid for as per 2 a) (following procedure outlined in 3).
- c) If prosecution is followed, the minimum penalty shall be \$50.00 per item, plus costs on a solicitor-client basis.

### **Schedule D: Waiving of Fines/Fees**

Fines and/or fees may be waived at the discretion of the Manager or designated staff member when the payment fines and/or fees would create hardship for library patrons or, when the Manager or designated staff member consider that waiving fines and/or fees is in the best interests of library service.

Waiving fines and/or fees on library materials can only occur at the service point that owns the item.

Under no circumstances whatsoever may Parkland Regional Library service point staff or volunteers waive fines or fees that are owed for items owned or borrowed from other libraries.

No fees shall be waived for lost or damaged material. The replacement cost of damaged materials must be paid by the borrower or if disputed by the borrowing library. If an overdue item is considered lost, the patron must pay the accumulated fines in addition to the replacement



cost of the item, and an administrative fee of \$5.00. The only time fines from other libraries can be waived is with their permission.

*Adopted*

*Amended*





ALL NEW  
BYLAW

Adopted

Amended

Whereas, pursuant to Section 89 of the *Freedom of Information and Protection of Privacy Act*, S.A. 1994, c. F-18.5, as amended, the Bawlf Public Library Board must designate a person or group of persons as the head of the Bawlf Public Library Board for the purposes of the Act;

And whereas, pursuant to Sections 87 and 89 of the *Freedom of Information and Protection of Privacy Act*, the Bawlf Public Library Board must set any fees payable to the Library for services under the *Act* and Regulations;

The Bawlf Public Library Board enacts:

### 1.0 Purpose

The purpose of the Bylaw is to establish the administrative structure of Bawlf Public Library Board in relation to the *Freedom of Information and Protection of Privacy Act* (Alberta) and to set fees there under.

### 2.0 Definitions

In this Bylaw, unless the context otherwise requires:

- a) "Act" means the *Freedom of Information and Protection of Privacy Act*, S.A. 1994, c.F-18.5 as amended;
- b) "Applicant" means a person who makes a request for access to a record under section 7(1) of the *Act*;
- c) "Board" means the Bawlf Public Library Board and includes any committee that is created by the Board and all the members or officers of which are appointed or chosen by the Board;
- d) "Manager of Library Services" refers to the person appointed as the Manager of Library Services of the Bawlf Public Library and includes any person who holds the position of Manager of Library Services in an acting capacity;
- e) "Province" means the Province of Alberta.



### 3.0 Designated Head and Delegation of Duties

For the purposes of the *Act*, the Manager of Library Services is designated as the Head and shall be responsible and accountable for all decisions taken under the *Freedom of Information and Protection of Privacy Act*.

### 4.0 Fees

When an Applicant is required to pay a fee for service, the fee payable is in accordance with the *Freedom of Information and Protection of Privacy Regulation*, AR 200/95, as amended from time to time, or any successor Regulation that sets fees for requests for information from the Province.

The bylaw comes into effect (June 5, 2013)

Read a first time (June 5, 2013)

Read a second time (June 5, 2013)

Read a third time and adopted this (June 5, 2013)

<i>Leanne Nelson</i>	<i>M. Beatty</i>
Chair	Secretary
Vice chair	





## VILLAGE OF BAWLF

### Request for Decision (RFD)

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Meeting:	Regular Council
Meeting Date:	March 18, 2014
Originated By:	Kaylyn Genio
Title:	Parkland Regional Library Board – Council Representative

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

The Alberta Libraries Act requires that Bawlf Council appoint an individual to the Parkland Regional Library Board as a representative.

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

As we are held by the Alberta Libraries Act we must appoint a member. An individual from Council would be best as it streamlines reporting back to Council, making decisions and voting appropriately once on the board.

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

The main cost would be paying a Council member for their time attending a meeting and possibly mileage.

#### **RECOMMENDED ACTION:**

Bawlf Council to pass a motion to nominate one member of Council to attend the Parkland Regional Library Board meetings.



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

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<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>March 18, 2014</b>
<b>Originated By:</b>	<b>Kaylyn Genio - CAO</b>
<b>Title:</b>	<b>Village of Bawlf Tendering Policy #25</b>

**BACKGROUND/PROPOSAL:**

In order to Tender a new agreement for garbage we need to pass a Tendering Policy.

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

Tendering is an important process and it is advantageous to set all guidelines in a policy so when it comes to comparing the tenders and awarding the contract, there are no suggestions of favoritism and Tenders are granted appropriately.

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

N/A

**RECOMMENDED ACTION:**

Bawlf Council to pass a motion to adopt the Village of Bawlf Tendering Policy #25.







<b>Date:</b> March 18, 2014	<b>Motion:</b> 47/14
<b>Title:</b> Tendering Policy	<b>Policy No.</b> 25

## **TENDERING POLICY**

### **Policy:**

1. When the Village of Bawlf has a project estimate to be of a value larger than \$15,000.00 (but less than \$250,000.00\*) to be contracted, the project must be tendered to offer all possible contractors and opportunity to bid on the project. This tendering process will be advertised for two consecutive weeks in locally circulating newspapers. The advertisement will provide:
  - A brief description of the project contemplated,
  - The place where a person may obtain further information and tender documents,
  - Any conditions for obtaining the tender documents,
  - The place where the tenders are to be sent,
  - The date and time limit for submitting tenders, and
  - The time and place of the opening of the tenders in the event of a public opening.
2. Administration will prepare a formal "Tender Document". The document will give a specific outline of the project to be completed, is as much detail as is possible. The document will require that those bidding on the project provide a detailed outline of what services are to be provided, what equipment is to be utilized. The tender document must clearly identify the requirements of the project, the criteria that will be used in the evaluation of bids and the methods of weighting and evaluating the criteria.
3. The tender document shall contain a privilege clause in a format similar to the following:

"The Municipality reserves the right to accept or reject any or all tenders and to waive irregularities and informalities at its discretion. The Municipality reserves the right to accept a tender other than the lowest tender without stating reasons. By the act of submitting its bid, the Bidder waives any right to contest in any legal proceeding or action the right of the municipality to award the work to whomever it chooses in its sole and unfettered discretion, and for whatever reasons the Municipality deems appropriate. Without limiting the generality of the foregoing, the Municipality may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision, including but not limited to the following: [list of criteria]."
4. The form will outline a financial format in which the tender document/bid is to be submitted. (see attached sample)
5. As the norm, tenders are to be received at the Village of Bawlf in sealed envelopes and will remain sealed until the end of the period of time set out for receipt of tender documents. In specific cases



of urgency or short time frame, as determined by the Chief Administrative Officer, tenders may be accepted by fax.

6. Once the period for submission of tenders is closed, the Chief Administrative Officer will open all tenders in the presence of ~~at least one other person~~ – Administrative staff, Public Works Foreman and/or a member of Council. All present will initial the tender documents to signify that the documents were reviewed in their presence.
7. For submission to Council, the Chief Administrative Officer will present the information from the tender documents in a spread sheet format which will provide the following information:
  - Name of firm submitting tender,
  - Itemized details which are require by Council, and
  - Financial information based on the format approved.

The original tender documents will be made available at the Council meeting should Council feel that they require additional information.

8. A decision shall be made by Council based on the information provided – spread sheet document and review of the original form if necessary. Evaluation of the bids may take into account the submitted price, delivery, servicing, the capacity of the supplier to meet the requirements of the project and any other criteria relevant to the project. No questions should be asked of those who submitted tenders if they are present.
9. Where only one supplier is available to meet the requirements, the rules of the tendering policy do not have to be followed, however, Council must be notified of this situation.

\*(If the value of the project exceeds \$250,000.00, the Municipality shall follow the regulations set out in the Agreement on International Trade (AIT) and utilize the MERX internet system for posting the project.)

#### **Background:**

Council wishes to ensure that all local contractors are given and equal opportunity to provide services to the Municipality. A formal Tendering Policy will ensure that all tenders are received in similar formats to better enable Council to make an informed decision.





## TENDER

The Village of Bawlf is tendering (NAME OF PROJECT). Enclosed please find a description of the work to be completed, (ANYTHING ELSE BEING INCLUDED, E.G. MAP, DIAGRAM) and a Stipulated Price Bid and Contract Form.

The Town requires those bidding to provide a detailed outline of what services are to be provided, what equipment is to be utilized and what building materials are to be used.

The Municipality reserves the right to accept or reject any or all tenders and to waive irregularities and informalities at its discretion. The Municipality reserves the right to accept a tender other than the lowest tender without stating reasons. By the act of submitting its bid, the Bidder waives any right to contest in any legal proceeding or action the right of the Municipality to award the work to whomever it chooses in its sole and unfettered discretion, and for whatever reasons the Municipality deems appropriate. Without limiting the generality of the foregoing, the Municipality may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision, including but not limited to the following: [list of criteria].

The Tenders are to be received at the Village of Bawlf in sealed envelopes by TIME AND DATE and will remain sealed until the end of the period of time set out for receipt of tender documents.

Notification will be given to the chosen Bidder by (DATE AFTER COUNCIL MEETING WHERE CHOICE IS MADE) by mail.

THIS DOCUMENT WILL ACCOMPANY THE JOB DESCRIPTION, ANY MAPS OR DIAGRAMS, AS WELL AS REQUIRED STANDARDS OF MATERIALS, IF ANY, AND THE STIPULATED PRICE BID AND CONTRACT FORM.

## Introduction

The purpose of this study is to investigate the effects of the proposed system on the performance of the system.

The results of the study show that the proposed system has a significant positive effect on the performance of the system.

The study also shows that the proposed system has a significant positive effect on the performance of the system.

The study also shows that the proposed system has a significant positive effect on the performance of the system.

The study also shows that the proposed system has a significant positive effect on the performance of the system.

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Village of Bawlf  
Stipulated Price Bid and Contract Form  
Project Name – Project LocationPage 1

**TO:** Name of Project Coordinator  
Village of Bawlf  
P.O. Box 40  
Bawlf, Alberta T0B 0J0

**PROJECT NAME:** \_\_\_\_\_

We, the undersigned, hereby agree to carry out the Work of the Contract in accordance with the Bid Documents for the stipulated price of:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

Total in words                      Total in figures

The break down of the costs which are included in this bid are:

Equipment (provide detail of equipment to be used): \_\_\_\_\_

---

Manpower (number of people working x anticipated working time): \_\_\_\_\_

Additional costs (provide detail) : \_\_\_\_\_

---

SUBTOTAL: \_\_\_\_\_

G.S.T. \_\_\_\_\_

TOTAL COST: \$1,000.00

We agree to have the work completed by (date required by Council).

This bid is open to acceptance by the Village of Bawlf until 35 days after the bid closing time. This "Bid and Contract Form", together with the provisions of the Bid Documents shall when accepted and signed by the Owner, constitute a binding contract between the contractor and Owner.





Executed this \_\_\_\_\_ day of \_\_\_\_\_,

BIDDER:

\_\_\_\_\_  
(business name – print or type)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
signature of Bidder's authorized representative

\_\_\_\_\_  
name and status of person signing above

\_\_\_\_\_  
Date

Accepted and executed this \_\_\_\_\_ day of \_\_\_\_\_  
by the Owner or Owner's authorized representative.

\_\_\_\_\_  
signature

\_\_\_\_\_  
name and title



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

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<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>March 18, 2014</b>
<b>Originated By:</b>	<b>Kaylyn Genio - CAO</b>
<b>Title:</b>	<b>Regional Sewer Flusher Truck Agreement</b>

**BACKGROUND/PROPOSAL:**

The Town of Bashaw is in the midst of updating their Regional Sewer Flusher Truck Agreement with its participating Municipalities.

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

One of the major changes is going to be the rates (as is discussed below). The Village of Bawlf participates in the agreement but rarely uses this truck, this still requires us to participate in the consumer expenses.

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

Some of the costs incurred by participating in this agreement include having our Public Works Foreman operate the truck when we need it (taking him away from his regular duties), cost replacement for a new truck as a tangible capital asset, insurance, repairs, maintenance (cleaning and refueling) and certification.

**RECOMMENDED ACTION:**

Bawlf Council to pass a motion to participate in or withdraw from the Regional Sewer Flusher Truck Agreement.



11/11/14  
Dated this 3rd day of March, 2014

AGREEMENT FOR REGIONAL SEWER FLUSH TRUCK c/w HYDROVAC UNIT

Between

**TOWN OF BASHAW**

("Member Municipality / Managing Partner")

- and -

**CAMROSE COUNTY**

**VILLAGE OF BAWLF**

**VILLAGE OF FERINTOSH**

**VILLAGE OF ROSALIND**

("Member Municipality")

WHEREAS, the aforementioned Member Municipalities have joined together to form the REGIONAL MUNICIPALITIES' MEMBERSHIP for the shared ownership of a Regional Sewer Flush Truck Unit and

FURTHERMORE, the intent of the Regional Municipalities' Membership is to share the operational and maintenance costs of the Regional Sewer Flush Truck Unit and

THEREFORE, the Town of Bashaw, as the Managing Partner of the 2009 Municipal Sponsorship Program grant, jointly purchased the Regional Sewer Flush Truck Unit for the Regional Municipalities' Membership.

The REGIONAL MUNICIPALITIES' MEMBERSHIP has agreed to the following:

**1. AGREEMENT:**

- 1.1 This Agreement is the whole Agreement between the Regional Municipalities' Membership and may not be modified, changed, amended and/or waived unless:
  - 1.1.1 a proposal for change is presented to the Member Municipality/Managing Partner and said proposal for change is then forwarded without prejudice to the Regional Municipalities' Membership for consideration in a timely manner;
  - 1.1.2 a vote from the Regional Municipalities' Membership is Called by the Member Municipality/Managing Partner and results in the majority votes in favor of the proposal for change;
  - 1.1.3 the newly developed Agreement drawn by the Member Municipality/Managing Partner must be signed by the recognized Authority of each Member Municipality.
- 1.2 The following Schedules form part of this Agreement:
  - Schedule A – List of Member Municipalities
  - Schedule B - Statement of Shareable Costs
  - Schedule C – Member Municipality User Costs

**2. INTERPRETATIONS:**

In this Agreement, unless the context provides otherwise, the following words or phrases shall have the following meanings:

- 2.1 "Flush Truck" is the jointly purchased Sewer Flush Truck, Dark Blue/White Roof, 1996 Ford, LN 8000, VIN 1FZW82E2TVA21674



- 2.2 **"Shared Costs"** as per Schedule B
  - 2.3 **"Operational Training"** for the operating practices and procedures of the "Flush Truck"
  - 2.4 **"Regional Municipalities' Membership"** as per Schedule A
  - 2.5 **"Regional Sewer Flush Truck"** shall be described in this Agreement as the "Flush Truck"
  - 2.6 **"User Costs"** as per Schedule C
- 

**3. THE RESPONSIBILITIES OF THE REGIONAL MUNICIPALITIES' MEMBERSHIP:**

- 3.1 to ensure any employee required to operate the Flush Truck has a valid Class 3 License with Air Brake Endorsement and successfully completed the Flush Truck operations training session;
- 3.2 to submit payment(s) to the Member Municipality/Managing Partner within thirty (30) days of receipt of invoice;
- 3.3 for the safe operation of the Flush Truck within its jurisdiction;
- 3.4 for cleaning and re-fueling the Flush Truck before returning it
- 3.5 to report any incidents or accidents or concerns to the Member Municipality/Managing Partner immediately.

**4. THE RESPONSIBILITIES OF THE MEMBER MUNICIPALITY/MANAGING PARTNER:**

- 4.1 to schedule and provide the use of the Flush Truck to the Regional Municipalities' Membership on a request basis, subject to availability;
- 4.2 to provide training opportunities in the operation of the Flush Truck upon the request of any Public Works Staff of the Regional Municipalities' Membership;
- 4.3 to provide housing for the Flush Truck within the Public Works compound;
- 4.4 for the management of the Flush Truck contract and associated clerical duties including, but not limited to, recordkeeping and invoicing in accordance to Schedule B and C of this Agreement, obtaining the insurance in accordance to Section 9 of this Agreement, and the retention of all the required documentation and records (such as repairs/maintenance logs, inspection reports and certification documents, etc.) for the life of the Regional Municipalities' Membership's ownership of the Flush Truck;
- 4.5 to obtain legal services when required.

**5. TERM OF AGREEMENT:**

- 5.1 The term of this Agreement is for five (5) years from the date of signing.
- 5.2 The term of this Agreement may be extended for another term of five (5) years or less at the discretion of the Regional Municipalities' Membership.

**6. TERMINATION OF AGREEMENT:**

- 6.1 Any Member Municipality of the Regional Municipalities' Membership may withdraw from this Agreement at any time by providing ninety (90) days written Notice to the Member Municipality/Managing Partner, submitting full payment of any outstanding debts, and forfeiting the full amount of any Regional Municipalities' Membership fees paid.
- 6.2 The Member Municipality/Managing Partner may terminate this Agreement at any time upon six (6) months written Notice to the Regional Municipalities' Membership.

**7. DISPUTE RESOLUTION:**

- 7.1 All claims, disputes, and other matters arising out of this Agreement, or relating to a breach thereof, shall follow the approved dispute resolution steps as agreed upon:



- 7.1.1 Should a Member Municipality identify an issue related to this Agreement that may result in a serious disagreement within the Regional Municipalities' Membership, the Chief Administrative Officer of that Municipality shall approach the Chief Administrative Officer of the other Municipality to consider the issues and attempt to resolve the disagreement;
- 7.1.2 Should the Chief Administrative Officers be unable to resolve the disagreement then the Member Municipalities involved in the dispute shall request a joint meeting with the Chief Administrative Officer of the Member Municipality/Managing Partner to mediate the discussion in an effort to resolve the disagreement;
- 7.1.3 Should the issues remain unresolved the Mayor and Chief Administrative Officers of the Regional Municipalities' Membership shall be Called to a Meeting by the Member Municipality/Managing Partner to discuss the issues and resolve the disagreement;
- 7.1.4 Should an agreeable solution not be found in the aforementioned dispute resolution steps, the Regional Municipalities' Membership may elevate the dispute resolution process and move to a more formal and structured resolution process as follows:
  - 7.1.4.1 Mediation: the Mediator shall be appointed upon the agreement of both parties in dispute - voluntary participation, no risk, non-binding process in an attempt to bring the parties to a resolution; OR
  - 7.1.4.2 Arbitration: upon the agreement of both parties, be referred to a single Arbitrator under the Arbitration Act, and if so referred, the decision of the Arbitrator shall be final, conclusive and binding upon the parties. If the parties are not able to agree on an Arbitrator the Alberta Court of Queens Bench shall select one. All costs associated with the appointment of the Arbitrator shall be shared equally between the two Member Municipalities in dispute unless the Arbitrator determines otherwise in accordance with the Arbitration Act of Alberta.

#### **INDEMNIFICATION:**

- 8.1 The Regional Municipalities' Membership agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Member Municipality/Managing Partner, its Officers, Directors and Employees against all damages, liabilities or costs arising out of the joint operation of the Flush Truck or disputes related to the coordination of the use of the Flush Truck.
- 8.2 In the furnishing of any services by the Member Municipality/Managing Partner, the Member Municipality/Managing Partner shall not assume any responsibility, obligation or duties in respect to the services.

#### **9. INSURANCE:**

- 9.1 The Member Municipality/Managing Partner shall maintain, in full force and effect with the Insurers licensed in the Province of Alberta the following insurance:
  - 9.1.1 Flush Truck Vehicle Insurance;
  - 9.1.2 General Liability Insurance policy of not less than \$2,000,000 per occurrence.
- 9.2 The Member Municipalities of the Regional Municipalities' Membership must be named as additionally insured.
- 9.3 General Liability Certificates providing evidence of the existence of the Policies shall be managed and maintained by the Member Municipality/Managing Partner.

#### **10. NOTICES:**

- 10.1 Any notices or other correspondence required to be given to an opposite party shall be deemed to be

adequately given if delivered in accordance to the contact information provided in Schedule A of this Agreement.

**11. FORCE MAJEURE:**

11.1 Each party reserves the right, at its option, either to suspend or cancel this Agreement, in whole or part, at any time, without incurring any costs or damages whatsoever, where such suspension or cancellation is caused by force majeure, including, but not limited to, acts of God, the public enemy of the government, strikes or other labour disputes, fires, floods, freight embargoes, unusually severe weather or other contingencies beyond the control of either party.

**12. SEVERANCE:**

12.1 If any provision herein is found to be invalid for any reason that provision shall be severed from the remainder of this Agreement and all other provisions of this Agreement shall remain valid and enforceable.

**13. GOVERNING LAW:**

13.1 This Agreement shall be deemed to have been made in accordance with the laws of the Province of Alberta except the International Sale of Goods Act, which is specifically excluded. The Courts of Alberta shall have sole and exclusive jurisdiction over any dispute or lawsuit between the parties.

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

\_\_\_\_\_  
Town of Bashaw Mayor

\_\_\_\_\_  
Town of Bashaw Administrator

\_\_\_\_\_  
Camrose County Reeve

\_\_\_\_\_  
Camrose County Administrator

\_\_\_\_\_  
Village of Bawlf Mayor

\_\_\_\_\_  
Village of Bawlf Administrator

\_\_\_\_\_  
Village of Ferintosh Mayor

\_\_\_\_\_  
Village of Ferintosh Administrator

\_\_\_\_\_  
Village of Rosalind Mayor

\_\_\_\_\_  
Village of Rosalind Administrator

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**AGREEMENT FOR REGIONAL SEWER FLUSH TRUCK c/w HYDROVAC UNIT**  
**REGIONAL MUNICIPALITIES' MEMBERSHIP**

**SCHEDULE A**

***LIST OF MEMBER MUNICIPALITIES:***

***Member Municipality/Managing Partner:***

Town of Bashaw, Box 510, Bashaw, AB	T0B 0H0	Phone: 780 372-3911
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***Member Municipalities:***

Village of Bawlf, Box 40, Bawlf, AB	T0B 0J0	Phone: 780 373-3797
Camrose County, 3755-43 Avenue, Camrose, AB	T4V 3S8	Phone: 780 672-4446
Village of Ferintosh, Box 160, Ferintosh, AB	T0B 1M0	Phone: 780 877-3767
Village of Rosalind, Box 181, Rosalind, AB	T0B 3Y0	Phone: 780 375-3996

**SCHEDULE B:**

***SHAREABLE COSTS:***

- A. Shareable Costs that shall be divided equally between the Regional Municipalities Memberships:

**Annual Vehicle Insurance and Liability Insurance Costs**

- B. Shareable Costs that shall be divided between the Regional Municipalities Members who actually used the Flush Truck between the first day of January and the last day of December in any one calendar year:

**Repairs, maintenance, and certification**

(For example, if the Town of Bashaw used the Flush Truck for 20 hours during one calendar year and the total hours of use for the Flush Truck was 100 hours in one calendar year, then Bashaw would be invoiced for 20% of the total cost of the aforementioned expenses listed in Item B. The other Member Municipalities who used the Flush Truck for the other 80 hours of one calendar year would be invoiced in the same manner; therefore, if a Member Municipality does not use the Flush Truck at all in that one calendar year then that Member Municipality is not invoiced for the costs outlined in Schedule B, item B. )

**SCHEDULE C**

***MEMBER MUNICIPALITY COSTS:***

Each Member Municipality shall be responsible for the following costs:

1. The cost of cleaning and re-fuelling Flush Truck after use
2. If required, the cost of a qualified Bashaw Public Works Employee to operate the Flush Truck during regular working hours of which shall be invoiced monthly in accordance to the Town of Bashaw Rates approved by Council

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Dated this \_\_\_\_ day of \_\_\_\_\_, 2010

Between

**Town of Bashaw**  
("Member Municipality and Managing Partner")

- and -

**Camrose County**  
**Village of Bawlf**  
**Village of Ferintosh**  
**Village of New Norway**  
**Village of Rosalind**  
("Member Municipality")

AGREEMENT FOR REGIONAL SEWER FLUSH TRUCK c/w HYDROVAC UNIT

**BACKGROUND**

- A. The Town of Bashaw is the Managing Partner of the 2009 Municipal Sponsorship Program grant, jointly purchased Sewer Flush Truck Unit for the Member Municipality/Managing Partner and Member Municipalities identified in Schedule A;
- B. The Member Municipality/Managing Partner and Member Municipalities wish to share the operational and maintenance costs of the Regional Sewer Flush Truck and the Town of Bashaw will provide housing for the truck.
- C. The Member Municipality/Managing Partner and Member Municipalities are willing to join the Regional Municipalities' membership for the use and operations of the Sewer Flush Unit.

The Parties agree as follows:

**1. AGREEMENT**

The following schedules form part of this agreement:

Schedule A – List of Member Municipalities

Schedule B - Statement of Shareable Costs

Schedule C – Member Municipality User Costs

**2. DEFINITIONS**

In this Agreement, unless the context provides otherwise, the following words or phrases shall have the following meanings:

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- a. **"Flush Unit"** is the jointly purchased Sewer Flush Truck, Dark Blue/White Roof, 1996 Ford, LN 8000, VIN 1FZW82E2TVA21674,
- b. **"Managing Partner"** is Town of Bashaw.
- c. **"Shared Costs"** are those costs including insurance, maintenance, annual certification, and repairs.
- d. **"Member Municipality"** is a municipality listed in Schedule A;
- e. **"Operational Training"** means education provided for the Flush Unit operating practices and procedures to public works representatives from member municipalities
- f. **"User Costs"** are those costs specific to a member use of the Flush Unit which are refueling the unit, or if unable to supply a qualified operator manpower costs for Town of Bashaw operator.

### 3. MEMBER MUNICIPALITY RESPONSIBILITIES

- 3.1. The Member Municipality shall be entitled to the use of the Flush Unit on a request basis and scheduled through the managing partner.
- 3.2. The Member Municipality will pay the shared costs which will be compiled and billed by the managing partner and user costs which will be managed by both the individual member municipality and if an operator is required, the managing partner .
- 3.3. The Member Municipality will ensure that their operator has a valid Class 3 License with Air Brake Endorsement and has participated in a Flush Unit operations training session.

### 4. MEMBER MUNICIPALITY - MANAGING PARTNER RESPONSIBILITIES

- 4.1 The Managing Partner shall be responsible for housing the Flush Unit in a Town owned public works shop.
- 4.2 The Managing Partner is responsible for ensuring the Member Municipalities public works staff are provide training opportunities in the operation of the Flush Unit.
- 4.3 The Managing Partner will obtain registration, license and insurance for the Flush Unit and each member municipality will be named as an addtional insured for the liability insurance for the flush unit.
- 4.4 The Managing Partner will retain paper records such as repairs and maintenace logs and certifications documentation for the life of ownership of the vehicle by the member municipalities.
- 4.4 The Managing Partner will obtain legal services when required.

### 5. TERM

Ac)



- 7.1 The term of this Agreement is for five years from the execution date. The term may be extended for another five (5) years in one year increments at the Regional Member's discretion.

## **6. PAYMENT OF FEES**

- 8.1 The Member Municipalities agree to pay the Managing Partner the fees for the shared costs and/or services within 30 days of receipt of invoice. Costs are set out in Schedule B & C.

## **7. TERMINATION OF AGREEMENT**

- 11.1 The Member Municipality may withdraw at any time upon ninety (90) days written notice, forfeiting the full amount of any Member Municipality fees paid as well as honouring any outstanding debts owed.
- 11.2 The Managing Partner may terminate the agreement at any time upon six (6) months written notice.

## **8. DISPUTE RESOLUTION**

- 12.1 All claims, disputes, and other matters arising out of this Agreement or relating to a breach thereof may, upon agreement of both parties, be referred to either:
- .1 Should a Member Municipality identify an issue related to this Agreement that may result in a serious disagreement between the Member Municipalities, the Chief Administrative Officer of that Municipality shall approach the Chief Administrative Officer of the other Municipality to consider the issues and attempt to resolve the disagreement.
  - .2 Should the Chief Administrator Officers be unable to resolve the disagreement then the Member Municipalities shall request a joint meeting of the Councils of the Municipalities who shall attempt to resolve the disagreement.
  - .3 Should the Councils be unable to resolve the disagreement, the Municipalities could elevate the dispute and move to a more formal and structured resolution process.
  - .4 Mediation – voluntary, no risk, non-binding process bringing the parties to a resolution. The mediator will be appointed upon the agreement of both parties; or
  - .5 Arbitration – upon the agreement of both parties, be referred to a single arbitrator under the Arbitration Act, and if so referred, the decision of the arbitrator shall be final, conclusive and binding upon the parties. If the parties are not able to agree on an arbitrator, the Alberta Court of Queens Bench shall select one. All costs associated with the appointment of the arbitrator shall be shared equally unless the arbitrator determines otherwise in accordance with the Arbitration Act of Alberta.

## **9. INDEMNIFICATION**

- 13.1 The Member Municipality agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Managing Partner, its Officers, Directors and Employees against damages, liabilities or costs arising out of the joint operation of the Flush Unit or disputes related to the coordination of the use of the Flush Unit.
- 13.2 The Member Municipality is solely responsible for the operation of the Flush Unit within its municipality.
- 13.3 In the furnishing of any services by the Managing Partner, the Managing Partner shall not assume any responsibility, obligations or duties in respect to the services.

## 10. INSURANCE

- 14.1 The Managing Partner Member Municipality shall maintain, in full force and effect with insurers licensed in the Province of Alberta the following insurance:
  - .1 Flush Unit Vehicle Insurance
  - .2 General Liability insurance policy of not less than \$2,000,000 per occurrence. The Member Municipalities must be named as additional insureds
- 14.2 Certificates evidencing the existence of the policies shall be managed and maintained by the Managing Municipality.

## 11. NOTICES

- 15.1 Any notices or other correspondence required to be given to an opposite party shall be deemed to be adequately given if delivered to:

To the Member Municipality at:

Village of Bawlf, Box 40, Bawlf, AB T0B 0J0  
Camrose County, 3755 – 43 Avenue, Camrose, AB T4V 3S8  
Village of Ferintosh, Box 160, Ferintosh, AB T0B 1M0  
Village of New Norway, Box 60, New Norway, AB T0B 3L0  
Village of Rosalind, Box 181, Rosalind, AB T0B 3Y0

To the Managing Partner Member Municipality at:

Town of Bashaw, Box 510, Bashaw, AB T0B 0H0  
Phone: (780) 372-4233 Fax (780) 372-2335

## 12. FORCE MAJEURE

- 16.1 Each party reserves the right, at its option, either to suspend or cancel this Agreement, in whole or in part, at any time, without incurring any costs or damages whatsoever where such suspension or cancellation is caused by force majeure, including, but not



limited to, acts of God, the public enemy of the government, strikes or other labour disputes, fires, floods, freight embargoes, unusually severe weather or other contingencies beyond the control of either party.

**13. SINGULAR AND MASCULINE**

17.1 Words importing the singular number shall include the plural number and vice versa and words importing one gender only in this Agreement shall include all genders and words importing parties or persons in this Agreement shall include individuals, partnerships, corporations, and other entities, legal or otherwise.

**14. GOVERNING LAW**

18.1 This Agreement shall be deemed to have been made in accordance with the laws of the Province of Alberta except the International Sale of Goods Act, which is specifically excluded. The Courts of Alberta shall have sole and exclusive jurisdiction over any dispute or lawsuit between the parties.

**15. INTERPRETATION**

19.1 The headings in the Agreement are for ease of reference only and shall not affect the meaning or the interpretation of this Agreement.

**16. SUCCESSORS**

20.1 This Agreement shall inure to the benefit of and be binding upon the Parties and, except as herein before provided, the successors and assigns thereof.

**17. ENTIRE AGREEMENT**

21.1 This Agreement is the whole agreement between the parties and may not be modified, changed, amended or waived except by signed written agreement of the parties.

## 18. COUNTERPART

- 22.1 This Agreement may be executed in any number of counterparts by the parties. All counterparts so executed shall have the same effect as if all parties actually had joined in executing one and the same document.

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

\_\_\_\_\_  
Town of Bashaw Mayor

\_\_\_\_\_  
Town of Bashaw Administrator

\_\_\_\_\_  
Camrose County Reeve

\_\_\_\_\_  
Camrose County Administrator

\_\_\_\_\_  
Village of Bawlf Mayor

\_\_\_\_\_  
Village of Bawlf Administrator

\_\_\_\_\_  
Village of Ferintosh Mayor

\_\_\_\_\_  
Village of Ferintosh Administrator

\_\_\_\_\_  
Village of New Norway Mayor

\_\_\_\_\_  
Village of New Norway Administrator

\_\_\_\_\_  
Village of Rosalind Mayor

\_\_\_\_\_  
Village of Rosalind Administrator

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## Schedule A

### LIST OF MEMBER MUNICIPALITIES

Town of Bashaw, Box 510, Bashaw, AB T0B 0H0(Managing Partner)	Phone: 780 372-3911
Village of Bawlf, Box 40, Bawlf, AB T0B 0J0	Phone: 780 373-3797
Camrose County, 3755 – 43 Avenue, Camrose, AB T4V 3S8	Phone: 780 672-4446
Village of Ferintosh, Box 160, Ferintosh, AB T0B 1M0	Phone: 780 877-3767
Village of New Norway, Box 60, New Norway, AB T0B 3L0	Phone: 780 855-3915
Village of Rosalind, Box 181, Rosalind, AB T0B 3Y0	Phone: 780 375-3996

## **Schedule B**

### **Shareable Costs**

Shareable Costs consist of but are not limited to:

1. Annual Vehicle Insurance and Liability Insurance Costs
2. Annual repairs, maintenance and certification costs.

Shareable Costs will be equally divided amongst the managing partner and member municipalities and invoiced on a regular basis.

## **Schedule C**

### **Member Costs**

Member Costs shall consist of:

1. Cost of refuelling Flush Unit after use by member municipality.
2. Cost of Bashaw Operator for Flush Unit if required - \$25.00 per hour, \$37.50 per hour for excess of 8 hours in one day

Member costs for a Bashaw Public Works Operator shall be invoiced on a per use basis.



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

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<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>March 18, 2014</b>
<b>Originated By:</b>	<b>Kaylyn Genio - CAO</b>
<b>Title:</b>	<b>Bulk Water Sales</b>

**BACKGROUND/PROPOSAL:**

Our current system for bulk water sales is in need of an overhaul in order to keep it in good working condition.

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

As discussed with the Public Works Foreman the current system needs to be switched to an airdrop mechanism to deliver water, which means converting the structure to something like a coin operated mechanism. Amongst other changes needed, Council must consider if the cost will outweigh the revenue earned by bulk water sales.

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

Currently the cost for bulk water for residential use is \$4.40m<sub>3</sub>, commercial cost is \$8.80m<sub>3</sub>. The total revenue earned for 2013 from this was \$2,626.80.

**RECOMMENDED ACTION:**

Bawlf Council to update or discontinue with bulk water sales.



# VILLAGE OF BAWLF

## General Ledger History Listing

2014-Mar-11  
10:30:22 AM

Date From 01/01/2013 Date To 31/12/2013

General Ledger		Account Type		General Ledger Description				Account	Entit	Debits	Credits
Date	Description	Revenue Operating	Name	Reference Type	Batch #	GL X Ref	Cheque # Memo				
1-41-412											
20-08-2013	BULK WATER SALES	BERG, BRYAN	61	CR	1610	0	0	0	1		(33.88)
27-08-2013	BULK WATER SALES	Bryan Beattie	72	CR	1619	0	0	0	1		(372.24)
27-08-2013	BULK WATER SALES	Densan Farms	125	CR	1619	0	0	0	1		(272.36)
27-08-2013	BULK WATER SALES	Bergquist Farm	126	CR	1619	0	0	0	1		(787.60)
27-08-2013	BULK WATER SALES	1902	127	CR	1619	0	0	0	1		(456.72)
31-08-2013	BULK WATER SALES	B & D Reich	135	CR	1626	0	0	0	1		(331.32)
31-08-2013	BULK WATER SALES	East Lynn Farms Ltd.	203	CR	1626	0	0	0	1		(45.32)
31-08-2013	BULK WATER SALES	Breanlea Farm	218	CR	1626	0	0	0	1		(53.24)
10-09-2013	BULK WATER SALES	John Sarginson	230	CR	1636	0	0	0	1		(20.68)
29-11-2013	BULK WATER SALES	John & Gail Muirhead	635	CR	1714				1		(133.32)
04-12-2013	BULK WATER SALES	BERGQUIST, MERLIN	667	CR	1722				1		(81.40)
23-12-2013	BULK WATER SALES	BRYAN BEATTIE	745	CR	1737				1		(38.72)
		SARGINSON, JOHN									
Total										0.00	(2,626.80)

\*\*\* End of Report \*\*\*

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## **Village of Bawlf CAO Report (February 10, 2014 – March 18, 2014)**

Prepared by CAO Kaylyn Genio

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### Council Support

- Prepare March 2014 Agenda Package
- Roles & Responsibilities workshop with Municipal Affairs
- Advertise Fire Chief Position
- Meeting with Dave Zayonce re: Fire Department
- Created Tender Policy

### Finance and Accounting

- Review February's Financial Statements
- Review all vendor invoices and Village bills
- Review new phone system quote
- Review debit/credit system quote
- Auditor Brian King conducted audit
- Completed all grants
- Updated Civic Solutions contract

### Planning/Development and Public Works

- Public Works has hired 1 new employee
- Worked with Rosland Public Works re: water break
- Met with Coldwell Banker associates to walk through Curling Rink – ready to advertise
- Discussions with Allan Yamashita from Focus Engineering re: Village Update
- Met with Dieter Langer re: Emergency Disaster Services
- Discussed Fire Hall updates with Read Contracting

### Human Resource and Office Administration

- Met with Leanna re: contract with the Village
- Attended LGAA Conference
- Met with Clarence Hastings from CDSS – Connecting Community Initiative
- Discussed complaints with Bylaw Officer
- Re-keying Village Officer and Public Works buildings
- Set up away (staples) account for online supplies ordering



It is a blessing to have Kaylyn on board and that Kaylyn and Tracy have taken much of the load we were trying to carry. We are well on our way to having the legislated roles and responsibilities sorted out.

I Represented Bawlf at two meetings.

The Drainage Council meeting was February 26 in Wetaskiwin. There was little information relating to Bawlf. I did have a talk with Blaine Fenske, our area rep to the Daysland Drainage District. We should make contact with him to get better information on the operation of the drainage system and what the roles and responsibilities for both sides are in relation to Bawlf. It may be beneficial for us to send a rep to one of the Daysland Drainage District meetings.

The AUMA Mayor's Caucus in Edmonton was March 5. There is a clear awareness that smaller communities need better recognition and funding to stay viable. That is the most important point for Bawlf and the AUMA will be presenting this to the Municipal Government Act review for consideration. I have a good feeling from the meeting that the needs and concerns of small municipalities like Bawlf will be addressed.

In talks with residents I have heard several good comments with one person telling us to "keep up the good work". I have been reminded that drainage and street conditions need to be a priority. The walking trail comes up frequently also.

John Tessari



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