



AGENDA

Regular Meeting of Council of the Village of Bawlf in the Province of Alberta Wednesday, October 15, 2014 – 7:00 p.m. Council Chambers

1. CALL TO ORDER

2. DELEGATIONS

3. GENERAL GOVERNMENT

a) Agenda October 15, 2014

Motion to adopt as presented

b) Minutes of the Regular Meeting of Council September 17, 2014

Motion to adopt as presented

c) Accounts Payable –September 1, 2014 September 30, 2014

General Cheques 20140314 - 20140360

Motion to accept as information

d) Financial Statement – September 30, 2014

Motion to accept for information

4. NEW BUSINESS

a) GAS TAX FUND AGREEMENT

Motion

b) RE-APPOINTMENT FOR CDSS BOARD OF DIRECTORS

Motion

c) CAMROSE AND DISTRICT VICTIM SERVICES FUNDING REQUEST

Motion

d) PARKLAND REGIONAL LIBRARY BOARD BUDGET APPROVAL

Motion

e) CIPP LINING – FINAL/WARRANTY CCTV

Motion

f) LETTER FROM RESIDENT RE: RECYCLE

Motion

g) WINTER 2014/2015 SNOW REMOVAL

Motion

h) *VILLAGE BURN PILE*

Motion

i) *SPECIAL MEETING 5 YEAR PLAN DATE CHANGE*

Motion

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 September 17, 2014 at 7:00 p.m.
In the Bawlf Village Office

PRESENT:

Mayor J. Tessari
Deputy Mayor L. Thompson
Councillor Ryan Mohan
Councillor B. Wells
Finance Officer/Interim Acting CAO Tracy M. Stewart

REGRETS:

Councillor Dave Genio

1. CALL TO ORDER

Mayor John Tessari called the meeting to order at 7:03pm.

2. DELEGATIONS

3. GENERAL GOVERNMENT

a) *AGENDA*

MOTION 200/14 MOVED BY Deputy Mayor Thompson to adopt the amended agenda as presented with one addition (In Camera - Land).

CARRIED

b) *MINUTES OF THE REGULAR MEETING OF COUNCIL HELD AUGUST 20, 2014*

MOTION 201/14 MOVED BY Councillor Wells to adopt the Minutes of the Regular Meeting of Council August 20, 2014.

CARRIED

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

MOTION 202/14 MOVED BY Mayor Tessari to accept the Accounts Payable register for August 1, 2014 to August 31, 2014, General Cheques 201400282-20140313, as information.

CARRIED

d) *FINANCIAL STATEMENT – AUGUST 2014*

MOTION 203/14 MOVED BY Councillor Wells to accept August 2014 Financial Statement for information.

CARRIED

4. NEW BUSINESS

a) *TAX ACCOUNT RE: PROPERTY AT LOT: 14A, BLOCK 14, PLAN 0423593*

MOTION 204/14 MOVED BY Deputy Mayor Thompson directs Administration to draft a response letter to Farnham West Stolee LLP advising that the new owners are not at fault and any outstanding taxes owing prior to the purchase date, should be shouldered by the previous owner or by FWS, LLP. The current 2014 taxes owed by the new owner as of possession date are due and Council will not penalize the balance owing and will give the current owners until December 31, 2014 to pay.

CARRIED

b) *COUNCIL ELECTRONIC DEVICE POLICY*

MOTION 205/14 MOVED BY Mayor Tessari to pass the Council Electronic Device Policy.

CARRIED

c) *BYLAW 596/14 – FIRE SERVICES BYLAW*

MOTION 206/14 MOVED BY Mayor Tessari to approve first reading of Bylaw No. 596/14, Fire Services Bylaw.

CARRIED

MOTION 207/14 MOVED BY Deputy Mayor Thompson to approve second reading of Bylaw No. 596/14, Fire Services Bylaw.

CARRIED

MOTION 208/14 MOVED BY Councillor Mohan to proceed to third reading of Bylaw No. 596/14, Fire Services Bylaw.

CARRIED

MOTION 209/14 MOVED BY Councillor Wells to approve third and final reading of Bylaw No. 596/14, Fire Services Bylaw.

CARRIED

d) *RECYCLING SURVEY*

MOTION 210/14 MOVED BY Councillor Mohan to accept the Recycling Survey as information.

CARRIED

e) *BYLAW 597/14 – RECYCLING BYLAW*

MOTION 211/14 MOVED BY Mayor Tessari to approve first reading of Bylaw No. 597/14, Recycling Bylaw.

CARRIED

MOTION 212/14 MOVED BY Deputy Mayor Thompson to approve second reading of Bylaw No. 597/14, Recycling Bylaw.

CARRIED

MOTION 213/14 MOVED BY Councillor Mohan to proceed to third reading of Bylaw No. 597/14, Recycling Bylaw.

CARRIED

MOTION 214/14 MOVED BY Councillor Wells to approve third and final reading of Bylaw No. 597/14, Recycling Bylaw.

CARRIED

f) *RECYCLING CONTRACT*

MOTION 215/14 MOVED BY Deputy Mayor Thompson to approve Recycling Contract as presented.

CARRIED

g) *BYLAW 598/14 – REGIONAL ASSESSMENT REVIEW BOARD*

MOTION 216/14 MOVED BY Mayor Tessari to approve first reading of Bylaw No. 598/14, Regional Assessment Review Board Bylaw. **CARRIED**

MOTION 217/14 MOVED BY Deputy Mayor Thompson to approve second reading of Bylaw No. 598/14, Regional Assessment Review Board Bylaw. **CARRIED**

MOTION 218/14 MOVED BY Councillor Mohan to proceed to third reading of Bylaw No. 598/14, Regional Assessment Review Board Bylaw. **CARRIED**

MOTION 219/14 MOVED BY Councillor Wells to approve third and final reading of Bylaw No. 598/14, Regional Assessment Review Board Bylaw. **CARRIED**

STANDING REPORTS

a) MAYOR'S REPORT

b) INTERIM ACTING CAO'S REPORT

c) PUBLIC WORKS DIRECTOR'S REPORT-

d) Board Reports:

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

MOTION 220/14 MOVED BY Councillor Mohan to accept the Standing Reports for August 2014 for information. **CARRIED**

5. IN CAMERA – MOTION 221/14 MOVED BY Deputy Mayor Thompson that Bawlf Council go In Camera at 8:38 pm.

a) Land

OUT OF CAMERA – MOTION 222/14 MOVED BY Mayor Tessari that Bawlf Council go Out of Camera at 8:51 pm.

MOTION 223/14 MOVED BY Councillor Mohan to direct Administration to draft an acceptance letter to Tender #1 based upon original tender and stipulations by Council.

CARRIED

6. ADJOURNMENT

Meeting was adjourned at 9:00 pm.

MAYOR- JOHN TESSARI

INTERIM ACTING CAO – TRACY M. STEWART

DATE

DATE

VILLAGE OF BAWLF

Cheque Listing For Council

Page 1 of 3

Cheque	ChequeDate	Vendor Name	Invoice #	Invoice	Cheque Amount
20140314	2014-09-03	ACKLANDS - GRAINGER INC.	60850379356	PAYMENT SHOP SUPPLIES	131.39
20140315	2014-09-03	ALBERTA ANIMAL SERVICES	11316	PAYMENT REGULAR PATR	329.86
20140316	2014-09-03	ALBERTA UTILITIES COMMISSION	IVC00001102	PAYMENT AUC AGREEMENT	615.67
20140317	2014-09-03	AMSC INSURANCE SERVICES LTD.	12565	PAYMENT INSURANCE	1,319.17
20140318	2014-09-03	ANKERTON GAS CO-OP	17209	PAYMENT SHOP SUPPLIES	49.20
20140319	2014-09-03	BAXTER, CHRIS	AUG 14 COURSE	PAYMENT BASIC FIRE GR	200.00
20140320	2014-09-03	BERGQUIST, DEVIN	AUG 14 COURSE AUG 14 FOOD	PAYMENT FIREGROUND MEAL EXPENSE	285.00
20140321	2014-09-03	CAMROSE BOOSTER	DA434143	PAYMENT JOB ADVERTISM	202.27
20140322	2014-09-03	CLARK, LORNA	AUGUST 2014 JULY 2014	PAYMENT EMPLOYEE WA EMPLOYEE WA	270.00
20140323	2014-09-03	GENIO, DAVE	20/08/2014	PAYMENT COUNCIL MEET	110.00
20140324	2014-09-03	KNOLL, MIKE	AUG 14 COURSE	PAYMENT FIREGROUND O	200.00
20140325	2014-09-03	McCarroll, Kip	AUG 14 COURSE	PAYMENT FIREGROUND O	200.00
20140326	2014-09-03	NYSCHUK, KATHERINE	TAX REFUND	PAYMENT REQUESTED RE	674.35
20140327	2014-09-03	RECEIVER GENERAL	AUGUST2014	PAYMENT AUGUST PAYRC	3,137.99
20140328	2014-09-03	STERLING WATER CONDITIONING LT	15588	PAYMENT CHLORINE	672.00
20140329	2014-09-03	TESSARI, JOHN	20/08/2014	PAYMENT COUNCIL MEET	150.00
20140330	2014-09-03	THE SOAP STOP	389689 389885 389887 390381	PAYMENT CLEANING SUPI CLEANING SUPI SUPPLIES CLEANING PRO	56.12
20140331	2014-09-03	THOMPSON, LEONARD R	20/08/2014	PAYMENT COUNCIL MEET	110.00
20140332	2014-09-03	UFA	201073327 201073391 300869161	PAYMENT GREASE FOR SI OIL FOR MACHII WINCH, PARK A	212.08
20140333	2014-09-03	WELLS, BRUCE F	20/08/2014	PAYMENT COUNCIL MEET	110.00
20140334	2014-09-03	WFR WHOLESALE FIRE & RESCUE	92248	PAYMENT SMALL EQUIPM	277.91
20140335	2014-09-03	Yuha Electric and Contracting		PAYMENT	136.50
20140335	2014-09-03	Yuha Electric and Contracting	344	REPAIRS	136.50
20140336	2014-09-15			PAYMENT	433.57

			PPE2014.09.15	SEPTEMBER 15	
20140337	2014-09-15			PAYMENT	1,191.77
			PPE2014.09.15	SEPTEMBER 15	
20140338	2014-09-15			PAYMENT	239.77
			PPE2014.09.15	SEPTEMBER 15	
20140339	2014-09-15			PAYMENT	2,412.06
			PPE2014.09.15	SEPTEMBER 15	
20140340	2014-09-25	ACKLANDS - GRAINGER INC.		PAYMENT	172.95
			6085 0379354 6085 0379812	GLOVES,WORK PARTS-LIFT ST/	
20140341	2014-09-25	AMSC INSURANCE SERVICES LTD.		PAYMENT	871.21
			OCTOBER	OCTOBER COVE	
20140342	2014-09-25	AMSC, (ALBERTA MUNICIPAL SERVIC		PAYMENT	2,916.71
			14-1003611	AUGUST	
20140343	2014-09-25	ANKERTON GAS CO-OP		PAYMENT	240.56
			17232 AUG GAS AUG GAS-COMHALL AUG GAS-LS AUG GAS-OFFICE AUG GAS-PH AUG GAS-WH AUGUST	REPAIR/SHOP S AUGUST GAS-C AUGUST GAS-C AUGUST GAS-LI AUGUST GAS-V AUGUST GAS-P AUGUST GAS-V AUGUST GAS-FI	
20140344	2014-09-25	BAWLF COUNTRY STORE		PAYMENT	12.10
			3	AUGUST STATE	
20140345	2014-09-25	BURKARD TRUCKING		PAYMENT	850.23
			2708	GRAVEL DELIVE	
20140346	2014-09-25	COUNTY ENVIRO PICKUP		PAYMENT	1,418.05
			2964	AUG 14,21,28 &	
20140347	2014-09-25	D&G DISTRIBUTORS		PAYMENT	148.06
			61571	BELTS FOR GR/	
20140348	2014-09-25	FOR LANDS SAKE ENVIRONMENTAL		PAYMENT	176.89
			15-157	GST RE:INV 15-	
20140349	2014-09-25	KAPLER'S HARDWARE LTD.		PAYMENT	20.97
			25181	SUMP PUMP KIT	
20140350	2014-09-25	MISNER, BRYAN		PAYMENT	200.00
			2014 AWARD	BAWLF SCHOLL	
20140351	2014-09-25	MUNIWARE		PAYMENT	296.34
			20141044	AUGUST SUPPC	
20140352	2014-09-25	PARKLAND REGIONAL LIBRARY		PAYMENT	793.39
			4THQREQ	4TH QUARTER F	
20140353	2014-09-25	RISK, NICOLE		PAYMENT	200.00
			2014 AWARD	2014 BAWLF SC	
20140354	2014-09-25	SS AUTOWORKS		PAYMENT	174.73
			2019	SNUFFER TRUC	
20140355	2014-09-25	TELUS COMMUNICATIONS INC.		PAYMENT	602.02
			AUGCHRG SEPT 1-1	AUGUST PHONE AUGUST CHARC	
20140356	2014-09-25	THE SOAP STOP		PAYMENT	58.28
			390382	CLEANING SUPI	
20140357	2014-09-25	UFA		PAYMENT	447.08
			300870580 AUG31	AIR BLOW GUN AUGUST STATE	
20140358	2014-09-30			PAYMENT	1,092.06
			PPE09302014	SEPTEMBER 30	
20140359	2014-09-30	RECEIVER GENERAL		PAYMENT	3,363.12
			SEPTREMITTANCE	SEPTEMBER PA	
20140360	2014-09-30			PAYMENT	2,460.41
			PPE09302014	SEPTEMBER 30	

30,378.34

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	September 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
TAX REVENUE						
1-00-110	TAXES - RESIDENTIAL	(1,068.16)	(291,043.82)	0.00	291,043.82	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	(3,223.40)	(7,637.36)	(7,000.00)	637.36	(9.10)
*	TOTAL TAX REVENUE	(4,291.56)	(335,335.40)	(86,011.00)	249,324.40	(289.88)
INVESTMENT REVENUE						
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
GENERAL REVENUE						
1-12-410	SALE OF SERVICES	(20.00)	(1,758.62)	(1,700.00)	58.62	(3.44)
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	(50.00)	46.50	0.00	(46.50)	0.00
*	TOTAL GENERAL REVENUE	(70.00)	(1,712.12)	(2,800.00)	(1,087.88)	38.85
GRANTS						
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

General Ledger	Description	September 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
FIRE REVENUE						
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	0.00	(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	0.00	(17,144.35)	(23,125.00)	(5,980.65)	25.86
BYLAW REVENUE						
1-26-525	DOG LICENSES	(100.00)	(2,510.00)	2,100.00	4,610.00	219.52
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	(100.00)	(2,510.00)	1,900.00	4,410.00	232.11
ROADS & STREETS						
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	(475.98)	(4,155.46)	(3,300.00)	855.46	(25.92)
1-32-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
1-32-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
1-32-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00
1-37-840	PROVINCIAL CAPITAL GRANT	0.00	0.00	0.00	0.00	0.00

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	September 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
* TOTAL ROADS & STREETS		(475.98)	(4,155.46)	(3,800.00)	355.46	(9.35)
WATER REVENUE						
1-41-410	MONTHLY WATER FEES	(6,552.33)	(51,954.33)	(77,800.00)	(25,845.67)	33.22
1-41-412	BULK WATER SALES	0.00	(49.64)	(2,000.00)	(1,950.36)	97.51
1-41-511	WATER PENALTIES	(254.41)	(4,787.60)	(5,000.00)	(212.40)	4.24
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		(6,806.74)	(56,791.57)	(84,800.00)	(28,008.43)	33.03
SEWER REVENUE						
1-42-410	MONTHLY SEWER FEES	(5,901.13)	(46,784.53)	(65,800.00)	(19,015.47)	28.89
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)	(46,784.53)	(65,800.00)	(19,015.47)	28.90
WASTE MANAGEMENT REVENUE						
1-43-410	MONTHLY GARBAGE FEES	(2,148.80)	(17,097.20)	(24,400.00)	(7,302.80)	29.92
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)	(17,097.20)	(24,400.00)	(7,302.80)	29.93
CAMROSE & DISTRICT SUPPORT SER						
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
CEMETERY REVEUE						
1-56-410	SALE OF CEMETERY PLOTS	(700.00)	(1,100.00)	(200.00)	900.00	(450.00)
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

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	September 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
* TOTAL CEMETERY REVEUE		(700.00)	(1,310.00)	(900.00)	410.00	(45.56)
DEVELOPMENT REVENUE						
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
LAND SALES						
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
PARKS & RECREATION REVENUE						
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	(345.00)	(2,550.00)	(1,200.00)	1,350.00	(112.50)
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		(345.00)	(16,495.56)	(16,200.00)	295.56	(1.82)
CULTURE REVENUE						
1-74-560	HALL RENTALS	(675.00)	2,775.00	0.00	(2,775.00)	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		(675.00)	2,721.00	(2,400.00)	(5,121.00)	213.38
RESERVE TRANSFERS						
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

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	September 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
**	TOTAL REVENUE	(21,514.21)	(496,652.35)	(353,172.00)	143,480.35	(40.63)
COUNCIL EXPENSES						
2-11-130	COUNCIL - PAYROLL DEDUCTIONS	0.00	0.00	0.00	0.00	0.00
2-11-150	COUNCIL REMUNERATION	480.00	8,466.64	12,200.00	3,733.36	30.60
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	480.00	9,013.12	13,900.00	4,886.88	35.16
ADMINISTRATION EXPENSE						
2-12-110	ADMINISTRATION - SALARIES	7,623.20	65,592.18	91,624.00	26,031.82	28.41
2-12-130	ADMINISTRATION - PAYROLL DEDUCTIONS	549.12	4,711.93	9,162.00	4,450.07	48.57
2-12-131	EMPLOYEE BENEFITS	636.19	6,363.30	8,580.00	2,216.70	25.83
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	8,808.51	78,961.51	113,266.00	34,304.49	30.29
OFFICE OPERATIONS						
2-12-215	FREIGHT & POSTAGE	0.00	466.36	3,200.00	2,733.64	85.42
2-12-217	TELEPHONE/INTERNET	282.14	3,014.40	0.00	(3,014.40)	0.00
2-12-220	ADVERTIZING & PRINTING	0.00	2,452.93	2,000.00	(452.93)	(22.64)
2-12-225	VILLAGE PROMOTIONS	400.00	2,614.71	1,000.00	(1,614.71)	(161.47)
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	0.00	976.02	1,000.00	23.98	2.39
2-12-253	TECHNICAL SUPPORT	282.23	3,324.67	4,900.00	1,575.33	32.14
2-12-258	OFFICE JANITORIAL CONTRACT	270.00	1,020.00	1,400.00	380.00	27.14
2-12-274	INSURANCE	1,319.17	11,716.85	11,174.00	(542.85)	(4.85)
2-12-341	LAND TITLES SERVICES	0.00	0.00	200.00	200.00	100.00
2-12-510	OFFICE SUPPLIES	121.05	4,474.45	1,600.00	(2,874.45)	(179.65)

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	September 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
2-12-511	MISCELLANEOUS	16.44	128.64	1,000.00	871.36	87.13
2-12-519	OTHER SERVICES	0.00	538.58	0.00	(538.58)	0.00
2-12-540	UTILITIES	555.11	6,918.68	8,000.00	1,081.32	13.51
2-19-150	ELECTION FEES	0.00	996.68	1,100.00	103.32	9.39
*	TOTAL OFFICE OPERATIONS	3,246.14	63,834.04	51,494.00	(12,340.04)	(23.96)
ADMIN-CAPITAL						
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
REQUISITIONS						
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
FIRE EXPENSES						
2-23-148	IN-SERVICE TRAINING	800.00	800.00	1,000.00	200.00	20.00
2-23-159	HONORARIUMS - ANNUAL & HOURLY	0.00	0.00	6,900.00	6,900.00	100.00
2-23-211	TRAVEL & SUBSISTENCE	85.00	85.00	900.00	815.00	90.55
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	841.29	1,300.00	458.71	35.28
2-23-220	ADVERTIZING & PRINTING	0.00	4,056.05	4,200.00	143.95	3.42
2-23-225	PUBLIC RELATIONS & PROMOTIONS	0.00	(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	(8.32)	745.98	1,000.00	254.02	25.40
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	264.68	264.68	400.00	135.32	33.83
2-23-521	FUEL & LUBE	0.00	0.00	800.00	800.00	100.00

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	September 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
2-23-540	FIRE HALL POWER	86.05	1,258.08	1,500.00	241.92	16.12
2-23-541	FIRE HALL NATURAL GAS	43.04	1,709.39	2,500.00	790.61	31.62
2-23-750	DISPATCH AGREEMENT	0.00	0.00	1,200.00	1,200.00	100.00
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	1,363.92	83,179.97	34,700.00	(48,479.97)	(139.71)
BYLAW ENFORCEMENT						
2-26-270	BYLAW ENFORCEMENT OFFICER	314.15	2,818.20	(5,500.00)	(8,318.20)	151.24
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	2,818.20	(4,800.00)	(7,618.20)	158.71
FIRE - CAPITAL						
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	September 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
PUBLIC WORKS SALARIES & WAGES						
2-32-110	PW - SALARIES	998.79	25,831.66	38,800.00	12,968.34	33.42
2-32-130	PW - PAYROLL DEDUCTIONS	70.67	1,782.00	3,880.00	2,098.00	54.07
2-32-131	EMPLOYEE BENEFITS	235.02	1,591.11	2,820.00	1,228.89	43.57
*	TOTAL PUBLIC WORKS SALARIES &	1,304.48	29,204.77	45,500.00	16,295.23	35.81
PUBLIC WORKS OPERATIONS						
2-32-217	TELEPHONE	0.00	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	809.74	5,171.28	3,000.00	(2,171.28)	(72.37)
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	519.55	4,251.26	10,000.00	5,748.74	57.48
2-32-511	MISCELLANEOUS GENERAL SERVICES	778.99	2,122.64	0.00	(2,122.64)	0.00
2-32-521	FUEL & LUBE	464.80	3,018.90	2,100.00	(918.90)	(43.75)
2-32-540	UTILITIES - STREET LIGHTS	1,119.43	10,248.21	14,241.00	3,992.79	28.03
2-32-762	CAPITAL	0.00	0.00	0.00	0.00	0.00
2-32-790	PUBLIC WORKS AMORTIZATION	0.00	0.00	0.00	0.00	0.00
*	TOTAL PUBLIC WORKS OPERATIONS	3,692.51	26,587.41	33,686.00	7,098.59	21.07
DRAINAGE						
2-37-250	DRAINAGE - REPAIRS & MAINTENANCE	0.00	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	0.00	588.36	1,450.00	861.64	59.42
WATER OPERATIONS						
2-41-110	SALARIES & WAGES - WATER	827.19	7,990.23	19,374.00	11,383.77	58.75
2-41-130	CPP, EI CONTRIBUTIONS - WATER	58.45	575.21	1,937.40	1,362.19	70.31
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	966.73	1,100.00	133.27	12.11
2-41-224	MUNICIPAL MEMBERSHIP	0.00	0.00	100.00	100.00	100.00

VILLAGE OF BAWLW

REVENUE/EXPENSE REPORT

General Ledger	Description	September 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
2-41-230	PROFESSIONAL & CONSULTING SERVICES	0.00	0.00	1,300.00	1,300.00	100.00
2-41-240	CUSTOMER BILLING	0.00	(762.38)	700.00	1,462.38	208.91
2-41-250	REPAIRS & MAINTENANCE	130.00	12,743.45	10,000.00	(2,743.45)	(27.43)
2-41-270	WATER - CONTRACT	0.00	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	640.00	7,029.35	7,000.00	(29.35)	(0.41)
2-41-540	UTILITIES	777.07	7,134.97	11,413.00	4,278.03	37.48
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	2,535.78	54,044.81	71,344.40	17,299.59	24.25
SEWER OPERATIONS						
2-42-000	OTHER - DAYS/SLAND DRAINAGE	0.00	0.00	1,500.00	1,500.00	100.00
2-42-110	SALARIES & WAGES - SEWER	920.92	8,673.45	12,412.00	3,738.55	30.12
2-42-130	CPP, EI CONTRIBUTIONS - WATER	65.07	621.56	1,241.20	619.64	49.92
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	85.24	876.57	1,000.00	123.43	12.34
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	49.99	2,001.69	2,900.00	898.31	30.97
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	39.58	5,853.79	6,000.00	146.21	2.43
2-42-540	UTILITIES	268.90	3,712.24	4,141.00	428.76	10.35
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	1,429.70	23,340.01	31,494.20	8,154.19	25.89

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	September 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
WASTE MANAGEMENT						
2-43-270	GARBAGE - CONTRACT	1,079.50	15,027.42	17,000.00	1,972.58	11.60
2-43-260	RENTAL OF MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00
2-43-350	LANDFILL FEES	284.57	1,538.54	700.00	(838.54)	(119.79)
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	1,364.07	22,822.83	22,775.00	(47.83)	(0.21)
CAMROSE & DISTRICT SUPPORT SER						
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
CEMETERY OPERATIONS						
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)
PLANNING & DEVELOPMENT						
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)
PARKS & RECREATION						
2-72-110	RECREATION & PARKS - SALARIES	74.10	3,063.53	8,680.00	5,616.47	64.70
2-72-115	CSJ & STEP WAGES	0.00	0.00	0.00	0.00	0.00
2-72-130	RECREATION & PARKS - PAYROLL	5.25	181.30	868.00	686.70	79.11
2-72-131	DEDUCTIONS	0.00	0.00	0.00	0.00	0.00
2-72-211	EMPLOYEE BENEFITS	0.00	0.00	300.00	300.00	100.00
	TRAVEL & SUBSISTENCE	0.00	0.00			

VILLAGE OF BAWLW

REVENUE/EXPENSE REPORT

General Ledger	Description	September 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
2-72-220	ADVERTIZING & PRINTING	0.00	0.00	300.00	300.00	100.00
2-72-250	REPAIRS & MAINTENANCE	53.29	77.25	2,000.00	1,922.75	96.13
2-72-270	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
2-72-510	GOODS & SUPPLIES	0.00	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	148.67	1,959.78	3,838.00	1,878.22	48.93
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	0.00	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	281.31	13,379.74	38,161.00	24,781.26	64.94
CULTURE						
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	755.61	3,022.50	3,000.00	(22.50)	(0.75)
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	BAWLW 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	755.61	6,470.14	12,920.00	6,449.86	49.92
GENERAL						
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	25,576.18	419,249.66	558,610.60	139,360.94	24.95
***	SURPLUS/DEFICIT	4,061.97	(77,402.69)	205,438.60	282,841.29	137.68

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	October 15, 2014
Originated By:	Tracy M. Stewart, Interim Acting CAO
Title:	New GTF (Gas Tax) Funding

BACKGROUND/PROPOSAL:

Under the new GTF program, new funding has been expanded to include recreational & cultural infrastructure, broadband connectivity, disaster mitigation infrastructure, and brownfield redevelopment. To access the new GTF funding, municipalities are required to enter a new agreement with the Government of Alberta by signing two copies of the provincial-municipal GTF agreement.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

250(2) (b) securities of a municipality, school division, school district, hospital district, health region under the Regional Health Authorities Act or regional services commission in Alberta;

COSTS/SOURCE OF FUNDING (if applicable)

N/A

RECOMMENDED ACTION:

That Council direct Administration to accept the terms of the contract and enter into an agreement with the Government of Alberta.

SEP 15 2014

Government of Alberta ■

Municipal Affairs

Deputy Minister

18th floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-4826
Fax 780-422-9561

AR74198

September 5, 2014

Ms. Tracy Stewart, Acting Chief Administrative Officer
Village of Bawlf
PO Box 40
Bawlf, AB T0B 0J0

Dear Ms. Stewart:

On behalf of the Honourable Greg Weadick, Minister of Municipal Affairs, I am pleased to announce that the Gas Tax Fund (GTF) program guidelines are now available on the GTF website at www.municipalaffairs.alberta.ca/gastaxfund.cfm. The guidelines are effective April 1, 2014 and reflect the recently signed 2014 - 2024 GTF agreement between Canada and Alberta.

Under the new GTF program, you have additional funding flexibility through an expanded range of eligible project categories which now include recreational and cultural infrastructure, broadband connectivity, disaster mitigation infrastructure, and brownfield redevelopment. Applications for new GTF projects should be submitted through the Municipal Grants Management Application. To facilitate a smoother transition to the new 2014 - 2024 GTF program, you will not be required to re-submit GTF projects approved by Alberta Transportation under the previous GTF program. For questions regarding your project submissions, please contact Alberta Transportation regional offices which will continue to provide program support to municipalities during the transition of the GTF administration from Transportation to Municipal Affairs.

In order to access the new GTF funding, municipalities will be required to enter into a new agreement with the Government of Alberta. The provincial-municipal agreement will cover the 2014 - 2024 period and will also govern unspent funding accumulated under the previous GTF agreement.

Attached are two copies of the provincial-municipal GTF agreement. Please have your chief elected official and a duly authorized signing officer sign both copies, retain one for your records, and return the other copy to:

Attn: Grant Compliance and Payments
Grants and Education Property Tax Branch
Alberta Municipal Affairs
17th Floor, Commerce Place
10155 - 102 Street
Edmonton AB T5J 4L4

.../2

The logo for the Government of Alberta, featuring the word "Alberta" in a stylized script font, followed by a small blue square containing a white stylized 'A'.

4 a)

**GAS TAX FUND
MEMORANDUM OF AGREEMENT**

HER MAJESTY THE QUEEN, in right of the
Province of Alberta, as represented by the
Minister of Municipal Affairs

(hereinafter called "the Minister")

- and -

the **Village of Bawlf** in the Province of Alberta

(hereinafter called "the Grant Recipient")

WHEREAS Her Majesty the Queen, in right of Canada, Department of Infrastructure, Communities and Intergovernmental Affairs ("Canada") and the Minister, have, under separate agreement, agreed to administer the Gas Tax Fund ("GTF") program for local governments in Alberta to help communities build and revitalize their public infrastructure; and

WHEREAS Canada and the Minister recognize the need to help communities build and revitalize their public infrastructure that supports national objectives of productivity and economic growth, a clean environment and strong communities; and

WHEREAS the Minister agrees to conditionally grant to the Grant Recipient a portion of GTF Funding received from Canada, upon the terms and conditions contained herein; and

WHEREAS under the Government Organization Act, RSA 2000 and the Municipal Affairs Grants Regulation (AR123/2000), the Minister is authorized to make grants and to enter into an agreement with respect to any matters relating to the payment of a grant; and

WHEREAS the GTF Funding and the Unspent Funds are to be used by the Grant Recipient for eligible expenditures incurred on projects accepted by the Minister.

NOW THEREFORE in consideration of the mutual terms and conditions hereinafter specified, **THE PARTIES AGREE AS FOLLOWS:**

1. The preamble is incorporated as an integral part of this Agreement.
2. Unless defined elsewhere in this Agreement, capitalized words used throughout this Agreement are defined in Schedule A (Definitions).
3. Any Unspent Funds, and any income earned thereon, will be subject to the terms and conditions of this Agreement and will no longer be governed by the terms and conditions of the First Agreement.
4. The Minister and the Grant Recipient shall execute this Agreement and the Grant Recipient shall return an executed Agreement to the Minister prior to the Minister transferring any GTF Funding to the Grant Recipient under this Agreement.
5. The Minister agrees to provide GTF Funding to the Grant Recipient over the term of this Agreement in annual payments, subject to the following:
 - (i) Receipt of an annual letter from Canada confirming the GTF Funding amount for the Province of Alberta;
 - (ii) Alberta Treasury Board and Finance approval of cash-flow of funds;
 - (iii) Sufficient submitted eligible projects as defined in the Program Guidelines;
 - (iv) Completion of reporting requirements as outlined in the Program Guidelines;
 - (v) Adherence to the communication and signage requirements as outlined in the Program Guidelines; and
 - (vi) Compliance with all other terms of this Agreement and the Program Guidelines.
6. GTF Funding will be allocated among municipalities on the basis of a formula as outlined in the Program Guidelines.
7. The Grant Recipient agrees to provide to the Minister, in a format as prescribed in the Program Guidelines:
 - (i) A project application for each project to be initiated under this program; and

- (ii) An annual summary of the actual grant expenditures on each project undertaken in that year and the year-end grant balance on hand (Statement of Funding and Expenditures), including certification by the Grant Recipient that it is in compliance with the terms and conditions of this Agreement.
8. The Grant Recipient agrees to accept the funds provided by the Minister in accordance with the following additional terms and conditions:
- (i) the Grant Recipient shall be responsible for the completion of each project in accordance with the Program Guidelines;
 - (ii) the Grant Recipient shall comply with all communications requirements outlined in the Program Guidelines;
 - (iii) the Grant Recipient shall develop, within the timeframe established in the Program Guidelines, an Asset Management Plan, which will, at minimum, include a multi-year capital plan containing projects funded through the GTF;
 - (iv) the Grant Recipient shall maintain a separate accounting for the GTF Funding provided;
 - (v) the Grant Recipient may invest, in a distinct account, GTF Funding it receives from the Minister in advance of it paying project expenditures, in accordance with the terms of Section 250 of the *Municipal Government Act*;
 - (vi) the Grant Recipient shall ensure that expenditures accounted for against the principal amount of the GTF Funding provided, Unspent Funds, and income earned, are applied only to projects accepted by the Minister;
 - (vii) the Grant Recipient shall invest into GTF projects any revenue that is generated from the sale, lease, encumbrance or other disposal of an asset resulting from a GTF project where such disposal takes place within five (5) years of the date of completion of the project;
 - (viii) the Grant Recipient shall report as part of the reporting requirements the "actual income earned" on the unexpended funds invested and all such income including other credit adjustments as outlined in the Program Guidelines;
 - (ix) all projects under this Agreement shall be carried out in accordance with the rules, regulations and laws governing such works and in accordance with the best general practices then current at the time of the construction of the project;

- (x) the Grant Recipient shall award and manage Contracts in accordance with their relevant policies and procedures and, if applicable, in accordance with the Agreement on Internal Trade and applicable trade agreements, and all other applicable laws;
- (xi) the Grant Recipient agrees to allow the Minister and/or his agents, including but not limited to, the Auditor General of Alberta, and representatives of the Province of Alberta reasonable and timely access to all of its documentation, records and accounts and those of their respective agents or Third Parties related to the use of GTF Funding and Unspent Funds, and any income earned thereon, and all other relevant information and documentation requested by the Minister or Canada via the Minister or its designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Agreement;
- (xii) the Grant Recipient shall keep proper and accurate accounts and records in respect of all projects for at least six (6) years after completion of the project and, upon reasonable notice, make them available to the Minister;
- (xiii) on any project accepted for cost-sharing under another provincial government program where that project may also be eligible for funding under this Agreement, funding under this Agreement may be used to supplement the funding under the other program and it may be used to replace any municipal contribution required under the other program unless the other program specifically excludes such practices;
- (xiv) on any project accepted for cost-sharing under another federal government program where that project may also be eligible for funding under this Agreement, funding under this Agreement may not be used to supplement the funding under the other program and it may not be used to replace any municipal or provincial contribution required under the other program unless the other program specifically permits such practices;
- (xv) all GTF Funding provided and income earned, not expended prior to December 31 in the year that funding is allocated, may be retained by the Grant Recipient and shall be expended in accordance with the Grant Recipient's project application under this Agreement during the subsequent five years. Thereafter, all unexpended funds shall be returned to the Minister;
- (xvi) all Unspent Funds may be retained by the Grant Recipient and shall be expended in accordance with the Grant Recipient's project application under this Agreement by December 31, 2019. Thereafter, all unexpended funds shall be returned to the Government of Alberta; and

(xvii) this Agreement does not replace, supersede, or alter the terms of any other existing funding agreement between the Minister and the Grant Recipient.

9. The Grant Recipient shall adhere to all project and expenditure eligibility criteria, project credits, project tendering requirements, and other items or directions as outlined in the Program Guidelines.
10. Nothing in this Agreement is to be construed as creating an agency, partnership, joint venture, or employment relationship between the Grant Recipient and Canada or between the Grant Recipient and the Minister.
11. The Grant Recipient shall not represent itself as an agent, partner or employee of Canada or of the Minister for any purpose, including in any contract with a Third Party.
12. The Grant Recipient shall ensure that no current or former public servant or public office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from GTF Funding or Unspent Funds, unless the provision or receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.
13. The Grant Recipient acknowledges that this Agreement and all reports and other records submitted to the Minister will be subject to the access and disclosure provisions of the *Freedom of Information and Protection of Privacy Act* (Alberta), as amended from time to time.
14. The Grant Recipient agrees to indemnify and hold harmless the Minister, his employees and agents, from any and all actions, claims, demands and costs whatsoever, arising directly or indirectly, out of any act or omission of the Grant Recipient or its employees or agents, with respect to carrying out the purposes of this Agreement.
15. The Grant Recipient agrees to indemnify and hold harmless the Government of Canada, its officers, servants, employees or agents responsible for any claims or losses of any kind that the Grant Recipient, Third Parties or any other person or entity may suffer in relation to any matter related to GTF Funding or a GTF funded project and that the Grant Recipient will, at all times, compensate the Government of Canada, its officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to GTF Funding or a GTF funded project.
16. The Grant Recipient agrees that it is not entitled to compensation for its costs, expenses, inconvenience or time expended in relation to the administration of the funds provided under this Agreement nor in respect to this Agreement.

17. The parties agree to give this Agreement a fair and reasonable interpretation and, when required, to negotiate with fairness and candor any modifications or alteration thereof for the purpose of carrying out the intent of this Agreement and/or rectifying any omission in any of these provisions.
18. The parties agree that the requirements of this Agreement which, by their nature, should extend beyond the expiration or termination of this Agreement, will extend beyond such expiration or termination.
19. This Agreement will be effective as of April 1, 2014 and will be in effect until March 31, 2024, and may be renewed thereafter if mutually agreed in writing. In the event where this Agreement is not renewed, any GTF Funding and Unspent Funds held by the Grant Recipient, that have not been expended on projects as of March 31, 2024 will nevertheless continue to be subject to this Agreement until March 31, 2029. Thereafter, all unexpended funds shall be returned to the Minister.
20. Termination of this Agreement unilaterally by either of the Parties will require a minimum notice of two (2) years. If this Agreement is terminated, any GTF Funding and Unspent Funds held by the Grant Recipient as of the termination date shall be returned to the Minister within 180 days following the date of termination.
21. Any notice, demand or other document required or permitted to be given under the terms of this Agreement shall be sufficiently given to the party to whom it is addressed if personally delivered, sent by prepaid registered mail, sent by facsimile transmission, or e-mailed to the addresses as follows:

The Minister:

Municipal Affairs
17th Floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta T5J 4L4

Attention:
Director, Grant Accountability
Grants and Education Property Tax Branch

Telephone: (780) 427-2225
Fax: (780) 422-9133
E-mail: ma.gtfgrants@gov.ab.ca

The Grant Recipient: Village of Bawlf
PO Box 40
Bawlf, AB T0B 0J0

Attention:
Acting Chief Administrative Officer

Telephone: 780-373-3797
Fax: 780-373-3798
E-mail: vilbawlf@syban.net

or to such address as either party may furnish to the other from time to time.

22. This Agreement shall be governed by and interpreted in accordance with the laws of Alberta, and by the courts within the Province of Alberta. The terms and conditions of this Agreement are severable to the extent that any one which may be contrary to the laws of Alberta will be deemed to be modified to comply with those laws, but every other term and condition will remain valid.
23. The rights, remedies and privileges of the Minister under this Agreement are cumulative and any one or more may be exercised.
24. This Agreement is binding upon the parties' respective successors and permitted assignees.
25. The parties may amend this Agreement only by mutual written agreement signed by the parties.

This space left intentionally blank.

The parties have therefore executed this Agreement, each by its duly authorized representative(s), on the respective dates shown below.

**HER MAJESTY THE QUEEN, in right of the
Province of Alberta, as represented by the
Minister of Municipal Affairs**

Per: _____


MINISTER, MUNICIPAL AFFAIRS

Date: July 22, 2014

VILLAGE OF BAWLF

Witness (or Seal)

Per: _____

CHIEF ELECTED OFFICIAL

Date: _____

Witness (or Seal)

Per: _____

DULY AUTHORIZED SIGNING OFFICER

Date: _____

SCHEDULE A DEFINITIONS

“Asset Management Plan” means a document that supports integrated, lifecycle approaches to effective stewardship of infrastructure assets in order to maximize benefits, and manage risk. The plan can include:

- a multi-year capital plan;
- an inventory of assets;
- the condition of infrastructure;
- level of service or risk assessment;
- a cost analysis;
- community priority setting;
- capital or financial planning.

“Contract” means an agreement between the Grant Recipient and a Third Party whereby the latter agrees to supply a product or service to an eligible project in return for financial consideration.

“GTF” means the Gas Tax Fund, a program established by the Government of Canada setting out the terms and conditions for the administration of funding that may be provided by Canada to recipients under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, or any other source of funding as determined by Canada.

“GTF Funding” means funding received by the Minister from Canada under the GTF but does not include Unspent Funds.

“Program Guidelines” means the guidelines for actions, events, criteria, report formats, and other directions applicable to the GTF program as may be prescribed or determined by the Minister and as may be amended from time to time by the Minister.

“Third Party” means any person or legal entity, other than Canada, the Government of Alberta or a Grant Recipient, who participates in the implementation of an eligible project by means of a Contract.

“Unspent Funds” means the Net Amount Carried Forward to 2014, as reported by the Grant Recipient on the Grant Recipient’s 2013 Gas Tax Fund Statement of Funding and Expenditures.

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	Wednesday, October 15, 2014
Originated By:	Tracy M. Stewart-Interim Acting CAO
Title:	Re-Appointment for CDSS Board of Directors

BACKGROUND/PROPOSAL:

As per the CDSS Municipal Agreement (attached), each Village Council needs to appoint the Villages Representative on the CDSS Board of Directors prior to November 15. Dirk Bannister is currently representing the board. If you agree to appoint Dirk to continue in this capacity, 2014-2015 will be his third term as the Villages Representative.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Dirk Bannister is currently representing the board on his second term. Board members may serve a maximum of six years. Each Village Council is welcome to suggest a different person however Dirk has been doing a great job and currently serves as chair.

COSTS/SOURCE OF FUNDING (if applicable)

RECOMMENDED ACTION:

That Bawlf Council directs Administration to inform CDSS that we would like to re-appoint Dirk Bannister as Village Representative.

Village of Bawlf

From: Margaret Holliston <cdss@telus.net>
Sent: September-22-14 12:16 PM
To: vilbawlf@syban.net; jtessari@bawlf.com; 'Village of Bittern Lake'; 'Village of Edberg'; villgfrn@telus.net; administration@villageofhaylakes.com; rosalingvillage@xplornet.com
Cc: 'Dirk Bannister'; 'Clarence Hastings'
Subject: Two CDSS Matters - Oct and Nov Council Agendas
Importance: High

Good morning:

We are enjoying a lovely fall, which reminds me that CDSS requests the following from each Village Council:

Re-appointment of Dirk Bannister as the Villages Representative on the CDSS Board of Directors – By motion at October Council Meeting: As per the CDSS Municipal Agreement (attached), each Village Council needs to appoint the Villages Representative on the CDSS Board of Directors prior to November 15. Dirk Bannister is currently representing the board. If you agree to appoint Dirk to continue in this capacity, 2014-2015 will be his third term as the Villages Representative. Board members may serve a maximum of six years. Each Village Council is, of course, welcome to suggest a different person to represent the Villages on the CDSS Board of Directors. Dirk has been doing a great job, however, and currently serves as Chair. Please let me know at your earliest convenience if you wish to re-appoint Dirk for 2014-15 and confirm that this matter will be on the Agenda for a Council meeting in October.

Presentation of CDSS 2015 Budget to Village Councils for Approval – By motion at November Council Meeting: As always, CDSS respectfully requests time on a November Village Council Meeting Agenda to present our 2015 budget. Please email me the date and time of the November meeting at your earliest convenience, confirming our request to appear before Council.

Please email or call me, Dirk or Clarence Hastings, CDSS Rural Community Program Director, if you have any questions!

Thanks –
Margaret

Margaret Holliston, Executive Director
Camrose and District Support Services
#3, 4516 – 54 Street, Camrose, AB T4V 4W7
780-672-0141 (phone); 780-672-2833 (fax)
Website: www.camrosefcss.ca
Facebook: <http://www.facebook.com/CamroseandDistrictSupportServices>

"The world reveals itself to those who travel on foot."
— Werner Herzog

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

THIS AGREEMENT MADE THIS 1st DAY OF JANUARY 2013

BETWEEN

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

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

AND THE VILLAGE OF BITTERN LAKE, a body corporate, having its offices in the Village of Bittern Lake, in
the Province of Alberta,
(HEREINAFTER KNOWN AS PARTY OF THE THIRD PART)

AND THE VILLAGE OF BAWLF, a body corporate, having its offices in the Village of Bawlf, in the Province of
Alberta,
(HEREINAFTER KNOWN AS PARTY OF THE FOURTH PART)

AND THE VILLAGE OF ROSALIND, a body corporate, having its offices in the Village of Rosalind, in the
Province of Alberta,
(HEREINAFTER KNOWN AS THE PARTY OF THE FIFTH PART)

AND THE VILLAGE OF FERINTOSH, a body corporate, having its offices in the Village of Ferintosh, in the
Province of Alberta,
(HEREINAFTER KNOWN AS THE PARTY OF THE SIXTH PART)

AND THE VILLAGE OF EDBERG, a body corporate, having its offices in the Village of Edberg, in the Province
of Alberta,
(HEREINAFTER KNOWN AS THE PARTY OF THE SEVENTH PART)

AND THE VILLAGE OF HAY LAKES, a body corporate, having its offices in the Village of Hay Lakes, in the
Province of Alberta,
(HEREINAFTER KNOWN AS THE PARTY OF THE EIGHTH PART)

IN THIS AGREEMENT:

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

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

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

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

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

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

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

I. AGREEMENT

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

II. MISSION STATEMENT

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

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

III. UNIT AUTHORITY - POWERS AND DUTIES

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

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

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

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

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

VI. BOARD COMPOSITION

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

VII. APPOINTMENT AND TERM OF MEMBERSHIP OF THE BOARD

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

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

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

VIII. ROLES AND RESPONSIBILITIES OF THE BOARD

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

- b) Where a Board member is unable to attend, it shall be the Board member's responsibility to notify their alternate.
- 4. Board members shall advise their respective councils on an ongoing basis of the activities of the program.
 - a) In the case of the Village representative, the representative shall meet personally with each Village Council a minimum of once per year.

IX. POWERS AND DUTIES OF THE BOARD

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

A. FINANCES

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

funds budgeted each year. The Unit Authority will requisition these amounts on a quarterly basis.

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

B. OTHER DUTIES

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

X. LIMITATIONS OF POWERS AND DUTIES OF THE PARTIES

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

2. No party to this agreement shall solely direct or attempt to direct the activities of or be responsible for activities of, or personnel involved in this program.

XI. DIRECTOR

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

XII. PERSONNEL

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

XIII. PROGRAM

1. The Board shall provide and maintain an office for the operation and maintenance of the program.

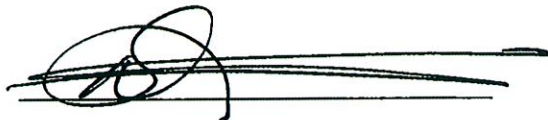
2. The program may provide such needed services as are acceptable under the FCSS Act and Regulations.
2. The auditor shall submit a financial statement to the Board by March 31, in respect of the preceding January 1, to December 31, such statement to meet the requirements of the FCSS Act and Regulations.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

XIII. TERMINATION OF THE PARTICIPATING MUNICIPALITIES IN THE PROGRAM

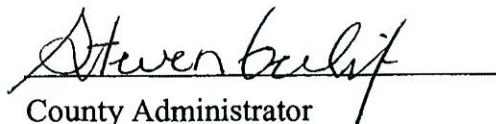
1. Any of the Parties to this agreement may terminate its participation in the Camrose and District Support Services program and in this agreement by delivering notice in writing to the Unit Authority, the Board, and the Minister on or before July 1 in any year. Upon receipt of such notice the terminating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

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

CAMROSE COUNTY



Reeve



County Administrator

THE CITY OF CAMROSE



Mayor



City Manager

Date April 10 2013

Date May 21, 2013

THE VILLAGE OF BITTERN LAKE




Mayor



Village Administrator

Date

Apr 10, 2013

THE VILLAGE OF BAWLF

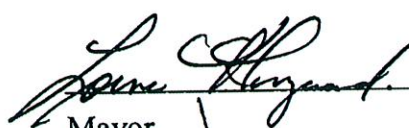


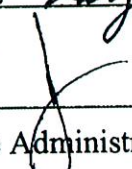
Mayor


Village Administrator

Date April 11/13

THE VILLAGE OF EDBERG




Mayor



Village Administrator

Date

April 10, 2013

THE VILLAGE OF FERINTOSH



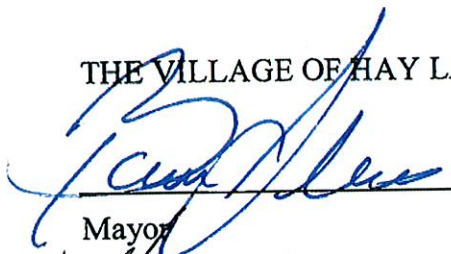
Mayor



Village Administrator

Date

Apr. 10, 2013

THE VILLAGE OF HAY LAKES



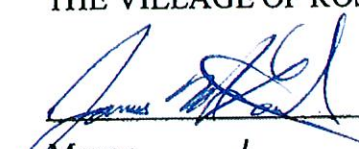
Mayor


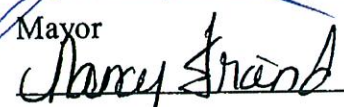
Village Administrator

Date

May 21/13

THE VILLAGE OF ROSALIND



Mayor


Village Administrator

Date

May 16/13

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	Wednesday, Oct 15, 2014
Originated By:	Tracy M. Stewart-Interim Acting CAO
Title:	Camrose & District Victim Services Funding Request

BACKGROUND/PROPOSAL:

Camrose & District Victim Services is a not for profit organization governed by a volunteer Board of Directors with one staff member. They are currently funded by government grants, fundraising and donations. Camrose and District Victim Services have been in existence since 1997 and has revolved around assisting crime and tragedy victims who have reached out to the Camrose and District Victim Services when they have no place else to go. One of their objectives is to help build knowledge of the criminal justice process by providing not only information, but connecting victims with skilled certified advocates in our unit.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

In order to maintain the services we provide and to meet granting obligations, we are required to annually apply for a Grant from the Victims of Crime Fund to support the needs of our unit. In addition to this, we seek support from the communities we serve to help make ends meet and provide the best program we can.
A tax-deductible receipt is available for all donations & will be sent to those who make a contribution.

COSTS/SOURCE OF FUNDING (if applicable)

\$1,000.00 Donation

RECOMMENDED ACTION:

That Bawlf Council directs Administration to issue a cheque in the amount of \$1,000.00 to Camrose & District Victim Services as a donation.



Camrose and District Victim Services

6220-48 Ave, Camrose Alberta, T4V 0K7

780-672-4570- Camrose Police Service

780-672-3342- Camrose RCMP

victimservices@camrose.ca

RECEIVED

SEP 22 2014

September 15, 2014,

Village of Bawlf:

Box 40

Bawlf, AB T0B 0J0

Dear Mayor & Council;

Whether you are a crime victim of a violent, a non-violent crime, or a tragedy, the impact that it has on one's life is substantial. No one is ever prepared to face the challenges and quite frankly, the emotional roller coaster that follows.

Our experience as Victim Service Providers since 1997, has revolved around assisting crime & tragedy victims who have reached out to the Camrose & District Victim Services when they feel like they have no place else to go. One of the Camrose & District Victim Services objectives is to help build knowledge of the criminal justice process by providing not only information, but connecting victims with skilled certified advocates in our unit. These professionals will give victims the access and information they need to move forward with their case and answer the essential, yet scary question "what happens next?"

It's a fact that people feel more empowered with knowledge, and without that knowledge we feel helpless. Camrose & District Victim Services is committed to helping victims gain the mechanisms they need to face the next day with an additional tool in their belt.

We would like to be able to say we are not busy, as that would mean that we have no crime or tragedy impacting anyone's lives. Unfortunately, that is not the reality in which we all live. We never know when crime or tragedy will affect our lives, possibly making us a victim. We are on call to we provide these services 24 hours a day – 7 days a week – 365 days a year.

In April of 2013 we became home to LUCY our Victim Services Trauma Dog, Lucy came to us from Dogs with Wings the only accredited service dog training school in Alberta - Lucy is trained specifically so we can enhance meeting the needs of victims of crime and tragedy; She has been a impeccable asset to our program and has worked with many victims.

The mission of Camrose and District Victim Services is to aid and assist victims of crime and tragedy by providing a community support program in partnership with the RCMP and CPS."

A c)

We have a partnership with Canadian Red Cross to provide immediate service to victims of disaster. We are currently the only unit in Alberta that have cross-trained advocates to provide Red Cross services instantaneously.

The geographical area that we provide services to includes the villages of Hay Lakes, Bittern Lake, Rosalind, and Bawlf; as well as the Hamlets of Round Hill, New Norway, Ohaton, Kelsey, Duhamel, Kingman and Armena. This also includes Tillicum Beach, Miquelon Lake Park, the county farming communities, and the City of Camrose.

background
Camrose & District Victim Services is a not for profit organization governed by a volunteer Board of Directors, with one staff member. We are completely funded by government grants, fundraising and donations.

In order to maintain the services we provide and to meet granting obligations, we are required to annually apply for a Grant from the Victims of Crime Fund to support the needs of our unit. In addition to this, we seek support from the communities we serve to help make ends meet and provide the best program we can.

At this time we are humbly requesting a donation of \$1000.00 to help to cover costs of providing these specialized services to those requiring them in our communities. A tax-deductible receipt is available for all donations and will be sent out to those who are able to make a contribution.

We appreciate the support you have provided us in the past and would like to thank you in advance for your consideration. If you would like to receive more information, please contact the office at 780-672-4570.

Sincerely



Danny Hertel
Chair, Camrose & District Victim Services

The mission of Camrose and District Victim Services is to aid and assist victims of crime and tragedy by providing a community support program in partnership with the RCMP and CPS."

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	Wednesday, October 15, 2014
Originated By:	Tracy M. Stewart-Interim Acting CAO
Title:	Parkland Regional Library Board Budget Approval

BACKGROUND/PROPOSAL:

The Parkland Regional Library Board requests that your council approves of the 2015 budget and notifies PRL before November 1st so that any budget revisions can be addressed at the PRL Board meeting on November 6th. The 2016 and 2017 budgets are just projections created to assist PRL and municipal councils plan their future funding allocations. The projections are subject to change.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Particular attention should be paid to the first few pages of the *Notes for the Parkland Regional Library Budget 2015 – 2017*. This section of the document provides important information on PRL's budgeting process and future plans relating to the budget.

COSTS/SOURCE OF FUNDING (if applicable)

RECOMMENDED ACTION:

That Bawlf Council approve the Parkland Regional Library 2015 budget.

Village of Bawlf

From: Anna Alexander <aalexander@prl.ab.ca>
Sent: September-10-14 12:01 PM
To: jackramsden@eckville.com; legislative@olds.ca; legislative@didsbury.ca; admin@town.bowden.ab.ca; Clearwater County; Town of Sylvan Lake; Town of Provost; Town of Ponoka; Town of Killam; Town of Innisfail; Village of Hughenden; Town of Coronation; City of Camrose; Town of Blackfalds; Village of Bittern Lake; Town of Bentley; City of Camrose; Town of Daysland; Town of Rimbey; City of Lacombe; Red Deer County; Red Deer County; Lacombe County <thager@lacombecounty.com; Camrose County; Village of Alix; Village of Donalda; Summer Village of Rochon Sands; Village of Delburne; County of Paintearth; Summer Village of Gull Lake; Village of Strome; M.D. of Provost; Ponoka County; Stettler County; Summer Village of Parkland Beach; Town of Bashaw; Town of Castor; Town of Penhold; Town of Ponoka; Town of Rocky Mountain House; Village of Alliance; Village of Amisk; Village of Bawlf; Village of Cremona; Village of Delburne; Village of Edberg; Village of Elnora; Village of Hay Lakes; Village of Lougheed; Village of Rosalind; jeff.holmes@mountainviewcounty.com; wanda.w@sundre.com; carla@clive.ca; robs@stettler.net; administration@villageofheisler.ca; info@villageofbigvalley.ca; info@caroline.ca; town@rockymtnhouse.com; sarmstrong@flagstaff.ab.ca; carlm@carstairs.ca; kevin.miller@hardisty.ca; info@sylvansummervillages.ca; sedgewick.cao@persona.ca; bosmond@sylvanlake.ca; forestburg@persona.ca; office@cable-lynx.net; carmela.Erickson@innisfail.ca; tstrang.czar@mcsnet.ca; townmail@sunder.com; gscott@stettler.net
Cc: Ronald Sheppard; Donna Williams
Subject: Parkland Regional Library 2015 - 2017 Budget and Budget Projections
Attachments: proposed budget for 2015.pdf
Importance: High

Good afternoon,

Please find attached a copy of the 2015 budget and 2016-2017 budget projections for Parkland Regional Library. A print copy is also being sent to you by mail.

Particular attention should be paid to the first few pages of the *Notes for the Parkland Regional Library Budget 2015 – 2017*. This section of the document provides important information on PRL's budgeting process and future plans relating to the budget.

The Parkland Regional Library Board requests that your council approves of the 2015 budget and notifies PRL before November 1st so that any budget revisions can be addressed at the PRL Board meeting on November 6th. The 2016 and 2017 budgets are just projections created to assist PRL and municipal councils plan their future funding allocations. The projections are subject to change.

I am available to speak to your council regarding PRL's budget. If you have any questions, please contact me.

for Ron Sheppard, Director

Anna Alexander
Executive Secretary
Parkland Regional Library
5404 - 56 Avenue, Lacombe, AB T4L 1G1
Phone: 403.782.3850
Fax: 403.782.4650
<http://www.prl.ab.ca>



Proposed Budget 2015-2017

Proposed 2015-2017 Budget
PARKLAND REGIONAL LIBRARY

Present
Budget

	2014	2015	2016	2017
INCOME				
1 Provincial Grant	916,366	916,888	916,888	916,888
2 Membership Fees	1,525,028	1,584,127	1,655,822	1,733,663
3 School Contracts	115,328	0	0	0
4 Rural Library Services Grant	425,280	425,952	425,952	425,952
5 Interest Income	45,000	45,000	45,000	45,000
TOTAL INCOME	3,027,002	2,971,967	3,043,662	3,121,503
LIBRARY MATERIALS				
1 Book Allotment PRL	295,999	266,416	266,416	266,416
2 Book Allotment SCHOOL	26,183	0	0	0
3 Rural Library Services Grant	425,280	425,952	425,952	425,952
4 Cataloguing Tools	3,550	4,000	4,000	4,000
5 Large Print Books	13,000	13,000	13,000	13,000
6 Online Databases	16,360	24,000	24,000	24,000
7 Periodicals	1,800	2,000	2,000	2,000
8 eContent Materials	28,000	22,500	22,500	22,500
9 Audio Book Materials	0	5,500	5,500	5,500
10 Reference Materials	6,000	6,000	6,000	6,000
11 Programming Boxes	500	500	500	500
12 Library Computers	30,620	61,481	61,481	61,481
TOTAL LIBRARY MATERIALS	847,292	831,349	831,349	831,349
COST OF SERVICES				
1 Audit	17,300	16,500	17,800	18,500
2 Bank expenses	1,000	500	500	500
3 Bank Investment Fees	3,800	4,500	4,500	4,500
4 Building-Repairs/Maintenance	22,000	26,000	26,000	26,000
5 Communications/Marketing/Advocacy	0	5,000	5,000	5,000
6 Computer Maint. Agree. Software licenses	119,600	127,875	135,825	143,750
7 Continuing Education	20,000	20,000	20,000	20,000
8 Dues/Fees/Memberships	10,000	10,500	10,500	10,500
9 Equipment - Lease/Rental/Maint.	6,500	6,100	700	700
10 Freight	8,500	7,500	7,500	7,500
11 Insurance	16,500	15,500	15,500	15,500
12 Internet Connection Fees	13,500	16,800	20,160	25,200
13 Janitorial expense	26,500	27,500	27,500	27,500
14 Legal/Consulting/Advocacy	2,000	2,000	2,000	2,000
15 Outlets - Contribution to Operating	800	800	800	800
16 Photocopy	10,000	6,500	6,500	6,500
17 Postage	5,500	5,000	5,000	5,000
18 Postage Reimbursement	3,500	3,000	3,000	3,000
19 Promotion/Trade Shows/Publicity	5,000	5,500	5,500	5,500
20 Recruitment/Advertising	1,500	1,500	1,500	1,500
21 Salaries	1,402,522	1,372,931	1,426,941	1,480,131
22 Salaries - Employee Benefits	287,517	281,451	292,523	303,427
23 Supplies/Stationery/Processing/Recon	33,171	40,000	40,000	40,000
24 Telephone	14,000	14,000	14,000	14,000
25 Travel	14,000	13,000	13,000	13,000
26 Trustee expense	21,000	21,000	21,000	21,000
27 Utilities	36,000	37,661	37,064	37,146
28 Vehicle expense	37,000	41,000	41,000	41,000
29 Workshop/Training expense	11,000	11,000	11,000	11,000
30 Budgeted for reserves	30,000	0	0	0
TOTAL COST OF SERVICES	2,179,710	2,140,618	2,212,313	2,290,154
	3,027,002	2,971,967	3,043,662	3,121,503
TOTA Surplus/Deficit	0	0	0	0
AMOUNT PER CAPITA REQUIRED	7.50	7.73	8.08	8.46
		3%	4.5%	4.7%

Notes for the Parkland Regional Library Budget 2015-2017

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library Agreement. According to clause eight of the agreement – Library System Budget:

- 8.1 The PRL Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRL Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRL Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRL Board.*
- 8.5 The PRL Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRL budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level.

PRL's budget projections for 2015 – 2017 use the 2014 provincial operating grant amounts supplied by the Public Library Services Branch, Alberta Municipal Affairs. For these years, we project that the provincial operating grant to regional systems will be the same at \$4.60 per capita and \$5.45 per capita for the rural library service grant.

The budget for 2015 – 2017 is a very conservative budget with respect to operations.

Despite the increased software licensing costs, projected savings in other areas of operations mean the budget for 2015 reflects an increase of only 3% (down from last year's projected increase of approximately 5%).

Points within the budget to note include:

Under Income:

- For budgeting purposes, the provincial operating grant rate for regional systems is based on the 2014 rate paid by the government. (line 1).
- School Contracts has been reduced to \$0 due to the termination of the school library service contracts at the end of the 2013 – 2014 school year. (line 3)

Under Library Materials:

- Book Allotment PRL has decreased to \$1.30 per capita to pay for the purchase of computers for member libraries. See lines 1 and 12.
- School Book Allotment (line 2) has been eliminated in 2015 to reflect the termination of the school library service contracts.
- Online Databases (line 6) has increased due to the reduction of subsidies for online resources by the provincial government.
- The eContent and Audio Book material line is now split into two unique lines (lines 8 & 9) to assist with clearer collection development.
- Due to the decline in the use of the reference collection and the end of the School Services, the Reference and Professional Development Collections were combined with no increase in funding over the 2014 amount (line 10).
- Library Computers (line 12) has increased by \$.15 cents per capita over last year to pay for computers for member libraries.

Under Cost of Service

Most lines in this section experienced only modest growth relating to inflationary costs. Some lines experienced significant decreases.

- Line 4, Building-Repairs/Maintenance, has increased slightly to reflect average, actual costs.
- Line 5, Communications/Marketing/Advocacy is new and will be used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards.
- Line 6, Computer Maint. Agree. Software licenses has increases to account for the rising costs associated the Microsoft suite for PRL and member library computers software, PRL's management of wireless networks and computer desktops for member libraries.
- Line 9, Equipment – Lease/Rental/Maint is for our mailing scale and postage meter which is being eliminated after our current contract in late 2015, postage has been declining and staff will use online options for mailing packages and purchasing stamps. The maintenance agreement for our laminator is also paid for using this line.

- Line 10, Freight, has been reduced again this year slightly to reflect actual costs we are experiencing due to the end of the Alberta Multilingual Book Consortium.
- Line 11, Insurance, has been reduced to reflect the reduced insurance costs associated with the elimination of the media collection.
- Line 12, Internet Connection Fees, is being increased with planned internet bandwidth increases which are estimated for each year in support of the Public Library Services Branch initiative to increase our member libraries SuperNet bandwidth.
- Line 16, Photocopy, has been reduced due to using online posting of board and executive packages and because we are not using our color photocopier as much as we had estimated.
- Due to staff reductions, the lines for staff salaries and benefits have been reduced in 2015. This line also supports a revised wage and salary grid. See lines 21 and 22.
- Line 28, Vehicle expense, has been increased due to estimated costs mostly associated with the increase in fuel prices.
- Note that in line 30 we have ceased to budget money for reserves. Previously, Parkland budgeted \$30,000 for reserves. \$15,000 went to the Vehicle Reserve and \$15,000 to the Technology Reserve. Two years ago, staff were instructed to spend-down PRL's reserves. This has not happened due to an excess in revenue over expenditures that resulted from operational changes and staffing changes in 2013, and an unexpected government grant. At December 31, 2013, the Technology Reserve was over \$60,000 above its recommended limit. Due to the 2013 year-end additions to the Unrestricted Operating Fund (currently worth over \$370,000), staff will be recommending the transfer of \$75,000 from the fund to the Vehicle Reserve. Based on the vehicle replacement schedule included in this package, the Vehicle Reserve should be funded through 2020 by this transfer of these funds.

In section 1 of the Budget Supplement document, you will see a transfer of up to \$30,000 from the Vehicle Reserve to pay for a new cargo van in 2015. In the same section, there are also transfers from the Technology reserve of \$55,125 to pay for routine, planned PRL computer hardware purchases, of \$88,700 to pay for computers for member libraries, and \$55,000 to replace member libraries SuperNet CED units which also includes a three years maintenance agreement plan.

In section 3 of the Budget Supplement, the estimated proceeds from the sale of vehicles will be transferred into the Vehicle reserve. Also reflected in section 3, is the amount that will be transferred into the Technology reserve that was allocated from book allotment to help cover most of the costs for computers for member libraries.

Section 5 of the Budget Supplement corresponds to line 30, Budgeted for Reserves, under the Cost of Services Section of the budget. Given our current reserve levels, section 5 has been temporarily eliminated as we do not need to budget for reserves at this time.

Brief Notes – September 2014

INCOME

1. Estimate, based on the current 2014 provincial grant
2. Estimated requisition to municipalities to balance budget
3. Based on school library service contracts ending in August 2014, line reduced to zero
4. Estimate that reflects the current 2014 provincial grant
5. Held at 2014 level to reflect the anticipated returns on investments

LIBRARY MATERIALS

1. Reflects new allotment rate of \$1.30 per capita for 2015 – 2017 which has been reduced from the 2014 level of \$1.45 - this additional \$.15 cents is being allocated to line 13
2. School contracts completed, line to zero
3. Based on the current 2014 provincial grant rate
4. Based on actual with a slight increase in 2015
5. Held at the 2014 amount
6. Line increased to reflect the anticipated end of government funded subsidy programs and modest, ongoing increases
7. Increased slightly in 2015 -2017
8. The 2014 line 8 was split into two lines (line 8 and line 9) for 2015 but with no budget increases
9. New line created with a portion of the 2014 Line 8 budgeted amount
10. New line – a combination of Professional Development collection and Reference Collection budget lines, held at \$6,000
11. Held at \$500
12. Line increased by \$.15 per capita based on current population – increase offset by a reduction in book allotment

COST OF SERVICES

1. The fee for 2015 is actual and 2016 and 2017 are estimated
2. Reduced to \$500 to cover the cost of checks – the direct deposit payroll services are now paid due to our tendering process
3. Based on actual charges with a slight increase to cover anticipated rise in costs
4. Increased in 2015 - based on four-year averages then held
5. This line is new and will be used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards
6. For software maintenance agreements and subscriptions - line increases to account for the rising costs associated the Microsoft suite for PRL and member library computer software, PRL's management of wireless networks and computer desktops for member libraries
7. Held at \$20,000
8. Based on actual, with a modest increase in 2015 to cover higher costs then held.
9. Reflects cost of postage machine and maintenance agreement for our laminator – reduced in 2015 to complete contract with Pitney Bowes – postage has been declining and staff will use online options for mailing packages and purchasing stamps
10. Reduced slightly then held to reflect the decrease in freight costs as a result of the termination of the Alberta Multilingual Book Consortium
11. Reduced slightly using an average of actual costs and with the elimination of the school media collection costs
12. Based on a contract with Platinum – increased yearly with planned internet bandwidth increases which are estimated for each year due to the provincially funded initiative to increase our member libraries' SuperNet bandwidth
13. Increased slightly then held – also includes snow removal and yard maintenance
14. Line used to pay for external consultants and cover legal fees - held at 2014 level
15. Held at \$800
16. Reduced due to using online posting of board and executive meeting packages and as we are not using our color photocopier as much as we had estimated
17. Based on actual – reduced slightly from 2014 then held
18. Reduced by \$500 then held at \$3,000
19. Increased by \$500 then held at \$5,500
20. Held at \$1,500
21. Decreased in 2015 to reflect predicted staffing costs based on reduced staff levels due to the termination of PRL's contractual services
22. Decreased in 2015 to reflect predicted staffing costs based on reduced staff levels due to the termination of PRL's contractual services
23. Based on a six year review and using an average with an increase for non- asset Technology purchases required, then held
24. Held at \$14,000
25. Based on estimates – reduced and held at \$13,000
26. Held at \$21,000
27. Based on five-year averages
28. Based on anticipated maintenance costs for three vehicles and fuel with a cushion to account for fluctuations in fuel prices - increased in 2015 based on a three-year average then held
29. Held at \$11,000

- 30 This line in 2014 funded the Vehicle and Technology Reserves for covering current and ongoing purchase, as of 2015 it has been temporarily discontinued due to higher than anticipated reserve levels (see notes 5-D of the Budget Supplement)

Complete Notes to the 2015 – 2017 Budgets

Proposed 2015-2017 Budget PARKLAND REGIONAL LIBRARY

Present
Budget

INCOME

- 1 Provincial Grant
- 2 Membership Fees
- 3 School Contracts
- 4 Rural Library Services Grant
- 5 Interest Income

2014	2015	2016	2017
916,366	916,888	916,888	916,888
1,525,028	1,584,127	1,655,822	1,733,663
115,328	0	0	0
425,280	425,952	425,952	425,952
45,000	45,000	45,000	45,000
3,027,002	2,971,967	3,043,662	3,121,503

TOTAL INCOME

Income – line details

1. *Provincial Grant:* for budgeting purposes, the provincial operating grant rate for regional systems is based on the 2014 rate paid by the government - this rate is subject to change annually.
2. *Membership Fees:* \$7.73 per capita - requisition to municipalities to balance budget.
3. *School Contracts:* school library service contracts will end August 2014.
4. *Rural Library Services Grant:* grant received from Alberta Municipal Affairs for service to rural residents, based on the membership in PRL of municipalities and municipal districts which do not appoint a library board –grant passed directly to libraries, as directed by these municipalities; government calculates grant using 2010 population figures at the rate of \$5.45 per capita – see line 3 under Library Materials.
5. *Interest Income:* estimate based on the returns from the RBC Dominion Parameters program, the Servus Credit Union short-term investments, and current bank account – held at 2014 level to reflect the anticipated returns on investments.

LIBRARY MATERIALS					
1	Book Allotment PRL	295,999	266,416	266,416	266,416
2	Book Allotment SCHOOL	26,183	0	0	0
3	Rural Library Services Grant	425,280	425,952	425,952	425,952
4	Cataloguing Tools	3,550	4,000	4,000	4,000
5	Large Print Books	13,000	13,000	13,000	13,000
6	Online Databases	16,360	24,000	24,000	24,000
7	Periodicals	1,800	2,000	2,000	2,000
8	eContent Materials	28,000	22,500	22,500	22,500
9	Audio book Materials	0	5,500	5,500	5,500
10	Reference Materials	6,000	6,000	6,000	6,000
11	Programming Boxes	500	500	500	500
12	Library Computers	30,620	61,481	61,481	61,481
TOTAL LIBRARY MATERIALS		847,292	831,349	831,349	831,349

Library Materials Expenditures - line details

- 1. Book Allotment PRL:* reflects new allotment rate of \$1.30 per capita for 2015 – 2017 which has been reduced from the 2014 level of \$1.45 - this additional \$.15 cents is being allocated to line 13 to assist with the ongoing purchase of computers for member libraries.
- 2. Book Allotment Schools:* school contracts completed, line reduced to zero.
- 3. Rural Library Services Grant:* provincial grant received by PRL for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as determined by the municipalities (calculated by the government at \$5.45 per capita using 2010 population figures – see line 4 under income).
- 4. Cataloguing tools:* based on actual with slight increases - includes a number of electronic resources such as Library of Congress classification web, Web Dewey, and BookWhere; in addition to print materials such as LCSH/DDC, all of which are used to prepare books for libraries.
- 5. Large Print Books:* held steady at 2014 level.

6. *Online Databases:* subscription fees for increased variety of databases and online resources - line increased to reflect the anticipated end of provincial government funded subsidy programs and modest, ongoing increases.
7. *Periodicals:* with a modest increase in 2015 then held; includes public performance rights licensing fee.
8. *eContent Materials* the 2014 Line 8 was split into two lines (line 8 and Line 9) this year - to support the downloadable e-book and e-audio purchases.
9. *Audiobook Materials* new line created with a portion of the 2014 Line 8 budget amount - to support the physical audio collection.
10. *Reference Materials:* to purchase material for the PRL Reference and Professional Development collections which in 2015 are now combined – this was due to a decline in reference use and the termination of the school contracts – held at 2014 levels – to purchase limited amounts of reference material such as, but not limited to, local histories and genealogies plus subjects such as computers/automation, governance, library design, policy and program development, and library operations; for use by PRL staff and member libraries. eResources for reference and professional development purposes can also be purchased using this line.
11. *Programming Boxes:* minimal funds allocated to refresh and build new boxes - held at 2014 level.
12. *Member Library Computers (New):* income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected – funds in 2015 for this line obtained by reducing the Book Allotment for public libraries by \$0.15 per capita from the 2014 level (see line 1 under Library Materials).

		2014	2015	2016	2017
COST OF SERVICES					
1	Audit	17,300	16,500	17,800	18,500
2	Bank expenses	1,000	500	500	500
3	Bank Investment Fees	3,800	4,500	4,500	4,500
4	Building-Repairs/Maintenance	22,000	26,000	26,000	26,000
5	Communications/Marketing/Advocacy	0	5,000	5,000	5,000
6	Computer Maint. Agree. Software licenses	119,600	127,875	135,825	143,750
7	Continuing Education	20,000	20,000	20,000	20,000
8	Dues/Fees/Memberships	10,000	10,500	10,500	10,500
9	Equipment - Lease/Rental/Maint.	6,500	6,100	700	700
10	Freight	8,500	7,500	7,500	7,500
11	Insurance	16,500	15,500	15,500	15,500
12	Internet Connection Fees	13,500	16,800	20,160	25,200
13	Janitorial expense	26,500	27,500	27,500	27,500
14	Legal/Consulting/Advocacy	2,000	2,000	2,000	2,000
15	Outlets - Contribution to Operating	800	800	800	800
16	Photocopy	10,000	6,500	6,500	6,500
17	Postage	5,500	5,000	5,000	5,000
18	Postage Reimbursement	3,500	3,000	3,000	3,000
19	Promotion/Trade Shows/Publicity	5,000	5,500	5,500	5,500
20	Recruitment/Advertising	1,500	1,500	1,500	1,500
21	Salaries	1,402,522	1,372,931	1,426,941	1,480,131
22	Salaries - Employee Benefits	287,517	281,451	292,523	303,427
23	Supplies/Stationery/Processing/Recon	33,171	40,000	40,000	40,000
24	Telephone	14,000	14,000	14,000	14,000
25	Travel	14,000	13,000	13,000	13,000
26	Trustee expense	21,000	21,000	21,000	21,000
27	Utilities	36,000	37,661	37,064	37,146
28	Vehicle expense	37,000	41,000	41,000	41,000
29	Workshop/Training expense	11,000	11,000	11,000	11,000
30	Budgeted for reserves	30,000	0	0	0
TOTAL COST OF SERVICES		2,179,710	2,140,618	2,212,313	2,290,154

Cost of Services – line details

1. *Audit:* 2015 based on actual then estimated with a slight increase in 2016 and 2017.
2. *Bank Expenses:* reduced to \$500 to cover the cost of cheques then held – decreased from 2014 as direct deposit fees for payroll services was included in new bank proposal.
3. *Bank Investment Fees:* fee for management of the Parameters Investment Program – based on actual charges with slight increases in 2016 and then held to cover anticipated rise in costs.
4. *Building-Repair/Maintenance:* based on repairs expected in aging building with known ongoing problems – increased in 2015 then held; based on four-year averages.
5. *Communications/Marketing/Advocacy:* this line is new and will be used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards.
6. *Computer Maint. Agree. Software Licenses:* for software maintenance agreements and subscriptions - line increases to account for the rising costs associated the Microsoft suite for PRL and member library computer software, PRL's management of wireless networks and desktop computers for member libraries, and new licensed services for the Horizon integrated library system.
7. *Continuing Education:* funds to attend the Alberta Library Conference, workshops and seminars, technology courses, NetSpeed, COSUGI conference for Horizon users – held at \$20,000.
8. *Dues/Fees/Memberships:* memberships may include, but are not necessarily limited to: LAA, ALTA, AALT, PLA, AAMDC, ALA, APLAC, and TAL - based on actual, with a modest increase in 2015 to cover higher costs then held.
9. *Equipment –Lease/Rental /Maint.:* reflects cost of postage machine and maintenance agreement for our laminator – reduced in 2015 to complete contract with Pitney Bowes – postage has been declining and staff will use online options for mailing packages and purchasing stamps.
10. *Freight:* vendor freight costs for allotment, in-house collections and shipment of computers for repairs and/or replacement parts

– reduced slightly then held to reflect the decrease in freight costs as a result of the termination of the Alberta Multilingual Book Consortium.

11. Insurance:

includes the building, contents, outlet contents, general liability, bond and crime -- reduced slightly then held using an average of actual costs and with the elimination of the school media collection costs.

12. Internet Connection Fees:

for internet service provision to Parkland HQ and member libraries - based on a contract with Platinum – increased yearly with planned internet bandwidth increases which are estimated for each year to complement the provincially funded initiative to increase our member libraries' SuperNet bandwidth.

13. Janitorial Expense:

slight increase with a small cushion – also includes snow removal and yard maintenance.

14. Legal/Consulting/Advocacy:

line used to pay for external consultants and cover legal fees - held at 2014 level.

15. Outlet - Contribution to Operating:

amounts set by board policy, up to \$200 annually, if local library outlet sponsor provides matching funds – held at \$800.

16. Photocopy:

reduced then held due to using online posting of board and executive meeting packages and as we are not using our color photocopier as much as we had estimated.

17. Postage:

based on actual - reduced from 2014 then held.

18. Postage Reimbursement:

reduced slightly, based on actual then held at \$3,000.

19. Promotion/Trade Shows/Publicity:

includes, but not limited to, printing systems' brochures and hospitality expense at ALC, AUMA, AAMD&C, LGAA conventions, gifts/donations, flowers for libraries' anniversaries, promotional items – slight increase then held at \$5,500.

20. Recruitment/Advertising:

line used for advertising job vacancies, assisting prospective candidates with travel costs for interviews, and new employees with moving expenses where needed - line held at \$1,500.

21. *Salaries:* on the basis of expense estimation at maximum level, the budget reflects the possibility of all eligible staff members moving up on the grid after receiving a satisfactory performance appraisal – decreased in 2015 to reflect predicted staffing costs based on reduced staff levels due to the termination of PRL's contractual services.
22. *Salaries-Employee Benefits:* all eligible staff members at full benefits including LAPP and Blue Cross - decreased in 2015 to reflect predicted staffing costs based on reduced staff levels due to the termination of PRL's contractual services.
23. *Supplies/Stationery Processing/Recon:* includes book-related supplies as well as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, building supplies, and stationery supplies, small non-capital IT items as needed such as monitors and bar code scanners - based on a six year review and using an average increased then held.
24. *Telephone:* includes line charges, toll free numbers, outgoing fax, mobile telephones, and long distance costs – held at \$14,000.
25. *Travel:* includes consulting travel to public libraries administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement to staff when not using the PRL passenger staff vehicle) – based on estimates, reduced slightly, then held at \$13,000.
26. *Trustee Expense:* includes costs for a 10 member executive committee meeting approximately 8 or 9 times a year, and 4 trustees attending the ALC; additional expenses include \$100 half day/\$200 full day honorarium and mileage reimbursement is paid for committee meetings (includes meetings the board chair attends such as the Systems Directors and Chairs meetings) – held at \$21,000.
27. *Utilities:* based on five - year averages – slight increase then held at \$37,000 plus small dollar portions used to balance the overall budget.
28. *Vehicle Expense:* includes fuel with a cushion to account for fluctuation in fuel prices, insurance, and repairs for two cargo vans and a Ford Flex for staff use – increased in 2014 based on actual and estimates due to higher current fuel prices - then held at \$41,000.

29. *Workshop/Training:* includes costs for all workshops or training activities, or program initiatives held at PRL or other locations – held at \$11,000.
30. *Budgeted for Reserves:* line eliminated - this line in 2014 funded the Vehicle and Technology Reserves for covering current and ongoing purchase, as of 2015 it has been temporarily discontinued due to higher than anticipated reserve levels (see notes 5-D of the Budget Supplement).

Budget Supplement

Explanation points to the 2015-2017 Budget dealing with Capital Assets, Amortization and Reserves.

Staffs make all applicable computer and vehicle purchases directly from reserves.

Historically when PRL prepared its budget, the monies collected to pay for computer related purchases and vehicle purchases are moved directly into the Technology and Vehicle Reserves (see budget line 30 under Cost of Services). This practice has been suspended (eliminated) to better use reserves.

The Vehicle replacement schedule has helped to determine and set the Vehicle Reserve level to a dollar amount that will allow PRL staff to purchase vehicles through 2020.

Staff has a good idea of the yearly IT purchases needed because PRL has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRL's Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The expense for amortization will be allocated and the residual value set aside in the Amortization Reserve.

Vehicle purchases will be managed in the same way as computer purchases.

In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy. Capital assets are now purchased from reserves.

MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME		2015	2016	2017	
Amortization Reserve					
Anticipated funds required to cover current portion of amortization expense from prior years (Jan 1, 2009 forward)		51,625.00	49,375.00	49,845.00	A
<i>(actual amount will be affected by asset disposals during the year)</i>					
Vehicle Reserve					
Anticipated funds required to purchase new vehicles		30,000.00	30,500.00	35,000.00	B
<i>(actual amount will be based on exact purchase price in the year)</i>					
Technology Reserve					
Anticipated funds required to purchase PRL computer hardware		55,125.00	45,550.00	48,650.00	B
Anticipated funds required to purchase member library computers		88,700.00	86,000.00	76,300.00	E
Anticipated funds required to purchase member libraries Wireless equipment		55,000.00	0.00	0.00	E
Anticipated funds required to purchase member libraries SuperNet CED units		0.00	0.00	87,500.00	E
<i>(actual amount will be based on exact purchase price in the year)</i>					
		280,450.00	211,425.00	297,295.00	
2 INCOME FROM THE SALE OF CAPITAL ASSETS					
Vehicle selling price		8,000.00	7,900.00	9,000.00	C
<i>(actual amounts will be based on exact selling price in the year)</i>					
		8,000.00	7,900.00	9,000.00	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES					
Amortization Reserve					
Residual Amortization anticipated - Vehicle purchases		21,000.00	21,350.00	24,500.00	E
Residual Amortization anticipated - Technology purchases		38,587.50	31,885.00	34,055.00	E
<i>(actual amounts will be based on exact purchase amounts in the year)</i>					
Vehicle Reserve					
Proceeds from the sale of vehicles		8,000.00	7,900.00	9,000.00	C
<i>(actual amounts will be based on exact selling price in the year)</i>					
Technology Reserve					
Budgeted from reduction of allotment for member library computers		61,347.00	61,347.00	61,347.00	E
		128,934.50	122,482.00	128,902.00	

4 CAPITAL ASSET EXPENSE ALLOCATION

Current Amortization estimated - Vehicle purchases	9,000.00	9,150.00	10,500.00	B
Current Amortization estimated - Technology purchases	16,537.50	13,665.00	14,595.00	B
<i>(actual amounts will be based on exact purchase amounts in the year)</i>				
Amortization - Capital asset expense				
Amortization expense anticipated from prior years (Jan 2009 forward)	51,625.00	49,375.00	49,845.00	A
<i>(actual amount will be affected by asset disposals during the year)</i>				
	<u>77,162.50</u>	<u>72,190.00</u>	<u>74,940.00</u>	

Budgeted expense to build reserves and use for current and ongoing capital purchases (see line 30 of the budget)

Vehicle Reserve

Policy budget item- movement of \$5,000 per vehicle to the Vehicle Reserve	0.00	0.00	0.00
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Technology Reserve

Policy budget item-to fund Technology purchases	0.00	0.00	0.00
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
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Unrestricted Operating Fund - as needed to balance at year end

urrent Amortization expense anticipated - purchases from years previous to Dec 31, 2008	21,375.00	20,380.00	19,475.00
<i>(actual amounts will be based on exact disposals amounts in the year)</i>			

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	October 15, 2014
Originated By:	Tracy M. Stewart-Interim Acting CAO
Title:	CIPP Lining – Final/Warranty CCTV

BACKGROUND/PROPOSAL:

The warranty period expired early October. A final CCTV is required at the end of the warranty period to ensure that the CIPP (Cured In Place Pipe) is performing as intended. If the Village does not proceed with the CCTV, the Village wouldn't have any recourse with the contractor.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

- DFI the contractor no longer provides CIPP and I expect possibly not CCTV. If the Village elects to proceed I will have to follow up with them. They may subcontract the CCTV possibly.
- The CCTV includes for cleanup. If there is buildup or obstructions in the pipe, there will be additional costs.
- As a norm on projects of this type and new installations, a final CCTV is carried out at the end of the warranty period to ensure that the CIPP (Cured in Place Pipe) is performing as intended. The Village could not proceed with the CCTV if cost is an issue, however if there are problems in the future and with the CIPP, the Village would have no recourse with the contractor.
- Our services, if the Village elects to proceed will be on an hourly basis to administer the CCTV. No need from our perspective for on-site visits. Our service would include:
 - Managing the CCTV for the work to proceed.
 - Processing and review of the CCTV and recommendations thereafter.
 - If there are defects in the CIPP, arrange for repairs/corrective measures to be taken.
 - Our hourly 2014 rates would apply.
 - The cost for our services would likely be in the order of \$3000.

COSTS/SOURCE OF FUNDING (if applicable)

Based on the tender price of \$7.40 /m, the cost for the FAC CCTV is estimated at \$21,000 + Focus fees of approximately \$3,000.

RECOMMENDED ACTION:

*Up for further discussion

Village of Bawlf

From: Yamashita, Allan <Allan.Yamashita@wspgroup.com>
Sent: September-23-14 7:01 AM
To: Village of Bawlf
Cc: Tatary, Raed
Subject: RE: CIPP lining

Based on the tender price of \$7.40 /m, the cost for the FAC CCTV is estimated at \$21,000.

Comments:

- DFI the contractor no longer provides CIPP and I expect possibly not CCTV. If the Village elects to proceed I will have to followup with them. They may subcontract the CCTV possibly.
- The CCTV includes for cleanup. If there is buildup or obstructions in the pipe, there will be additional costs.
- As a norm on projects of this type and new installations, a final CCTV is carried out at the end of the warranty period to ensure that the CIPP (Cured in Place Pipe) is performing as intended. The Village could not proceed with the CCTV if cost is an issue, however if there are problems in the future and with the CIPP, the Village would have no recourse with the contractor.
- Our services, if the Village elects to proceed will be on an hourly basis to administer the CCTV. No need from our perspective for on-site visits. Our service would include:
 - Managing the CCTV for the work to proceed.
 - Processing and review of the CCTV and recommendations thereafter.
 - If there are defects in the CIPP, arrange for repairs/corrective measures to be taken.
 - Our hourly 2014 rates would apply.
 - The cost for our services would likely be in the order of \$3000.

If you wish to proceed, we will prepare an agreement for our services and contact the contractor.



Allan Yamashita, P.Eng.
Senior Project Manager
300, 9925 109 St
Edmonton , AB , T5j 2J8
Office: 780 401 1357
Cell: 780 499 8874
Fax: 780 421 1397

-----Original Message-----

From: Village of Bawlf [mailto:vilbawlf@syban.net]
Sent: Monday, September 22, 2014 8:26 AM
To: Yamashita, Allan
Subject: RE: CIPP lining

Good morning Allan;

Is there a charge for this final CCTV?
If so, do you have an amount?

Thanks,

Tracy M. Stewart
Finance Officer/Interim Acting CAO
780-373-3797
F) 780-373-3798
Office Hours: Mon - Wed 8:30-4:30

-----Original Message-----

From: Allan Yamashita [mailto:Allan.Yamashita@wspgroup.com]
Sent: September-15-14 8:43 AM
To: vilbawlf@syban.net
Cc: Raed Tatary
Subject: CIPP lining

The warranty period will be expiring early October. A final CCTV is required at that time to inspect the liner. Of you wish to proceed let me know. The contractor DFI no longer offers the service however under their contract are required to complete the CCTV. Let me know if you wish to proceed

Sent from my iPhone

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VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	October 14, 2014
Originated By:	Tracy M. Stewart-Interim Acting CAO
Title:	Letter from Resident Re: Recycle

BACKGROUND/PROPOSAL:

The new recycle program will be starting up on Thursday October 16. According to our survey, most residents missed the program when our contract expired with our previous contractor. In saying that, there are those select few that do not want to be a part of the program.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The recycle program is based on an "all in, all out" basis. Meaning, we either have a recycle program for all residents or we have no recycle program.

As per Recycle Bylaw 597/14:

"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."

COSTS/SOURCE OF FUNDING (if applicable)

n/a

RECOMMENDED ACTION:

That Bawlf Council directs Administration to send the resident a letter, quoting the bylaw, to inform them that all residents of Bawlf will be participating in the recycle program as per said bylaw.

Sept. 25/14

I do not want the
Recycle in Oct 16 I am not going
to ^{pay} \$5.50 ever month for Recycle
when I can take it to Camrose and
I do not have to pay for it the
Recycle in Camrose

Rachy Nyschuk

when you automatically withdrawn
from my account \$79.00 and No More
in Oct and on
Rachy Nyschuk

RECEIVED

SEP 29 2014

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	October 2014
Originated By:	Tracy M. Stewart-Interim Acting CAO
Title:	Winter 2014/2015 Snow Removal Policy & Procedures

BACKGROUND/PROPOSAL:

At the August 20th Regular Council Meeting, all policies were reviewed and either accepted, repealed or amended.

I think Policy No. 4, Winter Maintenance, should be repealed since it is repetitive of Policy No. 15 which is a more in depth policy.

I would also like to amend, at the minimum, items A. 6, 7 & 8 on Policy No. 15.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The County charges \$220.00/hr for the grader. In previous years when the County grader would on occasion do some clearing for us, I am under the understanding that it was more the grader operator "helping out" at the end of the day more than an "agreement" with the County.

In speaking with Justin, we think that between Public Works and possibly, on occasion, an outside contractor, we can maintain the Village roads even better than last year. Of course in saying this, we will require some proper/upgraded equipment which will be discussed at our 5 year plan meeting on October 29, 2014.

Should we put out a snow removal tender or just contact a couple of contractor's that we know locally? If it is not an actual business (ie. Lyle Burkard), can we do up a waiver that the snow clearing operator (ie. Larry Nikiforuk) would just sign?

COSTS/SOURCE OF FUNDING (if applicable)

Quotes will be available at 5 year plan meeting.

RECOMMENDED ACTION:

That Bawlf Council repeal Policy No. 4, Winter Maintenance, amend items A. 6, 7 & 8 on Policy No. 15 to delete all references to the County of Camrose, to amend item B. Sanding, 3. If necessary and to review/amend Notification to Residents, 1. if required. That Bawlf Council directs Administration to contact Lyle Burkard to inquire if he would be willing and available for occasional snow clearing and what his rates would be and also inquire if there are other "interested" parties for snow removal.



Date: **March 18, 2009**

Motion: **39/09**

Title: **Snow Clearing, Removal and
Sanding on Municipal Roadways**

Policy No. **15**

Purpose: To provide for the efficient and safe movement of vehicular and pedestrian traffic along municipal roadways and sidewalks during the winter period.

Background:

Municipal Roadways:

A. Snow Clearing and Removal:

1. Snow will be cleared according to the priorities outlined in Schedule A.
2. Roadways are to be brought to a drivable condition for vehicles equipped with suitable tires within the specified time and when the depth of freshly fallen or drifting snow exceeds the depth specified in Schedule A.
3. Roadways are to be cleared of snow when two-lane traffic cannot be safely maintained for Priorities 1 and 2 (see Schedule A).
4. Windrows on both sides of the street and avenue adjacent to the school property will be removed within one week, in ordinary circumstances.
5. Snow will be removed up to the curbs on residential roadways as required.
6. The Village will contract grader services through Camrose County, with the understanding that the village roadways will be cleared after the County roads have been cleared. This could take up to four days.
7. If snow clearing is required prior to the County grader being available, the Village will either contract the snow clearing services through another company or use Village equipment to clear the areas in order of priority.
8. If the County grader leaves a windrow in front of a residential driveway or around a parked vehicle on the street or avenue, the Public Works staff will assist the homeowner with removing the windrow.
9. Residential driveways will only be cleared in the event of a medical emergency.

B. Sanding:

1. In order to provide for the safe movement of vehicular and pedestrian traffic, sanding will occur, if required, as soon as possible after snow clearing and will be dependent on road and weather conditions.

2. Sanding will occur according to the priorities outlined in Schedule A.
3. The sanding material consists of two percent calcium chloride (so the sand stock pile does not freeze), five percent salt (to melt the snow and ice on roadways) and sand/chips (to provide traction on slippery road surfaces).

Municipal Sidewalks:

1. Snow will be removed from municipal sidewalks that are normally used by the public will be cleared. Sidewalks and trails infrequently used by the public will not be cleared of snow.

Notification to Residents:

1. Whenever possible, residents will be notified in advance when snow clearing will be expected to occur in their area. Sandwich boards will be placed in highly visible locations approximately 12 – 24 hours prior to the commencement of clearing. On extraordinary occasions, notification in advance may not be possible.

Mayor

Village Manager

Schedule A

Snow clearing and sanding on municipal roadways will be carried out in the priorities described below and as indicated on the attached map (Schedule B). During unusual snowfall events, it may not be possible to achieve the levels of service stated in this Schedule.

Snow Clearing Priority	Roadway Description	cm of snow (prior to plowing)	plowing to occur within 'X' hours of snowfall	Sanding Priority
1	a) Vrolson Road from Highway 13 to the northern Camrose County boundary ----- b) Railway Avenue from Vrolson Road to Jamieson Street ----- c) Fire Hall driveways	7.5	12-18	----- 3 -----
2	a) Around the School - Alberta Avenue from Vrolson Road to King Street AND King Street between Alberta and Molstad Avenues ----- b) Hanson Street from Railway Avenue to Molstad Avenue	7.5	18	----- 4 -----
3	Depending on the day of the week of the snowfall or drifting, either a) or b) first and the other second: a) the back alleys (to be cleared before garbage collection day) <u>OR</u> b) all residential streets and avenues with the priority being the roadways most drifted in	7.5 – 15	18 – 24	
4	Municipal parking lots (ie. Village shop and Administration Office)	15	When other priorities are completed.	
5	Residential driveways		When other priorities are completed.	
	Railway crossing on Vrolson Road			1
	All intersections			5

Title WINTER MAINTENANCE POLICY NO. 4

Legislation Reference Municipal Government Act, Section 18

Purpose

To set out the standards for winter maintenance of municipal roads.

Policy Statement and Guidelines

The Municipal Administrator is responsible for calling the County of Camrose No. 22 when snowplowing is necessary.

The priority of snowplowing operations will be:

- major emergency routes.
- school bus routes.
- local streets and avenues.
- backalleys.

Sanding of icy stretches and intersections will be done on an as required basis. The priority will be intersections. Other areas will be done within the available resources as need dictates.

Culverts will be opened in the early spring to prevent flooding.

Excess snow will generally be stockpiled alongside the street or avenue and on other available public property.

Municipal snowplow operators will take all reasonable measures to minimize the size of the snow berm left at private driveways.

Date November 17/97 Resolution Number 132/97


MAYOR


ADMINISTRATOR

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	October 15, 2014
Originated By:	Tracy M. Stewart-Interim Acting CAO
Title:	Village Burn Pile

BACKGROUND/PROPOSAL:

The Village "burn pile" has become quite a dumping grounds this past summer. It is supposed to be used strictly for "brush" and there is a compost section cleared behind it for leaves, grass clippings, etc.

Residents have been using it as more of a garbage pile. We have found bbq's, full garbage bags, metal, wood with nails, etc.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Should the Village close the burn pile????

If we decide to maintain it, how do we monitor it more closely to ensure residents are not using it as a garbage site?

If we decide to close it down, how do we monitor it to ensure that residents do not keep using it as a garbage site???

COSTS/SOURCE OF FUNDING (if applicable)

n/a

RECOMMENDED ACTION:

**up for further discussion

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	
Originated By:	Tracy M. Stewart-Interim Acting CAO
Title:	5 Year Plan Meeting Date

BACKGROUND/PROPOSAL:

We had previously set a date and time for a 5 year plan meeting for October 15, 2014 @ 5:00pm prior to our Regular Council Meeting at 7:00pm.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

I don't think 2 hours is enough time to have this meeting where we would be able to make informed decisions.

As well, I am unable to have the financial numbers available at this time.

COSTS/SOURCE OF FUNDING (if applicable)

n/a

RECOMMENDED ACTION:

That Bawlf Council post pones the 5 Year Plan Meeting until Wednesday October 29, 2014 at 6:00pm.