



## **AGENDA**

### **Regular Meeting of Council of the Village of Bawlf in the Province of Alberta Wednesday, September 17, 2014 – 7:00 p.m. Council Chambers**

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

#### **2. DELEGATIONS**

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

- a) Agenda September 17, 2014  
**Motion** to adopt as presented
- b) Minutes of the Regular Meeting of Council August 20, 2014  
**Motion** to adopt as presented
- c) Accounts Payable –August 1, 2014 August 31, 2014  
General Cheques 20140282 - 20140  
**Motion** to accept as information
- d) Financial Statement – August 30, 2014  
**Motion** to accept for information

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

- a) *TAX ACCOUNT RE: PROPERTY AT LOT: 14A BLOCK:14 PLAN: 0423593*  
**Motion**
- b) *COUNCIL ELECTRONIC DEVICE POLICY*  
**Motion**
- c) *BYLAW 596*  
**First Reading**  
**Second Reading**  
**Motion**  
**Third Reading**
- d) *RECYCLING SURVEY*
- e) *RECYCLING BYLAW 597*  
**First Reading**

**Second Reading**

**Motion to proceed**

**Third Reading**

f) *RECYCLING CONTRACT*

**Motion**

g) *BYLAW 598 ASSESSMENT*

**First Reading**

**Second Reading**

**Motion to proceed**

**Third Reading**

## **5. STANDING REPORTS**

a) Mayor's Report

b) Interim Acting CAO's Report

c) Public Works Director Report

d) Board Reports:

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

**Motion**

## **6. ADJOURNMENT**



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

In the Province of Alberta held on  
Wednesday August 20, 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  
Finance Officer/Interim Acting CAO Tracy M. Stewart

**REGRETS:**

Councillor Ryan Mohan

**1. CALL TO ORDER**

Mayor John Tessari called the meeting to order at 7:22 pm.

**2. DELEGATIONS**

a) 7:28pm Darlene Vaniderstine

**3. GENERAL GOVERNMENT**

a) AGENDA

**MOTION 158/14 MOVED BY** Deputy Mayor Thompson to adopt the amended agenda as presented with one addition (Delegations – Darlene Vaniderstine and Item g). **CARRIED**

b) *MINUTES OF THE REGULAR MEETING OF COUNCIL HELD July 16, 2014*

**MOTION 159/14 MOVED BY** Deputy Mayor Thompson to adopt the Minutes of the Regular Meeting of Council July 16, 2014. **CARRIED**

c) *ACCOUNTS PAYABLE JULY 1, 2014 – JULY 31, 2014*

**MOTION 160/14 MOVED BY** Mayor Tessari to accept the Accounts Payable register for July 1, 2014 to July 31, 2014, General Cheques 201400219-20140281, as information. **CARRIED**

d) *FINANCIAL STATEMENT – July 2014*

**MOTION 161/14 MOVED BY** Councillor Wells to accept July 2014 Financial Statement for information. **CARRIED**

#### 4. NEW BUSINESS

- a) *RESCIND BAWLF FIRE DEPARTMENT APPOINTMENT FROM MOTION 24/14, FEBRUARY 10, 2014 ORGANIZATIONAL MEETING)*

**MOTION 162/14 MOVED BY** Deputy Mayor Thompson to rescind the Bawlf Fire Department Appointment from Motion 24/14 of the February 10, 2014 Organizational Meeting. **CARRIED**

- b) *ATB INVESTMENT/BANKING PROPOSAL*

**MOTION 163/14 MOVED BY** Councillor Genio to accept the ATB Investment/Banking Proposal as offered and direct Administration to move forward with the process with Don Lyon, Bawlf's Relationship Manager at ATB Financial. **CARRIED**

- c) *BYLAW 594/14 – PROPOSED ZONING AMENDMENT*

**MOTION 164/14 MOVED BY** Deputy Mayor Thompson to approve second reading of Bylaw No. 594/14, Proposed Zoning Amendment. **CARRIED**

**MOTION 165/14 MOVED BY** Councillor Genio to proceed to third reading of Bylaw No. 594/14, Proposed Zoning Amendment. **CARRIED**

**MOTION 166/14 MOVED BY** Councillor Wells to approve third and final reading of Bylaw No. 594/14, Proposed Zoning Amendment. **CARRIED**

- d) *AMENDMENT TO BYLAW 590/14 – TAX RATE BYLAW*

**MOTION 167/14 MOVED BY** Councillor Genio to approve first reading of Bylaw No. 590/14, Tax Rate Bylaw. **CARRIED**

**MOTION 168/14 MOVED BY** Mayor Tessari to approve second reading of Bylaw No. 590/14, Tax Rate Bylaw. **CARRIED**

**MOTION 169/14 MOVED BY** Deputy Mayor Thompson to proceed to third reading of Bylaw No. 590/14, Tax Rate Bylaw. **CARRIED**

**MOTION 170/14 MOVED BY** Councillor Genio to approve third and final reading of Bylaw No. 590/14, Tax Rate Bylaw. **CARRIED**

- e) *PURCHASE OF E-READERS FOR COUNCIL FOR AGENDA PACKAGES*

**MOTION 171/14 MOVED BY** Councillor Genio to direct Administration to purchase one E-Reader for Council for Agenda Packages not to exceed \$200.00 on a trial basis to determine feasibility. **CARRIED**

- f) *POLICY REVIEW*

**MOTION 172/14 MOVED BY** Councillor Genio to approve Policy No. 1, Unbudgeted Expenditures, as is with no changes as of August 20, 2014. **CARRIED**

**MOTION 173/14 MOVED BY** Mayor Tessari to approve Policy No. 2, Public Notice of Council and Council Committee Meetings, as is with no changes as of August 20, 2014. **CARRIED**



**MOTION 174/14 MOVED BY** Councillor Genio to accept Policy No. 3, Road Maintenance, as is with no changes as of August 20, 2014. **CARRIED**

**MOTION 175/14 MOVED BY** Councillor Genio to accept Policy No. 4, Winter Maintenance, as is with no changes as of August 20, 2014. **CARRIED**

**MOTION 176/14 MOVED BY** Mayor Tessari to accept Policy No. 6, Culvert Policy, as is with no changes as of August 20, 2014. **CARRIED**

**MOTION 177/14 MOVED BY** Deputy Mayor Thompson to repeal Policy No. 7, Sale of Clay, as this policy is no longer required by the Village. **CARRIED**

**MOTION 178/14 MOVED BY** Councillor Genio to accept Policy No. 8, Operation of Skid Steer, as is with no changes as of August 20, 2014. **CARRIED**

**MOTION 179/14 MOVED BY** Deputy Mayor Thompson to accept Policy No. 9, Rental Rates, with a new current rate chart attached as of August 20, 2014. **CARRIED**

**MOTION 180/14 MOVED BY** Mayor Tessari to accept Policy No. 10, Christmas Decoration Contest, as is with no changes as of August 20, 2014. **CARRIED**

**MOTION 181/14 MOVED BY** Councillor Genio to accept Policy No. 11, Communication, as is with no changes as of August 20, 2014. **CARRIED**

**MOTION 182/14 MOVED BY** Deputy Mayor Thompson to accept Policy No. 12, Tangible Capital Assets, as is with no changes as of August 20, 2014. **CARRIED**

**MOTION 183/14 MOVED BY** Councillor Genio to accept Policy No. 13, Christmas Holiday, as is with no changes as of August 20, 2014. **CARRIED**

**MOTION 184/14 MOVED BY** Mayor Tessari to accept Policy No. 14, Council/Administration Photograph, as is with no changes as of August 20, 2014. **CARRIED**

**MOTION 185/14 MOVED BY** Councillor Wells to amend Policy No. 15, Snow Clearing, Removal and Sanding on Municipal Roadways, Item A. 9. To read "Residential driveways will only be cleared in the event of a medical emergency." **CARRIED**

**MOTION 186/14 MOVED BY** Mayor Tessari to accept Policy No. 16, Use of Council Chambers, as is with no changes as of August 20, 2014. **CARRIED**

**MOTION 187/14 MOVED BY** Councillor Genio to accept Policy No. 17, Fire Department Annual Honorariums, as is with no changes as of August 20, 2014. **CARRIED**

**MOTION 188/14 MOVED BY** Councillor Genio to accept Policy No. 18, Fire Department Honorariums, as is with no changes as of August 20, 2014. **CARRIED**

**MOTION 189/14 MOVED BY** Councillor Genio to accept Policy No. 19, Fire Department Practice Compensation, as is with no changes as of August 20, 2014. **CARRIED**

**MOTION 190/14 MOVED BY** Councillor Genio to accept Policy No. 20, Fire Department Training Compensation, as is with no changes as of August 20, 2014. **CARRIED**

**MOTION 191/14 MOVED BY** Deputy Mayor Thompson to accept Policy No. 21, Code of Conduct and Values, as is with no changes as of August 20, 2014.

**CARRIED**

**MOTION 192/14 MOVED BY** Councillor Genio to accept Policy No. 22, Council Recognition, as is with no changes as of August 20, 2014. **CARRIED**

**MOTION 193/14 MOVED BY** Deputy Mayor Thompson to repeal Policy No. 23, Use of Curling Rink, as it is no longer required by the Village due to the sale of the curling rink. **CARRIED**

**MOTION 194/14 MOVED BY** Councillor Genio to accept Policy No. 24, Acting Appointment Policy, as is with no changes as of August 20, 2014.

**CARRIED**

g) *BEAUTIFICATION PROJECT VOLUNTEER REQUEST FOR FUNDING*

**MOTION 195/14 MOVED BY** Deputy Mayor Thompson to table until a Committee is formed and a plan is laid out.

**CARRIED**

#### **STANDING REPORTS**

a) MAYOR'S REPORT

b) INTERIM ACTING CAO'S REPORT

c) PUBLIC WORKS DIRECTOR'S REPORT-n/a

d) Board Reports:

- Bawlf & District Recreation Association
- Shirley McClellan Regional Water Services Commission – next meeting Sept 18
- Regional Emergency Management Services Liaison
- Bawlf Library Board

**MOTION 196/14 MOVED BY** Deputy Mayor Thompson to accept the Standing Reports for August 2014 for information. **CARRIED**

**5. IN CAMERA – MOTION 197/14 MOVED BY** Councillor Genio that Bawlf Council go In Camera at 9:41pm.

a) Land

**OUT OF CAMERA – MOTION 198/14 MOVED BY** Mayor Tessari that Bawlf Council go Out of Camera at 9:47pm.

**MOTION 199/14 MOVED BY** Mayor Tessari to accept Tender number one's bid on the curling rink with the purchase of Lot # 29 and with the Village providing access over Lot # 30 to a monetary value not to exceed \$2,000.00 **CARRIED**

**6. ADJOURNMENT**

Meeting was adjourned at 9:54pm.

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

\_\_\_\_\_  
INTERIM ACTING CAO – TRACY M. STEWART

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE



# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	August 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
<b>TAX REVENUE</b>						
1-00-110	TAXES - RESIDENTIAL	1,466.18	(289,975.66)	0.00	289,975.66	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	(28,091.03)	0.00	28,091.03	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	(4,940.98)	0.00	4,940.98	0.00
1-00-120	ASFF SCHOOL REQUISITION	0.00	0.00	(79,011.00)	(79,011.00)	100.00
1-00-190	TAXES - LINEAR	0.00	(3,622.21)	0.00	3,622.21	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	228.63	(4,413.96)	(7,000.00)	(2,586.04)	36.94
*	TOTAL TAX REVENUE	1,694.81	(331,043.84)	(86,011.00)	245,032.84	(284.89)
<b>INVESTMENT REVENUE</b>						
1-00-550	RETURN ON INVESTMENTS	0.00	(37.16)	(200.00)	(162.84)	81.42
*	TOTAL INVESTMENT REVENUE	0.00	(37.16)	(200.00)	(162.84)	81.42
<b>GENERAL REVENUE</b>						
1-12-410	SALE OF SERVICES	(1,548.62)	(1,738.62)	(1,700.00)	38.62	(2.27)
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	(1,100.00)	(1,100.00)	100.00
1-12-741	MISCELLANEOUS FEES	0.00	96.50	0.00	(96.50)	0.00
*	TOTAL GENERAL REVENUE	(1,548.62)	(1,642.12)	(2,800.00)	(1,157.88)	41.35
<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	(34,577.00)	(34,577.00)	100.00
1-12-850	COUNTY CONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
*	TOTAL GRANTS	0.00	0.00	(34,577.00)	(34,577.00)	100.00



# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

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2014-Sep-11  
12:10:58PM

General Ledger	Description	August 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	(4,000.00)	(4,000.00)	100.00
1-23-411	MOTOR VEHICLE ACCIDENT FEES CHARGED	0.00	0.00	(1,000.00)	(1,000.00)	100.00
1-23-412	MUTUAL AIDE PROVIDED	0.00	0.00	(500.00)	(500.00)	100.00
1-23-430	FIRE EXPENSES RECOVERED	(2,115.54)	(5,564.05)	(3,400.00)	2,164.05	(63.64)
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	0.00	(9,625.00)	(9,625.00)	0.00	0.00
1-23-851	FIRE TRAINING - SHARED	0.00	(1,000.00)	(1,000.00)	0.00	0.00
1-23-852	PAGER MAINTENANCE - SHARED	0.00	(500.00)	(500.00)	0.00	0.00
1-23-853	FIREFIGHTER INSURANCE - SHARED	0.00	0.00	(100.00)	(100.00)	100.00
1-23-854	PROTECTIVE EQUIPMENT - SHARED	0.00	0.00	(2,000.00)	(2,000.00)	100.00
1-23-855	COUNTY OWNED TRUCK	0.00	(455.30)	(1,000.00)	(544.70)	54.47
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	(2,115.54)	(17,144.35)	(23,125.00)	(5,980.65)	25.86
<b>BYLAW REVENUE</b>						
1-26-525	DOG LICENSES	(200.00)	(2,410.00)	2,100.00	4,510.00	214.76
1-26-530	BYLAW FINES	0.00	0.00	(200.00)	(200.00)	100.00
1-26-845	PROVINCIAL GRANT OPERATING	0.00	0.00	0.00	0.00	0.00
*	TOTAL BYLAW REVENUE	(200.00)	(2,410.00)	1,900.00	4,310.00	226.84
<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	(500.00)	(500.00)	100.00
1-32-590	FRANCHISE FEES FORTIS	(483.66)	(3,679.48)	(3,300.00)	379.48	(11.49)
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
*	TOTAL ROADS & STREETS	(483.66)	(3,679.48)	(3,800.00)	(120.52)	3.17

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	August 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
<b>WATER REVENUE</b>						
1-41-410	MONTHLY WATER FEES	(6,552.33)	(51,829.50)	(77,800.00)	(25,970.50)	33.38
1-41-412	BULK WATER SALES	0.00	(49.64)	(2,000.00)	(1,950.36)	97.51
1-41-511	WATER PENALTIES	(199.31)	(4,533.19)	(5,000.00)	(466.81)	9.33
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	(6,751.64)	(56,412.33)	(84,800.00)	(28,387.67)	33.48
<b>SEWER REVENUE</b>						
1-42-410	MONTHLY SEWER FEES	(5,901.13)	(46,670.40)	(65,800.00)	(19,129.60)	29.07
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	(5,901.13)	(46,670.40)	(65,800.00)	(19,129.60)	29.07
<b>WASTE MANAGEMENT REVENUE</b>						
1-43-410	MONTHLY GARBAGE FEES	(2,148.80)	(17,084.40)	(24,400.00)	(7,315.60)	29.98
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	(2,148.80)	(17,084.40)	(24,400.00)	(7,315.60)	29.98
<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	(9,559.00)	(9,559.00)	100.00
*	TOTAL CAMROSE & DISTRICT SUPPO	0.00	0.00	(9,559.00)	(9,559.00)	100.00
<b>CEMETERY REVEUE</b>						
1-56-410	SALE OF CEMETERY PLOTS	(400.00)	(400.00)	(200.00)	200.00	(100.00)
1-56-570	CEMETERY DONATIONS	0.00	(210.00)	(100.00)	110.00	(110.00)
1-56-571	CEMETERY MAINTENANCE REVENUE	0.00	0.00	(600.00)	(600.00)	100.00
*	TOTAL CEMETERY REVEUE	(400.00)	(610.00)	(900.00)	(290.00)	32.22

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	August 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
<b>DEVELOPMENT REVENUE</b>						
1-61-410	DEVELOPMENT PERMITS & CHARGES	0.00	0.00	(500.00)	(500.00)	100.00
*	TOTAL DEVELOPMENT REVENUE	0.00	0.00	(500.00)	(500.00)	100.00
<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	(765.00)	(2,205.00)	(1,200.00)	1,005.00	(83.75)
1-72-570	PARK DONATIONS	0.00	0.00	0.00	0.00	0.00
1-72-590	INSURANCE RECOVERY	0.00	(1,445.56)	(600.00)	845.56	(140.92)
1-72-595	REC. BOARD UTILITIES RECOVERY	0.00	0.00	(1,900.00)	(1,900.00)	100.00
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	(12,500.00)	(12,500.00)	0.00	0.00
*	TOTAL PARKS & RECREATION REVEN	(765.00)	(16,150.56)	(16,200.00)	(49.44)	0.31
<b>CULTURE REVENUE</b>						
1-74-560	HALL RENTALS	(100.00)	3,450.00	0.00	(3,450.00)	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	(2,300.00)	(2,300.00)	100.00
1-74-593	SPECIAL EVENT REVENUES	0.00	(54.00)	(100.00)	(46.00)	46.00
*	TOTAL CULTURE REVENUE	(100.00)	3,396.00	(2,400.00)	(5,796.00)	241.50
<b>RESERVE TRANSFERS</b>						
1-97-920	TRANSFER FROM RESERVES	0.00	0.00	0.00	0.00	0.00
*	TOTAL RESERVE TRANSFERS	0.00	0.00	0.00	0.00	0.00
**	TOTAL REVENUE	(18,719.58)	(489,488.64)	(353,172.00)	136,316.64	(38.60)



# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	August 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
<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	80.00	7,986.64	12,200.00	4,213.36	34.53
2-11-211	COUNCIL TRAVEL & SUBSISTENCE	0.00	446.48	700.00	253.52	36.21
2-11-214	COUNCIL PROFESSIONAL DEVT	0.00	100.00	1,000.00	900.00	90.00
*	TOTAL COUNCIL EXPENSES	80.00	8,533.12	13,900.00	5,366.88	38.61
<b>ADMINISTRATION EXPENSE</b>						
2-12-110	ADMINISTRATION - SALARIES	7,468.24	57,968.98	91,624.00	33,655.02	36.73
2-12-130	ADMINISTRATION - PAYROLL DEDUCTIONS	530.15	4,162.81	9,162.00	4,999.19	54.56
2-12-131	EMPLOYEE BENEFITS	162.18	5,727.11	8,580.00	2,852.89	33.25
2-12-211	TRAVEL & SUBSISTENCE	0.00	904.92	1,400.00	495.08	35.36
2-12-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	1,389.18	2,500.00	1,110.82	44.43
2-12-600	BAD DEBTS	0.00	0.00	0.00	0.00	0.00
*	TOTAL ADMINISTRATION EXPENSE	8,160.57	70,153.00	113,266.00	43,113.00	38.06
<b>OFFICE OPERATIONS</b>						
2-12-215	FREIGHT & POSTAGE	0.00	466.36	3,200.00	2,733.64	85.42
2-12-217	TELEPHONE/INTERNET	281.29	2,732.26	0.00	(2,732.26)	0.00
2-12-220	ADVERTIZING & PRINTING	96.32	2,452.93	2,000.00	(452.93)	(22.64)
2-12-225	VILLAGE PROMOTIONS	837.90	2,214.71	1,000.00	(1,214.71)	(121.47)
2-12-230	PROFESSIONAL & CONSULTING SERVICES	0.00	924.00	1,920.00	996.00	51.87
2-12-231	AUDITING SERVICES	0.00	7,200.00	7,300.00	100.00	1.36
2-12-232	ASSESSMENT SERVICES	0.00	4,263.45	4,800.00	536.55	11.17
2-12-233	ASSESSMENT REVIEW BOARD	0.00	0.00	400.00	400.00	100.00
2-12-234	LEGAL SERVICES	0.00	2,861.45	500.00	(2,361.45)	(472.29)
2-12-237	COMPUTER SOFTWARE	0.00	9,942.17	0.00	(9,942.17)	0.00
2-12-250	OFFICE REPAIRS & MAINTENANCE	393.50	976.02	1,000.00	23.98	2.39
2-12-253	TECHNICAL SUPPORT	282.23	3,042.44	4,900.00	1,857.56	37.90
2-12-258	OFFICE JANITORIAL CONTRACT	0.00	750.00	1,400.00	650.00	46.42
2-12-274	INSURANCE	0.00	10,397.68	11,174.00	776.32	6.94
2-12-341	LAND TITLES SERVICES	0.00	0.00	200.00	200.00	100.00
2-12-510	OFFICE SUPPLIES	118.90	4,353.40	1,600.00	(2,753.40)	(172.08)
2-12-511	MISCELLANEOUS	42.20	112.20	1,000.00	887.80	88.78
2-12-519	OTHER SERVICES	0.00	538.58	0.00	(538.58)	0.00



# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	August 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
2-12-540	UTILITIES	546.42	6,363.57	8,000.00	1,636.43	20.45
2-19-150	ELECTION FEES	0.00	996.68	1,100.00	103.32	9.39
*	TOTAL OFFICE OPERATIONS	2,598.76	60,587.90	51,494.00	(9,093.90)	(17.66)
<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	79,011.00	79,011.00	100.00
2-13-759	DAVE KNIPE MEMORIAL LIBRARY	0.00	0.00	0.00	0.00	0.00
*	TOTAL REQUISITIONS	0.00	0.00	79,011.00	79,011.00	100.00
<b>FIRE EXPENSES</b>						
2-23-148	IN-SERVICE TRAINING	0.00	0.00	1,000.00	1,000.00	100.00
2-23-159	HONORARIUMS - ANNUAL & HOURLY	0.00	0.00	6,900.00	6,900.00	100.00
2-23-211	TRAVEL & SUBSISTENCE	0.00	0.00	900.00	900.00	100.00
2-23-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	0.00	800.00	800.00	100.00
2-23-215	FREIGHT & POSTAGE	0.00	24.00	50.00	26.00	52.00
2-23-217	TELEPHONE	93.47	747.82	1,300.00	552.18	42.47
2-23-220	ADVERTIZING & PRINTING	0.00	4,056.05	4,200.00	143.95	3.42
2-23-225	PUBLIC RELATIONS & PROMOTIONS	(357.99)	(357.99)	500.00	857.99	171.59
2-23-250	FIREHALL REPAIRS & MAINTENANCE	0.00	63,766.22	400.00	(63,366.22)	(15,841.55)
2-23-251	VILLAGE TRUCK REPAIRS	0.00	1,265.53	400.00	(865.53)	(216.38)
2-23-252	COUNTY TRUCK REPAIRS	299.00	754.30	1,000.00	245.70	24.57
2-23-253	PAGER REPAIRS	0.00	0.00	750.00	750.00	100.00
2-23-254	PROTECTIVE EQUIPMENT & REPAIRS	0.00	6,586.80	6,500.00	(86.80)	(1.33)
2-23-270	CONTRACTED SERVICES	0.00	0.00	100.00	100.00	100.00
2-23-274	INSURANCE	0.00	2,050.62	2,000.00	(50.62)	(2.53)
2-23-510	GOODS & SUPPLIES	0.00	629.95	1,000.00	370.05	37.00
2-23-511	MISCELLANEOUS	0.00	(545.63)	0.00	545.63	0.00
2-23-512	SMALL EQUIPMENT PURCHASES	0.00	0.00	400.00	400.00	100.00
2-23-521	FUEL & LUBE	0.00	0.00	800.00	800.00	100.00
2-23-540	FIRE HALL POWER	82.41	1,172.03	1,500.00	327.97	21.86
2-23-541	FIRE HALL NATURAL GAS	45.93	1,666.35	2,500.00	833.65	33.34
2-23-750	DISPATCH AGREEMENT	0.00	0.00	1,200.00	1,200.00	100.00

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

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General Ledger	Description	August 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
2-23-751	MUTUAL AIDE RESPONSE CHARGES	0.00	0.00	500.00	500.00	100.00
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		162.82	81,816.05	34,700.00	(47,116.05)	(135.78)
<b>BYLAW ENFORCEMENT</b>						
2-26-270	BYLAW ENFORCEMENT OFFICER	314.15	2,504.05	(5,500.00)	(8,004.05)	145.52
2-26-234	LEGAL SERVICES	0.00	0.00	400.00	400.00	100.00
2-26-510	BYLAW SUPPLIES	0.00	0.00	300.00	300.00	100.00
* TOTAL BYLAW ENFORCEMENT		314.15	2,504.05	(4,800.00)	(7,304.05)	152.17
<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	August 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	3,106.87	24,832.87	38,800.00	13,967.13	35.99
2-32-130	PW - PAYROLL DEDUCTIONS	205.94	1,711.33	3,880.00	2,168.67	55.89
2-32-131	EMPLOYEE BENEFITS	181.03	1,356.09	2,820.00	1,463.91	51.91
*	TOTAL PUBLIC WORKS SALARIES & WAGES	3,493.84	27,900.29	45,500.00	17,599.71	38.68
<b>PUBLIC WORKS OPERATIONS</b>						
2-32-217	TELEPHONE	60.00	300.00	720.00	420.00	58.33
2-32-230	PROFESSIONAL CONSULTING	0.00	0.00	0.00	0.00	0.00
2-32-250	ROADWAY REPAIRS & MAINTENANCE	0.00	4,361.54	3,000.00	(1,361.54)	(45.38)
2-32-270	CONTRACTED SERVICES	0.00	0.00	2,600.00	2,600.00	100.00
2-32-274	INSURANCE	0.00	1,475.12	1,025.00	(450.12)	(43.91)
2-32-510	GOODS & SUPPLIES	354.66	3,731.71	10,000.00	6,268.29	62.68
2-32-511	MISCELLANEOUS GENERAL SERVICES	0.00	1,343.65	0.00	(1,343.65)	0.00
2-32-521	FUEL & LUBE	518.74	2,554.10	2,100.00	(454.10)	(21.62)
2-32-540	UTILITIES - STREET LIGHTS	1,097.04	9,128.78	14,241.00	5,112.22	35.89
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	2,030.44	22,894.90	33,686.00	10,791.10	32.03
<b>DRAINAGE</b>						
2-37-250	DRAINAGE - REPAIRS & MAINTENANCE	588.36	588.36	1,000.00	411.64	41.16
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	450.00	450.00	100.00
*	TOTAL DRAINAGE	588.36	588.36	1,450.00	861.64	59.42
<b>WATER OPERATIONS</b>						
2-41-110	SALARIES & WAGES - WATER	567.11	7,163.04	19,374.00	12,210.96	63.02
2-41-130	CPP, EI CONTRIBUTIONS - WATER	40.35	516.76	1,937.40	1,420.64	73.32
2-41-211	TRAVEL & SUBSISTENCE - WATER	0.00	277.16	500.00	222.84	44.56
2-41-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	0.00	200.00	200.00	100.00
2-41-217	TELEPHONE	103.07	863.66	1,100.00	236.34	21.48
2-41-224	MUNICIPAL MEMBERSHIP	0.00	0.00	100.00	100.00	100.00
2-41-230	PROFESSIONAL & CONSULTING SERVICES	0.00	0.00	1,300.00	1,300.00	100.00



# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	August 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
2-41-240	CUSTOMER BILLING	0.00	(762.38)	700.00	1,462.38	208.91
2-41-250	REPAIRS & MAINTENANCE	7,034.20	12,613.45	10,000.00	(2,613.45)	(26.13)
2-41-270	WATER - CONTRACT	550.00	1,327.50	800.00	(527.50)	(65.93)
2-41-274	INSURANCE PREMIUMS	0.00	6,420.27	6,420.00	(0.27)	0.00
2-41-510	GOODS & SUPPLIES	538.47	6,389.35	7,000.00	610.65	8.72
2-41-540	UTILITIES	710.88	6,357.90	11,413.00	5,055.10	44.29
2-41-750	REQUISITION - SMRWSC	0.00	10,342.32	10,500.00	157.68	1.50
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		9,544.08	51,509.03	71,344.40	19,835.37	27.80
SEWER OPERATIONS						
2-42-000	OTHER - DAYS/AND DRAINAGE	0.00	0.00	1,500.00	1,500.00	100.00
2-42-110	SALARIES & WAGES - SEWER	561.60	7,752.53	12,412.00	4,659.47	37.54
2-42-130	CPP, EI CONTRIBUTIONS - WATER	39.98	556.49	1,241.20	684.71	55.16
2-42-211	TRAVEL & SUBSISTENCE	0.00	137.80	200.00	62.20	31.10
2-42-214	MEMBERSHIPS & PROFESSIONAL DEVELOPMENT	0.00	0.00	200.00	200.00	100.00
2-42-217	TELEPHONE	83.47	791.33	1,000.00	208.67	20.86
2-42-230	PROFESSIONAL & CONSULTING - SEWER	0.00	885.64	0.00	(885.64)	0.00
2-42-240	CUSTOMER BILLING	0.00	0.00	700.00	700.00	100.00
2-42-250	REPAIRS & MAINTENANCE - SEWER	598.36	1,951.70	2,900.00	948.30	32.70
2-42-270	SEWER - CONTRACT	0.00	0.00	800.00	800.00	100.00
2-42-274	INSURANCE PREMIUMS	0.00	577.27	400.00	(177.27)	(44.31)
2-42-410	BANK LOAN	0.00	0.00	0.00	0.00	0.00
2-42-510	GOODS & SUPPLIES	0.00	5,814.21	6,000.00	185.79	3.09
2-42-540	UTILITIES	240.30	3,443.34	4,141.00	697.66	16.84
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		1,523.71	21,910.31	31,494.20	9,583.89	30.43
WASTE MANAGEMENT						
2-43-270	GARBAGE - CONTRACT	1,079.52	13,947.92	17,000.00	3,052.08	17.95
2-43-260	RENTAL OF MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00



# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	August 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
2-43-350	LANDFILL FEES	202.55	1,253.97	700.00	(553.97)	(79.13)
2-43-510	GOODS & SUPPLIES	0.00	0.00	0.00	0.00	0.00
2-44-350	RECYCLING CHARGES	0.00	6,256.87	5,075.00	(1,181.87)	(23.28)
*	TOTAL WASTE MANAGEMENT	1,282.07	21,458.76	22,775.00	1,316.24	5.78
<b>CAMROSE &amp; DISTRICT SUPPORT SER</b>						
2-51-750	REQUISITION - CDSS	0.00	2,389.75	2,500.00	110.25	4.41
2-51-770	GRANTS TO ORGANIZATIONS	0.00	0.00	100.00	100.00	100.00
2-51-840	CONDITIONAL GRANTS TO CDSS	0.00	0.00	9,559.00	9,559.00	100.00
*	TOTAL CAMROSE & DISTRICT SUPPO	0.00	2,389.75	12,159.00	9,769.25	80.35
<b>CEMETERY OPERATIONS</b>						
2-56-250	CEMETERY REPAIRS & MAINTENANCE	0.00	450.00	300.00	(150.00)	(50.00)
2-56-510	GENERAL GOODS & SERVICES	0.00	0.00	0.00	0.00	0.00
*	TOTAL CEMETERY OPERATIONS	0.00	450.00	300.00	(150.00)	(50.00)
<b>PLANNING &amp; DEVELOPMENT</b>						
2-61-237	MAPPING	0.00	0.00	200.00	200.00	100.00
2-61-750	REQUISITION - PLANNING	0.00	1,034.00	1,050.00	16.00	1.52
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	1,250.00	(915.00)	(73.20)
<b>PARKS &amp; RECREATION</b>						
2-72-110	RECREATION & PARKS - SALARIES	136.58	2,989.43	8,680.00	5,690.57	65.55
2-72-115	CSJ & STEP WAGES	0.00	0.00	0.00	0.00	0.00
2-72-130	RECREATION & PARKS - PAYROLL DEDUCTIONS	9.13	176.05	868.00	691.95	79.71
2-72-131	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
2-72-211	TRAVEL & SUBSISTENCE	0.00	0.00	300.00	300.00	100.00
2-72-220	ADVERTIZING & PRINTING	0.00	0.00	300.00	300.00	100.00
2-72-250	REPAIRS & MAINTENANCE	0.00	23.96	2,000.00	1,976.04	98.80
2-72-270	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
2-72-510	GOODS & SUPPLIES	439.83	658.15	1,600.00	941.85	58.86
2-72-521	FUEL & LUBE	0.00	655.42	2,100.00	1,444.58	68.78
2-72-540	UTILITIES - REC BOARD, ETC	241.37	1,811.11	3,838.00	2,026.89	52.81

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	August 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
2-72-274	INSURANCE PREMIUMS	0.00	734.31	1,925.00	1,190.69	61.85
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	2,000.00	2,000.00	0.00	(2,000.00)	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	4,050.00	16,550.00	12,500.00	75.52
* TOTAL PARKS & RECREATION		2,826.91	13,098.43	38,161.00	25,062.57	65.68
<b>CULTURE</b>						
2-74-250	REPAIRS & MAINTENANCE - OLD HALL	0.00	0.00	200.00	200.00	100.00
2-74-274	INSURANCE PREMIUMS	0.00	0.00	120.00	120.00	100.00
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	2,700.00	2,243.36	83.08
2-74-584	SPECIAL EVENTS	0.00	150.00	1,100.00	950.00	86.36
2-74-750	REQUISITION - PARKLAND LIBRARY	0.00	2,266.89	3,000.00	733.11	24.43
2-74-761	CONTRIBUTED TO OTHER OPERATING FNC.	0.00	2,841.00	2,800.00	(41.00)	(1.46)
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	3,000.00	3,000.00	100.00
2-74-831	DEBENTURE INTEREST	0.00	0.00	0.00	0.00	0.00
* TOTAL CULTURE		0.00	5,714.53	12,920.00	7,205.47	55.77
<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	32,605.71	393,673.48	558,610.60	164,937.12	29.53
***	SURPLUS/DEFICIT	13,886.13	(95,815.16)	205,438.60	301,253.76	146.64

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

# VILLAGE OF BAWLF

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## AUGUST 2014 Cheque Listing For Account Payable

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Cheque	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Batch #	Amount
						<b>2047</b>	
20140282	2014-08-13			20	AMSC INSURANCE SERVICES LTD.		343.21
20140283	2014-08-13			205			564.61
20140284	2014-08-13			292			770.27
20140285	2014-08-13			297			789.16
20140286	2014-08-13			255			2,025.27
							4,492.52
						<b>2053</b>	
20140287	2014-08-20			7	ACKLANDS - GRAINGER INC.		85.67
20140288	2014-08-20			31	ALBERTA ANIMAL SERVICES		329.86
20140289	2014-08-20			280	AMSC, (ALBERTA MUNICIPAL SERVICES CORPORATION)		2,919.49
20140290	2014-08-20			23	ANKERTON GAS CO-OP		235.29
20140291	2014-08-20			42	BAWLF COUNTRY STORE		18.65
20140292	2014-08-20			69	CAMROSE BOOSTER		980.94
20140293	2014-08-20			102	CAMROSE DYNAMIC		734.99
20140294	2014-08-20			300	COUNTY ENVIRO PICKUP		1,336.05
20140295	2014-08-20			112	DAYS LAND AUTO & FARM		61.39
20140296	2014-08-20			151	DAYS LAND BACKHOE & TRUCKING		7,762.06
20140297	2014-08-20			295	FOR LANDS SAKE ENVIRONMENTAL INC.		200.91
20140298	2014-08-20			168	FOSSEN, EINAR		577.50
20140299	2014-08-20			80	GLADSTONE SPORTS ASSOCIATION		2,000.00
20140300	2014-08-20			305	IRON CREEK TRUCK & TRAILER LTD		313.95
20140301	2014-08-20			76	MUNIWARE		296.34
20140302	2014-08-20			291	STAPLES ADVANTAGE		116.47
20140303	2014-08-20			15	STERLING WATER CONDITIONING LTD.		504.00
20140304	2014-08-20			29	TELUS COMMUNICATIONS INC.		589.37
20140305	2014-08-20			213	TESSARI, JOHN		80.00
20140306	2014-08-20			28	UFA		544.68
20140307	2014-08-20			183	WRANGLER HEATING & SERVICES		1,503.59
							21,191.20
						<b>2066</b>	
20140308	2014-08-29			205			593.44
20140309	2014-08-29			2			1,306.28
20140310	2014-08-29			292			545.87
20140311	2014-08-29			297			419.76
20140312	2014-08-29			308			348.30
20140313	2014-08-29			255			2,194.50
							5,408.15
<b>Total</b>							<b>31,091.87</b>

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



## VILLAGE OF BAWLF

### Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	September 17, 2014
Originated By:	Tracy M. Stewart, Interim Acting CAO
Title:	Lot 14A, Block 14, Plan 0423593, Tax Reversal Request

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

The property located at Lot 14A, Block 14, Plan 0423593 was purchased in July. A tax certificate was requested by the prospective owner's lawyer June 23, 2014, roughly a week before new assessments and tax notices for 2014 were issued.

The buyer and vendor settled up the taxes in the purchasing agreement based on the Tax Certificate that the lawyer was sent, which showed only outstanding 2013 tax figures, as the 2014 taxes had not been invoiced yet.

The new owner was unaware that they would owe for 2014 taxes on top of the 2013 arrears, plus arrears in utilities which had been applied to the 2014 taxes.

The total owing on the property was \$4768.10. As stated in the attached letter from the owner's lawyer, a payment was made against the arrears in taxes from 2013, as per the totals settled in their purchasing agreement.

The new owner's lawyer is requesting that council consider a motion to either,

"a.) to waive any late penalties on the property's tax account; and/ or

b.) to waive any outstanding property taxes on the property;

To give the new owner of the property a "clean slate", so to speak."

#### **Amount owed for 2013 Taxes, which was displayed on the Tax Certificate:**

Utilities transferred to the tax account June 6,

shown as tax arrears as of June 23 - 1470.15

Utilities Owed as of June 23, 2014 - 127.40

Total \$1597.55

Amount owed for 2014 Taxes: \$3297.95

New owners paid \$1470.15, as instructed to by their lawyer before the September 1 penalty deadline.

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

- a.) Waiving penalties on the account would mean Council would direct Administration to **not** apply a \$330 charge on top of what's owed. The new owners would have until the end of 2014 to pay the remainder of what is owed without added penalty.
- b.) Waiving the outstanding property taxes (which in fact were utilities arrears that had been transferred to the tax account prior to the tax notice being issued to the



lawyer) would mean a reversal of \$1470.15 on the account and leaving the new owner with the responsibility of paying the full amount of the 2014 taxes, **OR** Council could decide to forgive the previous owner's taxes to the point of the title change, in the amount of \$1470.15 + \$1648.98, leaving the owner with \$1648.98 to pay for July-December. (With their payment of \$1470.15, the owners would be left with an outstanding balance of \$178.83)

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

Any reversal/ forgiveness would result in a loss of tax and utility income that would, most likely, not be able to be recovered from the previous owner.

**RECOMMENDED ACTION:**

\*\*Up for discussion.

# Farnham West Stolee LLP

BARRISTERS & SOLICITORS

Scott Farnham, B.A., LL.B.\*  
Martin West, LL.B.\*  
Jon Stolee, B.A., LL.B.\*  
Andrea Campbell, B.A., LL.B.  
Stephen Kambeitz, B.A., LL.B.  
Jeremy D. Lewsaw, B.A., MBA, LL.B., B.C.L.  
Steven Hansen, B.A., J.D. (Student-at-Law)

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E-mail: [camlaw@telusplanet.net](mailto:camlaw@telusplanet.net)

OUR FILE: 29,500SK

September 9, 2014

Fax# 1-780-373-3798

VILLAGE OF BAWLF  
BOX 40  
BAWLF AB T0B 0J0

ATTENTION: VILLAGE COUNCIL SECRETARY

Dear Sir / Madam:

RE: **PROPERTY: Plan: 0423593, Block: 14, Lot: 14A**  
**REGISTERED OWNER - Dustin Rattray**

---

Please provide the enclosed letter and attachments to the Village Council for their consideration at their September 17, 2014, meeting.

Should you require anything further in this regard, please let me know.

Yours truly,  
FARNHAM WEST STOLEE LLP  
PER:

  
STEPHEN KAMBEITZ  
Encl.

Branch Offices:

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(780) 582-3560

Bashaw  
(780) 372-3772

Sedgewick  
(780) 384-3912

Daysland  
(780) 374-3930

\*Denotes Professional Corporation

# Farnham West Stolee LLP

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OUR FILE: 35,673SK

September 9, 2014

VILLAGE OF BAWLF  
BOX 40  
BAWLF AB T0B 0J0

ATTENTION: VILLAGE COUNCIL

Dear Honourable Councilors:

RE: ROLL #: 133120  
PROPERTY - Plan: 0423593, Block: 14, Lot: 14A  
REGISTERED OWNER - Dustin Rattray

I am writing respecting the above property and owner in order to request that council consider a motion:

- a. to waive any late penalties on the property's tax account; and/or
  - b. to waive any outstanding property taxes on the property;
- to give the new owner of the property a "clean slate", so to speak.

Our firm acted for the owner when he purchased the property in July of this year. In preparation for that closing date we requested a tax certificate from the Village by way of the enclosed letter on June 23, 2014.

We received the enclosed tax certificate by way of reply.

Because the tax certificate we received was requested in mid-2014 we assumed that it was current to the 2014 tax year. Further, because the "Outstanding Tax Charges" section showed "Current Taxes" to be \$1,470.15 and "Total Taxes Owed" to be \$1,470.15 we assumed that the 2014 total taxes for the property was \$1,470.15 and that the sum was outstanding. Our assumptions were further solidified because, in my experience, most municipalities draw special attention to taxes which have been outstanding for six month since the end of the previous tax year.

Accordingly, we provided for our client, the owner, to receive a credit on their purchase for \$789.45, being the Vendor's share of what we believed the taxes to be on the property.

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The owner received a call from the Village's tax department in late August informing them that they owed nearly \$5,000.00 in taxes to the Village. This precipitated a call to my office. I attempted to contact the tax department at the Village but the voice mail that answered advised the office was closed. Unsure if I would be able to resolve the matter with the Village prior to the taxes being due, I instructed my client to pay into the town the amount of taxes we assumed would be owed \$1,470.15, plus the utility account of \$127.40, for a total of \$1,597.55. My client did so.

On August 29, 2014, I received a call from Tracy Stewart, the Village's finance officer. We spoke and it became clear to me the nature of the misunderstanding. There was no 2014 tax information on the first tax certificate that was sent to our office at all.

We have been unable to reach the Vendor and previous owner.

This news and experience is, as I'm sure you can imagine, very discouraging for the new owner and his family. We are writing on behalf of our client to ask that the Village not allow this misunderstanding between our offices to force the new owners to shoulder the burden of the former owner's previous taxes.

Please consider providing this owner with a fresh start in this regard.

If you are unable to see to this forgiveness, then please consider the time required to clear up this misunderstanding and forgive the owner any late payment penalties until the end of the calendar year.

I thank you sincerely for your time and attention and look forward to your response.

Yours truly,

FARNHAM WEST STOLEE LLP

PER:

STEPHEN KAMBEITZ

Encl.

**Branch Offices:**

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E-mail: camlaw@telusplanet.net

YOUR FILE:  
OUR FILE: 35,672 JDL002 (VOLLRATH)

June 23, 2014

Fax# 1-780-373-3798

VILLAGE OF BAWLF  
BOX 40  
BAWLF AB T0B 0J0

COPY

ATTENTION: TAX DEPARTMENT - Tracy

Dear Sir / Madam:

RE: TAX CERTIFICATE FOR - Plan: 0423593, Block: 14, Lot: 14A  
REGISTERED OWNER - VOLLRATH, Tyler

Please provide our office with a current tax certificate via fax and original sent by mail as well as your invoice for the above-mentioned property.

Thank you for your assistance.

Yours truly,

FARNHAM WEST STOLEE LLP

Per:

JEREMY LEWSAW  
(Student-at-Law)

JDL/mv

Branch Offices:

Forestburg  
582-3560

Bashaw  
372-3772

Sedgewick  
384-3912

Daysland  
374-3930

\* Denotes Professional Corporation

## VILLAGE OF BAWLF

BOX 40

BAWLF, AB T0B 0J0

Phone (780) 373-3797

Email vilbawlf@syban.net

## TAX CERTIFICATE

Tax Certificate No 2014027

Folio/Roll Number 133120

File # 72 JDL002 (VOLLRATH)

## CURRENT TITLE HOLDERS/INTERESTED PARTIES

VOLLRATH, TYLER

P. O. BOX 8

BAWLF, Alberta, T0B 0J0

## LEGAL INFORMATION

Civic	311 HANSON STREET			
Lot	14A	Portion	Quad	Sec
Block	14			
Plan	0423593	Twp	Rge	Mer
Linc	30539416			
Title Number				

## ASSESSMENT INFORMATION

Class	Description	Amount
100	Res - Single Family	305,840.00
<b>NET TOTAL ASSESSMENT</b>		<b>305,840.00</b>

## TAX INFORMATION

2012 Gross Taxes	3,131.96
2013 Gross Taxes	3,258.60

## OUTSTANDING TAX CHARGES

Over 3 Years	0.00
Three Years	0.00
Two Years	0.00
One Year	0.00
Current Taxes	1,470.15

<b>TOTAL TAXES OWING</b>	<b>1,470.15</b>
--------------------------	-----------------

## UTILITY INFORMATION

2012 Utility Costs	1,014.00
2013 Utility Costs	988.80

## OUTSTANDING UTILITY CHARGES

Past Due Utilities	42.90
Current Charges	84.50
<b>TOTAL UTILITIES OUTSTANDING</b>	<b>127.40</b>

## SUMMARY OF AMOUNTS OWING

TOTAL TAXES OWING	1,470.15
TOTAL UTILITIES OWING	127.40
<b>TOTAL OWING</b>	<b>1,597.55</b>

Dated at BAWLF, AB  
this 23 day of June, 2014

  
FINANCE OFFICER

COPY

VILLAGE OF BAWLF  
BOX 40  
BAWLF, AB T0B 0J0  
Phone (780) 373-3797

Date 06/23/2014  
Cert # 2014027  
Roll # 133120  
File # 35,672 JDL002 (VOLLRATH)

FARNHAM WEST STOLEE U.P.  
5016-52 STREET  
CAMROSE, AB, T4V1V7  
CANADA

THIS IS THE ONLY INVOICE YOU  
WILL RECEIVE

Processing Fee	20.00
<b>TOTAL INVOICE</b>	<b>20.00</b>



**Tax Inquiry**

Name RATTRAY, DUSTIN &amp; HOLLY

Roll Number 133120

**2014**

Back 1 Year

Current Year

Ahead 1 Year

Date	Description	Paid By	Amount	Balance	Reference	Code
2014-01-01	OPENING BALANCE		0.00	0.00		YE
2014-06-03	TRANS TO TAX FROM UTILI		1,470.15	1,470.15	133120	UT
2014-06-26	BATTLE RIVER SCHOOL DI		780.54	2,250.69		TB
2014-06-26	VILLAGE OF BAWLF		2,517.41	4,768.10		TB
2014-08-29	CASH RECEIPT APPLIED	RATTRAY, DUSTI	(1,470.15)	3,297.95	20141394	CR

# VILLAGE OF BAWLF

BOX 40  
BAWLF, AB T0B 0J0  
(780) 373-3797

2014

## TAXATION NOTICE & PROPERTY ASSESSMENT

ROLL NO.	PROP. SIZE	RIVER LOT	QUAD PORT	QUAD	SEC	TWP	RGE	MER
133120	9042 SF							
SUBDIVISION NAME								
CIVIC ADDRESS		311 HANSON STREET						
MORTGAGE NUMBER		PLAN	BLOCK	LOT				
827-0402459-01		0423593	14	14A				
MORTGAGE COMPANY NAME		LAURENTIAN BANK OF CANADA						

DATE OF MAILING	2014-Jun-26
DUE DATE	2014-Sep-01

ASSESSMENT COMPLAINT MUST BE RECEIVED	
ON OR BEFORE	2014-Aug-27

PREVIOUS ASSESSMENT	
DESCRIPTION	AMOUNT
Res - Single Family	305,840
TOTAL ASSESSMENT	305,840

CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT
Res - Single Family	310,600
TOTAL ASSESSMENT	310,600
EXEMPT	0.00
TAXABLE	310,600

IMPORTANT PENALTY INFORMATION
A penalty of 10 percent to be applied to all current taxes outstanding after September 1, 2014. A penalty of 18 percent to be applied to all outstanding balances on January 1, 2015.

EDUCATION TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
BATTLE RIVER SCHOOL DIVISION	0.002513000	23.66743	780.54
TOTAL 2014 EDUCATION TAXES			780.54
SUB TOTAL 2014 TAXES			780.54

MUNICIPAL AND OTHER TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
VILLAGE OF BAWLF	0.008105000	76.33257	2,517.41
TOTAL 2014 MUNICIPAL AND OTHER TAXES			2,517.41
SUB TOTAL 2014 TAXES			3,297.95

FOR COMPARISON 2013 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE	3,258.60
-------------------------------------------------------------------	----------

Take notice that you have been assessed under the provisions of the Municipal Government Act for the above mentioned property and taxes are now due and payable as shown. In the event of non-payment, the said taxes may be recovered as provided in the Municipal Government Act.

Property has been assessed as shown for taxation year. Assessment roll will be open for inspection during office hours. If you wish to file a complaint with the Assessment Review Board, submit your complaint in writing on or before August 27, 2014 to the Clerk of the Assessment Review Board at the Village of Bawlf Box 40, Bawlf, T0B 0J0.

TOTAL 2014 TAXES	3,297.95
CURRENT OUTSTANDING	1,470.15
TOTAL CURRENT TAXES PAYABLE FOR 2014	4,768.10

September 2, 2014 - Total Current Taxes Payable	5,097.90
-------------------------------------------------	----------

# VILLAGE OF BAWLF

BOX 40  
BAWLF, AB T0B 0J0  
(780) 373-3797

ROLL NUMBER
133120
LAST DATE BEFORE PENALTY
2014-Sep-01

2014

## TAXATION NOTICE & PROPERTY ASSESSMENT

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
1,470.15	3,297.95	4,768.10

AMOUNT DUE PLEASE PAY	4,768.10
AMOUNT PAID	

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

110013312011

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

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>September 17, 2014</b>
<b>Originated By:</b>	<b>Tracy M. Stewart, Interim Acting CAO</b>
<b>Title:</b>	<b>Council Electronic Device Policy</b>

**BACKGROUND/PROPOSAL:**

In the August meeting, Council directed Administration to purchase one tablet for trialing its use in place of paper agendas for council meetings. The following policy is therefore suggested by Administration to define the use of electronic devices purchased by the Village of Bawlf, for use by Council members.

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

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

**RECOMMENDED ACTION:**

That Council adopt the following policy, with any revisions as it sees fit.





<b>Signed Date:</b> September 17, 2014	<b>Motion:</b> 47/14 <b>Date:</b> September 17, 2014
<b>Title:</b> Council Electronic Device Policy	<b>Policy No.</b> 26

## COUNCIL ELECTRONIC DEVICE POLICY

### POLICY STATEMENT:

**WHEREAS**, the Council of the Village of Bawlf, being both cognizant of the cost and environmental impact of receiving paper packets of the regular meetings of Council and Committees, together with paper copies of general Village information; and,

**WHEREAS**, the Council of the Village of Bawlf desire to eliminate as much as possible the provision of paper packets by providing an electronic device (e-reader, tablet, etc.) to Village Councillors for their use on Village business; and,

**WHEREAS**, the Village of Bawlf will make said device available to all elected officials following the administration of the Oath of Office after each municipal election; and,

**NOW THEREFORE BE IT RESOLVED**, that the Village Council in Bawlf Alberta hereby declares that at the beginning of each term for elected officials, an electronic device will be issued to each member of Council based on the following understandings and conditions:

- i. It is the elected official's responsibility to take appropriate precautions to prevent damage to or loss/theft of the electronic device and of any of the private Village information contained therein.
- ii. Councillors are encouraged to reduce the need for paper -based information packages for Council meetings except where electronic copies of necessary documents are not available.
- iii. The Village of Bawlf will provide internet connections at the Municipal Office only.
- iv. The Village of Bawlf will provide necessary upgrades and maintenance during the 3 year term.
- v. The laptop/tablet belongs to the position, not the person.
- vi. Use of the electronic device for personal purposes will be strictly prohibited and shall be used for the sole purpose of acquiring and reviewing Council Agenda Packages.

BE IT FURTHER RESOLVED, that the Village Council hereby delegates that administration of this policy to the Chief Administrative Officer.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Interim Acting CAO

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

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>September 17, 2014</b>
<b>Originated By:</b>	<b>Tracy M. Stewart, Interim Acting CAO</b>
<b>Title:</b>	<b>Bylaw 596/14 The Fire Services Bylaw</b>

**BACKGROUND/PROPOSAL:**

Bylaw 406/84 required updating and much enhancement. In speaking with David Zayonce, he had recently drawn up a revised Fire Bylaw for the County and other member Municipalities. With a few tweaks, he has amended it for Bawlf and strongly suggests implementing it since what we had in place was from 1984 and required much improvement.

Bylaw 574/10 should be repealed as it is now part of the new Bylaw 596/14.

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

The Bawlf Fire Chief and Deputy Fire Chief had a chance to review and suggest any changes that they felt would better suit Bawlf.

There were a few items that needed clarification which David Zayonce and I worked together on for this final "Draft".

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

**RECOMMENDED ACTION:**

That Council give First Reading to Bylaw 596/14 and discuss any amendments.

That Council pass the Second Reading, then move to proceed to a Third Reading, if Council sees fit to do all three in one night, and then pass the Third Reading.



VILLAGE of BAWLF

**BYLAW NO. 596/14**

**A BYLAW OF THE VILLAGE OF BAWLF, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF PROVIDING FOR THE ESTABLISHMENT AND OPERATION OF A FIRE SERVICES DEPARTMENT WITHIN THE VILLAGE OF BAWLF.**

**WHEREAS** THE Municipal Government Act R.S.A 2000, Chapter M-26 and amendments thereto provides that a council of a municipality may pass bylaws respecting the safety, health and welfare of people and the protection of people and property and for services provided by or on behalf of the municipality, and

**AND WHEREAS** Section 8 (a) of the Municipal Government Act provides for municipalities to enact bylaws to regulate or prohibit;

**AND WHEREAS** Section 8 (c) of the Municipal Government Act provides for municipalities to enact bylaws to provide a system of licences, permits or approvals;

**AND WHEREAS** the *Alberta Fire Code* 2007, as established by the Fire Technical Council, Safety Codes Council and under the provisions of the *Safety Codes Act*, provide Bawlf with the authority to establish a joint Quality Management Program, which has provided the municipalities a Quality Management Program under the guidance and control of the Safety Codes Council and direction of the Bawlf Council;

**AND WHEREAS** the *Forest and Prairie Protection Act*, R.S.A 2000, Chapter F-19, as amended in 2013, provides for the prevention of prairie or running fires and places responsibility for fighting and controlling fires within a municipal district or a county;

**AND WHEREAS** the *Environmental Protection and Enhancement Act* provides the guidelines for environmental contamination, Bawlf Council will endeavor to prevent or bring under control the emissions of contaminants and will inform the Department of the Environment of infractions occurring in the municipality;

**AND WHEREAS** the Bawlf Council wishes to establish a fire and rescue service within the municipality to provide for efficient operation of such a service for the Village of Bawlf.

**BE IT RESOLVED THAT** the Council of the Village of Bawlf of the Province of Alberta, duly assembled, enacts as follows:



## **SECTION 1 - NAME OF BYLAW**

1.1 This Bylaw may be cited as the "Fire Services Bylaw".

NOW THEREFORE BE IT ENACTED as a bylaw of the Council of the VILLAGE OF BAWLF as follows:

## **SECTION 2 - DEFINITIONS**

In this bylaw,

- 2.1 "*Act*" shall mean the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended.
- 2.2 "*Administrator*" shall mean the Chief Administrative Officer for the Village of Bawlf.
- 2.3 "*Apparatus*" means any vehicle provided with machinery, devices, equipment or materials for emergency use, as well as any vehicles used for transporting firefighters or supplies.
- 2.4 "*Approved Outdoor Burning Appliances*", are those outdoor burning appliances used for recreational or cooking purposes. Those appliances manufactured which bear a CSA or ULC approval label.
- 2.6 "*Bylaw Enforcement Officer*" shall mean:
- i) A person appointed under Section 555 and 556 pursuant to the Municipal Government Act, RSA 2000, Chapter M-26, employed or contracted by the Village of Bawlf to enforce Bawlf Bylaws;
  - ii) A community Peace Officer as defined under the Peace Officer Act, SA 2006, Chapter P-3.5 or;
  - iii) A member of the Royal Canadian Mounted Police.
- 2.7 "*Council*" shall mean the Council of the Village of Bawlf;
- 2.8 "*Councillor*" shall mean an elected official of Council;
- 2.9 "*County*" means Camrose County;
- 2.10 "*Committee*" or "*Committees*" shall mean any Standing or Ad Hoc Committee established from time to time pursuant to this bylaw;
- 2.11 "*Deputy Fire Chief*" means the person appointed by the Bawlf Fire Chief pursuant to

Standard Operating Guidelines;

- 2.12 “*Emergency Incident*” means a fire, a situation where a fire or an explosion is imminent or any other situation presenting a fire or possible danger to life, property or the environment and to which the Fire Department has responded. These incidents include transportation accidents, hazardous materials releases or potential releases, medical assists or any life threatening situation.
- 2.13 “*Equipment*” means any tools, contrivances, devices or materials used by the Fire Department that may be applied at an emergency incident.
- 2.14 “*Fees for Services*” shall be charges or fees for services provided identified throughout this Bylaw and contained in Schedule “A” which is attached to and forming part of this bylaw.
- 2.15 “*Fire Ban*” means a declaration by the Council by resolution that a restriction has been placed on the setting of fires, and may be categorized as follows:
- (a) “*High Risk Fire Ban*” as declared by Council, means no open burning, no issuance of burning permits, and a restriction on the setting of outdoor fires, with exceptions limited to recreational, cooking, and heating fires in Approved Outdoor Burning Appliances, upon written approval of the Bawlf Fire Chief.
  - (b) “*Total Fire Ban*” as declared by Council, means a restriction on the setting of all outdoor fires, with exceptions limited to approved liquid or gas-fired approved appliances in the proper setting.
  - (c) “*Emergency Fire Ban*” In an emergency situation, the Administrator or designate or the Mayor may issue a fire ban subject to ratification by Council at the next meeting of Council.
  - (d) “*Fire Ban Declaration*” on declaring a fire ban, notification will be advertised through local and area media organizations. Fire ban issuance can affect all and/ or portions thereof of the Village of Bawlf.
- 2.16 “*Fire Chief*” means the person appointed by the Chief Administrative Officer from the recommendation of the Bawlf Fire Department, with duties as described in the Standard Operating Guidelines.
- 2.17 “*Fire Department*” means the Fire Services Department of Bawlf established in this Bylaw and includes any person duly appointed to the Department by the Fire Chief and/or authorized individual pursuant to this Bylaw and performing such functions as are



prescribed herein, together with all firefighting equipment, including fire stations, established to prevent, extinguish, and investigate the cause of fires, to preserve life and property from injury or destruction by fire.

- 2.18 “*Fire Services Officer*” means a person appointed by the Fire Chief of a fire department to perform such functions as are set forth in the Standard Operating Guidelines.
- 2.19 “*Firefighter*” means a person appointed to perform the duties of a firefighter as described in the Standard Operating Guidelines
- 2.20 “*Fireworks Display Permit*” is the issuance to an accredited person or contractor for the display of commercial fireworks in accordance with the Alberta Fire Code 2007, the Safety Codes Act, and the Explosives Act (Canada).
- 2.21 “Low Hazard Fireworks” shall mean fireworks used for recreation as defined in Class 7.2.1 of the Explosives Act (Canada) as Low Hazard Fireworks for Recreation;
- 2.22 “Occupant” shall mean any person who is found on a property, whether or not the individual is the owner or tenant of the property and whether or not the individual resides on the property or having the right to occupy or exercise control over the land.
- 2.23 “*Open Outdoor Fire*” means any fire not contained within the confines of an approved outdoor or indoor appliance, building or structure and includes fires burning in humus soil, piles of coal, manure, farm produce, wastes, feed and straw, and means that the fire is a controlled fire under the supervision of the land owner or adult designate.
- 2.24 “*Mayor*” shall mean the Mayor for the Village of Bawlf;
- 2.25 “*Regional Fire Services Committee*” means the Regional Fire Services Collaboration between Camrose County, Village of Bawlf, Village of Edberg, Village of Ferintosh, Village of Hay Lakes, Village of Rosalind, and the Town of Bashaw.
- 2.26 “*Regional Fire Services Coordinator*” means the person appointed by the Regional Fire Services Committee pursuant to the Agreement for Collaboration between Camrose County, Villages of Bawlf, Edberg, Ferintosh, Hay Lakes, Rosalind and the Town of Bashaw;
- 2.27 “*Running at large*” means a fire burning without being under control of any person or that no person is able to prevent the spread of the limits of such a fire.
- 2.28 “*Safety Codes Accreditation*” as approved by the Safety Codes Council for Bawlf to



participate in a Joint Quality Management Program Fire Discipline.

- 2.29 “*Safety Codes Officer*” means a person certified by the Safety Codes Council under the authority of the Safety Codes Act.
- 2.30 “*Safety Codes Officer Certified*” means a person certified under the Safety Codes Act with Designation of Powers to administer the Alberta Fire Code and Safety Codes Act.
- 2.31 “*Standard Operating Guidelines*” means the guidelines adopted by the Council concerning Fire, Rescue and other, administrative and operational activities of the Fire Services Department of Bawlf.
- 2.32 “*Small Open Fires*” shall mean any outdoor campfire for cooking or warming purposes, burning barrels or receptacles, or wood and briquette fires.

### **SECTION 3 - OBJECTIVES**

- 3.1 The objectives of Bawlf Fire Services Department are:
- 1) to provide fire protection services and/ or other public assistance requests to the Village of Bawlf and through mutual aid and services agreements with the Camrose County, the Villages of Edberg, Ferintosh, Hay Lakes, Rosalind, Town of Bashaw, and the City of Camrose.
  - 2) to provide fire protection services to municipalities to whom the Village of Bawlf has entered a fire services mutual aid agreement or through service agreement;
- 3.2 Without in any way limiting the generality of the foregoing, the Village may undertake such studies, research, projects or programs and enter into such contracts as may be deemed necessary or desirable in the furtherance of its objectives and to the economic, safety, health and environmental benefits of Bawlf County residents.

### **SECTION 4 – AMENDMENTS**

- 4.1 Upon fourteen days clear notice of motion and a two-thirds majority vote of the Councillors, this bylaw may be amended from time to time.

### **SECTION 5 – FEES**

- 5.1 The Council shall establish fees to be charged by the Village for services provided and

shall be entitled to levy fees differently to separate classes of persons, corporations or entities receiving services as specified in the Fees for Services Schedule "A" which is attached to and forming part of this bylaw.

5.2 The Council may amend any policy establishing fees at any time.

## **SECTION 6- FIRE SERVICES**

6.1.1. The Village of Bawlf does hereby establish the Fire Services Department(s), for the purpose of:

preventing and extinguishing fires;

- 1) performing basic rescues, first responder care and control of dangerous goods incidents to a first responder level;
- 2) investigating the cause and origin of fires in accordance with the Alberta Fire Code 2007 and Quality Management Plan, as approved by the Safety Codes Council;
- 3) preserving life, property and protecting the environment
- 4) preventing and extinguishing non-permitted ground cover fires or running at large fires and enforcing the provisions of the *Forest and Prairie Protection Act*;
- 5) enforcing the provisions of the Alberta Fire Code 2007 and Safety Codes Act and its regulations;
- 6) carrying out prevention patrols, pre-fire planning and fire inspections in accordance with the Accredited Safety Codes Council Quality Management Program.
- 7) entering into mutual aid agreements with other municipalities, agencies or persons to provide assistance in controlling an emergency incident subject to approval of the Council; and
- 8) purchasing and operating Apparatus and Equipment for preservation of lives and property.

## **SECTION 7 - FIRE PREVENTION/INSPECTION**

7.1 The Regional Fire Services Coordinator may establish a fire prevention program within the member municipalities including but not limited to:

- 1) preventative fire inspections of properties or structures in accordance with the Alberta Fire Code 2007 and the Quality Management Plan approved by the Safety Codes Council.
- 2) review of designs, plans, specifications and processes to ensure conformity with the Safety Codes Act, *or* Alberta Fire Code 2007 *or* Quality Management Program as amended from time to time,



- 3) preparation of pre-fire plans
  - 4) dissemination of fire prevention information to the general public.
- 7.2 The Regional Fire Services Coordinator, subject to the direction of the Regional Fire Services Committee, and each partner municipality may enter into agreements with other municipalities or accredited agencies to provide fire inspection and investigation services.

## **SECTION 8 - INVESTIGATIONS**

- 8.1 The Fire Safety Codes Officer and/ or delegated Certified Safety Codes Officer shall investigate the cause and origin of every dollars loss fire within said officer's jurisdiction, in accordance with the Quality Management Plan and requirements set forth by the Safety Codes Act.
- 8.2 If the person investigating an incident as described in Sentence 11.1 has information that indicates a fire is or may be of incendiary in origin or has resulted in loss of life, the RCMP, Regional Fire Services Coordinator and Fire Commissioners Office shall be advised of the incident immediately.
- 8.3 The Regional Fire Services Coordinator, subject to the direction of the Regional Fire Committee, may enter into agreements and/or requests with other municipalities or private services to provide temporary assistance providing fire and rescue services as well as fire investigation and inspection services.

## **SECTION 9 - REQUIREMENT TO REPORT**

- 9.1 The Owner or authorized agent of any property damaged by fire which incurs a dollar loss amount within the Village of Bawlf shall immediately report details of the fire to the fire department(s), or Safety Codes Officer, within whose jurisdiction the property is located.
- 9.2 A Fire Department(s) which responds to an incident or is made aware of a fire within its area of jurisdiction, in which a life is lost the officer in charge shall report the incident to the RCMP, the Regional Fire Services Coordinator and the Fire Commissioners Office immediately. If a person suffers injury requiring medical attention, or in which property is



damaged or destroyed, the Officer in Charge shall report the incident to the Regional Fire Services Coordinator as soon as possible.

- 9.3 A person conducting the investigation or reporting the incident as described in Section 10 must be a Certified Safety Codes Officer. A completed investigation report shall be forwarded to the Regional Fire Chief with an Incident Report and all relevant information relating to the incident or as requested by the Regional Fire Services Coordinator. A Provincial Fire Report shall be submitted to the Fire Commissioners Office within 30 (thirty) days of incident occurrence as required by provincial law.
- 9.4 Fees for services rendered shall be approved for re-imbusement or payment by the Village of Bawlf Fire Chief. Costs expended for investigation services will be recovered as per Fees for Services Schedule "A" which is attached to and forming part of this bylaw.
- 9.5 The Owner or authorized agent of any property containing a dangerous good(s) product which sustains an accidental or unplanned release of the dangerous good(s) product shall immediately report particulars of the release to the Village of Bawlf Fire Chief and the proper authorities.

#### **SECTION 10 - BURNING REGULATIONS**

- 10.1 All recreational fires set for the purposes of cooking, warmth or recreation in an Approved Outdoor Burning Appliance or open pit must be supervised by an adult;
- 10.2 Fires may be set by the Fire Department for the purpose of training firefighters;

#### **SECTION 11 - RECOVERY OF COSTS**

- 11.1 Where a Fire Department(s) has taken any action whatsoever for the purpose of extinguishing a fire or responding to an Emergency Incident within or outside the municipality for the purpose of preserving life or property or destruction by fire or other incident on land or property within or outside the specified areas, including any such action taken by the Department(s) on a false alarm, the Village may, in respect of any costs incurred by the Department(s) in taking such action, charge any costs so incurred by the Department(s) to the person who caused the fire or the owner or occupant of the land or property in respect of which the action was taken.
- 11.2 The fees to be charged for fire, rescue, dangerous goods, false alarm responses, fireworks

permits, fire inspections, fire investigations, occupant load determination, and other services not identified that may be performed by the Bawlf Fire Department and/ or delegate shall be described in the Fees for Service Bylaw.

- 11.3 Charges to be levied to the owner or occupant of any land, vehicle, machinery, equipment or structure of any type within the Village of Bawlf with regard to the emergency response and or other services provided are specified in the Fees for Services Schedule "A" which is attached to and forming part of this bylaw.
- i) the Village may take such actions to recover costs incurred providing services described in the Fees for Services Schedule "A" which is attached to and forming part of this bylaw.
  - ii) Should circumstances arise that require no fire protection equipment, the Village of Bawlf reserves the right to charge the owner or occupant the actual labor charges incurred by the Fire Department.
  - iii) in all situations of emergency response service or other service provided by other Camrose County Fire Department(s) and/ or all other billable services provided by the other Camrose County Fire Department(s) or mutual aid fire departments from surrounding jurisdictions according to the fee for service policy, outstanding account(s) will be recovered
- 11.4 In respect of the service described in this bylaw and the Fees for service contained in the Fees for Services Schedule "A" which is attached and forming part of this bylaw;
- i) The Village may recover such cost of fee as a debt due and owing the Village, or
  - ii) In the case of action taken by the Village in respect of land within the Village where
  - iii) the cost or fee is not paid upon demand by the Village, then in default of payment such cost of fee may be charged against the land and/ or property as taxes due and owing in respect of that land and/ or property.

## **SECTION 12 – ENTRY ON LAND AND PREMISES**

12.1 A Bylaw Enforcement Officer may without warrant enter on any land and premises or place, except a private dwelling house, for the purpose of discharging duties specified under this bylaw.

## **SECTION 13 – LOW HAZARD AND HIGH HAZARD FIRE WORKS**

- 13.1 "*Low Hazard Fireworks*" are strictly prohibited within the jurisdictional boundaries of the Village of Bawlf;
- 13.2 It is strictly prohibited to obtain, purchase, handle, setoff, discharge or otherwise any low-hazard fireworks within the jurisdictional boundaries of the Village of Bawlf.



- 13.3 No person other than a Fireworks Display Supervisor may obtain, purchase, handle, setoff, discharge or otherwise any fireworks within the jurisdictional boundaries of the Village of Bawlf.
- 13.4 No person other than an individual who possesses a current Pyro-Technician card issued pursuant to the Explosives Act of Canada, shall set up, setoff, operate, handle or discharge a pyrotechnic display of any type within the jurisdictional boundaries of the Village of Bawlf.
- 13.5 A certified Pyro-Technician or Display Supervisor holding valid authorization accreditation in accordance with the Explosive Act of Canada may submit a written request for a fireworks permit for the discharge of fireworks at a show, display, event or public celebration to the Village of Bawlf.
- 13.6 Written application(s) are required for show, display, event or public celebration fireworks permits.
- 13.7 Written fireworks permit(s) applications shall clearly identify compliance measures with the Explosives Act of Canada and the Alberta Fire Code and enabling statutes, regulations or orders.
- 13.8 Written fireworks permit application shall cover all information required by the Explosives Act of Canada and the Alberta Fire Code. Information required but not limited in scope;
- i) Date, time, location of the proposed event.
  - ii) Name(s), addresses and certification numbers of all Pyro-Technician(s) or Display Supervisor(s) and assisting personnel participating in the display.
  - iv) Name of sponsoring individual, agency or organization complete with contact representative(s).
  - v) A detailed list containing the fireworks, pyro-technic devices, or charges that will be discharged, setoff, detonated or energized.
  - vi) A site specific emergency plan for the display.
  - vii) Verified liability insurance acceptable to the Village of Bawlf.
  - viii) The Village of Bawlf reserves the right to require additional conditions or restrictions on fireworks permit applications.
  - ix) Bawlf reserves the right to deny fireworks permit applications based on incomplete application, non-payment of permit application fee, failure to comply with the Explosives Act of Canada, the Alberta Fire Code or the Village of Bawlf conditions or restrictions.



- 13.9 The Bawlf Fire Chief or Chief Administrative Officer will review each permit based on the specified criteria contained in the Explosive Act of Canada, the Alberta Fire Code, and the Village of Bawlf additional conditions or restrictions.
- 13.10 Bawlf establishes a fee for fireworks permit applications contained in the Fees for Services Schedule "A" which is attached to and forming part of this bylaw.

#### **SECTION 14 - OFFENCES**

- 14.1 Any person who ignites, fuels, supervises, maintains or permits an outdoor open fire to burn at large within the Village of Bawlf without a valid Fire Permit as required by the *Forest and Prairie Protection Act* is guilty of an offence, and
- 14.2 Any person who fails to have sufficient resources to maintain control of his/her outdoor fire is guilty of an offence, and
- 14.3 Any person who lights an outdoor fire when the weather conditions are conducive to a fire running at large is guilty of an offence, and
- 14.4 Any person who ignites and burns fuels that contravene the *Alberta Environmental Protection Act*, is guilty of an offence, and
- 14.5 Any person who ignites a fire or burns during a Fire Ban which clearly specifies the prohibition of such an ignition is guilty of an offence, and
- 14.6 Any person who ignites a wood burning appliance or other materials for burning outdoors during a Total Fire Ban is guilty of an offence.
- 14.7 Persons who commit any of the following offences are subject to Section 19 Penalties:
- 1) impeding, obstructing or hindering a firefighter, or fire officer of the Fire Department(s), or other persons assisting or acting under the direction of a Fire Chief, Regional Fire Services Coordinator or authorized delegate in charge at an incident;
  - 2) damaging or destroying Fire Department(s) Apparatus or Equipment;
  - 3) driving a vehicle over any Equipment, in particular fire hose, at an incident without the permission of the Fire Chief or authorized delegate in charge at an incident;
  - 4) obstructing a firefighter from carrying out any function or activity related in any way to fire protection;
  - 5) falsely representing themselves as a Department member or wearing or displaying any Department badge, cap, button, insignia or other paraphernalia for the purpose of such false representation;
  - 6) obstructing or otherwise interfering with access roads or streets or other approaches

to any fire alarm, fire hydrant, cistern or body of water designated for fire-fighting purposes or any connections provided to a fire main, pipe, standpipe, sprinkler system, cistern or other body of water designated for fire-fighting purposes.

## **SECTION 15 - PENALTIES**

- 15.1 Any person who is guilty of an offence under Section 14, or violates any of the provisions of this Bylaw or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this Bylaw, or who neglects to do or who refrains from doing anything required to be done by the provisions of this Bylaw, or who does any act or thing or omits any act or thing, thus violating any of the provisions of this Bylaw, shall be deemed to be guilty of an offence under the Bylaw, and upon conviction, is liable to a fine of not less than \$200.00 and not more than \$5,000.00 plus costs. No person found guilty of an offence under this Bylaw shall be liable to imprisonment.

## **SECTION 16 - SEVERABILITY**

- 16.1 Should any Section or part of this Bylaw be found to have been improperly enacted or ultra vires, for any reason, then such Section or part shall be regarded as being severable from the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the Section found to be improperly enacted had not been enacted as part of this Bylaw.

## **SECTION 17 – MISCELLANEOUS**

- 17.1 Bylaw No.'s 406-84, 574/10 are hereby repealed.

Received first reading this 17<sup>th</sup> day of

September, 2014

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Interim Acting CAO

Received second reading this 17<sup>th</sup> day of

September, 2014

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Interim Acting CAO

Received third and final reading this 17<sup>th</sup>

Day of September, 2014

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Interim Acting CAO



**FIRE SERVICES BYLAW NO. 596/14**  
**SCHEDULE "A"**  
**RATES, FEES AND CHARGES**

NOW THEREFORE, the Council of the Village of Bawlf duly assembled, enacts as follows:

1. That the following charges be levied to the owner or occupant of any land within the Village with regard to each fire call that is answered by a Fire Department with respect to that land:
  - a. \$300.00 per unit per hour, or part thereof, for utilization of firefighting trucks, and
  - b. \$100.00 per unit per hour, or part thereof, for utilization of fire support vehicles.
  - c. The minimum charge shall be \$500.00 per call.
  - d. Council reserves the right to charge additional fees in the event the fire call requires the services of additional equipment and/or Fire Department(s) in accordance with mutual aid agreements.
  - e. Should circumstances arise that no Fire Protection equipment is required, the Village of Bawlf reserves the right to charge the ratepayer the actual labour charges incurred by the Fire Department(s).
2. That, in the event the amount invoiced by the Village of Bawlf to an owner or occupant of land remains unpaid after thirty (30) days of the date of mailing of said document, that the amount so due be charged as taxes due and owing in respect of that land.

Being a by-law of the Village of Bawlf, in the Province of Alberta, for the purpose of providing for the charging for costs incurred by a fire department with respect to extinguishing fires or preserving life or property from injury or destruction by fire on land within the Village.

WHEREAS, the Municipal Government Act R.S.A. 2000c.M-26 as amended provides that a Council of a Municipality may pass by-laws for the safety, health and welfare of people and the protection of people and property and for services provided by or on behalf of the municipality;

WHEREAS, the Council, while reviewing the manner and amounts of funds being expended to provide fire protection for Village residents, has determined that fire calls are becoming more frequent, and costly;

NOW THEREFORE, the Council of the Village of Bawlf duly assembled, enacts as follows:

1. That, under the provisions of Section 7 of the Municipal Government Act, R.S.A. 2000, Chapter M-26, and amendments thereto, that the following charges be levied to the owner or occupant of any land within the Village with regard to each fire call that is answered by a Fire Department with respect to that land:
  - a. \$300.00 per unit per hour, or part thereof, for utilization of fire fighting trucks, and
  - b. \$100.00 per unit per hour, or part thereof, for utilization of fire support vehicles.
  - c. The minimum charge shall be \$500.00 per call.
  - d. Council reserves the right to charge additional fees in the event the fire call requires the services of additional equipment and/or Fire Department(s) in accordance with mutual aid agreements.
  - e. Should circumstances arise that no Fire Protection equipment is required, the Village of Bawlf reserves the right to charge the ratepayer the actual labour charges incurred by the Fire Department(s).
2. That, in the event the amount invoiced by the Village of Bawlf to an owner or occupant of land remains unpaid after thirty (30) days of the date of mailing of said document, that the amount so due be charged as taxes due and owing in respect of that land.
3. That By-Law #427/86 is hereby rescinded.

This by-law comes into effect upon the day and date of 3<sup>rd</sup> and final reading.

**READ a FIRST time in COUNCIL this 15<sup>th</sup> DAY of JUNE, 2010.**

**READ a SECOND time in COUNCIL this 21<sup>st</sup> DAY of JULY, 2010.**

**READ a THIRD time in COUNCIL this 21<sup>st</sup> DAY of JULY, 2010, and FINALLY PASSED.**

Mayor

*Lynn Habasentis*  
Village Manager

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

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>September 17, 2014</b>
<b>Originated By:</b>	<b>Tracy M. Stewart, Interim Acting CAO</b>
<b>Title:</b>	<b>Recycling Survey</b>

**BACKGROUND/PROPOSAL:**

After hearing from several residents in regards to the loss of the Recycling Program provided by CanPak, Administration surveyed residents for feedback. Attached are the results.

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

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

**RECOMMENDED ACTION:**

That Council accept the following survey results for information.



## Recycling Survey Results

Surveys were sent out with each utility bill and the survey was also available online with restrictions set to one response per IP address. 42 paper surveys were returned, 13 surveys were completed online.



### 1. Do you value recycling?

Yes	52
No	2
Skipped	1
<hr/>	
Total	55

### 2. How important is recycling to you? Please choose the option that best describes how you feel.

I don't recycle.	1
I'll only separate my recyclables from my garbage if it's convenient for me.	1
I try to recycle but some goes in the garbage.	19
Recycling is very important to me.	33
<hr/>	
Total	54

### 3. Are you currently taking recyclables to another collection site (Centra Cam, Kelsey Transfer Site, etc)

Yes	32
No - My recyclables are being collected with my garbage.	13
No - I'm storing my recyclable items until a new option for collection is available locally.	12
<hr/>	
Total	57

*Some surveys had more than one response checked.*

### 4. Were you satisfied with the residential door-to-door recycling collection?

Yes	47
No	5
Skipped	2
<hr/>	
Total	54

Comments:

- Yes! Yes!! It was awesome.
- N/A I go to Camrose to recycle.
- Very satisfied, we could not have wished for anything better, no sorting, pick up every two weeks, it was "GREAT"
- Very satisfied.
- It was a very good system.

5. If pick up becomes available again, how often would you like to see collection happen?

Weekly	11
Bi-weekly	35
Monthly	4
Skipped	4
Total	54

*Some surveys had more than one response checked.*

Comments:

- Never
- Don't matter
- N/A if one collection site

6. What kind of service would you prefer?

Village wide, door-to-door collection of green bins.	38
One collection site that is accessible 24/7 within the Village of Bawlf, where residents would sort their recyclables into separate bins.	15
I would prefer to take my recyclables to Camrose to Centra Cam or Kelsey Transfer Site.	2
I prefer to not recycle at all. I will continue to put my recyclable items with my garbage.	1
Skipped	1
Total	57

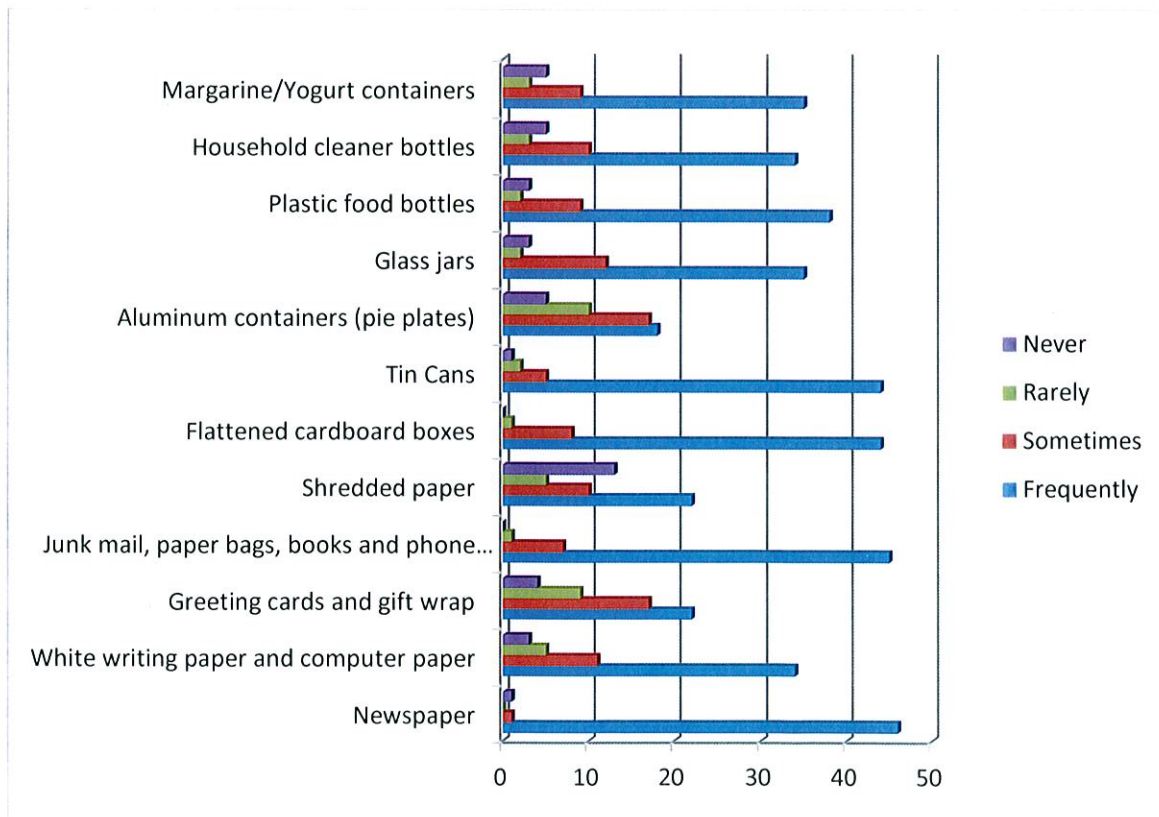
*Some surveys had two options selected.*

Comments:

- One collection site has led to problems in past for Village Public Works Dept.
- Would I get a tax benefit from doing this as taxpayers of Camrose do?

7. Select the appropriate response for how often you recycled the following items in your green box, or are currently taking to a recycling collection site.

Items Collected by CanPak	Frequently	Sometimes	Rarely	Never
Newspaper	46	1	0	1
White writing paper and computer paper	34	11	5	3
Greeting cards and gift wrap	22	17	9	4
Junk mail, paper bags, books and phone books	45	7	1	0
Shredded paper	22	10	5	13
Flattened cardboard boxes	44	8	1	0
Tin Cans	44	5	2	1
Aluminum containers (pie plates)	18	17	10	5
Glass jars	35	12	2	3
Plastic food bottles	38	9	2	3
Household cleaner bottles	34	10	3	5
Margarine/Yogurt containers	35	9	3	5





#### Additional Comments:

- I live by myself and do not have enough material to warrant a monthly charge to my services.
- I take my recyclables to Camrose.
- Recycling cuts down on the amount of garbage that goes into our land fill and that is a good thing.
- We would like the most economical option for the village, if the drop off site in Bawlf is the cheapest, that would be fine.
- I wasn't aware aluminum containers and gift wrap were recyclables.
- We greatly value recycling. Would like the same program that was last used- and quickly.
- Weekly door to door would be ideal, or bi-weekly, but if this is not feasible, then I think that one collection point in the village would work well.
- I don't understand why this service was discontinued? This service was provided prior to CanPak providing garbage pick up. They are the best value for our \$. Maybe a misunderstanding with our Administration at the time? Please ensure we get the recycling service back. Many positive comments when we had it! We were the envy of many communities!
- This is a necessity, not a want!
- Please give us a recycling option.
- I recycled almost 100% with the door to door. now that I have to go to camrose, i don't bother with any paper at all. too much hassle for me. i don't think common bins are good cause you will just end up getting people dropping off their garbage into it, just like people here can't stop putting in things they are not supposed to over at the compost and wood piles.
- As I am switching jobs, recycling if I do it will be more handy for me in town door to door otherwise up until now I had the time to take it to town
- The amount of garage will increase again I believe if there is no longer a recycling program in Bawlf.
- Door to door recycling was a great service for the community- if it isn't feasible to restart this program then at least a drop site like there was before door to door pick up would be needed. to have nothing should not be an option for a healthy community.
- If door to door pickup is resumed, there should be a regular pick up time (ie. morning or afternoon) and pickup time should be made known. Having recycles sitting outside all day in wind etc is not acceptable. Pick up times and where recycles are to be placed must be at same time/locations for each pickup. For home pickup a calendar of pick up dates for the year would be very helpful.
- If people don't rinse out their recyclables then the animals get into it and make a mess. With curbside it is convenient but if the animals get to it and then the wind it leaves a mess for the neighbors to pick up in their yards. This is why I would like to see a one spot drop off into bins that close- if the bins are full people should wait and drop off recycling later. If the residents know when the village takes out the recycling then those who care to recycle shouldn't have a problem with taking it home until a later date.
- Our family believes recycling is very important to our environment. It only takes a few minutes each day and seems like the natural thing to do "reuse, recycle, why waste!" Everyone needs to do their part for all our benefits and for the future of generations.
- Would prefer a no charge recycle program
- It is your duty as council to provide a recycling program, and our duty as residents to recycle our "stuff".
- When we lived in Arrowwood, Alberta, there was a covered collection site not only for recyclables but small items not needed. Residents could help themselves to magazines etc. It seemed to work well... If the monthly cost was to be more than what it was, we would take items to Centra Cam as we got to Camrose often.
- I was very pleased to have a recycle program in Bawlf. I was not always convinced though that things were being recycled. I very much wish to see another program of same sort as it is much more convenient than hauling to Camrose.
- Our previous system was the very best for us. No or not much sorting needed to be done.

- Our question is “who” terminated our recycle program, the company or the Village?? The Village had a meeting about recycle and we voted for the service that we had, so why are we doing this again? Very disappointed!!
- I hope the recycling will resume again soon. It sure cuts down on the amount of garbage every week. Inconvenient to take it to Camrose so don't do as much recycling.
- The previous program was a great service at a nominal fee.
- I was sad to see the recycle stop in Bawlf. I often had way more recycle than garbage. Thanks for all your hard work councillors and staff.
- One collection site would be just fine. Save every penny where you can.

## VILLAGE OF BAWLF

### Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	September 17, 2014
Originated By:	Tracy M. Stewart, Interim Acting CAO
Title:	Bylaw 597 Recycling Service Rates Bylaw

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

Council must pass a bylaw to outline the service it chooses to provide to residents, and to allow for charges to be added to utility accounts. Attached is a draft of proposed Bylaw 597. The bylaw is very similar to the Recycling Bylaw the Village had previously, though specifics regarding a contractor have been removed to save amendments in the future.

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

Bylaw 597 would allow charges to be added to utility accounts for providing a twice monthly recycling pickup service.

Alternative options would include not providing a service at all or directing Administration to research costs and feasibility of a drop off point within the Village.

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

Residents would be charged \$5.50 per month to cover charges of a recycling pick up service.

#### **RECOMMENDED ACTION:**

That Council pass First Reading of Bylaw 597 and discuss any amendments as they see fit.

In the interest of having a recycling program in place for October, Council would also pass Second and Third Readings (after a motion to proceed to Third Reading).



## **VILLAGE OF BAWLF**

### **Recycling Service Rates Bylaw Bylaw No. 597/14**

A bylaw for the Village of Bawlf in the Province of Alberta, to authorize the rates to be levied within the Village of Bawlf for the provision of a recycling service.

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

**NOW THEREFORE**, the Municipal Council of the Village of Bawlf, in the Province of Alberta, enacts a bylaw referred to as the "Recycling Service Rates Bylaw."

For the purpose of this bylaw every person who is the registered owner, or the purchaser entitled to possession under an agreement for sale, or the LEGAL occupant of a rental property within the Village, shall pay the monthly recycling rate as set out in this bylaw.

1. A charge shall be made on the monthly utility bill for the regular collection of recycling materials. Such materials will be collected on a twice monthly basis (according to the contractor's schedule), and then taken to a sorting facility for separation, processing and marketing.
2. Residents will be provided ONE green box by the Village, along with an information sheet and a collection schedule calendar. The flyer will be updated as required and delivered. Additional green boxes may be purchased through the Village Office, if needed.
3. Residents will be able to recycle the following materials:
  - All newspaper and flyers, etc;
  - All office type paper, such as envelopes, loose leaf, photo copy paper;
  - Shiny paper, such as magazines and some flyers, any type of paper with a sheen;
  - Tin cans;
  - Small cardboard items – non-corrugated cardboard such as cereal boxes, Kleenex boxes, etc.

With the option to include additional types of items in the future, as the contractor is able.

4. These charges shall be billed monthly. The charge will be \$5.50 per household, and will be included as a non-metered charge on your utility bill. This is a non-optional service and fee.

5. This bylaw shall take effect on the date of the third and final reading.

Read a first time on this 17<sup>th</sup> day of September, 2014.

Read a second time on this 17<sup>th</sup> day of September, 2014

Read a third time on this 17<sup>th</sup> day of September, 2014, and finally passed.

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**MAYOR**

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**INTERIM ACTING CAO**

## VILLAGE OF BAWLF

### Request for Decision (RFD)

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>September 17, 2014</b>
<b>Originated By:</b>	<b>Tracy M. Stewart, Interim Acting CAO</b>
<b>Title:</b>	<b>Recycling Contract</b>

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

The following contract is for a recycling pick up service proposed by County Enviro Pickup, the Village's current waste collection contractor.

If Council passes Bylaw 597/14, the Recycling Service Rates Bylaw, Council could also move to accept the proposed contract and have a recycling pick up program in place for October 2014.

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

Administration contacted Centra Cam to see if they offered any other local pickup options. A representative for their organization declined.

A message was left with another Camrose recycling pick up company, no response was received.

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

In passing Bylaw 597, residents would be charged \$5.50 per month on their utility invoices. Rates for the recycling service are outlined in the attached proposed contract. There would be a small surplus over and above the cost of the service that would cover future increases and provide a cushion for any additional fees or unforeseen charges the contractor may deem necessary once the program is initiated.

#### **RECOMMENDED ACTION:**

That Council direct Administration to accept the terms of the contract and enter into an agreement with County Enviro Pickup for a Recycling Program to start in October 2014.



Recyclable collection.  
Between the Village of Bawlf and County Enviro Pickup

Year	Unit Rate May of Year to April of the fourth coming year)	Number of residential pickups	Monthly Amount (not including GST)
2104	\$4.00	170	\$680.00
2015	\$4.20	170	\$714.00
2016	\$4.40	170	\$748.00

***Recyclable items to be collected are:***

***Newspaper and Flyers etc.***

***All office type paper*** (Envelopes, loose leaf, photocopy paper.)

***Shiny Paper*** (Magazines, flyers or any type of paper that has a sheen on it.)

***Tin*** (Tin cans must be cleaned.)

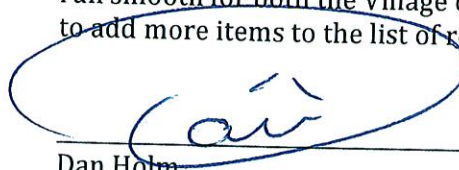
***Small cardboard.*** Non corrugated cardboard (cereal boxes Kleenex boxes etc.)

All cardboard must be flattened.

Unfortunately I cannot take any plastics, glass or corrugated cardboard. This can be placed into the regular household garbage to be taken to the landfill.

- The Recyclables will be collected every first and third Thursday of the month regardless of how many weeks are in the month. Commencing October 2<sup>nd</sup> 2014.
- Invoice to be paid to County Enviro Pickup on a monthly basis.
- County Enviro Pickup will invoice by the 15<sup>th</sup> of the month and will be paid by the 30<sup>th</sup> of the same month.
- Residences must segregate the different types of paper (newspaper and flyers, office paper, and shiny paper), flatten all cardboard and clean all tin cans.
- Residences must make sure that the recyclables are contained and not blowing loose through out the village.
- Any items in the recyclable box that are not on the recyclable list will be left behind.
- Collection of recyclables will occur immediately after the morning household collection so please make sure the recyclables are out by 11:00 am.
- The Village may terminate this Agreement, if there is proof that poor service is occurring on the part of the Contractor, Provided that at least three (3) months notice in writing is given to the Contractor
- The Contractor may terminate this Agreement, for any reason, and without cause, by giving the Village ninety (90) days notice in writing.
- Because of potential stock piling, if the first collection results in 2 trips to Centra Cam there will be an additional fee of \$1.00 per household.

This is a first for our company so there may be some tweaking in the collection to make it run smooth for both the Village of Bawlf and myself. There is also a possibility in the future to add more items to the list of recyclables.

  
Dan Holm  
County Enviro Pickup

\_\_\_\_\_  
Tracy Stewart, Interim Acting CAO  
Village of Bawlf

September 9, 2014

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

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>September 17, 2014</b>
<b>Originated By:</b>	<b>Tracy M. Stewart, Interim Acting CAO</b>
<b>Title:</b>	<b>Bylaw 598/14 - Regional Assessment Review Board Bylaw</b>

**BACKGROUND/PROPOSAL:**

As outlined in the attached proposed bylaw, "Camrose County and the Regional Partner Municipalities jointly wish to establish a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a composite Assessment Review Board (CARB) under the provisions of the Municipal Government Act in respect of assessment complaints made by taxpayers of a Regional Partner Municipality."

There have been a few changes to the previous Bylaw, 571/10, so the County has asked for a new Bylaw to be passed with these changes. Changes are highlighted for quick reference.

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

Details are outlined in the attached bylaw.

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

Costs as outlined in the bylaw.

**RECOMMENDED ACTION:**

That Council pass First, Second and move to also pass Third Reading of the proposed bylaw.



## BYLAW NO. 598/14

BY-LAW NO. 598/14A By-law of the Village of Bawlf to establish a Regional Assessment Review Board in accordance with Section 456 of the Municipal Government Act.

WHEREAS Section 456 of the *Municipal Government Act*, permits two or more Councils to jointly establish assessment review boards to have jurisdiction in their respective municipalities;

WHEREAS Camrose County and the Regional Partner Municipalities jointly wish to establish a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by taxpayers of a Regional Partner Municipality;

WHEREAS Regional Partner Municipalities will pay for the costs associated with the establishment, training and operations of the Regional Assessment Review Board and each Regional Partner Municipality will share, on a per capita basis, the costs and training related to the Clerk and Board Members and each respective Regional Partner Municipality will bear the full costs relative to any appeals or hosting of their own jurisdictional Hearings and pay to Camrose County the member fees in respect of their portions of those costs.

THEREFORE Council of the Village of Bawlf enacts as follows:

### Short Title

- 1 The short title of this Bylaw shall be the "Regional Assessment Review Board Bylaw".

### Definitions

- 2 (1) Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in section 453 of the MGA.
- (2) In this bylaw the following terms shall have the meanings shown:
  - (a) "Board" means the Regional Assessment Review Board;
  - (b) "CARB" means the Composite Assessment Review Board established in accordance with the *'Matters Relating to Assessment Complaints'* regulation;



- (c) "Citizen-at-large" means a person who does not represent a specific organization;
- (d) "Designated Officer" means the person appointed to carry out the duties and functions of the clerk of the assessment review board as required under section 455 of the *Municipal Government Act*;
- (e) "Elected Official" means a Councillor duly elected by the electors of a respective municipality in compliance with the rules and regulations of the *Local Authorities Election Act*;
- (g) "Hearing" means the act of hosting a formal meeting by an officially constituted body to listen to evidence and pleadings initiated by a complainant;
- (h) "LARB" means the Local Assessment Review Board established in accordance with the '*Matters Relating to Assessment Complaints*' regulation;
- (i) "Member" means a member of the Regional Assessment Review Board;
- (j) "MGA" means the *Municipal Government Act of Alberta, RSA 2000, Ch. M-26*, as amended and Regulations passed under that Act;
- (k) "Provincial Member" means a Composite Assessment Review Board member appointed by the Minister;
- (l) "Regional Partner Municipality" means those municipalities who enter into an agreement with Camrose County to jointly establish a Regional Assessment Review Board and who enact a bylaw substantially in the form of this bylaw.

### **Appointment of Board Members**

- 3      (1) The Board shall consist of 9 members who shall be Citizens-at-Large or Elected Officials appointed by the respective Regional Partner Municipalities.
- (2) In addition, when sitting as the CARB, the Board shall include the provincial member appointed by the Minister.
- (3) Each Town and Village must submit one eligible person whereas the County must submit two eligible persons.

### **Terms of Appointment**

- 4 (1) Unless otherwise stated, all Members are appointed for three year terms upon successful completion of the required training.
- (2) The Municipality will be responsible for training costs of a new member should a vacancy occur in any portion of a term.
- (3) If a vacancy on the Board occurs at any time the Regional Partner Municipality must appoint a new person to fill the vacancy for the remainder of that term.
- (4) A Member may be re-appointed to the Board at the expiration of his/her term.
- (5) A Member may resign from the Board at any time on written notice to the Designated Officer to that effect.
- (6) The Camrose County Regional Partner Municipalities may remove a Member at any time on the recommendation of the Designated Officer.

### **Panels of the Board**

- 5 (1) The Board shall sit in panels to hear assessment complaints as the nature of the complaint may permit or require, such panels to consist of:
- (a) three persons selected by the Designated Officer from the Board Members when the panel is acting as a Local Assessment Review Board; or
- (b) two persons selected by the Designated Officer from the Board Members plus one person appointed by the Minister when the panel is acting as a Composite Assessment Review Board; or
- (c) a single member selected by the Designated Officer when the Board is acting as a Single Member Local Assessment Review Board or a Single Member Individual Composite Assessment Review Board. Appointed by the Minister.
- (d) where possible, the Designated Officer shall include on a 3 person panel a member who is from the municipality under whose jurisdiction the complaint arises.
- (2) Each panel shall choose the Chairperson among themselves, provided however that:



- (a) the provincial member must be the Chairperson of a panel sitting as the Composite Assessment Review Board; and
- (b) the provincial member must be the sole member of a panel sitting as a Single Member Composite Assessment Review Board.

### **Chairperson**

- (1) The Chairperson of a panel:
  - (a) will preside over and be responsible for the conduct of meetings;
  - (b) may limit a submission if it is determined to be repetitious or in any manner inappropriate; and
  - (c) will vote on matters submitted to the panel unless otherwise disqualified.

### **Jurisdiction of the Board**

- 7 The Board shall have jurisdiction to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by taxpayers of a Regional Partner Municipality.

### **Designated Officer of the Board**

- 8 (1) The Designated Officer of the Board shall be a person designated by the County Administrator of Camrose County, who shall determine the remuneration of the Designated Officer.
- (2) The Designated Officer shall:
  - (a) shall assist the Board in fulfilling its mandate;
  - (b) coordinate the remuneration and expenses payable to each member of the Assessment Review Board; and

### **Meetings**

- 9 (1) Meetings will be held at such time and place as determined by the Board.



- (2) The proceedings and deliberations of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.

### Remuneration

- 10 (1) Board Members shall receive honorariums for adjudicating at formally scheduled Hearings or taking appropriate training. Honorariums shall be awarded on the following basis:

MERIT	Half day – Four (4) hour block	\$100.00
MERIT	Full day – Four plus (4+) hour block, excluding lunch hour	\$200.00
LARB	Half day – Four (4) hour block	\$100.00
LARB	Full day – Four plus (4+) hour block, excluding lunch hour	\$200.00
CARB	Half day – Four (4) hour block	\$200.00
CARB	Full day – Four plus (4+) hour block, excluding lunch hour	\$400.00

- (2) Board Members and the Designated Officer shall receive compensation for travel based on the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation for performing adjudication duties or taking appropriate training.
- (3) Board Members and the Designated Officer shall receive reimbursement for meals incurred while performing adjudication duties or taking appropriate training. A reasonable meal allowance will be offered and will most often be authorized and organized by the Designated Officer. Guidance to limitations can be derived from the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation.
- (4) Board Members and the Designated Officer shall receive reimbursement for any lodging accommodations required while performing adjudication duties or taking appropriate training.

- (5) Provincial Members shall receive reimbursement for all expenses incurred and at the rates prescribed by the Province.

### **Quorum and Voting**

- 11 (1) The quorum for panels of the Board shall be as established by the MGA, namely:
  - (i) two members of a panel acting as a local assessment review board; and
  - (ii) one citizen-at-large or elected official and the provincial member of a panel acting as a composite assessment review board.
- (2) All Members must vote on all matters before the Board unless a pecuniary interest or a conflict of interest is declared.
- (3) The majority vote of those Members present and voting constitutes the decision of the Board.
- (4) Where a member of a panel absents himself or herself from the proceedings due to a conflict of interest or a pecuniary interest, the Designated Officer shall appoint a replacement member of the panel.

### **Conflict of Interest**

- 12 (1) Where a member of the Board is of the opinion that he or she has a conflict of interest in respect of a matter before the Board, the member may absent himself or herself from board proceedings while that matter is being discussed, provided that prior to leaving the meeting, the member:
  - (a) declares that he or she has a conflict of interest; and
  - (b) describes in general terms the nature of the conflict of interest.
- (2) The Designated Officer shall cause a record to be made in the Minutes of the members' absence and the reasons for it.
- (3) For the purposes of this provision, a member has a conflict of interest in a respect of a matter before the Board when he or she is of the opinion that:
  - (a) he or she has a personal interest in the matter which would conflict with his or her obligation as a member to fairly consider the issue; or



- (b) substantial doubt as to the ethical integrity of the member would be raised in the minds of a reasonable observer, if that member were to participate in the consideration of that matter.

### **Pecuniary Interest**

- 13 (1) The pecuniary interest provisions of the MGA apply to all Members of the Board while attending meetings of the Board, as though they were councillors attending meetings of council.
- (2) A Board member who fails to declare a pecuniary interest in a matter before the Board, or fails to absent himself or herself from proceedings dealing with such a matter, ceases to be a member of the Board.

### **Commencement of Appeals**

- 14 (1) A taxpayer may commence an assessment appeal by:
- (a) mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the '*Matters Relating to Assessment Complaints*' regulation and within the time specified in the MGA; and
  - (b) paying the applicable fee as listed below:

<b>Category of Complaint</b>	<b>Complaint Fee</b>
Residential 3 or fewer dwellings and farm land	\$50.00
Residential 4 or more dwellings	\$650.00
Non-residential	\$650.00
Business Tax	\$50.00
Tax Notices (other than business tax)	\$30.00
Linear property-power generation	\$650.00 per facility
Linear Property - other	\$650.00 per LPAUID
Equalized assessment	\$650.00

### **Rules of Order**

- 15 The Board shall make its own procedural rules, having due regard for the principles of procedural fairness.

### **Adjournments**

- 16 (1) Except in exceptional circumstances as determined by the Board, the Board may not grant postponement or adjournment of a hearing.



- (2) A request for a postponement or an adjournment must be in writing and contain reasons for the postponement or adjournment, as the case may be.
- (3) Subject to the timelines specified in Section 468 of the MGA, if the Board grants a postponement or adjournment of a hearing, the Board must schedule the date, time and location for the Hearing at the time the postponement or adjournment is granted.

#### **Notice of Decisions & Record of Hearing**

- 17 (1) After the hearing of a complaint, the Designated Officer shall:
- (a) under direction of the Chairperson, prepare Minutes of the hearing, the decision or order of the board and the reasons for the decision in compliance with the MGA; and
  - (b) arrange for the order or decision of the Board to be signed; and distributed in accordance with the requirements under the MGA.
- (2) The Designated Officer will maintain a record of the hearing.

#### **Delegation of Authority**

- 18 In accordance with its authority under MGA section 203(1) to delegate power, Council hereby delegates:
- (a) its authority to appoint members of the Regional Assessment Review Board to hear and decide on issues relative to assessment complaints;

#### **Reimbursement of Costs**

- 19 Camrose County shall pay for the administrative costs associated with the operation of the Regional Assessment Review Board. Recovery of costs from Regional Partner Municipalities will be as set out in the agreements established.

#### **Severability**

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

#### **Repeal**

- 21 By-law No. 571/10 is repealed.

**In Force**

22 This by-law shall come into full force and effect on the day that it is finally passed by Council by giving it third and final reading and it is signed in accordance with the *Municipal Government Act*.

RECEIVED FIRST READING THIS  
17<sup>th</sup> DAY OF SEPTEMBER, A.D. 2014  
IN THE VILLAGE OF BAWLF, IN THE  
PROVINCE OF ALBERTA

\*  
\_\_\_\_\_  
\*MAYOR  
\*  
\_\_\_\_\_  
\*INTERIM ACTING CAO

RECEIVED SECOND READING THIS  
17<sup>th</sup> DAY OF SEPTEMBER, AD 2014  
IN THE VILLAGE OF BAWLF, IN THE  
PROVINCE OF ALBERTA

\*  
\_\_\_\_\_  
\*MAYOR  
\*  
\_\_\_\_\_  
\*INTERIM ACTING CAO

RECEIVED THIRD AND FINAL  
READING THIS 17<sup>th</sup> DAY OF  
SEPTEMBER A.D. 2014, IN THE  
VILLAGE OF BAWLF, IN THE  
PROVINCE OF ALBERTA

\*  
\_\_\_\_\_  
\*MAYOR  
\*  
\_\_\_\_\_  
\*INTERIM ACTING CAO

- (d) "Designated Officer" means the person appointed to carry out the duties and functions of the clerk of the assessment review board as required under section 455 of the *Municipal Government Act*;
- (e) "Elected Official" means a Councillor duly elected by the electors of a respective municipality in compliance with the rules and regulations of the *Local Authorities Election Act*;
- (f) "Hearing" means the act of hosting a formal meeting by an officially constituted body to listen to evidence and pleadings initiated by a complainant;
- (g) "LARB" means the Local Assessment Review Board established in accordance with the '*Matters Relating to Assessment Complaints*' regulation;
- (h) "Member" means a member of the Regional Assessment Review Board;
- (i) "MGA" means the *Municipal Government Act of Alberta, RSA 2000, Ch. M-26*, as amended and Regulations passed under that Act;
- (j) "Provincial Member" means a Composite Assessment Review Board member appointed by the Minister;
- (k) "Regional Partner Municipality" means those municipalities who enter into an agreement with Camrose County to jointly establish a Regional Assessment Review Board and who enact a bylaw substantially in the form of this bylaw.

### **Appointment of Board Members**

- 3. (1) The Board shall consist of 10 members who shall be Citizens-at-Large or Elected Officials appointed by the respective Regional Partner Municipalities.
- (2) In addition, when sitting as the CARB, the Board shall include the provincial member appointed by the Minister.
- (3) Each Town and Village must submit one eligible person whereas the County must submit two eligible persons.

### **Terms of Appointment**

- 4. (1) Unless otherwise stated, all Members are appointed for three year terms except in the initial year where two-thirds are appointed for three year terms and the remaining one-third are appointed for a two year term or if civic elections dictate otherwise.



- (2) If a vacancy on the Board occurs at any time the Regional Partner Municipality must appoint a new person to fill the vacancy for the remainder of that term.
- (3) A Member may be re-appointed to the Board at the expiration of his/her term.
- (4) A Member may resign from the Board at any time on written notice to the Designated Officer to that effect.
- (5) The Camrose County Regional Partner Municipalities may remove a Member at any time on the recommendation of the Designated Officer.

### **Panels of the Board**

5. (1) The Board shall sit in panels to hear assessment complaints as the nature of the complaint may permit or require, such panels to consist of:
  - (a) three persons selected by the Designated Officer from the Board Members when the panel is acting as a Local Assessment Review Board; or
  - (b) two persons selected by the Designated Officer from the Board Members plus one person appointed by the Minister when the panel is acting as a Composite Assessment Review Board; or
  - (c) a single member selected by the Designated Officer when the Board is acting as a Single Member Local Assessment Review Board or a Single Member Individual Composite Assessment Review Board.
  - (d) where possible, the Designated Officer shall include on a 3 person panel a member who is from the municipality under whose jurisdiction the complaint arises.
- (2) Each panel shall choose the Chairperson among themselves, provided however that:
  - (a) the provincial member must be the Chairperson of a panel sitting as the Composite Assessment Review Board; and
  - (b) the provincial member must be the sole member of a panel sitting as a Single Member Composite Assessment Review Board.

### **Chairperson**

6. (1) The Chairperson of a panel:
  - (a) will preside over and be responsible for the conduct of meetings;

**Monthly Public Works & Recreation/Parks Report** Reporting Period: Sept 2014

(Please submit to the Village Manager by the 2<sup>nd</sup> Wednesday of every month)

Submitted by: Justin Jacobsen Date: Sept 10/14

**PUBLIC WORKS:**

**Water & Sewer Lines, Lift Station, Lagoon, Reservoir, Wells:**

- one pump not functioning properly at lift station, working on fixing problem (plugged) Using lots of chlorine to keep levels within spec.

**Roadways and Alleys (maintenance, repair, gravelling, grading, snow clearing, sanding, signs, etc.):**

gravelling roadways, fixing/working roads as time permits, added B-train load of gravel to hanson st. (Reinhart, Bodnar, Martin) to fill low spots. Culverts

**Vehicles, Equipment and Supplies:**

not an option in my opinion, (too much area to drain, not enough grade)  
older grasshopper in need of repairs, think I can manage the repairs (ignition switch, transmission flush, hydrostatic repairs.)

**Garbage, Recycling, Composting:**

**Drainage Ditches and Surface Water Flow:**

will be cleaning/weed wacking ditches when time/help is available to do work.

**Disaster Services:**

**Other Information (including staffing, requests from residents, etc.):**

- busy with harvest/hauling and doing as much as I can on my own. Hoping for a full time assistant soon

**RECREATION/PARKS:**

**Grass-Cutting, Weed Control, Trees, Cemetery, etc.:**

grass has slowed finally, will be touching it up as necessary

**Park and Campground:**

- bathrooms will remain open until end of Sept. and then be winterized

**Facilities (including all Village owned buildings, Rec Board's ice rink, Lions' playground, etc.):**

- some cleanup/modifying done at ice rink for ball equipment storage, fence repair done on east part of rink.

**Equipment Issues, Repairs, etc.:**

**Other Information (including staffing, requests from residents or groups, etc.):**