



AGENDA

Regular Meeting of Council of the Village of Bawlf in the Province of Alberta

Wednesday, December 17, 2014 – 7:00 p.m.

Council Chambers

1. CALL TO ORDER

2. DELEGATIONS

3. GENERAL GOVERNMENT

- a) Agenda December 17, 2014

Motion to adopt as presented

- b) Minutes of the Organization Meeting of Council November 19, 2014

Motion to adopt as presented

- c) Minutes of the Regular Meeting of Council November 19, 2014

Motion to adopt as presented

- d) Accounts Payable – November 1, 2014 November 30, 2014

General Cheques 20140434 to 20140456

Motion to accept as information

- e) Financial Statement – November 30, 2014

Motion to accept for information

4. NEW BUSINESS

- a) Water Flow Test Kit

Motion

- b) Letter from Resident – Reimburse Sewer Issue Expense at Lot 5 Block II Plan 869P

Motion

- c) Village Owned Property – Outstanding Taxes and Penalties

Motion

- d) Curling Rink Proceeds

Motion

- e) Camrose & District Support Services Donation

Motion

- f) Alberta Animal & Municipal Enforcement Services 2015 Contract

Motion

- g) Water Treatment Plant Inspection Report – Accept for Information

Motion

- h) Lagoon Geotechnical Assessment

Motion

- i) Muniware Payroll Module Purchase

Motion

5. STANDING REPORTS

- a) Mayor's Report
- b) Interim Acting CAO's Report
- c) Public Works Director Report – Gerry Guenette will give verbal report
- d) Board Reports:
 - Bawlf & District Recreation Association
 - Shirley McClellan Regional Water Services Commission
 - Regional Emergency Management Services Liaison

CORRESPONDENCE

- Mayor/Reeve/CAO Minutes of Meeting November 6, 2014
- Parkland Regional Library Newsletter
- Letter from resident regarding Burn Pile

6. In Camera

Labor

Motion

7. ADJOURNMENT



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

in the Province of Alberta held on
Wednesday November 19, 2014 – 7:00 p.m.
Village of Bawlf Council Chambers

PRESENT:

Mayor J. Tessari
Deputy Mayor L. Thompson
Councillor R. Mohan
Councillor D. Genio
Councillor B. Wells
Acting CAO Tracy M. Stewart

1. CALL TO ORDER

Acting CAO Tracy M. Stewart called the meeting to order at 7:02pm.

2. ADOPTION OF THE AGENDA

Motion 239/14 Moved by Mayor Tessari to accept the Agenda as presented.

CARRIED

3. ELECT A MAYOR

John Tessari was re-elected as Mayor.

4. ELECT A DEPUTY MAYOR

Leonard Thompson was re-elected as Deputy Mayor.

5. OATH OF OFFICE

6. MEETING SCHEDULE

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

7. REMUNERATION

Motion 240/14: MOVED BY that the Council Members' meeting remuneration and mileage rates for 2014 continue to be approved as follows:

Council Meetings – Mayor at \$150 per meeting; Councillors at \$110 per

meeting.

Additional Meetings – all Council Members at \$80 per meeting (within the Village as well as out-of-town meetings).

Mileage - \$0.52/km.

Meals - \$17/meal up to a maximum of \$51/day

CARRIED

8. SIGNING AUTHORITY

9. BOARD REPRESENTATIVES

Motion 241/14: MOVED BY that Bawlf Council accept the Boards and Committee appointments as follows:

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

CARRIED

10. ADJOURNMENT:

The meeting was adjourned at 7:08pm.

These minutes were approved at the Regular Meeting of Council held December 17, 2014.

MAYOR

Interim Acting CAO



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

In the Province of Alberta held on
Wednesday November 19, 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
Councillor Dave Genio
Interim Acting CAO Tracy M. Stewart

1. CALL TO ORDER

Mayor John Tessari called the meeting to order at 7:08pm.

2. DELEGATIONS

CDSS

3. GENERAL GOVERNMENT

a) *AGENDA*

Motion 242/14 Moved by Councillor Mohan to adopt the agenda as presented.

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

Motion 243/14 Moved by Councillor Wells to adopt the Minutes of the Regular Meeting of Council October 15, 2014.

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

Motion 244/14 Moved by Councillor Genio to adopt the Minutes of the Regular Meeting of Council October 21, 2014.

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

Motion 245/14 Moved by Deputy Mayor Thompson to accept the Accounts Payable register for October 1 to October 31, 2014, General Cheques 201400361-20140386, as information.

e) *FINANCIAL STATEMENT – OCTOBER 2014*

Motion 246/14 Moved By Mayor Tessari to accept October 2014 Financial Statement for information.

4. NEW BUSINESS

a) *BAWLf PUBLIC LIBRARY REQUEST FOR SUPPORT*

Motion 247/14 MOVED BY Councillor Genio to direct Administration to send a letter and cheque in the amount of \$3,000.00 to the Bawlf Public Library showing our continued support.

CARRIED

b) *BATTLE RIVER WATERSHED ALLIANCE ANNUAL FUNDING REQUEST*

Motion 248/14 MOVED BY Councillor Genio to direct Administration to send a letter and cheque in the amount of \$201.00 to the Battle River Watershed to show our support.

CARRIED

c) *RE-APPOINT JERRY IWANUS AS THE REGIONAL ASSESSMENT REVIEW BOARD MEMBER*

Motion 249/14 MOVED BY Deputy Mayor Thompson to re-appoint Jerry Iwanus as the Villages' Regional Assessment Review Board Member.

CARRIED

d) *REVIEW 2013 SERVICE LEVELS FOR 2015*

Motion 250/14 MOVED BY Deputy Mayor to table pending amendments done by Administration and then to be brought forward at December's Regular Council meeting for further discussion.

CARRIED

e) *SALE OF OLD COMMUNITY HALL – LOT 17A, BLOCK 7, PLAN 1420244*

Motion 251/14 MOVED BY Councillor Genio to rescind **Motion 25/11** from the January 2011 Regular Council meeting.

CARRIED

Motion 252/14 moved by Deputy Mayor Thompson to direct Administration to obtain a current market value and to be brought forward at December's Regular Council meeting.

CARRIED

f) *CHRISTMAS GREETING FOR DECEMBER VILLAGE VOICE*

Motion 253/14 MOVED BY Deputy Mayor Thompson that Mayor John will proceed to do a Christmas Greeting for the December Village Voice that he will email to the rest of Council and Administration for further input.

CARRIED

g) *2014 CHRISTMAS DECORATION CONTEST – DATES & JUDGES*

Motion 254/14 MOVED BY Deputy Mayor Thompson that Councillor Wells will be the Council representative judge and will inform Administration as to the date and who the other two judges will be.

CARRIED

h) *PASS 2014 BUDGET AS INTERIM 2015 BUDGET*

Motion 255/14 MOVED BY Councillor Mohan to pass the 2014 Capital and Operating Budget as the interim 2015 budget. **CARRIED**

i) *COUNCIL ELECTRONIC DEVICE*

Motion 256/14 MOVED BY Councillor Genio to purchase tablets up to a maximum price of \$200 per tablet upon Councillor's request/requirement. **CARRIED**

j) *RESTRICTIVE COVENANTS ON VILLAGE LOT SALES*

Motion 257/14 MOVED BY Councillor Genio to rescind **Motion 183/11** from the November 15, 2011 Regular Council Meeting Minutes. **CARRIED**

Motion 258/11 moved by Deputy Mayor Thompson to reinstate Restrictive Covenant from 2007 with amendments. Administration will email said amended document to all of Council for proofing prior to registering with the Land Titles Office. **CARRIED**

k) *5 YEAR PLAN MEETING REVIEW*

Motion 259/14 Councillor Genio to accept as information. **CARRIED**

STANDING REPORTS

a) MAYOR'S REPORT

b) INTERIM ACTING CAO'S REPORT-n/a

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

d) Board Reports:

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

Motion 260/14 Moved By Deputy Mayor Thompson to accept the Standing Reports for November 2014 for information.

5. IN CAMERA

6. ADJOURNMENT

Meeting was adjourned at 8:41pm.

MAYOR- JOHN TESSARI

INTERIM ACTING CAO – TRACY M. STEWART

DATE

DATE

November Council Cheque List

Cheque	ChequeDate	Vendor	Invoice #	Invoice	Invoice Amount	Cheque Amount
20140392	2014-11-04	A-1 SUPPLY	187024	PAYMENT TRUCK REPAIRS	26.83	26.83
20140393	2014-11-04	ACKLANDS - GRAINGER INC.	6085 038281	PAYMENT BULBS FOR HALL	18.00	18.00
20140394	2014-11-04	ALBERTA ANIMAL SERVICES	11355	PAYMENT REGULAR PATRO	329.86	329.86
20140395	2014-11-04	ANKERTON GAS CO-OP	10.01.14 10.01.14. 10.01.14.. 10.01.14... 10.01.14.... 10.01.14..... 10.01.2014 17371	PAYMENT COMMUNITY HA 1241207 OFFICE 1240730 1241222 1241103 1241099 NIPPLES	83.13 41.86 56.77 31.51 47.57 103.80 33.80 6.98	405.42
20140396	2014-11-04	BATTLE RIVER REALTY	9.17.2014	PAYMENT CURLING RINK	3,428.58	3,428.58
20140397	2014-11-04	CAMROSE & DISTRICT VICTIM SEI	10.23.2014	PAYMENT DONATION	1,000.00	1,000.00
20140398	2014-11-04	CAMROSE CYCLE	144692.	PAYMENT BOBCAT GLASS	310.37	310.37
20140399	2014-11-04	CAMROSE DYNAMIC	26419	PAYMENT CHAIN & OIL	78.73	78.73
20140400	2014-11-04	CLARK, LORNA	09.30.2014 10.31.2014	PAYMENT SEPTEMBER 2014 OCTOBER 2014	120.00 120.00	240.00
20140401	2014-11-04	CONTERRA INDUSTIES INC.	5572	PAYMENT GRADER BLADES	512.40	512.40
20140402	2014-11-04	COTTAGE COMPUTERS	24859	PAYMENT CREATED NEW A	31.50	31.50
20140403	2014-11-04	COUNTY OF CAMROSE	1603	PAYMENT FIRE DISPATCH	1,209.00	1,209.00
20140404	2014-11-04	DAYSLAND BACKHOE & TRUCKIN	35388	PAYMENT HANSON STREET	1,785.00	1,785.00
20140405	2014-11-04	ELECTRO TEL	95503	PAYMENT COLOR COPIER	47.80	47.80
20140406	2014-11-04	MUNIWARE	20141238	PAYMENT BILLING PAPER	195.05	195.05
20140407	2014-11-04	STERLING WATER CONDITIONINC	15666	PAYMENT RESERVOIR BLEA	462.00	462.00
20140408	2014-11-04	STEWART, TRACY M	10.29.14	PAYMENT PETTY CASH	200.00	200.00
20140409	2014-11-04	TESSARI, JOHN	10.31.2014	PAYMENT OCTOBER COUN	460.00	460.00
20140410	2014-11-04	THOMPSON, LEONARD & LORI	10.31.2014	PAYMENT MEETINGS	300.00	300.00
20140411	2014-11-04	TOWN & COUNTRY GRAVEL TRUC	371	PAYMENT DAYSLAND DRAI	136.50	136.50
20140412	2014-11-04	UFA	300877763	PAYMENT LAGOON GATE I	46.16	46.16
20140413	2014-11-04	WELLS, BRUCE F	10.31.2014	PAYMENT MEETINGS	300.00	300.00
20140413	2014-11-04	WELLS, BRUCE F	10.31.2014	PAYMENT MEETINGS	300.00	300.00
20140414	2014-11-04	WRANGLER HEATING & SERVICES	816	PAYMENT VILLAGE FURNAC	220.50	220.50

20140415	2014-11-13	AMSC INSURANCE SERVICES LTD	DECEMBER	PAYMENT DECMEBER EMPI	529.84	529.84
20140416	2014-11-13		PPE11.15.20	PAYMENT NOVEMBER 15, 2	771.00	771.00
20140417	2014-11-13		PPE11.15.20	PAYMENT NOVEMBER 15, 2	586.66	586.66
20140418	2014-11-13		PPE11.15.20	PAYMENT NOVEMBER 15, 2	572.85	572.85
20140419	2014-11-13		PPE11.15.20	PAYMENT NOVEMBER 15, 2	2,162.62	2,162.62
20140420	2014-11-18	ANKERTON GAS CO-OP	10.31.14.. 11.02.014 11.02.14. 11.03.14 11.03.14. 11.03.2014 3105001	PAYMENT 3104000 3217000 3232000 2660000 3109000 3237001 OCT 2014	114.87 73.00 72.41 35.96 140.53 89.17 33.02	558.96
20140421	2014-11-18	BURKARD TRUCKING	2734 2757	PAYMENT TWO LOADS GR/ GRAVEL OCT 20	1,264.15 627.93	1,892.08
20140422	2014-11-18	CLEARTECH INDUSTRIES INC.	598756	PAYMENT SOLUTION 2 (X4)	216.55	216.55
20140423	2014-11-18	COUNTY ENVIRO PICKUP	3217	PAYMENT RECYC NOV 6 &	2,206.65	2,206.65
20140424	2014-11-18	GENIO, DAVE	OCT	PAYMENT SEPT/OCT MEETIN	190.00	190.00
20140425	2014-11-18	HAUSER HOME HARDWARE	249882 259183 260595	PAYMENT LAGOON LOCK SHOVEL, DRILL BI EXT CORD, PAIN	22.91 130.77 72.38	226.06
20140426	2014-11-18	MUNICIPAL WORLD INC.	26215	PAYMENT 12 ISSUES	57.75	57.75
20140427	2014-11-18	TELUS COMMUNICATIONS INC.	11.01.2014 11.1.2014	PAYMENT 11.01.2014 FIRE DEPT	87.64 514.73	602.37
20140428	2014-11-18	TOWN & COUNTRY	695 697	PAYMENT BEAVER DAMS SEWER RPR ROC	210.00 430.05	640.05
20140429	2014-11-18	UFA	11.01.2014 300882383	PAYMENT CARD LOCK PIPE	525.67 152.24	677.91
20140430	2014-11-28		PPE 2014.11.	PAYMENT NOVEMBER 30, 2	1,100.93	1,100.93
20140431	2014-11-28	RECEIVER GENERAL	NOVEMBER	PAYMENT NOVEMBER PAYI	2,641.78	2,641.78
20140432	2014-11-28		PPE 2014.11.	PAYMENT NOVEMBER 30, 2	670.86	670.86
20140433	2014-11-28		PPE 2014.11.	PAYMENT NOVEMBER 30, 2	2,560.55	2,560.55

31,580.03

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	November 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
TAX REVENUE						
1-00-110	TAXES - RESIDENTIAL	(199.50)	(288,729.39)	0.00	288,729.39	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	0.00	(7,637.36)	(7,000.00)	637.36	(9.10)
*	TOTAL TAX REVENUE	(199.50)	(333,020.97)	(86,011.00)	247,009.97	(287.18)
INVESTMENT REVENUE						
1-00-550	RETURN ON INVESTMENTS	0.00	(1,029.70)	(200.00)	829.70	(414.85)
*	TOTAL INVESTMENT REVENUE	0.00	(1,029.70)	(200.00)	829.70	(414.85)
GENERAL REVENUE						
1-12-410	SALE OF SERVICES	0.00	(1,778.62)	(1,700.00)	78.62	(4.62)
1-12-590	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00
1-12-595	LIBRARY BOARD UTILITY RECOVERY	0.00	0.00	(1,100.00)	(1,100.00)	100.00
1-12-741	MISCELLANEOUS FEES	0.00	46.50	0.00	(46.50)	0.00
*	TOTAL GENERAL REVENUE	0.00	(1,732.12)	(2,800.00)	(1,067.88)	38.14
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	November 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	(9,224.45)	(3,400.00)	5,824.45	(171.30)
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	(20,804.75)	(23,125.00)	(2,320.25)	10.03
BYLAW REVENUE						
1-26-525	DOG LICENSES	(80.00)	(2,830.00)	2,100.00	4,930.00	234.76
1-26-530	BYLAW FINES	0.00	0.00	(200.00)	(200.00)	100.00
1-26-845	PROVINCIAL GRANT OPERATING	0.00	0.00	0.00	0.00	0.00
*	TOTAL BYLAW REVENUE	(80.00)	(2,830.00)	1,900.00	4,730.00	248.95
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	(530.00)	(500.00)	30.00	(6.00)
1-32-590	FRANCHISE FEES FORTIS	(453.23)	(5,044.53)	(3,300.00)	1,744.53	(52.86)
1-32-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
1-32-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
1-32-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00
1-37-840	PROVINCIAL CAPITAL GRANT	0.00	0.00	0.00	0.00	0.00
*	TOTAL ROADS & STREETS	(453.23)	(5,574.53)	(3,800.00)	1,774.53	(46.70)

General Ledger	Description	November 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
WATER REVENUE						
1-41-410	MONTHLY WATER FEES	(6,200.00)	(64,704.33)	(77,800.00)	(13,095.67)	16.83
1-41-412	BULK WATER SALES	0.00	(49.64)	(2,000.00)	(1,950.36)	97.51
1-41-511	WATER PENALTIES	(303.90)	(5,351.32)	(5,000.00)	351.32	(7.02)
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	(6,503.90)	(70,105.29)	(84,800.00)	(14,694.71)	17.33
SEWER REVENUE						
1-42-410	MONTHLY SEWER FEES	(5,579.00)	(58,262.53)	(65,800.00)	(7,537.47)	11.45
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	(5,579.00)	(58,262.53)	(65,800.00)	(7,537.47)	11.46
WASTE MANAGEMENT REVENUE						
1-43-410	MONTHLY GARBAGE FEES	(2,028.00)	(21,273.20)	(24,400.00)	(3,126.80)	12.81
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	(2,028.00)	(21,273.20)	(24,400.00)	(3,126.80)	12.81
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	0.00	(1,100.00)	(200.00)	900.00	(450.00)
1-56-570	CEMETERY DONATIONS	0.00	(510.00)	(100.00)	410.00	(410.00)
1-56-571	CEMETERY MAINTENANCE REVENUE	0.00	0.00	(600.00)	(600.00)	100.00
*	TOTAL CEMETERY REVEUE	0.00	(1,610.00)	(900.00)	710.00	(78.89)
DEVELOPMENT REVENUE						

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	November 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
1-61-410	DEVELOPMENT PERMITS & CHARGES	0.00	(50.00)	(500.00)	(450.00)	90.00
*	TOTAL DEVELOPMENT REVENUE	0.00	(50.00)	(500.00)	(450.00)	90.00
LAND SALES						
1-66-410	LAND SALES	0.00	(71,001.00)	0.00	71,001.00	0.00
*	TOTAL LAND SALES	0.00	(71,001.00)	0.00	71,001.00	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	0.00	(3,045.00)	(1,200.00)	1,845.00	(153.75)
1-72-570	PARK DONATIONS	0.00	0.00	0.00	0.00	0.00
1-72-590	INSURANCE RECOVERY	0.00	(1,245.56)	(600.00)	645.56	(107.59)
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 REVENUE	0.00	(16,790.56)	(16,200.00)	590.56	(3.65)
CULTURE REVENUE						
1-74-560	HALL RENTALS	(300.00)	1,272.75	0.00	(1,272.75)	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	(300.00)	1,218.75	(2,400.00)	(3,618.75)	150.78
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
**	TOTAL REVENUE	(15,143.63)	(602,865.90)	(353,172.00)	249,693.90	(70.70)
COUNCIL EXPENSES						
2-11-130	COUNCIL - PAYROLL DEDUCTIONS	0.00	0.00	0.00	0.00	0.00
2-11-150	COUNCIL REMUNERATION	1,250.00	9,716.64	12,200.00	2,483.36	20.35
2-11-211	COUNCIL TRAVEL & SUBSISTENCE	0.00	446.48	700.00	253.52	36.21

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

Page 5 of 11
2014-Dec-8
8:53:18AM

General Ledger	Description	November 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
2-11-214	COUNCIL PROFESSIONAL DEVT	0.00	100.00	1,000.00	900.00	90.00
*	TOTAL COUNCIL EXPENSES	1,250.00	10,263.12	13,900.00	3,636.88	26.16
ADMINISTRATION EXPENSE						
2-12-110	ADMINISTRATION - SALARIES	7,704.32	81,501.32	91,624.00	10,122.68	11.04
2-12-130	ADMINISTRATION - PAYROLL DEDUCTIONS	312.21	5,617.36	9,162.00	3,544.64	38.68
2-12-131	EMPLOYEE BENEFITS	294.82	6,952.94	8,580.00	1,627.06	18.96
2-12-211	TRAVEL & SUBSISTENCE	0.00	904.92	1,400.00	495.08	35.36
2-12-214	MEMBERSHIPS & PROFESSIONAL DEVT	55.00	1,864.18	2,500.00	635.82	25.43
2-12-600	BAD DEBTS	0.00	0.00	0.00	0.00	0.00
*	TOTAL ADMINISTRATION EXPENSE	8,366.35	96,840.72	113,266.00	16,425.28	14.50
OFFICE OPERATIONS						
2-12-215	FREIGHT & POSTAGE	0.00	1,121.30	3,200.00	2,078.70	64.95
2-12-217	TELEPHONE/INTERNET	281.63	4,223.66	0.00	(4,223.66)	0.00
2-12-220	ADVERTIZING & PRINTING	0.00	2,838.22	2,000.00	(838.22)	(41.91)
2-12-225	VILLAGE PROMOTIONS	1,000.00	3,614.71	1,000.00	(2,614.71)	(261.47)
2-12-230	PROFESSIONAL & CONSULTING SERVICES	3,428.58	4,352.58	1,920.00	(2,432.58)	(126.69)
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	2,998.55	500.00	(2,498.55)	(499.71)
2-12-237	COMPUTER SOFTWARE	0.00	9,942.17	0.00	(9,942.17)	0.00
2-12-250	OFFICE REPAIRS & MAINTENANCE	227.14	1,203.16	1,000.00	(203.16)	(20.31)
2-12-253	TECHNICAL SUPPORT	30.00	3,636.90	4,900.00	1,263.10	25.77
2-12-258	OFFICE JANITORIAL CONTRACT	240.00	1,260.00	1,400.00	140.00	10.00
2-12-274	INSURANCE	0.00	12,381.85	11,174.00	(1,207.85)	(10.80)
2-12-341	LAND TITLES SERVICES	0.00	0.00	200.00	200.00	100.00
2-12-510	OFFICE SUPPLIES	231.28	5,402.05	1,600.00	(3,802.05)	(237.62)
2-12-511	MISCELLANEOUS	0.00	297.54	1,000.00	702.46	70.24
2-12-519	OTHER SERVICES	0.00	538.58	0.00	(538.58)	0.00
2-12-540	UTILITIES	391.20	7,210.21	8,000.00	789.79	9.87
2-19-150	ELECTION FEES	0.00	996.68	1,100.00	103.32	9.39
*	TOTAL OFFICE OPERATIONS	5,829.83	73,481.61	51,494.00	(21,987.61)	(42.70)
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

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	November 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
* TOTAL ADMIN-CAPITAL		0.00	0.00	0.00	0.00	0.00
REQUISITIONS						
2-13-750	REQUISITION - SCHOOL	0.00	19,752.72	79,011.00	59,258.28	75.00
2-13-759	DAVE KNIPE MEMORIAL LIBRARY	0.00	0.00	0.00	0.00	0.00
* TOTAL REQUISITIONS		0.00	19,752.72	79,011.00	59,258.28	75.00
FIRE EXPENSES						
2-23-148	IN-SERVICE TRAINING	0.00	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	0.00	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	1,257.23	1,300.00	42.77	3.29
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	63,793.40	400.00	(63,393.40)	(15,848.35)
2-23-251	VILLAGE TRUCK REPAIRS	0.00	1,265.53	400.00	(865.53)	(216.38)
2-23-252	COUNTY TRUCK REPAIRS	0.00	754.30	1,000.00	245.70	24.57
2-23-253	PAGER REPAIRS	0.00	0.00	750.00	750.00	100.00
2-23-254	PROTECTIVE EQUIPMENT & REPAIRS	0.00	6,586.80	6,500.00	(86.80)	(1.33)
2-23-270	CONTRACTED SERVICES	0.00	0.00	100.00	100.00	100.00
2-23-274	INSURANCE	0.00	2,050.62	2,000.00	(50.62)	(2.53)
2-23-510	GOODS & SUPPLIES	0.00	1,318.19	1,000.00	(318.19)	(31.81)
2-23-511	MISCELLANEOUS	0.00	(545.63)	0.00	545.63	0.00
2-23-512	SMALL EQUIPMENT PURCHASES	0.00	264.68	400.00	135.32	33.83
2-23-521	FUEL & LUBE	128.30	732.80	800.00	67.20	8.40
2-23-540	FIRE HALL POWER	0.00	1,354.48	1,500.00	145.52	9.70
2-23-541	FIRE HALL NATURAL GAS	232.70	1,942.09	2,500.00	557.91	22.31
2-23-750	DISPATCH AGREEMENT	1,209.00	1,209.00	1,200.00	(9.00)	(0.75)
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		1,663.47	86,590.55	34,700.00	(51,890.55)	(149.54)
BYLAW ENFORCEMENT						
2-26-270	BYLAW ENFORCEMENT OFFICER	314.15	3,446.50	(5,500.00)	(8,946.50)	162.66
2-26-234	LEGAL SERVICES	0.00	0.00	400.00	400.00	100.00

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	November 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
2-26-510	BYLAW SUPPLIES	0.00	0.00	300.00	300.00	100.00
*	TOTAL BYLAW ENFORCEMENT	314.15	3,446.50	(4,800.00)	(8,246.50)	171.80
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	November 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
PUBLIC WORKS SALARIES & WAGES						
2-32-110	PW - SALARIES	2,475.44	31,316.15	38,800.00	7,483.85	19.28
2-32-130	PW - PAYROLL DEDUCTIONS	171.19	2,163.21	3,880.00	1,716.79	44.24
2-32-131	EMPLOYEE BENEFITS	235.02	2,061.15	2,820.00	758.85	26.90
*	TOTAL PUBLIC WORKS SALARIES &	2,881.65	35,540.51	45,500.00	9,959.49	21.89
PUBLIC WORKS OPERATIONS						
2-32-217	TELEPHONE	0.00	420.00	720.00	300.00	41.66
2-32-230	PROFESSIONAL CONSULTING	0.00	0.00	0.00	0.00	0.00
2-32-250	ROADWAY REPAIRS & MAINTENANCE	2,356.54	9,802.82	3,000.00	(6,802.82)	(226.76)
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	1,077.59	5,404.53	10,000.00	4,595.47	45.95
2-32-511	MISCELLANEOUS GENERAL SERVICES	0.00	2,172.64	0.00	(2,172.64)	0.00
2-32-521	FUEL & LUBE	372.34	3,189.50	2,100.00	(1,089.50)	(51.88)
2-32-540	UTILITIES - STREET LIGHTS	0.00	11,348.13	14,241.00	2,892.87	20.31
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	3,806.47	33,812.74	33,686.00	(126.74)	(0.38)
DRAINAGE						
2-37-250	DRAINAGE - REPAIRS & MAINTENANCE	1,363.50	1,951.86	1,000.00	(951.86)	(95.18)
2-37-230	PROFESSIONAL & CONSULTING SERVICES	0.00	0.00	0.00	0.00	0.00
2-37-750	REQUISITION - DRAINAGE	0.00	1,497.25	450.00	(1,047.25)	(232.72)
*	TOTAL DRAINAGE	1,363.50	3,449.11	1,450.00	(1,999.11)	(137.87)
WATER OPERATIONS						
2-41-110	SALARIES & WAGES - WATER	224.40	9,291.86	19,374.00	10,082.14	52.03
2-41-130	CPP, EI CONTRIBUTIONS - WATER	13.65	666.50	1,937.40	1,270.90	65.59
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	115.12	1,184.92	1,100.00	(84.92)	(7.72)
2-41-224	MUNICIPAL MEMBERSHIP	0.00	0.00	100.00	100.00	100.00
2-41-230	PROFESSIONAL & CONSULTING SERVICES	0.00	0.00	1,300.00	1,300.00	100.00
2-41-240	CUSTOMER BILLING	0.00	(762.38)	700.00	1,462.38	208.91
2-41-250	REPAIRS & MAINTENANCE	0.00	12,910.64	10,000.00	(2,910.64)	(29.10)

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	November 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
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	646.24	7,675.59	7,000.00	(675.59)	(9.65)
2-41-540	UTILITIES	178.52	7,900.18	11,413.00	3,512.82	30.77
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		1,177.93	57,234.56	71,344.40	14,109.84	19.78
SEWER OPERATIONS						
2-42-000	OTHER - DAYS/LAND DRAINAGE	0.00	0.00	1,500.00	1,500.00	100.00
2-42-110	SALARIES & WAGES - SEWER	131.04	10,561.01	12,412.00	1,850.99	14.91
2-42-130	CPP, EI CONTRIBUTIONS - WATER	8.41	757.36	1,241.20	483.84	38.98
2-42-211	TRAVEL & SUBSISTENCE	0.00	137.80	200.00	62.20	31.10
2-42-214	MEMBERSHIPS & PROFESSIONAL DEVELOPMENT	0.00	0.00	200.00	200.00	100.00
2-42-217	TELEPHONE	83.47	960.04	1,000.00	39.96	3.99
2-42-230	PROFESSIONAL & CONSULTING - SEWER	0.00	3,385.64	0.00	(3,385.64)	0.00
2-42-240	CUSTOMER BILLING	0.00	0.00	700.00	700.00	100.00
2-42-250	REPAIRS & MAINTENANCE - SEWER	358.47	2,687.36	2,900.00	212.64	7.33
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	43.96	5,926.45	6,000.00	73.55	1.22
2-42-540	UTILITIES	109.39	4,042.23	4,141.00	98.77	2.38
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		734.74	29,035.16	31,494.20	2,459.04	7.81
WASTE MANAGEMENT						
2-43-270	GARBAGE - CONTRACT	1,079.52	17,456.34	17,000.00	(456.34)	(2.68)
2-43-260	RENTAL OF MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00
2-43-350	LANDFILL FEES	359.15	2,189.19	700.00	(1,489.19)	(212.74)
2-43-510	GOODS & SUPPLIES	0.00	0.00	0.00	0.00	0.00

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	November 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
2-44-350	RECYCLING CHARGES	680.00	7,276.87	5,075.00	(2,201.87)	(43.38)
*	TOTAL WASTE MANAGEMENT	2,118.67	26,922.40	22,775.00	(4,147.40)	(18.21)
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	24.96	3,383.77	8,680.00	5,296.23	61.01
2-72-115	CSJ & STEP WAGES	0.00	0.00	0.00	0.00	0.00
2-72-130	RECREATION & PARKS - PAYROLL DEDUCTIONS	1.63	204.40	868.00	663.60	76.45
2-72-131	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
2-72-211	TRAVEL & SUBSISTENCE	0.00	0.00	300.00	300.00	100.00
2-72-220	ADVERTIZING & PRINTING	0.00	0.00	300.00	300.00	100.00
2-72-250	REPAIRS & MAINTENANCE	0.00	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	599.44	2,100.00	1,500.56	71.45
2-72-540	UTILITIES - REC BOARD, ETC	0.00	1,052.62	3,838.00	2,785.38	72.57
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

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	November 2014 Actual	2014 YTD Actual	2014 Budget	2014 Budget Remaining \$	2014 Budget Remaining %
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		26.59	12,759.94	38,161.00	25,401.06	66.56
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	0.00	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	BAWLF PUBLIC LIBRARY APPROPRIATION	0.00	0.00	3,000.00	3,000.00	100.00
2-74-831	DEBENTURE INTEREST	0.00	0.00	0.00	0.00	0.00
* TOTAL CULTURE		0.00	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		29,533.35	500,604.53	558,610.60	58,006.07	10.38
*** SURPLUS/DEFICIT		14,389.72	(102,261.37)	205,438.60	307,699.97	149.78

*** End of Report ***

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	Wednesday, December 17, 2014
Originated By:	Tracy M. Stewart-Interim Acting CAO
Title:	Water Flow Test Kit

BACKGROUND/PROPOSAL:

David Zayonce, Regional Fire Services Coordinator with the County of Camrose has located a water flow test kit that will work with all hydrants in the county. The County does not wish to purchase the kit however David Zayonce is willing to help train Public Works staff and/or Fire Department members on testing the hydrants and supplying an excel spread sheet to assist with calculating the data collected.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

According to the Alberta Fire Code Requirement, 25% of Village fire hydrants are to be tested annually. Currently, this is not being done.
The Village of Rosalind would like to know if we wish to equally share the cost of the kit with them and any other Member Municipalities interested in purchasing the kit.

COSTS/SOURCE OF FUNDING (if applicable)

The cost of the kit will be nearly \$600.00 plus shipping split equally among other interested Member Municipalities.

RECOMMENDED ACTION:

That Bawlf Council direct Administration to accept the opportunity to share in the purchase of the proposed test kit.

Tracy M. Stewart

From: Village of Rosalind <rosalindvillage@xplornet.com>
Sent: November-25-14 11:58 AM
To: Tracy M. Stewart; 'Village Of Edberg'; 'Heather Nadeau - Village of Hay Lakes'; Theresa; villgfrn@telus.net; cao@townofbashaw.com
Cc: Dave Zayonce
Subject: FW: Attached Image
Attachments: 1504_001.pdf

Hello CAO group!

Met with David Zayonce with regards to water flow testing for the fire hydrants in our villages. He is very knowledgeable and willing to assist.

David will order the proper kit (see attached).

David will train the fire departments and/or public works and provide the excel document for recording.

The Village of Rosalind will be doing this regardless.

If any of the other villages are interested, we can definitely do a cost share of the kit. Myself or David can create an agreement but basically the cost would be divided equally amongst those who want to be part of it.

This is not meant to be complicated or a big decision. Take it to your council and let us know at your convenience. We will be ordering the system but not doing the hydrant testing till spring 2015.

Any questions? I think that's basically it.

Nancy Friend
Municipal Administrator
Village of Rosalind
Phone: 780-375-3996
Fax: 780-375-3997
rosalindvillage@xplornet.com
www.villageofrosalind.ca

From: Dave Zayonce [mailto:DZayonce@county.camrose.ab.ca]
Sent: October 22, 2014 1:46 PM
To: rosalindvillage@xplornet.com
Subject: FW: Attached Image

Hi Nancy,

I hope your week is well. I am forwarding you a water flow test kit that we found that would work for your hydrant testing situation. The cost is nearly \$600 and shipping would be separate. The County doesn't want to buy the kit or goes halves on it but a thought might be Bawlf going in on purchasing the kit with you as they will need to flow test hydrants as well or even the other municipalities in the county.

I've been told that I can help train your PW staff on how to conduct flow testing, I teach that, and I also have an excel spread sheet that was designed for flow testing, it automatically calculates the data from the numbers attained when doing the flow tests, it's a pretty awesome spread sheet.

Anyways I was told to contact you and give you this information I hope that it helps and I will definitely help in anyway. Have a Great Day

David

From: scan@county.camrose.ab.ca [mailto:scan@county.camrose.ab.ca]

Sent: October 22, 2013 12:35 PM

To: Dave Zayonce

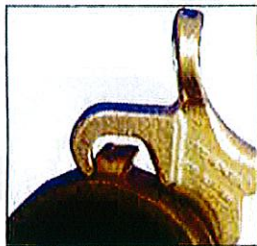
Subject: Attached Image

This information including any attachment(s) is intended only for the use by the person(s) to whom it is addressed and may contain privileged or confidential information. If you are not the intended recipient or their employee responsible for receiving the message on their behalf, your receipt of this message is in error. Please notify us immediately, and delete the message and any attachments without reading any such information. Any dissemination, distribution or copying of this communication by anyone other than the intended recipient is strictly prohibited.

Professionals Flow Kit1



Static Fire Hydrant Gauge with Bleeder Valve takes out air and also lets you know the hydrant is draining



Your Professionals Flow Test Kit Consists of:

Flow Testing Equipment

- Pitot with (2) 2-1/2 LF pressure gauges¹ of your choice
- Hydrant Flow Testing Nozzle - PSI/GPM Gauge
- Hydrant Flow Gauge fits on any 2-1/2 Nozzle thread pattern

Static Testing Equipment

- Static Fire Hydrant Gauge¹ with bleeder valve - 2-1/2" NST

Hydrant Wrench and Spanner

Case - with Pick-n-Pluck Foam

- Do you want to set up the spots in the case yourself?
- Let us know- we will do the picking unless you tell us not to.

NOTE¹: You get to choose what PSI Gauges you need! We use quality SPAN liquid filled gauges for the Pro Kit - please visit pages 382 & 383 specs on the gauges. Your choices are 60, 100, 160, 200, 300 psi for both the 2.5 and 3.5 face gauges.



PROFESSIONALS FLOW AND PRESSURE TESTING KIT

We take pride in the fact that we can customize a kit to your Select from any of our flow testing items and we will design a case for your needs.

You may choose pressure ranges from 60, 100, 160, 200 or 300 on any of our gauges, we stock 2-1/2 and 3-1/2 face liquid filled gauges.

The kits come complete with a laminated flow chart that converts gauge reading to gallons per minute.

Our pelican style pick-and-pluck cases allow us to fit just about anything you need neatly into a case. If you would like us to ship parts separately (you can pick-n-pluck the case) please let us know when ordering - otherwise we normally do it for you.

Item	Description	
P672FK1	Professionals Flow Test Kit1	5

Many other kits are available, please visit pollardwater.com with your requirements. We would be happy to design a kit for your needs.

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	Wednesday, December 17, 2014
Originated By:	Tracy M. Stewart-Interim Acting CAO
Title:	Resident Refund Sewer Costs Request - Lot 5 Block II Plan 1869P

BACKGROUND/PROPOSAL:

Resident was having issues with sewer. After excavation it was determined to be plugged by mud in new pipes on the portion of the land owned by the village. Resident requesting refund of expenses to dig sewer.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Power Auger went out 80 feet from the residence. Resident is requesting refund of plumber, excavation & motel costs. Justin Jacobsen did not feel that expenses, especially hotel were necessary. Justin was present & will provide more details in writing.

The Utility Services Bylaw Bylaw No. 593/14

2. In this bylaw:
 - a. "Arrears" means account balance which is unpaid after the due date shown on the invoice;
 - b. "Bulk Water" means water available for purchase by means of Customers filling privately owned water trucks or tanks at a site established and metered by the Village;
 - c. "Council" means the Council of the Village of Bawlf;
 - d. "Curb Stop" means a water control valve installed on a Service Connection located close to the property line;

#8. An Owner is responsible for the construction, maintenance, upgrade and repair of a Service Line. If excavation is necessary for the maintenance or repair of a Service Line, no excavation shall be performed without the approval of the Village. In the event of emergency situations, Owners will be responsible to notify the Village Administration of work that has been completed. Work must be approved by the Village before being backfilled.

14. The Village shall be responsible for the costs of maintenance and repair of a Municipal Service Line.

COSTS/SOURCE OF FUNDING (if applicable)

Plumbing \$693.00, excavation \$2,055.38 & hotel of \$152.90.

Total cost of excavation was \$2,761.28

RECOMMENDED ACTION:

That Bawlf Council review & discuss if the resident is entitled to be reimbursed.

To: The Village of Bawlf

Dec. 11/2014

From: Edit Zoch & David Borson
of 107 King St. Bawlf. AB.

RECEIVED
DEC - 1 2014

This letter is in regards to the sewer issue that happened on Nov 12/2014.

The plumbers bill: (see attached document)

The excavations bill: (-11- -11- -11-)

The motel room bill: (-11- -11- -11-)

When sewer was dug up it was revealed that it was on Town Property of Bawlf, and that the pipes from the house to the property line is NEW! And it was also confirmed by previous owner Joan Croatch

Therefore we would appreciate the town of Bawlf to take care of the outstanding bills.

Thank You :

Edit Zoch and David Borson

Dec. 01/2014

< Original bills are available on request >

* Motel bill's is payable to David Borson or Edit Zoch or put as a credit on our Town Account. Thank You

Daysland Plumbing and Heating Ltd.

1655993 ALBERTA LTD.
BOX 117
Daysland, Alberta T0B 1A0
Canada

INVOICE

Invoice No.: 1278
Date: 11/13/2014
Ship Date:
Page: 1
Re: Order No.

Sold to:

DAVID BORSON
BOX 154
BAWLF, ALBERTA T0B 0J0

Ship to:

DAVID BORSON
BOX 154
BAWLF, ALBERTA T0B 0J0

Business No.: 814152484 RT001

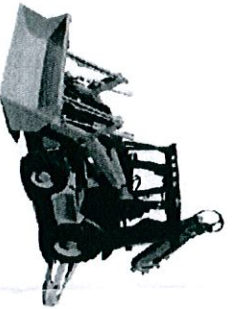
Quantity	Unit	Description	Tax	Unit Price	Amount
4	HR	POWER AUGER WENT OUT 80 FEET IN THE SEWER LINE GOT STUCK AND HAD A HARD TIME GETTING SNAKE LINE BACK WHEN WE FINALLY GOT SNAKE OUT AND BACK IN DRUM WE FOUND LARGE AMOUNT OF MUD	G	165.00	660.00
		G - GST 5% GST			33.00
Shipped By: Tracking Number: Terms: Net 15. Due 11/28/2014. Comment: THANK YOU!					Total Amount 693.00



Town & Country

Gravel Truck & Back-hoe Services

DAILY COST CONTROL SUMMARY



Box 69
Bawlf, AB
T0B 0J0

Ph: 780-373-2411
Fax: 780-373-2411
(Ben) Cell: 780-679-5727
(Noel) Cell: 780-878-1517

DESCRIPTION ROUGHED HOME
LOCATION RAVINE
CONST. SUPR. HOME OWNER

P.O. NO. _____

GST# 105-989-396

Date	Remarks	Rate	Mileage	Hours	Total
Nov	TRACT-HOE dig-up.				
2014	ROAD FOR SEWER				
	Back-hoe as REQUESTED				
	NO BACKHOE " BACK-FILL				

Date	Remarks	Rate	Mileage	Hours	Total
	dig-up at SEWER				
	GRAB 1 BACKHOE AT THAT				
	POINT LOCUS BY NO-CORROSION				
	Pipe in LANE 6' OF SEWER				

Date	Remarks	Rate	Total
	Regrade made ROLL & BACKFILL		1957.50
	THAT TO 6 FEET ABOVE		

TOTAL THIS INVOICE		GST Total	97.88
			2055.38

Supervisor's Signature _____

INVOICE No. 0696



norsemen inn

6505 - 48 Avenue Camrose, AB T4V 3K3
Phone (780) 672-9171 Fax (780) 672-0130
www.norsemeninn.com Toll Free 1-877-477-9171

Dave Borson
Box 154
bawlf, AB

T0B 0J0

Page # 1
Res. # 036106
Checked in Mon Oct 27/14 - 6:22pm
Checked out Tue Oct 28/14 - 9:17am
Nights 1
Room Rate 139.00
Room 421

Date	Description	Reference	Charges	Credits
Oct27	Room Charge - Pet rate		139.00	
Oct27	GST		6.95	
Oct27	Room Tax		5.56	
Oct27	Tourism Levy		1.39	
Oct28	PAID BY AMEX - Thank you			152.90
Total Outstanding 0.00			152.90	152.90

Thank you for staying with us. Please come again!
Call 1 (877) 477-9171 to make your next reservation with us.
www.norsemeninn.com

Our G.S.T. # is R121513840

Charge Summary:

GST	6.95
Room Tax	5.56
Tourism Levy	1.39

NORSEMAN INN
6505 48 AVE
CAMROSE AB

CARD *****3016
CARD TYPE AMEX
DATE 2014/10/28
TIME 1729 09:17:27
RECEIPT NUMBER
C84121711-001-139-006-0
PRE-AUTH COMPLETION
TOTAL

\$152.90

SCOTIABANK AMEX
A000000025010402

APPROVED

AUTH# 444034 00-025
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	December 17, 2014
Originated By:	Tracy M. Stewart-Interim Acting CAO
Title:	Village Owned Property - Outstanding Taxes & Penalties

BACKGROUND/PROPOSAL:

The following properties were previously owned prior to the Village taking over/buying back:

Roll 24000	Lot 24 Block 2 Plan LVII
Roll 22100	Lot 21 Block 2 Plan LVII
Roll 23000	Lot 22&23 Block 2 Plan LVII
Roll 177060	Lot 6A Block 17 Plan 0720313

These properties have outstanding taxes and penalties that should have been collected at the time of changeover but were not.

The following/attached Tax Roll Transactions show the previous owner(s) and the tax/penalty amounts owed.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

	O/S Taxes
Roll 24000 Lot 24 Block 2 Plan LVII	493.90
Roll 22100 Lot 21 Block 2 Plan LVII	495.31
Roll 23000 Lot 22&23 Block 2 Plan LVII	987.78

Taxes owing are from the previous owner(s) and were never reconciled when the property was turned back over/bought back by the Village.

*Roll 177706 Lot 6A Block 17 Plan 720313	761.37
--	--------

All outstanding taxes/penalties were written off once bought back by Village as of September 27, 2012. The current outstanding taxes are on Village owned property which should have never been taxed and should be reversed.

Outstanding Penalties from the time Village has taken over property:

Lot 24 Block 2 Plan LVII	88.91
Lot 21 Block 2 Plan LVII	89.16
Lot 23&23 Block 2 Plan LVII &	177.80

Penalties should be reversed for all above lots in the amount of \$355.87.

*Lot 6A Block 17 Plan 720313	121.32
------------------------------	--------

The current outstanding penalties are on Village owned property which should not have been penalized and should be reversed.

COSTS/SOURCE OF FUNDING (if applicable)

RECOMMENDED ACTION:

That Bawlf Council direct Administration to reverse all penalties on Roll 3's 24000, 22100, 23000 and 177060 since it became Village owned property.
Council to discuss what approach should be taken for outstanding taxes and penalties from previous owners.

VILLAGE OF BAWLF

Page 1 of 1

Tax Roll Transactions

2014-Oct-8
1:15:41PM

VILLAGE OF BAWLF

P. O. BOX 40
BAWLF, Alberta T0B 0J0

Roll #
Lot
Block
Plan

22.100
21
2
LVII

109 Hanson

Date	Batch #	Reference	Type	Description	Amount	Balance
2011-01-01		0	YE	OPENING BALANCE	0.00	0.00
2011-06-29	529	MIN	TB	MINIMUM TAX BALANCE	0.93	0.93
2011-06-29	529	STREET	TB	STREET IMPROVEMENT TAX	43.75	44.68
2011-06-29	529		TB	TAX NOTICE BILLING	99.06	143.74
2011-09-01	624	0	TP	TAX PENALTY : CURRENT	14.37	158.11
2012-01-02	800	0	TP	TAX PENALTY : PERIOD 1	28.46	186.57
2012-06-27	1034		TB	TAX NOTICE BILLING	112.56	299.13
2012-09-01	1149	0	TP	TAX PENALTY : CURRENT	11.26	310.39
2013-01-02	1364	0	TP	TAX PENALTY : PERIOD 1	27.41	337.80
2013-01-02	1364	0	TP	TAX PENALTY : PERIOD 2	28.46	a) 366.26
2013-06-25	1576		TB	TAX NOTICE BILLING	117.32	483.58
2013-09-06	1634	0	TP	TAX PENALTY : CURRENT	11.73	495.31
2014-01-01	1763	0	TP	TAX PENALTY : PERIOD 1	b) 33.29	528.60
2014-01-01	1763	0	TP	TAX PENALTY : PERIOD 2	27.41	556.01
2014-01-01	1763	0	TP	TAX PENALTY : PERIOD 3	28.46	584.47
2014-06-26	1984		TB	VILLAGE OF BAWLF	0.00	584.47

*** End of Report ***

Previous Owner: Steven & Linda Nikiforuk
a) 366.26

Village took over 3/21/2013
b) 528.21

4c)

VILLAGE OF BAWLF

Page 1 of 1

Tax Roll Transactions

2014-Oct-8
1:16:02PM

VILLAGE OF BAWLF

Prev. Owner: Steven & Linda Nikijsruk
a) 429.70

P. O. BOX 40
BAWLF, Alberta T0B 0J0

Village took over 3/21/13 b) 435.88

Roll #
Lot
Block
Plan

23.000
22 & 23
2
LVII

Date	Batch #	Reference	Type	Description	Amount	Balance
2011-01-01	0		YE	OPENING BALANCE	0.00	0.00
2011-06-29	529	STREET	TB	STREET IMPROVEMENT TAX	87.50	87.50
2011-06-29	529		TB	TAX NOTICE BILLING	198.14	285.64
2011-09-01	624	0	TP	TAX PENALTY : CURRENT	28.56	314.20
2012-01-02	800	0	TP	TAX PENALTY : PERIOD 1	56.56	370.76
2012-06-27	1034		TB	TAX NOTICE BILLING	225.12	595.88
2012-09-01	1149	0	TP	TAX PENALTY : CURRENT	22.51	618.39
2013-01-02	1364	0	TP	TAX PENALTY : PERIOD 1	54.75	673.14
2013-01-02	1364	0	TP	TAX PENALTY : PERIOD 2	56.56	a) 729.70
2013-06-25	1576		TB	TAX NOTICE BILLING	234.62	964.32
2013-09-06	1634	0	TP	TAX PENALTY : CURRENT	23.46	987.78
2014-01-01	1763	0	TP	TAX PENALTY : PERIOD 1	66.49	1,054.27
2014-01-01	1763	0	TP	TAX PENALTY : PERIOD 2	54.75	1,109.02
2014-01-01	1763	0	TP	TAX PENALTY : PERIOD 3	56.56	1,165.58
2014-06-26	1984		TB	VILLAGE OF BAWLF	b) 435.88 0.00	1,165.58

VILLAGE OF BAWLF

Prev. Owner: Steven & Linda Nikijsruk
a) 364.85

P. O. BOX 40
BAWLF, Alberta T0B 0J0

Village took over 3/21/13 b) 217.96

Roll #
Lot
Block
Plan

24.000
24
2
LVII

Date	Batch #	Reference	Type	Description	Amount	Balance
2011-01-01	0		YE	OPENING BALANCE	0.00	0.00
2011-06-29	529	STREET	TB	STREET IMPROVEMENT TAX	43.75	43.75
2011-06-29	529		TB	TAX NOTICE BILLING	99.06	142.81
2011-09-01	624	0	TP	TAX PENALTY : CURRENT	14.28	157.09
2012-01-02	800	0	TP	TAX PENALTY : PERIOD 1	28.28	185.37
2012-06-27	1034		TB	TAX NOTICE BILLING	112.56	297.93
2012-09-01	1149	0	TP	TAX PENALTY : CURRENT	11.26	309.19
2013-01-02	1364	0	TP	TAX PENALTY : PERIOD 1	27.38	336.57
2013-01-02	1364	0	TP	TAX PENALTY : PERIOD 2	28.28	a) 364.85
2013-06-25	1576		TB	TAX NOTICE BILLING	117.32	482.17
2013-09-06	1634	0	TP	TAX PENALTY : CURRENT	11.73	493.90
2014-01-01	1763	0	TP	TAX PENALTY : PERIOD 1	33.25	527.15
2014-01-01	1763	0	TP	TAX PENALTY : PERIOD 2	27.38	554.53
2014-01-01	1763	0	TP	TAX PENALTY : PERIOD 3	28.28	582.81
2014-06-26	1984		TB	VILLAGE OF BAWLF	b) 217.96 0.00	582.81

*** End of Report ***

4c)

VILLAGE OF BAWLF

Page 1 of 1

Tax Roll Transactions

2014-Oct-8
1:16:21PM

VILLAGE OF BAWLF

P. O. BOX 40
BAWLF, Alberta T0B 0J0

Roll # 177.060
Lot 6A
Block 17
Plan 0720313

318 Hanson

Date	Batch #	Reference	Type	Description	Amount	Balance
2011-01-01	300	0	TP	TAX PENALTY : PERIOD 1	76.23	76.23
2011-01-01		0	YE	OPENING BALANCE	423.50	499.73
2011-06-29	529	STREET	TB	STREET IMPROVEMENT TAX	122.50	622.23
2011-06-29	529	MIN	TB	MINIMUM TAX BALANCE	59.92	682.15
2011-06-29	529		TB	TAX NOTICE BILLING	220.08	902.23
2011-09-01	624	0	TP	TAX PENALTY : CURRENT	40.25	942.48
2012-01-02	800	0	TP	TAX PENALTY : PERIOD 1	93.42	1,035.90
2012-01-02	800	0	TP	TAX PENALTY : PERIOD 2	76.23	1,112.13
2012-06-27	1031		TC	to record reclass	(518.98)	593.15
2012-06-27	1033		TC	correct auditor entry	(423.50)	169.65
2012-06-27	1034		TB	TAX NOTICE BILLING	250.32	419.97
2012-08-01	1118		TC	REINSTATE TAXES OWED.	942.48	1,362.45
2012-09-01	1149	0	TP	TAX PENALTY : CURRENT	25.03	1,387.48
2013-01-02	1364	0	TP	TAX PENALTY : PERIOD 1	249.75	1,637.23
2013-06-25	1576		TB	TAX NOTICE BILLING	256.25	1,893.48
2013-09-06	1634	0	TP	TAX PENALTY : CURRENT	25.63	1,919.11
2013-10-22	1116	177060	TC	CANCEL OUTSTANDING TAX	(1,387.48)	531.63
2014-01-01	1763	0	TP	TAX PENALTY : PERIOD 1	95.69	627.32
2014-06-26	1984		TB	BATTLE RIVER SCHOOL DIVI	60.44	687.76
2014-06-26	1984		TB	VILLAGE OF BAWLF	194.93	882.69

*** End of Report ***

Previous Owner: *aldrich Construction*
a) 1387.48 → was cancelled 10/22/13

(Empty lot between Frank Stackanuk & Glenn Lock.)

Village took over 9/27/12 b) 882.69
(Repurchased)

4c)

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	Wednesday, December 17, 2014
Originated By:	Tracy M. Stewart-Interim Acting CAO
Title:	Curling Rink Proceeds

BACKGROUND/PROPOSAL:

There is no agreement in place with the Rec Board in regards to the proceeds from the sale of the Curling Rink. The Rec Board did suggest that since the curling rink was constructed and maintained by the curling club and community volunteers at no cost to the Village, it would be a gesture of good faith to use some of the proceeds for a community or recreational project.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Rec Board does not currently have any projects planned but will likely be making a significant contribution to the sports facilities with the school. The Rec Board has approved putting up a new backstop for the small diamond on the school grounds up to a cost of \$7,000.00 but funding may need to be increased depending on the necessity of grading work required.

Soccer nets and sports equipment may also be necessary.

- a) Would Council like to determine a set amount to contribute towards the school requirements or
- b) set aside a pre-determined amount for some future community project?

COSTS/SOURCE OF FUNDING (if applicable)

RECOMMENDED ACTION:

That Bawlf Council direct Administration to proceed with one of the options above.

Tracy M. Stewart

From: bryan berg <bnberg@xplornet.com>
Sent: November-17-14 6:12 PM
To: Tracy M. Stewart
Cc: Ron & Linda Pederson
Subject: curling rink proceeds

Hello Tracy

As we discussed there is no agreement in place with the Rec Board regarding what the proceeds from the sale of the curling rink should be used for. The Rec Board has no claim to these funds as the curling rink was an asset of the Curling Club and not the Rec Board. We did suggest however, that as the curling rink was constructed and maintained by the curling club and community volunteers at no cost to the Village, it would be a gesture of good faith to use some of the proceeds for a community or recreational project. We did not suggest any dollar amount. However some of the Curling Club and Rec Board Members noted that the value of the curling rink was more likely in the building rather than the lot and suggested that a 50/50 split of the proceeds between a community project and the Village general revenues would be reasonable. Ultimately the decision lies with the Village.

I have talked to several of the Rec Board Directors regarding potential projects to put some of the curling rink proceeds towards. We currently don't have any projects planned although we will likely be making a significant contribution to sports facilities with the School. We have approved putting up new backstop for a small diamond on the schoolgrounds up to a cost of \$7000. We may have to increase this budget depending on the location of the diamond and if any grading work is required. Our novice ball teams would use this diamond as part of our ball program. We may also be looking at additional items such as soccer nets and sports equipment. It is my understanding that the fund raising group for the school is working on finalizing their needs and budget items. We are in the process of scheduling a Rec Board meeting for later this month at which time we may have a more detailed discussion on the school projects but final funding approval may have to wait for our annual meeting.

The only suggestion we can offer the Village is to contribute funds towards the school requirements or set aside a set sum for some future community project.

Sorry we couldn't offer you any definitive suggestions but without knowing the amount of money involved and the short timeline it is difficult for us to identify a potential project

Bryan Berg
Treasurer, Bawlf Rec Board

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	Wednesday, December 17, 2014
Originated By:	Tracy M. Stewart-Interim Acting CAO
Title:	CDSS Annual Grant Request

BACKGROUND/PROPOSAL:

CDSS supplied documents supporting their 2015 Budget presentation. Operating costs have risen but funding has remained stagnant.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

CDSS requests the Village of Bawlf to formally approve the CDSS 2015 Global Budget. This means the Village will direct its 2015 provincial FCSS grant of \$9,559. to CDSS through the Camrose County as their Unit Authority, along with the required municipal match of \$2,389.75 for a grand total of \$11,948.75.

CDSS is requesting an additional \$360.00 which is slightly more (15%) than the required match.

COSTS/SOURCE OF FUNDING (if applicable)

RECOMMENDED ACTION:

That Bawlf Council directs Administration to send a letter and cheque in the amount of \$12,308.75 to Camrose & District Support Services.



**CAMROSE & DISTRICT
SUPPORT SERVICES**

#3, Camrose Community Centre
4516-54 Street
Camrose, Alberta T4V 4W7
Ph: (780)672-0141 Fax: (780)672-2833
cdss@telus.net; www.camrosefcss.ca

October 27, 2014

To: Members of Bawlf Village Council
By: Email: customerservice@bawlf.com

I am attaching three documents in support of the CDSS 2015 Budget presentation to the Village of Bawlf Council meeting on November 19 at 7:00 pm. Council members will note that the documents are very similar to those I provided last year in support of our 2014 grant request.

- A. Combined FCSS Funding 2015 (with 2014 for comparison)
- B. CDSS Global Budget 2015
- C. CDSS Program Descriptions 2015

CDSS funded programs realize that provincial FCSS funding has remained stagnant for some time. For the most part, they submitted frugal requests. Operating costs have risen, however. In some cases, programs are experiencing the loss of other revenue. Most asked for a modest increase, though several asked for significantly more money for next year.

Unfortunately, CDSS simply cannot meet all the requests. We are fortunate, however, in that things could have been worse. One of our programs, the Camrose Family Resource Centre/A Parent Link Centre, was able to reduce its request by roughly \$5,000, and the CDSS board did not retain a small contingency fund for 2015 as it has elected to do for the past few years.

Nevertheless, CDSS absolutely needs all of the funding included in the attached 2015 Global Budget.

With that in mind, CDSS respectfully requests the Village of Bawlf to formally approve the CDSS 2015 Global Budget. This means that the Village will direct its 2015 provincial FCSS grant of \$9,559 to CDSS, through Camrose County as our Unit Authority, along with the required municipal match of \$2,389.75 for a grand total of \$11,948.75.

I also invite Bawlf Council to consider giving CDSS some extra funding beyond the required municipal match, as we are asking both the City and County to do again this year. For example, another \$360 would be slightly more than 15% of your required match, and would certainly be appreciated.

In closing, I cannot help but note that our entire budget is \$1,911,408 – more than twice our combined FCSS funding. Admittedly, much of this is Parent Link Centre funding. Nevertheless, your investment into CDSS programs clearly helps us leverage additional funding, for which we are very grateful.

Sincerely,

Margaret Holliston
Executive Director

CDSS Document B: Global Budget 2015

CDSS Revenue (2014 and 2015 for comparison)	2014	2015		
Total FCSS Funding (Provincial & Municipal)	\$ 773,180	\$ 773,180		
Additional funding from the City of Camrose	\$ 14,863	\$ 14,863		
Additional funding from Camrose County	\$ 25,000	\$ 25,000		
Over-contributions from Villages (Edberg; Ferintosh; Rosalind)	\$ 825	\$ -		
TOTAL	\$ 813,868	\$ 813,043		
Internal Program Grants (2014 and 2015 for comparison)	2014	2015	Total Program Budget (2015)	% Funded by CDSS (2015)
Camrose & District Home Support	\$ 71,131	\$ 71,131	\$ 144,060	49%
Camrose & District Pre-School	\$ 79,489	\$ 79,462	\$ 178,742	44%
Community (Specials Projects; Community Development; Administration)	\$ 155,264	\$ 156,317	\$ 228,665	68%
Family Resource Centre	\$ 70,831	\$ 65,435	\$ 444,702	15%
Family Violence Action Society	\$ 67,669	\$ 67,519	\$ 184,659	37%
OSCAR - Out of School Care	\$ 100,010	\$ 102,000	\$ 310,016	33%
Rural Communities Program	\$ 105,825	\$ 108,009	\$ 113,594	95%
TOTAL	\$ 650,219	\$ 649,873	\$ 1,604,438	40.5%
External Program Grants (2014 and 2015 for comparison)	2014	2015	Total Program Budget (2015)	% Funded by CDSS (2014/5)
Boys and Girls Club	\$ 80,000	\$ 81,170	\$ 179,770	45%
Hay Lakes Playschool	\$ 1,500	\$ 2,000	\$ 12,950	15%
Service Options for Seniors	\$ 75,210	\$ 80,000	\$ 114,250	70%
TOTAL	\$ 156,710	\$ 163,170	\$ 306,970	53%
Total All Programs	\$ 806,929	\$ 813,043	\$ 1,911,408	43%
Total Available CDSS Funding	\$ 813,868	\$ 813,043		
Total Grants	\$ 806,929	\$ 813,043		
Contingency Fund	\$ 6,939	\$ -		
Grants plus Contingency Fund	\$ 813,863	\$ 813,043		
Surplus/Deficit	\$ -	\$ -		

CDSS Document A
Combined 2015 FCSS Funding
(with 2014 for comparison)

Municipality	2015 Funding		
	Provincial	Municipal	Total
County of Camrose	200,906.00	50,226.50	251,132.50
City of Camrose	380,545.00	95,136.25	475,681.25
Village of Bawlf	9,559.00	2,389.75	11,948.75
Village of Bittern Lake	5,117.00	1,279.25	6,396.25
Village of Edberg	3,655.00	913.75	4,568.75
Village of Ferintosh	4,386.00	1,096.50	5,482.50
Village of Hay Lakes	9,503.00	2,375.75	11,878.75
Village of Rosalind	4,873.00	1,218.25	6,091.25
Total	618,544.00	154,636.00	773,180.00

Municipality	2014 Funding		
	Provincial	Municipal	Total
County of Camrose	200,906.00	50,226.50	251,132.50
City of Camrose	380,545.00	95,136.25	475,681.25
Village of Bawlf	9,559.00	2,389.75	11,948.75
Village of Bittern Lake	5,117.00	1,279.25	6,396.25
Village of Edberg	3,655.00	913.75	4,568.75
Village of Ferintosh	4,386.00	1,096.50	5,482.50
Village of Hay Lakes	9,503.00	2,375.75	11,878.75
Village of Rosalind	4,873.00	1,218.25	6,091.25
Total	618,544.00	154,636.00	773,180.00

CDSS Document C: Program Descriptions 2015

Camrose and District Support Services (CDSS) is the FCSS program for Camrose County, the City of Camrose and the Villages of Bawlf, Bittern Lake, Edberg, Ferintosh, Hay Lakes, and Rosalind. FCSS (Family and Community Support Services) is a provincial-municipal partnership to provide locally determined preventive social services. Funding is split 80% provincial and 20% municipal (minimum).

FCSS Strategies: As directed by the provincial FCSS Act and Regulation, all programs funded by CDSS must address at least one of five FCSS strategies:

1. Citizens have increased independence, strengthened coping skills and are more resistant to crisis.
2. Citizens have interpersonal and group skills which enhance constructive relationships.
3. Citizens within the community assume responsibility for decisions and actions which affect them.
4. Citizens are aware of social needs within the community.
5. Citizens are supported as active participants in the community.

FCSS Outcomes: All programs funded by CDSS must clearly link to at least one of the following outcomes:

1. Improved social well-being of individuals, through increased connections with others; enhanced resiliency, autonomy, self-esteem and/or competency; or achievements related to the 40 Developmental Assets.
2. Improved social well-being of families, including healthy functioning within families and access to external supports as needed.
3. Improved social well-being of communities, through nurturing citizen engagement so more people (professionals and volunteers) are able to work together to identify and address community social issues.

Participant residency: All CDSS programs are inclusive of anyone residing within the CDSS service area. Although most participants reside within the City, County/Village residents certainly make use of the programs. Unfortunately, it is not always possible to identify residency, particularly for people accessing information and referral or attending a workshop or public presentation. The Rural Community Program helps CDSS achieve more equitable participation across the entire service area.

INTERNAL CDSS PROGRAMS

Camrose and District Home Support: Includes Meals on Wheels and light house-keeping for people who cannot manage on their own or afford private services. Most clients are seniors. In 2013, 47 clients received 1,554 hours of homemaker service; 84 clients received 6,291 hot meals delivered by 373 volunteers; 15 clients purchased 278 frozen meals. All Meals on Wheels clients reside in the City; 28% of those who purchased frozen meals reside in the County. Most Homemaker services clients reside in the City; 8% reside in the County. Clients consistently report improved social well-being in terms of decreased isolation and capacity for independent living.

Camrose and District Pre-School: Pre-School is a licensed program designed to help three-and- four-year old children develop the independence and social skills that help facilitate success in public school, thus connecting to the FCSS outcome regarding improved social well-being of individuals. Pre-School is full this year (2014-15), which means that 44 three-year olds are attending one of two weekly classes, and 96 four-year olds are attending one of four twice-weekly classes. Of the 130 Pre-School children, 26 reside in the County or a CDSS Village.

Community Development, Special Projects and Administration:

- Community development/special projects: Outcomes focus on improved social well-being of communities through: Community Registration Night; Information and Referral (Reception; Help Book; Directory of Clubs and Organizations and other resources); Interagency/Interagency Newsletter; Seniors Coalition, including the Elders in Care Initiative; City's Social Development Committee; Volunteer Promotion/National Volunteer Week; Walkable Camrose; Website/Facebook, and other projects and initiatives as opportunities arise.
- Administration and Management: Board support; financial management; personnel supervision; program development support; reporting and accountability; resource management. These efforts benefit all municipal partners, especially those related to board support, financial management, reporting and accountability.
- Provincial/regional networks: CDSS participates on the Ministry's FCSS Outcomes Measurement Steering Committee as well as in the FCSS Association of Alberta, FCSS Directors Network, and Inter-City Forum on Social Policy/Action to End Poverty in Alberta. CDSS is currently working, on behalf of all its municipal partners, to advocate for provincial funding that more accurately reflects the 80/20 partnership – which has been skewed by essential municipal over-contributions over the past few years.

Family Resource Centre/Parent Link Centre: The FRC/PLC facilitates healthy functioning within families and ensures that families have access to a variety of supports, including: Annual events (Family Day; Monster Mash; Spring Tea-Party); Discovery Room; Indoor Playground; Themed Playgroups (city and rural); Toy/Resource Library; and Triple P Parenting (all levels; individual counselling and group seminars). Also hosts the Camrose and Area Early Child Development Coalition; Roots of Empathy and Taking Action on Bullying. Well over 5,500 parents/guardians and children participate in various programs every year. Of these, 70% reside within the City, 7% reside within Camrose County; 8% reside within one of the CDSS Villages and 15% reside outside of the CDSS service area (but within the broader PLC service area).

Family Violence Action Society: FVAS helps people affected by family violence and other forms of abuse achieve social well-being through improved conflict resolution and healthier relationships. FVAS also coordinates the Camrose Family Violence Response Council, which raises awareness of family violence and promotes best practices for addressing family violence. In 2013, 600 participants attended one of 13 FVRC workshops; 27 children and 97 adults received individual counselling; and 85 adults participated in an anger management or family violence group, including a Parenting Without Violence program. The residency of workshop participants or people who call for information is not tracked. Counselling clients mainly reside in the City of Camrose (about 75%), with the rest equally split between County/Village residency or outside of the CDSS area altogether.

OSCAR – Out-of-School-Care: Provides licensed after-school child care for elementary-aged children in four schools (Chester Ronning, Jack Stuart, Sifton and Sparling; Sparling School also serves children from St. Patrick School). OSCAR contributes to the social well-being of children by promoting healthy peer relationships, and also provides a source of social support to families. Of the 178 children currently in the program, 161 reside in the City, 17 reside in the County or one of the CDSS Villages. Fees are kept low to facilitate access and are further eased by a provincial subsidy for families with annual incomes of \$50,000 or less.

Rural Communities Program: The RCP helps rural citizens improve social well-being through its rural outreach, information and referral service and by running Summer-in-the-Park (384 daily attendance in 2014). The RCP also enhances rural community well-being by working with Councils and other organizations operating within Camrose County and the six CDSS Villages. Specific to community development, the RCP helps rural groups access grants for community projects (tens of thousands of dollars each year), and provides small RCP grants to some local projects as well. Recent highlights include the Kingman Community Playground project, supports to the Ferintosh Youth Group and Hi-U Seniors Club, supports to the Bawlf playgroup and the Bittern Lake Hall Family and Community Nights. Hundreds of County and Village residents benefit from this program.

EXTERNAL CDSS-FUNDED PROGRAMS

Boys and Girls Club: Provides after-school (Kid Way) and summer programs for elementary school aged children and operates the Keystone youth leadership program, thereby contributing to the social-well-being of children and youth. Although most members reside within the City, about 7% are County or Village residents. Last year, 105 children participated in Kid Way; 46 children participated in the summer program; and 59 teens participated in Keystone (many also volunteer to help with Kid Way). Special annual events include the Mayor's Walk/Run in the spring and Safe Hallowe'en at Duggan Mall in the fall.

Hay Lakes Playschool: Operates a play school for three- and four-year olds. Fall registration for 2014-15 is low at five children. The Play School hopes more will join as the year progresses. Fourteen children participated, in total, in 2013-14, and twenty children attended the year before that. Children are reported to consistently achieve school readiness, based largely in activities designed to enhance individual and social well-being.

Service Options For Seniors: Helps seniors and others (low income; disabled) access provincial, federal, regional and local programs. Services also include advocacy, presentations and outreach education, notably fraud prevention. Last year, SOS supported over 2,500 clients, improving social well-being by easing financial stresses, reducing isolation and enhancing independence and capacity to cope. In addition to serving drop-in clients from the County and Villages (actual numbers are not available), SOS also provides outreach within and beyond the CDSS service area (other FCSS programs provide some funding for their share of outreach).

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	Wednesday, December 17, 2014 – 7:00p.m.
Originated By:	Tracy M. Stewart-Interim Acting CAO
Title:	Alberta Animal & Municipal Enforcement Services 2015 Contract

BACKGROUND/PROPOSAL:

The Municipality contracts their bylaw services through Alberta Animal & Municipal Enforcement Services for the past three years.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Village has received the 2015 contract for signing.

There have been slight increases of \$9.42 + gst monthly for two one hour monthly patrols. New monthly total will be 323.57 for 2015.

Does Council wish to see any changes to the 2015 contract?

COSTS/SOURCE OF FUNDING (if applicable)

RECOMMENDED ACTION:

That Bawlf Council direct Administration to sign and return the 2015 Alberta Animal & Municipal Enforcement Services contract.



ALBERTA ANIMAL & MUNICIPAL ENFORCEMENT SERVICES



Dec 01, 2014

RECEIVED
DEC - 8 2014

Re: Contract for Animal Control Services

Enclosed you will find an updated contract for your Municipality.

We have updated our fee schedule for 2015. Your patrol fees will have increased in accordance with the cost of living and have increased 3% we have kept the court fees and special patrol rates at the same cost.

However Alberta Animal Services will be changing the way we are classifying stray animals. In Canada we do not have a problem with pet overpopulation, stray animals, nuisance or aggressive animals- **We have a problem with responsible pet ownership.**

Our agency works to encourage responsible pet ownership through licensing, education and enforcement.

The following contract renewing has been drawn up in relation to the Animal Control Services for the Village of Bawlf from January 1 2015 to December 31 2015. Compared to the current contract, the proposed contract does have some wording changes and there has been a fee change to the rates of boarding of animals based on the length of time that the Municipalities Animals are being held.


The reason for the change is due to a trend we have noticed in owners not claiming their animals in a reasonable amount of time. Alberta Animal Services always holds each adoptable animal a minimum of ten (10) days as required under the Animal Protection Act before they are processed for adoption. The public's expectation has also changed and therefore there is more pressure on our organization and the Municipality to hold animals longer. As a result our Agency feels this is a positive step to take to ensure animals can be claimed by their owners or given a good chance for adoption into a new home. Please note the Village of Bawlf is only responsible for boarding fees if the Animal is not claimed by an owner.

I have also included a current copy of our Company Confirmation of Insurance for your records.

As a note to you in relation to the yearend breakdown the Village of Bawlf had 0 dogs impounded for 2014.

We look forward to our continued work in the Village of Bawlf. If you have any questions regarding your contract please feel free to contact me.

Sincerely,


Erica Coomber
Shelter Administrator
Alberta Animal Services



4640 61 Street * Red Deer, AB * T4N 2R2 * Toll Free 1-866-340-2388 * Fax (403)346-6766

4h

CERTIFICATE OF INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.

INSURED'S FULL NAME AND MAILING ADDRESS

RIVERSIDE KENNELS (1988) LTD. a/o 773611 Alberta Ltd.
 o/a Alberta Animal Services
 4640 - 61 Street
 Red Deer, AB T4N 2R2

CERTIFICATE HOLDER - NAME AND MAILING ADDRESS

AS REQUESTED

COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE (MM/DD/YYYY)	EXPIRY DATE (MM/DD/YYYY)	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)	
				COVERAGE	AMOUNT OF INSURANCE
COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> PER OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND/OR COMPLETED OPERATIONS <input checked="" type="checkbox"/> BROAD FORM PROPERTY DAMAGE <input checked="" type="checkbox"/> CROSS LIABILITY/PERSONAL INJURY/CONTRACTORS PROTECTIVE LIABILITY/CONTINGENT EMPLOYERS LIABILITY <input checked="" type="checkbox"/> TENANTS' LEGAL LIABILITY <input checked="" type="checkbox"/> NON-OWNED AUTOMOBILES <input type="checkbox"/> LIMITED POLLUTION LIABILITY - SUDDEN & ACCIDENTAL	INTACT INSURANCE 5V0106379	05/01/2012	05/01/2013	COMMERCIAL GENERAL LIABILITY	\$2,000,000
				BODILY INJURY AND PROPERTY DAMAGE	\$2,000,000
				LIABILITY	GENERAL AGGREGATE
					\$5,000,000
				EACH OCCURRENCE	\$2,000,000
				PRODUCTS AND COMPLETED OPERATIONS AGGREGATE	\$2,000,000
				PERSONAL AND ADVERTISING INJURY LIABILITY	\$2,000,000
				MEDICAL PAYMENTS	\$ 10,000
				TENANTS' LEGAL LIABILITY	\$ 500,000
				NON-OWNED AUTOMOBILE	\$2,000,000
EXCESS LIABILITY <input checked="" type="checkbox"/> UMBRELLA FORM	INTACT INSURANCE 5V1113949	05/01/2012	05/01/2013	EACH OCCURRENCE	\$2,000,000
				AGGREGATE	\$2,000,000
OTHER LIABILITY (SPECIFY) <input type="checkbox"/>					

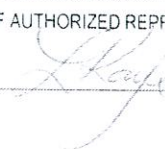
ADDITIONAL INSURED NAME AND MAILING ADDRESS

DESCRIPTION OF OPERATIONS, LOCATIONS, AUTOMOBILES, SPECIAL ITEMS

SUBJECT TO STANDARD POLICY WORDING, CONDITIONS, EXCLUSIONS, ETC.

CANCELLATION

Should any of the above policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 0 days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE (MM/DD/YYYY)	EXPIRY DATE (MM/DD/YYYY)	COVERAGE	AMOUNT OF INSURANCE
AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> All vehicles owned by, Licensed and Leased in the Name of the insured - PER OCCURRENCE	INTACT INSURANCE 7V5200317	05/01/2012	05/01/2013	BODILY INJURY AND PROPERTY DAMAGE (COMBINED)	\$2,000,000
SIGNATURE OF AUTHORIZED REPRESENTATIVE 		AUTHORIZED REPRESENTATIVE Linda Kaye CIP		DATE April 16, 2012	



ALBERTA ANIMAL & MUNICIPAL ENFORCEMENT SERVICES



Contract

Between: VILLAGE OF BAWLF
BOX 40
BAWLF, ALBERTA
T0B 0J0
(Hereby called the Municipality)

AND

ALBERTA ANIMAL SERVICES
4640 61 STREET
RED DEER, ALBERTA
T4N 2R2
(Hereby called the Contractor)

Effective from: JANUARY 1, 2015 to DECEMBER 31, 2015

In this contract the term "Animal" shall mean any domesticated animal that the Municipality agrees to have the Contractor impound or deal with under their current Municipal Bylaws.

- The Contractor
- a) provides services relevant to Animal Control and General Bylaw Enforcement and wishes to enforce the Animal Control Bylaw and all General Bylaws within the Municipality
 - b) wishes to provide Bylaw Enforcement Services within the Municipality.

The Municipality is prepared to permit the Contractor to enforce Bylaws and apprehend Animals under the following terms and conditions.



ALBERTA ANIMAL & MUNICIPAL ENFORCEMENT SERVICES



1. The Contractor shall provide and maintain a building for the impounding of Animals and shall provide cages or pens, together with exercise pens which shall be properly heated and cleaned. These pens will be of adequate size to comply with all applicable Bylaws and regulations and shall meet the reasonable requirements of the Municipality.
2. The Contractor shall provide an office and shall be open during normal business hours.
3. The Contractor shall use his best endeavors to apprehend Animals running at large within the Municipality.
4. The Contractor shall, as soon as possible after an Animal is apprehended, notify the owner if such information is readily available.
5. The Contractor shall properly house, feed, and care for all Animals impounded.
6. The Contractor shall provide the necessary personnel and equipment for the above-mentioned purposes. The Contractor shall use his best endeavors to provide such further services as may be required to apprehend Animals running at large within the Municipality and shall investigate complaints in the Municipality as allowed within the time frame of this contract.
7. The Contractor will retain all impounded Animals for not less than ten business days, at the expiration of which time the Contractor may dispose of the Animal as he sees fit. If the Animal is deemed as dangerous or seriously ill, the Contractor may dispose of the Animal prior to the said 10 days. The Contractor will attempt to contact the owner, if known, before this action is followed through.
8. The owner of any impounded Animal may redeem the same in the following manner:
 - a) payment of the impound fees, current boarding fees, Municipal Licensing Fee, and if applicable;
 - b) The fine for such Animal as specified.
9. The Contractor shall retain all impoundment and boarding fees. All licensing fees and fines collected will be forwarded to the Municipality.
10. The Contractor shall pick up any injured Animal and deliver the same to a veterinary surgeon only with authorization from Municipal Administration. The Municipality will be responsible for any fees of such veterinary surgeon if the same cannot be recovered from the owner of the Animal. If the Veterinarian deems the animal untreatable the Veterinarian will immediately euthanize the animal. In this case the Municipality will only be charged for the vet bill and any special call out fees.
11. The Contractor shall keep an accurate and detailed record of all complaints, impounds, names of owners, and dispositions of Animals. The Contractor shall report monthly to the Municipality.
12. The Contractor shall obtain and maintain all public liability and property damage and shall provide evidence of the same at the request of the Municipality.
13. The Contractor shall, at the request of the Municipality, be responsible for preparing documentation for the Municipality's legal representative in the case of prosecution, relevant to the Bylaws. There will be an additional charge for this service and it is priced at **One Hundred and Fifty Dollars (\$150.00) per case.**



ALBERTA ANIMAL & MUNICIPAL ENFORCEMENT SERVICES



14. The Contractor shall provide patrols as agreed upon between the two parties.
15. The Municipality shall supply the Contractor with a list of known Animal owners, along with addresses, in the Municipality on a regular basis or as requested.
16. The Contractor shall provide a minimum of two (2) one hour patrols per month at a monthly cost of **Three Hundred and Twenty Three Dollars and Fifty Seven Cents (\$323.57) plus GST.**
17. If further call-outs, other than outlined in Section 16 above, are requested of the Contractor by the Municipality, the Contractor shall make every effort to respond to the said requests and shall charge out these costs at a rate of **One Hundred Dollars (\$100.00) per hour.**
18. The Municipality shall pay to the Contractor for each unclaimed Dog/Cat deemed as follows:

Boarding Rates – The contractor categorizes Animals in five different areas in order to determine length of time Animal is held.

- i. **Adoptable Dogs:** The Contractor will hold each adoptable Animal a minimum of ten (10) days before they are processed for adoption if not claimed by the owner. The Animal Protection Act requires an Animal to be held for this minimum if the Animal has identification. **Rate to Municipality if unclaimed: \$25.00/per day plus GST**
- ii. **Sick/Unhealthy Dogs:** The contractor will hold sick and unhealthy Animals for three (3) days boarding and will be given supportive care (medications, fluids, pain killers). The Contractor at three (3) days will access the Animal and if the illness is treatable and the Animal will have a full recovery then the Animal will be boarded for the full ten (10) days and the Municipality will be billed as an Adoptable Animal. If the sick/unhealthy Animal is not treatable then the Animal will be euthanized after three (3) days. **Rate to Municipality: \$25.00/per day plus GST and euthanasia fee of \$85.00 plus GST.**
- iii. **Injured Dogs:** If an injured Animal is impounded by the Contractor and the Animal requires Veterinary treatment then the Municipality will be contacted and if the Municipality grants permission the Animal will be transferred to a Veterinarian. All Veterinary fees will be billed to the Municipality unless an owner is located, then the Veterinary fees are the responsibility of the Animal Owner. The Contractors Animal Health Technician along with the Veterinarian will make a prognosis on the Animal and if the Veterinarian feels the Animal needs to be humanely euthanized then the animal will be euthanized by the Veterinarian. If the Animal has permanent identification (tattoo, microchip, Municipal tags) and can be stabilized then it will be housed at the Veterinarian Clinic for three (3) days to contact the owner. If the Owner is not located then the Animal will be humanely euthanized by the Veterinarian after the three (3) days. **Rate to Municipality if euthanized on day one (1): Veterinarian fees related to exam and euthanasia fee plus GST. Rate to Municipality if held for three (3) days: \$25.00/per day, Veterinarian fees related to exam and euthanasia fee plus GST.** If the Animal stabilizes and recovers the Animal will be transported back to the contractors kennel and will be further treated by the contractors Animal Health Technician for the remainder of the ten (10) day boarding period. **Rate to Municipality: \$25.00/per day plus GST plus any outstanding Veterinarian costs.**



ALBERTA ANIMAL & MUNICIPAL ENFORCEMENT SERVICES



- iv. **18.5 Aggressive Animals:** Aggressive Animals with no identification will be held for a minimum of three (3) days and if unclaimed will be humanely euthanized. **Rate to Municipality: \$25.00/per day plus GST and euthanasia fee of \$85.00 plus GST.** Aggressive Animals with identification will be held a minimum of ten (10) days and if unclaimed will be humanely euthanized. **Rate to Municipality: \$25.00/per day plus GST and euthanasia fee of \$85.00 plus GST.**

ADOPTABLE:	\$25.00/night Boarding Fee (maximum 10 nights)
FERAL:	\$25.00/night Boarding Fee (maximum 24 hours)
AGGRESSIVE:	\$25.00/night Boarding Fee (maximum 3 nights)
SICK OR INJURED:	\$25.00/night Boarding Fee (maximum 3 nights-minimum 24 hours)
EUTHANASIA Fee:	\$85.00/Animal

19. Any Animals deemed, other than those noted in Section 18, that the Municipality agrees the Contractor may impound shall be charged out as follows:

ADOPTABLE:	\$25.00/night Boarding Fee (maximum 10 nights)
FERAL:	\$25.00/night Boarding Fee (maximum 24 hours)
AGGRESSIVE:	\$25.00/night Boarding Fee (maximum 3 nights)
SICK OR INJURED:	\$25.00/night Boarding Fee (maximum 3 nights-minimum 24 hours)
EUTHANASIA Fee:	\$85.00/Animal

20. If the Municipality wishes the Contractor to take and dispose of any deceased Dogs or Cats this shall be done at a cost of **Thirty Dollars (\$30.00) per animal.**
21. In the event that either party defaults in the performance, either party may terminate the agreement with one month written notice.
22. The Contractor shall have no right to assign this agreement without the written consent of the Municipality.
23. This agreement shall be binding and enforceable by the parties and their respective heirs, administrators, and executors.

The Municipality of Bawlf

Date _____

Per _____

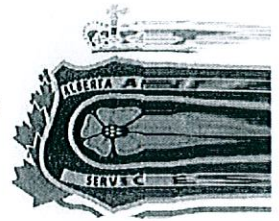
Alberta Animal Services

Date: Dec. 01-14

Per Eric Comber



ALBERTA ANIMAL & MUNICIPAL ENFORCEMENT SERVICES



Contract

Between: VILLAGE OF BAWLF
BOX 40
BAWLF, ALBERTA
T0B 0J0
(Hereby called the Municipality)

AND

ALBERTA ANIMAL SERVICES
4640 61 STREET
RED DEER, ALBERTA
T4N 2R2
(Hereby called the Contractor)

Effective from: **JANUARY 1, 2014 to DECEMBER 31, 2014**

In this contract the term "Animal" shall mean any domesticated animal that the Municipality agrees to have the Contractor impound or deal with under their current Municipal Bylaws.

- The Contractor a) provides services relevant to Bylaw Enforcement and will enforce the following Bylaws within the Municipality:
#559/08 Dog Bylaw, #560/08 Aggressive/Vicious Dog Bylaw, #558/08 Nuisance Bylaw, #5479/07 Noise Bylaw, #562/08 Traffic Bylaw, and #526/04 Land Use/Development Bylaw
- b) Bylaws maybe amended from time to time when required.

The Municipality is prepared to permit the Contractor to enforce Bylaws and apprehend Animals under the following terms and conditions.



ALBERTA ANIMAL & MUNICIPAL ENFORCEMENT SERVICES



1. The Contractor shall provide and maintain a building for the impounding of Animals and shall provide cages or pens, together with exercise pens which shall be properly heated and cleaned. These pens will be of adequate size to comply with all applicable Bylaws and regulations and shall meet the reasonable requirements of the Municipality.
2. The Contractor shall provide an office and shall be open during normal business hours.
3. The Contractor shall use his best endeavors to apprehend Animals running at large within the Municipality.
4. The Contractor shall, as soon as possible after an Animal is apprehended, notify the owner if such information is readily available.
5. The Contractor shall properly house, feed, and care for all Animals impounded.
6. The Contractor shall provide the necessary personnel and equipment for the above-mentioned purposes. The Contractor shall use his best endeavors to provide such further services as may be required to apprehend Animals running at large within the Municipality and shall investigate complaints in the Municipality as allowed within the time frame of this contract.
7. The Contractor will retain all impounded Animals for not less than five business days, at the expiration of which time the Contractor may dispose of the Animal as he sees fit. If the Animal is deemed as dangerous or seriously ill, the Contractor may dispose of the Animal prior to the said five days. The Contractor will attempt to contact the owner, if known, before this action is followed through.
8. The owner of any impounded Animal may redeem the same in the following manner:
 - a) payment of the impound fees, current boarding fees, Municipal Licensing Fee, and if applicable;
 - b) the fine for such Animal as specified.
9. The Contractor shall retain all impoundment and boarding fees. All licensing fees and fines collected will be forwarded to the Municipality.
10. The Contractor shall pick up any injured Animal and deliver the same to a veterinary surgeon only with authorization from Municipal Administration. The Municipality will be responsible for any fees of such veterinary surgeon if the same cannot be recovered from the owner of the Animal.
11. The Contractor shall keep an accurate and detailed record of all complaints, impounds, names of owners, and dispositions of Animals. The Contractor shall report monthly to the Municipality.
12. The Contractor shall obtain and maintain all public liability and property damage and shall provide evidence of the same at the request of the Municipality.
13. The Contractor shall, at the request of the Municipality, be responsible for preparing documentation for the Municipality's legal representative in the case of prosecution, relevant to the Bylaws. There



ALBERTA ANIMAL & MUNICIPAL ENFORCEMENT SERVICES



will be an additional charge for this service and it is priced at **One Hundred and Fifty Dollars (\$150.00) per case.**

14. The Contractor shall provide patrols as agreed upon between the two parties.
15. The Municipality shall supply the Contractor with a list of known Animal owners, along with addresses, in the Municipality on a regular basis or as requested.
16. The Contractor shall provide a minimum of Two (2) one hour patrols per month at a monthly cost of **Three Hundred and Fourteen Dollars and Fifteen Cents (\$314.15) plus GST.**
17. If further call-outs, other than outlined in Section 16 above, are requested of the Contractor by the Municipality, the Contractor shall make every effort to respond to the said requests and shall charge out these costs at a rate of **One Hundred Dollars (\$100.00) per hour.**
18. The Municipality shall pay to the Contractor for each unclaimed Animal as follows:

DOGS per:	\$25.00/night Boarding Fee (maximum 5 nights)
EUTHANASIA Fee	\$10.00/Animal
19. Any Animals, other than those noted in Section 18, that the Municipality agrees the Contractor may impound shall be charged out as follows:

\$25.00/night Boarding Fee (maximum 5 nights)
\$10.00/Animal Euthanasia Fee
20. If the Municipality wishes the Contractor to take and dispose of any deceased Dogs or Cats this shall be done at a cost of **Thirty Dollars (\$30.00) per animal.**
21. In the event that either party defaults in the performance, either party may terminate the agreement with one month written notice.
22. The Contractor shall have no right to assign this agreement without the written consent of the Municipality.
23. This agreement shall be binding and enforceable by the parties and their respective heirs, administrators, and executors.

The Municipality of Bawlf

Date Dec. 3, 2013

Per

M. Stewart
Office Administrator

Alberta Animal Services

Date: Dec. 01-13

Per

Eric Coombe

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	Wednesday, December 17, 2014 - 7:00 p.m.
Originated By:	Tracy M. Stewart-Interim Acting CAO
Title:	Water Treatment Plant Inspection Report

BACKGROUND/PROPOSAL:

On October 21, 2014, an inspection was conducted of the Bawlf Waterworks System by Alberta Environment and Sustainable Resource Development.

The purpose of the inspection was to assess compliance with terms and conditions of the waterworks system's registration and/or related legislation and to identify any additional potential risks.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Following is a list of follow-up items requiring our attention:

- 1) Drinking Water Safety Plan (DWSP) During the inspection, the operator indicated that the DWSP is under development but not yet completed. DWSP's were due to be completed by December 31, 2013.
- 2) Quarterly Sampling – The previous inspection identified deficiencies with the quarterly sampling requirements set out in the Letter of Authorization for Sodium Hypochlorite Use dated January 6, 2012. The monitoring conditions attached to this authorization have yet to be met. The condition requires that sampling be conducted every 3 month for a 1 year and analyses conducted for chlorates and bromates. THMs are also due and should be completed at the same time. *Now being done on a regular basis & submitted for analysis.*
- 3) Contravention Reporting – Failure to meet sampling requirements was not reported as required. *Sampling is now being reported as required.*
- 4) 2013 Annual Report – A copy of the 2013 Bawlf Waterworks Annual Report was not available in the ESRD files for review. Please submit a copy with the response to this inspection report. *Will be submitted as requested.*
- 5) Standard Operating Procedures (SOPS) – During the inspection, the SOPS were given a cursory review. It was noted that the content was very lean and does not meet all the requirements of Schedule 1 of the COP. Additionally, the operator indicated that a number of deficiencies were identified during the initial development of the DWSP. Please ensure that the SOPs are brought up-to-date and meet the requirements of Schedule 1 of the COP. *Standard Operating Procedures are being addressed to meet with all previous deficiencies.*

COSTS/SOURCE OF FUNDING (if applicable)

n/a

RECOMMENDED ACTION:

That Bawlf Council accept the Waterworks System report for information and that proper procedures & policies have been/will be put in place to adhere to the terms and conditions of the system's registration and legislation.

Tracy M. Stewart

From: Angela Brown (AENV) <Angela.L.Brown@gov.ab.ca>
Sent: November-24-14 2:29 PM
To: tmstewart@bawlf.com
Cc: Win Tun; Fengqin Wang
Subject: Inspection of Bawlf Waterworks System #401 on Date October 21, 2014
Attachments: 2014 Bawlf WTP.pdf; Potable Water System Risk-Based Inspection Assessment Guideline May 2011.doc; Bawlf401-02-03.pdf

Tracey Stewart,

An inspection was conducted of the Bawlf Waterworks System (Registration#401) by Alberta Environment and Sustainable Resource Development on October 21, 2014. I would like to thank Justin Jacobson for his assistance during the inspection.

The purpose of the inspection was to assess compliance with the terms and conditions of the waterworks system's registration and/or related legislation and to identify any additional potential risks. Attached is a copy of the Inspection Report. A list of follow-up items requiring your attention is provided on the last page of the Inspection Report and summarized below.

Follow-up required:

1. **Drinking Water Safety Plan (DWSP)** - During the inspection, the operator indicated that the DWPS has under development but is not yet completed. DWSP were due to be completed December 31, 2013.
2. **Quarterly Sampling** - The previous inspection identified deficiencies with the quarterly sampling requirements set out in the Letter of Authorization for Sodium Hypochlorite Use dated January 6, 2012. The monitoring conditions attached to this authorization have yet to be met. The condition requires that sampling be conducted every 3 month for a 1 year and analyses conducted for chlorates and bromates. THMs are also due and should be completed at the same time.
3. **Contravention Reporting** - Failure to meet sampling requirements was not reported as required.
4. **2013 Annual Report** - A copy of the 2013 Bawlf Waterworks Annual Report was not available in the ESRD files for review. Please submit a copy with the response to this inspection report.
5. **Standard Operating Procedures (SOPs)** - During the inspection, the SOPs were given a cursory review. It was noted that the content was very lean and does not meet all the requirements of Schedule 1 of the COP. Additionally, the operator indicated that a number of deficiencies were identified during the initial development of the DWSP. Please ensure that the SOPs are brought up-to-date and meet the requirements of Schedule 1 of the COP.

The Approval Holder is required to take all actions necessary to **immediately** resolve any non-compliance issues. Please provide documentation on how and when the above follow-up items were or will be addressed via email by **December 21, 2014**.

I have attached the ***Potable Water System Risk-Based Inspections Assessment Guideline*** which outlines the criteria used for this inspection.

If you have any questions or concerns about the Inspection Report or need additional information to determine how to address the issues identified, please contact me. My contact information is below.

Sincerely,

Angela Brown, B.Sc.(Env.)

Environmental Protection Officer

Red Deer/North Saskatchewan Region, Compliance Division

Environment and Sustainable Resource Development

111 Twin Atria Building

4999 – 98 Avenue

Edmonton, AB, T6B 2X3

Angela.L.Brown@gov.ab.ca

(780) 427-7233 (Office)

(587) 987-3127 (Cell)

(780) 644-5643 (Fax)

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ALBERTA ENVIRONMENT WATERWORKS

INSPECTION REPORT

Waterworks System Name:		Approval Registration #:		Plant classification (Type):	
Bawlf		401		<u>Ground Water</u>	
Approval Holder:		Approval Expiry Date:		Plant classification (Level):	
Village of Bawlf		MM/DD/YYYY		<u>WT Level 1</u> <u>WD Level 1</u>	
Facility Address:		Facility Location GPS:		Diversion Location GPS:	
Street: Box 40		Latitude: (e.g. 51.1235)		Latitude: (e.g. 51.1235)	
Province: AB Town: Bawlf Postal Code: T0B 0J0		Longitude: (e.g. -114.2168)		Longitude: (e.g. -114.2168)	
Facility Contact Number: 780 - 373 - 3797		Water Diversion Licence No.:		Municipal/Industrial Facility:	
Facility Emergency Contact Number: 780 - 781 - 8010				<u>Municipal</u>	
Operator's Name: (Interviewed only)		Source:		Daily Peak Flows (m3):	
Justin Jacobson		Groundwater			
Operator's Certification Level: (Interviewed only)		Population served:		Plant Design Flow (m3):	
<u>Select Water Treatment Certification Level...</u>		403			
<u>Select Water Distribution Certification Level ...</u>		Sample Number:		Daily Average Flows (m3):	
Inspector's Name:		NA			
<u>Angela Brown</u> <u>North East</u>		Date and Time of Inspection:		Date of previous Inspection:	
EMS Inspection Number:		10/21/2014 MM/DD/YYYY		1/20/2014 MM/DD/YYYY	
2014-15		11:00 am pm			
Short Term Approval Conditions					
A. Are there any Short-Term Approval Conditions?		NO YES (If YES, answer B & C)			
B. What are the required due dates?		DWSP by Dec 31, 2013			
C. Have these Conditions been achieved?		No			
Comments:					
Still working on DWSP development					

PRIMARY RISK ASSESSMENT QUESTIONS		ASSESSMENT	COMMENTS
1	Is the operator certification (including back-up operators) appropriate for this facility?	<u>3 - Good</u>	Justin Jacobson #4916 - Resigned and ESRD notified October 30, 2014. Einar from Rosalind acting as back-up operator as per operator back-up plan.
2	Have Approval/Code of Practice/Potable Water Regulation contraventions been properly reported?	<u>1 - Poor</u>	Previous inspection noted failure to collect required quarterly samples and this inspection identified the issue is ongoing and has not been reported as required.
3	Is monitoring equipment properly maintained and calibrated?	<u>4 - Excellent</u>	Due November 2014. Secondary standards good until Feb 2016 Run monthly accuracy checks and record on monthly report. (0.22, 0.90, 1.58mg/l - good)
4	Were emergency situations dealt with, as required by the Approval, Code of Practice or legislation?	<u>3 - Good</u>	None reported
5	Are treated water turbidity (prior to entering clear well reservoir) limits met?	<u>N/A</u>	
6	Are chlorine residual and Contact Time (CT) disinfection (entering the distribution system at point of CT) requirements met?	<u>4 - Excellent</u>	Grab sample 5 days/week October - 0.41-0.73mg/l free Cl with CT 22-37
7	Are UV disinfection approval requirements met?	<u>N/A</u>	
8	Are chlorine residuals (in the distribution system) limits met?	<u>4 - Excellent</u>	May 22 - 0.09mg/l - Doug E identified as a transcription error Locations good October 0.23-0.53mg/l free Cl
9	Is monitoring frequency for treated water bacteriological sampling in the distribution system being met?	<u>3 - Good</u>	May - 4, June - 4, July - 4 Double up 1 week/month to ensure 4 samples/month
PRIMARY RISK ASSESSMENT TOTAL:		22	Sum of ratings
PRIMARY RISK ASSESSMENT RATING:		79	Average rating of Applicable questions (in %)
PRIMARY RISK ASSESSMENT:		FAILED	PASS requires a 3 or 4 Rating for all applicable questions

SECONDARY RISK ASSESSMENT QUESTIONS	ASSESSMENT	COMMENTS
Is the Approval/Code of Practice holder diligent in ensuring that all bacteriological sampling is done properly?	4 - <u>Excellent</u>	To Camrose in coolers with ice packs. No issues.
Are operators familiar with the current signed 11 Approval, Code of Practice (COP) and related legislation for the waterworks system?	3 - <u>Good</u>	Discussion showed good knowledge of system and COP
Are raw water wells located, protected and maintained 12 in a sanitary manner?	3 - <u>Good</u>	2 wells with combined meter to town. Barrier to protect well heads and wellheads above grade. No issues with flooding. Roadside well has metal post for protection, farmers field edge has concrete culvert to protect.
What raw surface water protection measures are in 13 place to optimize water quality entering the Water Treatment Plant?	N/A	
Are water treatment chemicals used at the facility 14 listed and used as specified?	3 - Good	NaOCl is NSF Stopped using KMnO4 3-4 years ago No secondary containment Dosage at 8.42-12.62 with LoA in place to authorize higher dosage
Are system water volumes metered? 15	3 - Good	Houses not metered Wells metered, treated outgoing and backwash metered
Have preventative maintenance measures been 16 established in the distribution system and treated water reservoir(s) to minimize adverse effects to water quality?	4 - <u>Excellent</u>	unidirectional flushing 2X/yr and exercise valves
Were treated water sample(s) taken as required, for 17 all listed parameters and analyzed by an independent Lab that is accredited for all the parameters analyzed?	2 - Fair	2012 - incomplete analyses No chlorate or bromate monitoring as required 2013 analyses not available in ESRD files for review 2014 - Large scan completed March 2014, continued incomplete quarterly sampling (THMs, chlorate and bromate)

SECONDARY RISK ASSESSMENT QUESTIONS	ASSESSMENT	COMMENTS
<p>Does treated water meet the Guidelines for the Canadian Drinking Water Quality (GCDWQ) parameters based on the sampling required for the facility?</p> <p>18</p>	3 - <u>Good</u>	2014 - Aesthetic Objectives for TDS and Sodium exceeded
<p>Were reports (monthly and annual) properly compiled and submitted on time?</p> <p>19</p>	2 - <u>Fair</u>	Submitting data electronically. 2013 Annual Report not available for review.
<p>Are treated water fluoride concentration monitoring requirements and limits met?</p> <p>20</p>	<u>N/A</u>	
<p>Are treated water turbidity (entering distribution system) requirements met?</p> <p>21</p>	<u>N/A</u>	
<p>Are filter(s) effluent turbidity monitoring (entering clear well reservoir) requirements met?</p> <p>22</p>	<u>N/A</u>	
<p>Are treated water turbidity monitoring (entering the distribution system) requirements met?</p> <p>23</p>	<u>N/A</u>	
<p>Are treated water turbidity monitoring (in the distribution system) approval requirements met?</p> <p>24</p>	<u>N/A</u>	
<p>Are treated water chlorine residual monitoring (entering distribution system) approval/Code of Practice requirements met?</p> <p>25</p>	3 - <u>Good</u>	Grab sample 5 days/week

SECONDARY RISK ASSESSMENT QUESTIONS	ASSESSMENT	COMMENTS
26 Are treated water chlorine residual monitoring (in the distribution system) requirements met?	<u>3 - Good</u>	Grab sample 5 days/week
27 Is the Operations Program completed as per the Approval/Code of Practice?	<u>3 - Good</u>	Done in 2012 - very thin, items to add were identified during the development of the DWSP - needs updating to ensure Schedule 1 requirements are met
SECONDARY RISK ASSESSMENT TOTAL:	36	Sum of Ratings
SECONDARY RISK ASSESSMENT RATING:	75	Average rating of applicable questions (in %)
SECONDARY RISK ASSESSMENT:	PASS	PASS requires 70% minimum for all applicable questions
Overall Waterworks System Risk Assessment:		
	FAILED	PASS requires PASS of both Primary and Secondary Assessments

INSPECTION SUMMARY:

Follow-up required:

1. **Drinking Water Safety Plan (DWSP)** - During the inspection, the operator indicated that the DWSP has under development but is not yet completed. DWSP were due to be completed December 31, 2013.
2. **Quarterly Sampling** - The previous inspection identified deficiencies with the quarterly sampling requirements set out in the Letter of Authorization for Sodium Hypochlorite Use dated January 6, 2012. The monitoring conditions attached to this authorization have yet to be met. The condition requires that sampling be conducted every 3 months for a 1 year and analyses conducted for chlorates and bromates. THMs are also due and should be completed at the same time.
3. **Contravention Reporting** - Failure to meet sampling requirements was not reported as required.
4. 2013 Annual Report - A copy of the 2013 Bawlf Waterworks Annual Report was not available in the ESRD files for review. Please submit a copy with the response to this inspection report.
5. **Standard Operating Procedures (SOPs)** - During the inspection, the SOPs were given a cursory review. It was noted that the content was very lean and does not meet all the requirements of Schedule 1 of the COP. Additionally, the operator indicated that a number of deficiencies were identified during the initial development of the DWSP. Please ensure that the SOPs are brought up-to-date and meet the requirements of Schedule 1 of the COP.

Any rating of 1 or 2 may indicate a contravention of the Environmental Protection and Enhancement Act and /or applicable Regulations. You should immediately take all necessary steps to comply with the above. Within thirty (30) days of this audit, you are requested to provide a written response as to how the above noted contraventions were remedied.

Inspector's Signature:		Operator's Signature (at time of inspection:		Other Approval Holder Representative Signature:	
Date:		Date:		Date:	

Government of Alberta ■
Environment and Water

Environmental Management/
Central Region
304 4920 51 Street
Red Deer, Alberta T4N 6K8
Telephone: 403-340-7052
Fax: 403 340-5022
www.alberta.ca

January 6, 2012

File: 007-401

Myrna Schapansky
Village of Bawlf
Box 40
Bawlf, AB T0B 0J0

Dear: Myrna Schapansky,

**Subject: Bawlf Waterworks System - Letter of Authorization No: 401-02-03
Exceedance of National Sanitation Foundation (NSF) Maximum Use Listing
For Sodium Hypochlorite**

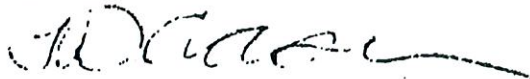
The Village of Bawlf Waterworks System, Registration No: 401-02-00 is exceeding the NSF's Standard 60 current maximum use dosage for sodium hypochlorite. This high dosage is required by your waterworks system in order to achieve breakpoint chlorination (free chlorine residual) for the purpose of meeting the 4-log virus reduction requirement.

In accordance with 5.1.14(b) of the *Code of Practice for Waterworks Using High Quality Groundwater*, this letter allows an exceedance of the NSF listed maximum use amount of sodium hypochlorite to ensure that appropriate levels of free chlorine residual are available for virus reduction. To confirm that the maximum acceptable concentrations (MAC) as listed in the Guidelines for Canadian Drinking Water Quality (GCDWQ) are not exceeded, sampling must be conducted for chlorate and bromate analysis. These parameters are directly related to increased dosages of the sodium hypochlorite product.

Treated water entering the distribution system shall be sampled every 3 months for one year commencing after the date of this letter. If the results from the first year are below the respective MAC levels (chlorates at 1.0 mg/L and bromates at 0.01 mg/L) then sampling can be reduced to once per year, or as otherwise authorized in writing by the Director. Trihalomethanes shall continue to be sampled as specified in the Code of Practice.

Should you have any questions regarding this matter, please call Pervez Sunderani, at 403-340-7052.

Yours truly,



Todd Aasen, P.Eng.
District Approvals Manager
Operations, Central Region, Red Deer District

cc: Registration Coordinator
Compliance Inspector(s)
Monitoring Section, Edmonton
Randy Lewis, Drinking Water & Wastewater Policy Section

Alberta Environment Potable Water System Risk-Based Inspection Assessment Guideline

These guidelines are to be used for risk-based inspections of Alberta potable water systems effective May 13, 2011.

Not all of the following questions will be applicable, depending upon the system being inspected. Use only applicable questions to carry out risk assessments. Note: Question 3 (Monitoring Equipment QA/QC) and 26 (Standard Operating Procedures) must be evaluated even if it is not required in the approval.

Each question is based on a rating of between one and four with one being the lowest rating and four the highest. A rating of either a one or two on any question in the primary assessment section or a rating of less than 70% on the secondary assessment will be considered a failure of the entire assessment.

To achieve a four rating on any question it needs to be demonstrated that more than what is required in the Approval or Code of Practice (as established by the guidelines) is being achieved.

A failure of this risk-based inspection prompts a complete review of the facilities approval or code of practice conditions.

This risk-based inspection must be completed and signed, regardless of the outcome.

Primary Risk Assessment Questions

1. Is the operator's certification (includes back-up operators) appropriate for the facility?
 - (1) Operator(s) is uncertified or under certified with no supervision (or back-up) by an appropriately certified operator.
 - (2) Operator(s) is uncertified or under certified and is working under the remote supervision of an appropriately certified operator(s) but does not meet the *Minimum Certified Operator Attendance Guidelines for Waterworks Systems*.
 - (3) Attending operator(s) is certified to the level of the facility and meets the *Minimum Certified Operator Attendance Guidelines for Waterworks Systems*. Back-up operator(s) can be uncertified or under certified, but are working under the direction of a certified operator(s).
 - (4) Attending operator(s) and one or more back-up operators are certified to the level of the facility. (For each level of operator required by the approval/Code of Practice an equally certified backup operator must be available). A conditional certificate can't be used to achieve a rating of four.

2. Have approval/Code of Practice/Potable Water Regulation contraventions been properly reported?
 - (1) Have had unreported contraventions, or operator(s) failed to notice when contraventions occurred that should have been reported.
 - (2) Contraventions reported but not as required (no written reports, late reports, incomplete reports, or reports sent to the wrong location) or contraventions reported properly, but the actions taken have failed to prevent a reoccurrence of the incident.
 - (3) Contraventions reported properly with complete and appropriate written follow-up that resulted in the resolution of the issue(s) (no further non-compliances) or no contravention reports were required as the facility was operated to meet approval requirements.
 - (4) No contravention reporting has been required during the previous two (or more) years.
3. Is monitoring equipment (includes portable, bench top, and continuous on-line meters) properly maintained and calibrated?
 - (1) Equipment maintenance, calibration, and accuracy checks are not being completed.
 - (2) Some equipment maintenance, calibration, and accuracy checks are being completed but supporting documentation is incomplete.
 - (3) Annual equipment maintenance, calibration, and accuracy checks (on meters utilized for compliance monitoring) have been completed with supporting documentation.
 - (4) All monitoring equipment reflects best available technology, maintenance, and calibration is done annually by the manufacturer or qualified independent third party, and verification checks (secondary standards etc.) are performed at minimum on a quarterly basis, and all supporting documents are available as verification.
4. Were emergency situations (failure to meet chlorine residuals or contact time/ultra violet disinfection, turbidity limits, bacteriological quality requirements, or loss of positive pressure, etc.) dealt with as required by the Approval, Code of Practice, or legislation?
 - (1) Operators did not recognize emergency situations where action was mandated or failed to take the appropriate actions necessary to address emergency situations.
 - (2) Some emergency actions taken, but not as required.
 - (3) Effective emergency actions taken as required, and reported in a complete and timely manner, or no emergency actions required because facility was operated to meet approval requirements.
 - (4) No emergency actions were necessary and a Risk Assessment or Drinking Water Safety Plan has been completed.

5. Are treated water turbidity (prior to entering clear well reservoir) limits met?
- (1) Unreported failure to achieve approval limit.
 - (2) Reported failure to achieve approval limit but was not appropriately responded to or resulted in drinking water safety concern.
 - (3) Meets approval limits for the monitoring required or if a turbidity contravention occurred, it was reported and no drinking water safety concerns resulted.
 - (4) Meets 2006 AENV Standards and Guidelines for turbidity reduction for each filter (0.3 NTU for dual media filtration systems or 0.1 NTU for membrane filtration systems) with continuous monitoring and data capture in place to verify that treated water turbidity limits were met.
6. Are chlorine residual and contact time (CT) disinfection (entering distribution system at point of CT) requirements met? (This includes the High Quality Groundwater facilities that have been required to meet 4-log virus reduction).
- (1) Unreported failure to achieve approval/COP (Code of Practice) limit.
 - (2) Reported failure to achieve approval/COP limit but was not appropriately responded to or resulted in drinking water safety concern.
 - (3) Meets approval/COP limit at all times or if a contravention is reported the incident response resolved the issue so that no drinking water safety concerns resulted.
 - (4) Meets best practices (with chlorine residuals between 0.2 – 2.20 mg/l) and CT Disinfection ratios were greater than 1.0.
7. Are UV disinfection approval requirements met?
- (1) Unreported failure to achieve approval limit.
 - (2) Reported failure to achieve approval limit, but was not appropriately responded to or resulted in drinking water safety concern.
 - (3) Meets approval limits at all times or if a contravention is reported the incident response resolved the issue so that no drinking water safety concerns resulted.
 - (4) Meets approval limits with continuous monitoring for UV reactor flow, UV dosage, and UV transmittance. Operator alarms and system shutdowns in place to prevent any improperly UV disinfected water from entering the clearwell/distribution system.
8. Are chlorine residual (in the distribution system) limits met?
- (1) Unreported failure to achieve approval/Code of Practice (COP) limit.
 - (2) Reported failure to achieve approval/COP limit.
 - (3) Meets approval/COP limits at all times.
 - (4) Meets best practices (0.1 – 1.50 mg/l) at all times.

9. Is monitoring frequency for treated water bacteriological sampling in the distribution system being met? Resamples and samples collected after repairs have been made in the distribution system are not counted for the purposes of compliance monitoring.
- (1) No Bacteriological monitoring being done.
 - (2) Bacteriological monitoring conducted in the distribution system, but not as specified by the GCDWQ, the Protocol for Failed Bacteriological Results, or the AENV 2006 Standards and Guidelines.
 - (3) Bacteriological monitoring conducted in the distribution system that consists of evenly spaced, weekly samples collected throughout the distribution system as specified by the GCDWQ (Guidelines for Canadian Drinking Water Quality), the Protocol for Failed Bacteriological Results, and the AENV 2006 Standards and Guidelines.
 - (4) Additional monthly bacteriological monitoring is routinely conducted in the distribution system, in conjunction with chlorine residual monitoring.

Secondary Risk Assessment Questions

10. Is the approval/COP holder diligent in ensuring that all bacteriological sampling is done properly (as determined by the Communication and Action Protocol for Failed Bacteriological Results in Drinking Water (Bac-T Protocol) and the Environmental Public Health Manual for Safe Drinking Water?
- (1) Bacteriological re-sampling required due to initial sampling error (total coliforms or E. coli present) and operator did not follow the Bac-T Protocol when re-sampling, or poor re-sample techniques were used resulting in additional false positives.
 - (2) Bacteriological re-sampling required due to initial sampling error (total coliforms or E. coli present) but operator followed the Bac-T Protocol. There are ongoing issues with sample management (no ice packs, incorrect labelling, courier issues).
 - (3) All bacteriological samples are collected and submitted properly with no repeat samples required as a result of sampling errors. OR Bacteriological re-sampling required due to initial sampling error (total coliforms or E. coli present) but operator followed the Bac-T Protocol and no other sample management issues identified.
 - (4) All bacteriological samples are collected and submitted properly with no repeat samples required or samples rejected as a result of sample management issues. The system operator is following the Bacteriological Quality Monitoring Plan identified in their operations program.

11. Are operators familiar with the current signed approval, Code of Practice (COP), and related legislation for the waterworks system?
- (1) Approval/COP not immediately available and operator cannot demonstrate awareness of requirements.
 - (2) Approval/COP documents available, however operator is not aware of all requirements.
 - (3) Approval/COP documents were available at the time of inspection and the supervising operator is aware and following all of the requirements.
 - (4) Approval/COP documents were available at the time of inspection and ALL operators are aware of requirements and following all of the requirements.
12. Are raw water wells located, protected, and maintained in a sanitary manner (including Groundwater Under Direct Influence systems)?
- (1) The well(s) are in a poor location (low lying area, in close proximity to a watercourse, subject to runoff, accessible by livestock, or manure is being spread close to the well site).
 - (2) The well(s) are in a good location.
 - (3) The well(s) are in a good location and protection measures in place (fencing, caplocks, accessible for maintenance, vented, casings that extend above the snowline, or have watertight caps, etc.).
 - (4) The well(s) are in a good location, protection measures are in place, and a documented preventative maintenance program (regular site inspection, shock chlorination, pump/screen cleaning, etc.) is in place.

13. What raw surface water protection measures are in place to optimize water quality entering the Water Treatment Plant?

- (1) No ability to control the raw water rate entering the Water Treatment Plant (WTP) via direct intake from the source. No raw water storage available and the rate of raw water flow into WTP can't be adjusted to provide greater treatment retention time. Insufficient treated water storage to ride out poor source raw water quality episodes, or raw water quality is impacted by other wastewater sources (intake location close to municipal or industrial wastewater effluent discharge point).
- (2) Minimal ability to control treated water quality by reducing raw water flows into WTP or adjusting raw water intake levels. Minimal (< 1-2 weeks) raw water storage with nominal aeration (windmills), rely on chemical addition to control algae (copper sulphate, citric acid addition) or rely on infiltration gallery to provide some natural buffering for water quality.
- (3) Basic ability to control raw water quality or quantity by having long term raw water storage with good aeration technology (compressed air diffusers) placed at multiple locations in the reservoir(s) or deep water (>3m) reservoir cells to discourage algae growth. Direct source intake structures routinely inspected and cleaned with debris deflection structures in place. Reservoir(s) access restricted (by fencing and signage) to prevent livestock, wildlife, and human activity from impacting raw water quality.
- (4) Comprehensive ability to control raw water quality and quantity by: meeting the requirements of point three plus conducting routine monitoring of raw water quality (turbidity, microcystin LR, pH and temperature at minimum). Operator tests effectiveness of the aeration system by conducting dissolved oxygen monitoring and the WTP does not discharge waste streams (backwash water, clarifier blow down, etc.) back into the source water. Sufficient treated water storage to meet user demands for an extended period of time (at least one week).

14. Are water treatment chemicals used at the facility listed and used as specified by ANSI (American National Standards Institute)/NSF (National Sanitation Foundation) Standard 60 or IISO/IEC 9000 or ISO (International Standards Organization)/IEC 14001 certified?

- (1) Not all of the treatment chemicals used at the facility are listed in the ANSI/NSF Standard and/or the operator is not aware of this requirement.
- (2) All of the treatment chemicals used at the facility are listed in the ANSI/NSF Standard, but the dosage exceeds the dosage specified as Maximum Use Limit ~~or~~and the limits set out in a Letter of Authorization (LOA).
- (3) All of the treatment chemicals are specified in the ANSI/NSF Standard and the dosage does not exceed the dosage specified as Maximum Use Limit or the LOA limits.
- (4) Additionally, all chemicals are stored properly with spills immediately cleaned up, secondary containment in place and current MSDS (< 3 years old) records kept on site. Operator is aware of the Maximum Use Limits for all the chemicals added to the water supply.

15. Are system water volumes metered?

- (1) No metering.
- (2) Facility influent or effluent water volumes metered.
- (3) Facility influent (from the source) and effluent water volumes metered.
- (4) Facility influent and effluent water volumes metered, including backwash/filter to waste volumes and a full water distribution system metering program in place.

16. Have preventative maintenance measures been established in the distribution system and treated water reservoir(s) to minimize adverse effects to water quality?

- (1) No scheduled maintenance program (valve exercising, water main flushing, treated water reservoir inspection) for the distribution system and treated water reservoir(s). Backflow preventers are not installed on truck fill. Cross connections have been noted in the system.
- (2) Distribution system maintenance and treated water reservoir inspection completed but no documentation available. Multiple water main breaks each year resulting in loss of positive pressure and interruption of key water services.
- (3) Distribution system maintenance and treated water reservoir inspection completed with supporting documentation available. Cross connection control program in place. Disinfection program in place for new and repaired water mains.
- (4) A full preventative maintenance program in place, uni-directional flushing program completed, valves to isolate water mains for repairs are located and exercised, documentation of water main replacement and future life expectancy. Infrastructure has ability to maintain service to the rest of the community while conducting repairs on isolated section. Water balancing is conducted and a program is in place to address water losses that occur throughout the waterworks system (plan to systematically replace leaking valves, water lines, etc).

17. Were treated water sample(s) taken as required, for all listed parameters and analyzed by an independent lab that is CALA (Canadian Association for Laboratory Accreditation), ISO (International Standards Organization) 17025, or Standards Council of Canada accredited for all the parameters analyzed?

- (1) Samples were not taken.
- (2) Samples were taken, but did not meet frequency requirements and/or include all the parameters.
- (3) All required samples were taken at the required frequency and analyzed for the required parameters by an appropriately accredited independent lab. The approval holder reviewed and understood the accredited lab sample results and immediately reported any results which exceed the Maximum Acceptable Concentration values.
- (4) Additional treated water sampling is conducted above what is required. This includes testing for additional parameters or testing at a frequency that is greater than what is required.

18. Does treated water meet the Guidelines for Canadian Drinking Water Quality (GCDWQ) parameters based on the sampling required for the facility?
- (1) One or more parameters exceed the Maximum Acceptable Concentration (MAC), or required MAC sampling data is incomplete.
 - (2) All MAC requirements are met except TTHM (Total Trihalomethanes) and HAA's (Halo Acetic Acids) where required.
 - (3) All MAC requirements are met.
 - (4) All MAC and Aesthetic Objective (AO) requirements are met.
19. Were reports (monthly and annual) properly compiled and submitted on time?
- (1) No reports and no records.
 - (2) Reports and records retained, but do not include all required information; either the monthly or annual report was incomplete.
 - (3) Complete reports were properly and accurately compiled, retained and available or submitted as required.
 - (4) Reports were properly and accurately compiled, retained and available, and the facility is submitting their monthly data electronically to the AENV drinking water quality website.
20. Are treated water fluoride concentration monitoring requirements and limits met?
- (1) Fluoride monitoring not conducted and/or unreported approval/COP (Code of Practice) limit failure.
 - (2) Fluoride monitoring conducted, but not with adequate frequency and/or reported approval/COP limit failure.
 - (3) Daily fluoride grab monitoring conducted and limits meet requirements of approval/COP or if a contravention is reported the incident response resolved the issue so that no drinking water safety concerns resulted.
 - (4) Continuous monitoring with limit alarms, all daily concentrations are between 0.7 mg/L and 0.8 mg/L and data trending available.
21. Are treated water turbidity (entering distribution system) requirements met?
- (1) Unreported approval limit exceedances.
 - (2) Reported approval limit exceedances.
 - (3) Meets approval limits.
 - (4) Meets best practice (less than or equal to 0.3 NTU) requirements based on continuous monitoring and trending.
22. Are filter(s) effluent turbidity monitoring (entering clearwell reservoir) requirements met?
- (1) No filter effluent turbidity monitoring.
 - (2) Common header turbidity (continuous/grab) monitoring.
 - (3) Individual filter monitoring (continuous/grab) or meets approval requirements.
 - (4) Individual filter continuous turbidity monitoring with limit alarms and system shutdowns.

23. Are treated water turbidity monitoring (entering distribution system) requirements met?
- (1) Turbidity not monitored entering the distribution system.
 - (2) Turbidity monitored by grab sample entering the distribution system, but does not meet frequency requirement.
 - (3) Turbidity monitored by grab sample on a daily basis.
 - (4) Turbidity continuously monitored with limit alarms and call outs.
24. Are treated water turbidity monitoring (in the distribution system) approval requirements met?
- (1) No turbidity monitoring in the distribution system.
 - (2) Inadequate turbidity monitoring in the distribution system (means either the frequency is not met or the system coverage is inadequate).
 - (3) Weekly turbidity monitoring in the distribution system with adequate coverage of the entire system.
 - (4) Daily (at least 5 days per week) distribution system turbidity monitoring with excellent representative coverage of the entire system.
25. Are treated water chlorine residual monitoring (entering distribution system) approval/COP requirements met?
- (1) Monitoring not conducted.
 - (2) Monitoring conducted, but not with adequate frequency.
 - (3) Daily grab monitoring conducted (or monitored daily when facility operating).
 - (4) Continuous monitoring with limit alarms and operator call outs when limits are not met, including CT Disinfection continuous monitoring (if applicable).
26. Are treated water chlorine residual monitoring (in the distribution system) requirements met?
- (1) Monitoring not conducted.
 - (2) Some distribution system chlorine residual monitoring conducted, but not at random locations throughout the system.
 - (3) Required approval/Code of Practice (COP) distribution system chlorine residual monitoring conducted at random locations throughout the distribution system.
 - (4) Additional distribution system chlorine residual monitoring is routinely conducted, with excellent representative coverage of the entire system.
27. Is the Operations Program completed as per the approval/COP (Code of Practice)?
- (1) Operations program has not been started.
 - (2) Operations program is not complete.
 - (3) Operations program is completed and readily available.
 - (4) Operations program completed, updated annually, and signed off by all staff involved with the waterworks system. Staff has received training to ensure that they are knowledgeable on facility Standard Operating Procedures (SOP's).

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	Wednesday, December 17, 2014
Originated By:	Tracy M. Stewart-Interim Acting CAO
Title:	Lagoon Geotechnical Assessment-Thurber Engineering

BACKGROUND/PROPOSAL:

The Alberta Environment & Sustainable Resource Department conducted a compliance inspection of the Lagoon on May 24, 2014. In the final inspection, it was highly suggested that a geotechnical assessment of the complete lagoon be done to determine the overall condition as well as to determine what, if any, maintenance/preventative areas needed to be addressed.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Lagoon:

The unlined lagoon was built during the early 1980's and constructed with compacted native soil from the base of the excavation. The reconnaissance assessed the geotechnical conditions and the possibility of sewage leakage through the lagoons berm or base as presented in Appendix A.

The inner slope of the berms presented signs of subsidence at the bottom third of the slope, which caused an over-steepened of the middle third of the slope as show in photo 4. Certain locations of the inner slope presented evidence of a shallow slump, which appeared inactive, but may retrogress and increase with time. There were also several features of animal activity throughout the inner berm slopes, such as boreholes and a beaver dam.

Assessment & Recommendations: Despite evidence of deterioration of the inner berm slope, due to cyclic action of the water lever over the years and animal activities, the overall stability of the berms appear to remain satisfactory. However, it will likely degrade with time and will require some remediation work to restore it to its original condition.

No evidence of seepage was detected during the site reconnaissance. However, as the native soil construction material consisted of sandy clay fill and the lagoon has no liner, it is likely that sewer seepage is occurring through the base and slope of the lagoon. Sandy clay materials are relatively permeable and will not provide an adequate barrier to sewage seepage into the surrounding ground.

It is recommended a monitoring program be undertaken to determine if there is leakage occurring. The recommended monitoring program should consist of a desktop study to identify the local geology and hydrogeology, followed by the installation of

monitoring wells to collect and test the shallow groundwater around the lagoon. The number and depth of the monitoring wells will be defined after completion of the desktop study, which will allow for a better understanding of the local groundwater hydrology. As a minimum, it is anticipated that four monitoring wells will be required, one adjacent to each perimeter berm, however, additional wells may be required.

If the monitoring program confirms that the lagoon is leaking wastewater the recommended remedial option would consist of draining the lagoon and constructing a low permeability compacted clay liner or lining the existing basis and berms with a geosynthetic membrane. For the installation of the liner, the inner slope of the berms will need to be repaired to provide a stable foundation.

Should the Village wish to proceed with the monitoring program, Thurber would provide a cost estimate for the proposed program.

COSTS/SOURCE OF FUNDING (if applicable)

RECOMMENDED ACTION:

That Bawlf Council direct Administration as to where they would like to proceed from here.



THURBER ENGINEERING LTD.

December 09, 2014

File: 19-6835-0

Village of Bawlf
Box 40
Bawlf, Alberta
T0B 0J0

Attention: Ms. Tracy Stewart
Finance Officer

BAWLF EXISTING SEWAGE TREATMENT PLANT ASSESSMENT OF THE EXISTING LAGOON CONDITIONS

Dear Madam:

This report presents the results of an assessment carried out Thurber Engineering Ltd. (Thurber) for an existing wastewater lagoon in the Village of Bawlf, Alberta. The work was carried out in general accordance with our proposal letter to Ms. Tracy Stewart, Finance Officer of the Village of Bawlf. Authorization to proceed with the work was received from Ms. Stewart on November 5, 2014.

Use of this report is subject to the Statement of Limitations and Conditions which is included at the end of the text of this report. The reader's attention is specifically drawn to these conditions as it is considered essential that they be followed for the proper use and interpretation of this report.

1. LAGOON

The wastewater lagoon is located within the legal land description NE ¼ 25-45-18 W4M and situated south of the Village of Bawlf, Alberta. The lagoon is part of the wastewater the treatment plant and include two anaerobic cells (1 and 2), a primary cell (5) and a secondary cell (6). Along the south berm of the wastewater lagoon there is an unnamed creek were the treated water is discharged once a year.

2. AVAILABLE INFORMATION

Based on conversation with Ms. Stewart and Mr. Justin Jacobson, of the Village of Bawlf, the unlined lagoon was built during the early 1980's. The lagoon berms were constructed with compacted native soil originating from the base of the excavation.

Ms. Stewart provided an overall site plan to Thurber, which shows that 8 test holes were drilled for the design of the sewage lagoon. The test holes were drilled to depths varying from 1.8 m to 2.9 m. The soil stratigraphy consisted mainly of sandy clay till with occasional sand lenses (present in 3 test holes).



Based on the drawing, the depths of the cells from top of the berm to the bottom of the cells were approximately 4 m for Cells 1 and 2, 2.3 m for Cell 5 and 3.0 m for Cell 6. All the berms slide slopes were inclined a 3H:1V slope.

3. SITE RECONNAISSANCE

3.1. General

A site reconnaissance was conducted on November 3, 2014 by Dr. Renato Clementino, P. Eng. of Thurber. The reconnaissance assessed the geotechnical conditions and the possibility of sewage leakage through the lagoons berms or base. Site photos were taken during the site visit and are presented in Appendix A.

3.2. Site Observations

The wastewater lagoon is located on relatively flat land surrounded by farmland. Approximately 20 m north of the north-west corner of the lagoon boundary line was a dug-out pond. At the south side there was an un-named creek that runs parallel to the toe of the south berm (Photo 1). Parallel to the toe of the east berm there was a ditch (Photo 2), the south end of the ditch was bermed and it appeared that the ditch discharged to the north.

Dr. Clementino inspected the entire berm slopes for signs of instability, distress, or seepage. The outside slopes were well vegetated and appeared in good condition, with a side slope of approximately 3H:1V. There were no signs of significant erosion or instability as shown in Photo 1, 2 and 3. Seepage was not visible on the outside slopes, however, the below freezing temperature and high vegetation during the site reconnaissance made it difficult to observe excessive moisture or signs of seepage.

The inner slope of the berms presented signs of subsidence at the bottom third of the slope, which caused an over-steepened of the middle third of the slope as shown in Photo 4.

Certain locations of the inner slope presented evidence of a shallow slump, which appeared inactive, but may retrogress and increase with time. There were also several features of animal activity throughout the inner berm slopes, such as boreholes (Photo 5 and 6) and a beaver dam (Photo 7).

4. ASSESSMENT AND RECOMMENDATIONS

Despite of the evidence of the deterioration of the inner berm slope, due to cyclic action of the water level over the years and animal activities, the overall stability of the berms appears to remain satisfactory. However, it will likely degrade with time and will require some remediation work to restore it to its original condition.

No evidence of seepage was detected during the site reconnaissance. However, as the native soil construction material consisted of sandy clay till and the lagoon has no liner, it is likely that sewer seepage is occurring through the base and slope of the lagoon. Sandy clay materials are relatively permeable and will not provide an adequate barrier to sewage seepage into the surrounding ground.



It is very difficult, if not impossible, to visually assess if the lagoon is leaking; therefore it is recommended that a monitoring program be undertaken to determine if there is leakage occurring. The recommended monitoring program should consist of a desktop study to identify the local geology and hydrogeology, followed by the installation of monitoring wells to collect and test the shallow groundwater around the lagoon. The number and depth of the monitoring wells will be defined after the completion of the desktop study, which will allow for a better understanding of local groundwater hydrology. As a minimum, it is anticipated that four monitoring wells will be required, one adjacent to each perimeter berm; however, additional wells may be required.

If the monitoring program confirms that the lagoon is leaking wastewater the recommended remedial option would consist of draining the lagoon and constructing a low permeability compacted clay liner or lining the existing basin and berms with a geosynthetic membrane. For the installation of the liner, the inner slope of the berms will need to be repaired to provide a stable foundation.

If the Village of Bawlf decided to proceed with the monitoring program we would be pleased to provide you a cost estimate for the proposed program.

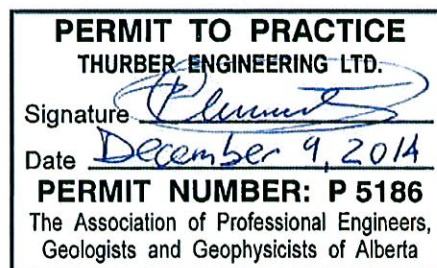
4. CLOSURE

We trust that this methodology and cost estimate provide the information you require at present. Should you have any questions, please contact the undersigned at your convenience.

Yours truly,
Thurber Engineering Ltd.
Renato Clementino, Ph.D., P.Eng.
Review Principal



Michael Halliwell., M. Sc., P. Eng.
Environmental Engineer
/lg



Attachment:

- Statement of limitations and conditions
- Appendix A – Site Photos



STATEMENT OF LIMITATIONS AND CONDITIONS

1. STANDARD OF CARE

This study and Report have been prepared in accordance with generally accepted engineering or environmental consulting practices in this area. No other warranty, expressed or implied, is made.

2. COMPLETE REPORT

All documents, records, data and files, whether electronic or otherwise, generated as part of this assignment are a part of the Report which is of a summary nature and is not intended to stand alone without reference to the instructions given to us by the Client, communications between us and the Client, and to any other reports, writings, proposals or documents prepared by us for the Client relative to the specific site described herein, all of which constitute the Report.

IN ORDER TO PROPERLY UNDERSTAND THE SUGGESTIONS, RECOMMENDATIONS AND OPINIONS EXPRESSED HEREIN, REFERENCE MUST BE MADE TO THE WHOLE OF THE REPORT. WE CANNOT BE RESPONSIBLE FOR USE BY ANY PARTY OF PORTIONS OF THE REPORT WITHOUT REFERENCE TO THE WHOLE REPORT.

3. BASIS OF REPORT

The Report has been prepared for the specific site, development, design objectives and purposes that were described to us by the Client. The applicability and reliability of any of the findings, recommendations, suggestions, or opinions expressed in the document, subject to the limitations provided herein, are only valid to the extent that this Report expressly addresses proposed development, design objectives and purposes, and then only to the extent there has been no material alteration to or variation from any of the said descriptions provided to us unless we are specifically requested by the Client to review and revise the Report in light of such alteration or variation or to consider such representations, information and instructions.

4. USE OF THE REPORT

The information and opinions expressed in the Report, or any document forming part of the Report, are for the sole benefit of the Client. NO OTHER PARTY MAY USE OR RELY UPON THE REPORT OR ANY PORTION THEREOF WITHOUT OUR WRITTEN CONSENT AND SUCH USE SHALL BE ON SUCH TERMS AND CONDITIONS AS WE MAY EXPRESSLY APPROVE. The contents of the Report remain our copyright property. The Client may not give, lend or, sell the Report, or otherwise make the Report, or any portion thereof, available to any person without our prior written permission. Any use which a third party makes of the Report, are the sole responsibility of such third parties. Unless expressly permitted by us, no person other than the Client is entitled to rely on this Report. We accept no responsibility whatsoever for damages suffered by any third party resulting from use of the Report without our express written permission.

5. INTERPRETATION OF THE REPORT

- a) Nature and Exactness of Soil and Contaminant Description: Classification and identification of soils, rocks, geological units, contaminant materials and quantities have been based on investigations performed in accordance with the standards set out in Paragraph 1. Classification and identification of these factors are judgmental in nature. Comprehensive sampling and testing programs implemented with the appropriate equipment by experienced personnel, may fail to locate some conditions. All investigations utilizing the standards of Paragraph 1 will involve an inherent risk that some conditions will not be detected and all documents or records summarizing such investigations will be based on assumptions of what exists between the actual points sampled. Actual conditions may vary significantly between the points investigated and the Client and all other persons making use of such documents or records with our express written consent should be aware of this risk and this report is delivered on the express condition that such risk is accepted by the Client and such other persons. Some conditions are subject to change over time and those making use of the Report should be aware of this possibility and understand that the Report only presents the conditions at the sampled points at the time of sampling. Where special concerns exist, or the Client has special considerations or requirements, the Client should disclose them so that additional or special investigations may be undertaken which would not otherwise be within the scope of investigations made for the purposes of the Report.
- b) Reliance on Provided Information: The evaluation and conclusions contained in the Report have been prepared on the basis of conditions in evidence at the time of site inspections and on the basis of information provided to us. We have relied in good faith upon representations, information and instructions provided by the Client and others concerning the site. Accordingly, we cannot accept responsibility for any deficiency, misstatement or inaccuracy contained in the Report as a result of misstatements, omissions, misrepresentations, or fraudulent acts of the Client or other persons providing information relied on by us. We are entitled to rely on such representations, information and instructions and are not required to carry out investigations to determine the truth or accuracy of such representations, information and instructions.

(see over ...)

INTERPRETATION OF THE REPORT *(continued. . .)*

- c) Design Services: The Report may form part of the design and construction documents for information purposes even though it may have been issued prior to the final design being completed. We should be retained to review the final design, project plans and documents prior to construction to confirm that they are consistent with the intent of the Report. Any differences that may exist between the report recommendations and the final design detailed in the contract documents should be reported to us immediately so that we can address potential conflicts.
- d) Construction Services: During construction we must be retained to provide field reviews. Field reviews consist of performing sufficient and timely observations of encountered conditions to confirm and document that the site conditions do not materially differ from those interpreted conditions considered in the preparation of the report. Adequate field reviews are necessary for Thurber to provide letters of assurance, in accordance with the requirements of many regulatory authorities.

6. RISK LIMITATION

Geotechnical engineering and environmental consulting projects often have the potential to encounter pollutants or hazardous substances and the potential to cause an accidental release of those substances. In consideration of the provision of the services by us, which are for the Client's benefit, the Client agrees to hold harmless and to indemnify and defend us and our directors, officers, servants, agents, employees, workmen and contractors (hereinafter referred to as the "Company") from and against any and all claims, losses, damages, demands, disputes, liability and legal investigative costs of defence, whether for personal injury including death, or any other loss whatsoever, regardless of any action or omission on the part of the Company, that result from an accidental release of pollutants or hazardous substances occurring as a result of carrying out this Project. This indemnification shall extend to all Claims brought or threatened against the Company under any federal or provincial statute as a result of conducting work on this Project. In addition to the above indemnification, the Client further agrees not to bring any claims against the Company in connection with any of the aforementioned causes.

7. SERVICES OF SUBCONSULTANTS AND CONTRACTORS

The conduct of engineering and environmental studies frequently requires hiring the services of individuals and companies with special expertise and/or services which we do not provide. We may arrange the hiring of these services as a convenience to our Clients. As these services are for the Client's benefit, the Client agrees to hold the Company harmless and to indemnify and defend us from and against all claims arising through such hirings to the extent that the Client would incur had he hired those services directly. This includes responsibility for payment for services rendered and pursuit of damages for errors, omissions or negligence by those parties in carrying out their work. In particular, these conditions apply to the use of drilling, excavation and laboratory testing services.

8. CONTROL OF WORK AND JOBSITE SAFETY

We are responsible only for the activities of our employees on the jobsite. The presence of our personnel on the site shall not be construed in any way to relieve the Client or any contractors on site from their responsibilities for site safety. The Client acknowledges that he, his representatives, contractors or others retain control of the site and that we never occupy a position of control of the site. The Client undertakes to inform us of all hazardous conditions, or other relevant conditions of which the Client is aware. The Client also recognizes that our activities may uncover previously unknown hazardous conditions or materials and that such a discovery may result in the necessity to undertake emergency procedures to protect our employees as well as the public at large and the environment in general. These procedures may well involve additional costs outside of any budgets previously agreed to. The Client agrees to pay us for any expenses incurred as the result of such discoveries and to compensate us through payment of additional fees and expenses for time spent by us to deal with the consequences of such discoveries. The Client also acknowledges that in some cases the discovery of hazardous conditions and materials will require that certain regulatory bodies be informed and the Client agrees that notification to such bodies by us will not be a cause of action or dispute.

9. INDEPENDENT JUDGEMENTS OF CLIENT

The information, interpretations and conclusions in the Report are based on our interpretation of conditions revealed through limited investigation conducted within a defined scope of services. We cannot accept responsibility for independent conclusions, interpretations, interpolations and/or decisions of the Client, or others who may come into possession of the Report, or any part thereof, which may be based on information contained in the Report. This restriction of liability includes but is not limited to decisions made to develop, purchase or sell land.



APPENDIX A

SITE PHOTOS



Photo 1 – North berm outside side slope

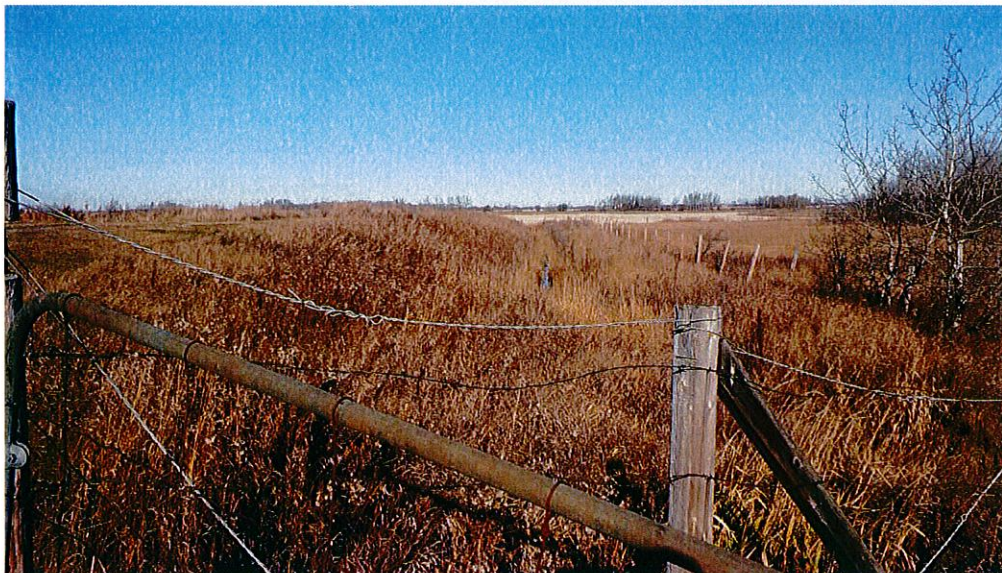


Photo 2 – East berm outside side slope, and ditch.



Photo 3 – North berm outside side slope



Photo 4 – View of the inside slope of the lagoon berm.



Photo 5 – Central berm, south slope, animal activity borehole.



Photo 6 – South berm, inner slope, animal activity borehole.



Photo 7 – North berm, inner slope, beaver dam.

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	
Originated By:	Tracy M. Stewart-Interim Acting CAO
Title:	Muniware Payroll Module Purchase

BACKGROUND/PROPOSAL:

Currently all payroll, employee, council and fire department, are processed through the general accounts payable module.

Any employee working in administration has access to the accounts payable module for general payable cheque runs.

This means that anyone in administration has access to all employee salaries, benefits, etc.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

To have the Muniware Payroll Module included in our already existing package would be beneficial for numerous reasons:

- a) Privacy of employee wages
- b) Produces annual T4's for various types of employee classes (ie. Regular employee, Council, Fire Department) where there are different entry stipulations
- c) Capabilities to produce a file which is then sent electronically to our financial institution for direct deposit
- d) Produce accurate various payroll reports for year end, budget and auditor
- e) Enables quick, efficient payroll/benefits information and processing
- f)

COSTS/SOURCE OF FUNDING (if applicable)

Payroll Software Module License:	\$2,500
Annual support costs @ 20% billed monthly:	\$41.67
Professional Services (Analysis, Installation, Conversion/Setup & Training)	\$2,500
 Total Cost	 \$5,000

I have asked Brandi Whiting from Muniware to send a little more information in regards to the Professional Services expense as I even found it quite high. Her explanation is in the attached email.

After speaking with her and knowing my HR/Payroll background, I feel confident that our Professional costs will not amount to the \$2,500 based on the hourly rate and type of training we had discussed.

Village of Bawlf

From: Brandi Whiting <brandiw@muniware.com>
Sent: December-12-14 11:37 AM
To: vilbawlf@syban.net
Subject: MuniWare Payroll Training

Importance: High

Good Day Tracy,

Thank you for taking my call today. In regards to our conversation I thought I would follow up with an email to summarize our discussion on the Training portion of the Quotation for the Payroll module. In the quote we listed 2.5 days for training(also means set up of payroll data, pay classes, deductions, employees, GL distribution etc.) and a half day for follow up training. All training is **estimated** as we try to average out what it normally would take to set payroll up from scratch (based on prior experiences). Before any processing of actual payroll runs, we have to first ensue we have set up the system correctly to mitigate any errors going forward. That is all included in the 2.5 days quoted for training.

Primary reasons for Training

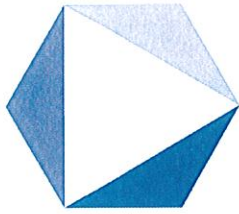
- Ensure payroll set up is correct and balanced (deductions, GI Distribution, cheque information)
- To give staff confidence/Knowledge in the payroll processing
- To decrease any issues of invalid set up and have to do emergency fixes(which would be billable if no training from MuniWare staff)
- Limit ongoing support issues that would come in due to not having received proper training
- Would cover any special questions or concerns before the payroll is running live
- MuniWare would supply a dedicated resource to work solely with the Village of Bawlf Staff

I completely understand that you have experience in administering payroll with other software packages which might help reduce the actual time we have quoted. My recommendation would be if approved that we do the Training on line to reduce additional costs such as Subsistence, travel etc. Then we can book hour spots (scheduled at our Support rate of \$85.00 per hour) to fit both schedules to start the process and continue in that fashion until we are ready to run the first payroll run of 2015. I do believe we could have this all finished and set up under the Quote time of 2.5 days.

If you have any further questions or concerns you wish to bring to my attention or that Council may have brought up please let me know and I will do my best to answer them in a timely manner. We appreciate your business.

Kind Regards,

Brandi Whiting
CEO, Director of Operations
Municipal Information Systems Inc. (MuniWare)
Ph 780-939-4000 ext 105
Fx 780-939-3228
www.muniware.com
<mailto:brandiw@muniware.com>



MUNNWARE
LOCAL GOVERNMENT FINANCIAL SOFTWARE

Fueled by Clients...Driven by Passion

Village of Bawlf

Local Government Accounting Software Quotation

Attention: Tracy Stewart, CAO

Prepared by MuniWare

2014/12/09

Municipal Information Systems Inc. (Muniware)
Box 3021, Morinville, AB, Canada T8R 1R9
Telephone: (780).939.4000

Website: www.muniware.com

4i)

December 9, 2014

Village of Bawlf
Box 40,
Bawlf, AB T0B 0J0

Attention: Tracy Stewart

Thank you for the opportunity to provide you with a quote for Payroll for the Village of Bawlf and our initial thoughts regarding the costs and the efforts associated with the installation, setup and training.

As per your request, I have included a price breakdown of the Payroll software module so that you may review and discuss with your staff and get back to us with your recommendations and scheduling requirements.

Along with the installation and setup requirements, please note that we have implemented a policy of mandatory training for each module. This is to ensure the integrity of your investment by making sure that your staff are comfortable with using the software, and can utilize the application features to their fullest.

In our experience, we have found that making sure the system is properly setup and staff are appropriately trained up front, enhances the cost effectiveness and efficiency of day-to-day operations going forward. This mitigates many issues that can arise with inadequate setup or training down the road. Again, additional training can be evaluated and scheduled as your budget and operational needs dictate.

To realize additional savings, we can provide remote installation and training, thereby eliminating any travel costs associated with this project.

We look forward to discussing the details of this quotation with you, and in clarifying any issues or concerns you may have. Should you have further questions or require additional information please do not hesitate to contact me directly.

Sincere regards,

Brandi Whiting,
CEO Director of Operations
Municipal Information Systems Inc.
Phone: (780) 939-4000 ext. 105
E-mail: Brandiw@muniware.com

MUNIWARE PROGRAM MODULE LICENSE AND SUPPORT UPGRADE COSTS:

DESCRIPTION	PRICE
Software module costs for Payroll based on population (no user limit restrictions on any modules)	
Requested Financial Modules:	
• Payroll	\$2,500
Subtotal Requested Financial Modules:	\$2,500
 <i>** Also included at no charge : Inquiries, Query Wizard, Security, Central Name, Electronic Signatures</i>	
Total Software Cost	\$2,500

- Annual support costs are based on 20% of the software value (billed monthly).
 - Includes all upgrades and unlimited software break/fix enhancement support.
 - Unlimited number of network users (no per-user license limit).
- GST Extra
- Prices are in effect until December 31/14
- Terms net 30 days.

Professional Services: (Analysis, Installation, Conversion/Setup & Training)

DESCRIPTION	Estimated Hours/Days	PRICE
Installation, Configuration, Conversion/Setup		
1. Installation and configuration of data bases	0.50 Days	\$300
Subtotal analysis, conversion/setup, and installation process costs	0.50 Days	\$300
Client Software Training		
2. Base Mandatory Training on initial modules (Based on our training rate of \$750 per day)	2.50 days	\$1,875
3. Follow-up Training - to provide advanced feature / process training Based on our training rate of \$750 per day)	0.50 Days	\$325
Subtotal Client Training	3.00 days	\$2,200
Project Contingency	0	N/A
Out of Pocket – travel, hotel, meals, car rental (estimated) ** Billed at cost ** only if we provide onsite training.	at cost	at cost
Subtotal Professional Services (Analysis, Installation, Conversion/Setup & training - not including GST)	3.50 Days	\$2,500
TOTAL Project Quotation (Software & Professional Services)		\$5,000

Facts about MuniWare:

- **MuniWare** is a 100% independently owned and operated Canadian company that develops, markets and supports a Windows-based municipal accounting software suite.
- **MuniWare** applications have been designed from the ground up, specifically to address the unique needs of local government clients.
- **MuniWare** provides easy-to-use data integration and manipulation into industry leading productivity tools such as Microsoft® Word and Excel.
- **MuniWare** has been serving the local government sector for over 30 years and we take great pride in our ability to provide flexible, responsive and dedicated service to our clients through all aspects of our operations.
- **MuniWare** software licensing is not based on the number of concurrent users accessing the system at any given time. We give you the flexibility to provide module and function access to who you want, when you want.
- **MuniWare** offers advanced security features through our system manager module, in addition to the basic logon & password protection. The system manager can establish various levels of program allocation and permissions to specific users, based on their roles and operational requirements.
- **MuniWare** staff are committed to developing professional, down-to-earth and collaborative relationships with all of our clientele.
- **MuniWare** uses an industry leading ticket resolution tracking software that ensures your issues will be dealt with in a timely, effective manner.
- **For more info, please visit www.muniware.com**

Minimum Hardware Requirements:

- **Computer(s) with the following specs:**
- 4GB RAM (or better)
- 80GB disk space
- DVD Rom drive
- Windows 7 Professional 64 Bit / Windows 8

** note: for "power users", that manage multiple or complex organizational processes such as Property Taxation and Assessment, Utility Billing or Financial Reporting – you may want to consider higher-end devices with increased memory and processing capabilities. **

- **Dedicated Server with the following specs**
- Windows Server 2008 operating system (minimum) ** Larger municipalities
- OR a higher-end computer acting as their server with any operating system ** smaller computers
- 4GB RAM (minimum)
- 320GB disk space
- Built-in hardware redundancy for fault-tolerance (multiple SAS drives, dual power supplies)
- Microsoft SQL Server or SQL Express
- **Laser printer(s)** for printing, cheques, forms & reports
 - o ***Must have a micro toner cartridge for printing cheques.***
 - o ***Check with Muniware for a complete list of compatible laser printers***

Minutes of the Mayors / Reeve / Administrators Meeting
Held at the Edberg Drop-In Centre

November 6, 2014 @ 7:00 pm

Present

Camrose County	Don Gregorwich, Reeve Paul King, CAO Jennifer Olson, Admin. Assistant
City of Camrose	Norman Mayer, Mayor
Town of Bashaw	Penny Shantz, Mayor Linda Hannah, CAO
Village of Bawlf	John Tessari, Mayor Leonard Thompson, Deputy Mayor
Village of Bittern Lake	Kerry Grettum, Mayor Theresa Fuller, CAO
Village of Edberg	Colleen Wack, Mayor Heather Leslie, CAO Edberg and Ferintosh
Village of Ferintosh	Marvin Jassman, Mayor
Village of Hay Lakes	K. Shannon Yearwood, Deputy Mayor Heather Nadeau, CAO
Village of Rosalind	Nancy Friend, CAO

Also Present

Mike Leask, GIS Specialist, MRF Geosystems Corp.

Call to Order

C. Wack called the meeting to order at 7:05 p.m.

Introductions

Self introductions were made.

Agenda Approval

J. Tessari moved that the Agenda be approved as presented.

CARRIED.

Adoption of Minutes of Previous Meeting

D. Gregorwich moved that the Minutes of the Mayors/Reeve/Administrators Meeting held May 1, 2014, be accepted with the following correction:

- Include as Absent from the Meeting: City of Camrose

CARRIED.

MRF Geosystems – GIS Mapping

Mike Leask, GIS Specialist with MRF Geosystems Corporation, gave a slide presentation of the Geographic Information System (GIS) his company has available. He reviewed the various programs, graphics, and tools used to display information which could be published and accessed on a municipality's website. Tools can help manage assets/infrastructure, provide assessment/tax information and produce emergency notifications lists to name a few. Costs start at \$3,000.00 for the Basic Website which includes the basic tools, and increases in increments of \$1,000.00 for additional modules such as Document Management, and Assessment and Taxation. Subscriptions are renewed on a yearly basis. There is the possibility of grouping municipalities together, each would have its own information but could also share in areas of common interest. Programs would be tailored to the individual municipality's needs. M. Leask advised that he is currently working on the Town of Morinville's website and invited anyone interested to go onto this website and see how the programs work. T. Fuller requested that the information be taken back to the various Councils, then get together as a group to discuss the possibilities and perhaps this could qualify for a "Collaboration Grant". T. Fuller to follow up with the municipalities.

Radar Speed Monitors

N. Friend advised that the Village of Rosalind Council has discussed the feasibility of installing radar speed monitors and asked if other municipalities had a speeding problem. Radar speed monitors are mobile signs that can be moved from location to location. They notify drivers of their speed via bright, large, LED lights which should then encourage them to slow down when travelling in excess of the speed limit. Basic cost is \$3,000.00 – solar models are available at an increased cost. Discussion ensued regarding the possibility of sharing sign(s) between Villages and the possibility that this could qualify for a Collaboration Grant. It was requested that this item be taken back to Councils and that the municipalities advise N. Friend of their thoughts.

Networking

Bittern Lake – K. Grettum and T. Fuller advised the following:

- The drainage project is finished and trailer sani dump is now complete.
- Future upgrades/renovations to the Community Hall are being looked at to determine if this is a feasible way to proceed.
- The Community Association has been involved with several events including a Halloween party and Remembrance Day activities.
- The first fire in the community occurred in September and was a learning experience.
- Internal changes have been made for tracking information.
- Amendments to the Land Use Bylaw are being worked on.
- Some paving had been completed.

Camrose County – D. Gregorwich and P. King reported on the following:

- Paul King is the new CAO for Camrose County and has been in that position for about six months.
- County campgrounds were very busy this year - reservations were made on the government website and this system worked very well.
- Hay Lakes to Armena water line is complete.
- County council agreed to clean up an abandoned cemetery and now has been approached to manage it.
- The province's approach to dealing with some issues such as the lights at the intersection of Hwy 13 & 56, has been frustrating.
- The new Corporate Services Officer position has been filled. Duties include supervising the new asset management program which includes all infrastructure.
- New reservoir in New Norway. The water tower will remain in place due to its historical significance.
- County has received numerous requests from ratepayers to supply water from the new waterlines.
- A new finance program is to be implemented soon.

Edberg – C. Wack reported on the following:

- Heather Leslie is the new CAO for Edberg and Ferintosh.
- A water leak in the water tower resulted in it being drained. Portable pressure tanks were put into service while repairs were made.
- New fire truck has arrived.
- New website is being looked into.

City of Camrose – Norman Mayer reported on the following:

- City is revising and streamlining their Land Use Bylaw.
- In the middle of budget preparations.
- No accommodations available in the City due to pipeline and Cargill construction.
- Performing Arts Centre officially opened last Saturday. Very nice facility that seats 576.

Bashaw – P. Shantz reported on the following:

- Residential lots are selling – three new houses are under construction.
- Core school now has kindergarten.
- Bashaw School gymnasium is being enlarged as part of the Bashaw School Enhancement Project. Thanks were extended to Camrose County for their support in the form of a guarantee of 50% to a maximum of \$200,000.00 on a fundraising project.
- The "old" Bashaw Meadows building is now the Bashaw Community Health Centre and houses several organizations, including EMS.

Ferintosh – M. Jassman reported:

- Real estate in Village is selling quickly.
- Three blocks of water and sewer mains have been done.
- A few subdivision applications have been received.

Bawlf – J. Tessari reported on the following:

- A Five Year Plan is being looked at.
- Tracy Stewart is the Acting CAO.
- Issues with the Fire Dept. have been resolved.
- Looking at upgrading the water system.
- Looking at rebuilding streets in the future.

Rosalind – N. Friend reported on the following:

- The green space owned by the Battle River School Division is going back to the Village.
- Village website has recently been upgraded.
- Bawlf students are being bussed to the Rosalind School to use the gymnasium.

Hay Lakes – S. Yearwood and H. Nadeau reported on the following:

- Realigning sewer systems.
- Lots are selling.
- Unsightly premises still a problem.
- Canadian flags used to be provided by the MLA at no charge – now only two are provided. They are expensive if purchased.

Next Meeting

The next meeting is scheduled for Thursday, February 5, 2015, and hosted by the Village of Hay Lakes.

Adjournment

The Meeting adjourned at 9:05 p.m.



RECEIVED
NOV 24 2014

5404 - 56 Avenue
Lacombe, AB T4L 1G1

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

Parkland Regional Library

Cooperation ■ Innovation ■ Service

Memo

To: Administrators

From: Anna Alexander

Date: November 17, 2014

RE: Parkland Regional Library Board Talk

Please distribute in the mailboxes of your councilors.

Thank you.

Highlights of the Board Meeting

Election of Board Chair and Executive Committee

The PRL Board had their annual organizational meeting on November 6th, 2014. Debra Smith, representing the Village of Lougheed, was elected as board chair. Representatives were also appointed to the 2015 Executive Committee:

Debra Smith, Board Chair
Deborah Cryderman, Camrose City
Christine Moore, Red Deer County
Tammy Burke, Rocky Mountain House
Linda Haarstad-Petten, Bentley
Janine Stannard, Paintearth County
Jean Knudtson, Bashaw
Ray Olfort, Blackfalds
Bob Green, Carstairs
Sheila Church, Bowden

Board Signing Authorities

Parkland Regional Library requires that two trustees act as cheque signing authorities. The trustee signing authorities were appointed by a motion of the board. This year Grant Harder of Lacombe and Linda Haarstad-Petten of Bentley volunteered to be signing authorities.

2015 Alberta Library Conference Attendees (ALC Jasper)

PRL will pay for three board members in addition to the Board Chair to attend the Alberta Library Conference being held in Jasper between April 30-May 3, 2015.

Those who were interested entered their name into a draw. The draw was made and Sharolyn Sanchez of Penhold, Rick Manning of Flagstaff County, and Brian McGaffigan of Strome will be attending ALC 2015.

PRL Investments

At the September 4th board meeting, PRL changed its investment policy to allow for the investing of Parkland funds into equities. Investing in stocks received majority if not unanimous support among members of both the Board and Executive Committee.

There has been some question about whether board members could be held liable if stock investments lost money and if it was even legal for regional systems to invest in stocks. After consulting with Public Libraries Services Branch (PLSB), it was made clear that individual board members would not be held liable. PLSB also noted that there is no section comparable to the MGAs Section 250 in the *Libraries Act* that limits the investment opportunities of library systems.

On October 9th, the Executive Committee reviewed a number of documents that suggested there may be an economic downturn in 2015 and decided not to invest in stocks at this time.

Trustee Orientation & PLSB Update

Bonnie Gray and Jen Anderson attended the PRL Board meeting to conduct a board orientation. Gray's presentation outlined the roles and responsibilities of library trustees and best practices.

Anderson shared news of upcoming projects of the branch as well as future digital licensing plans. Soon, the Government of Alberta will launch an eBook service specifically providing the work of Alberta authors.

Schedule for 2015 PRL Board Meetings

The schedule for PRL Board meetings is listed below. The schedule is minimal, will meet legislated requirements, and minimize cost while addressing needs in a timely fashion.

February 26, 2015 @ 1:00- 3:00 p.m (Annual Report)

May 14, 2015 @ 1:00- 3:00 p.m (Audit)

September 10, 2015 @ 1:00 - 3:00 p.m (Budget)

November 5, 2015 @ 1:00- 3:00 p.m (Organizational)

Advocacy Campaign

Parkland has initiated an advocacy campaign related to the provincial operating grant and capital funding for the system headquarters. Materials to help board members was sent out in August. To date only the Town of Bentley, the Town of Bowden, the Village of Forestburg, the Town of Daysland, the City of Camrose, and Camrose County have responded. The Lacombe Globe also interviewed PRL's Director.

With all the changes in government, PRL Board Chair Debra Smith reminds trustees that it's time to contact their local MLAs again. Parkland appreciates your advocacy and thanks you.

Technical Services

Advanced Booking has been added to Parkland's Horizon services. This application can be used to book programming boxes, laptops, gaming systems, promotional display items, eReaders, and DAISY readers. Advanced booking streamlines the process considerably and will require less staff-time.

Consulting Services

Consulting Services has recently reviewed the regional Training Plan and Consulting Visits for member libraries. In-person training is seen as most effective. Parkland's regional conference is valued and will be offered every other year. Training videos are also helpful. Staff will begin developing training materials for boards, leadership and communication, HR management, fundraising, and technology.

Consulting visits are being revamped to suit member library needs. Visits will be determined by email and if further training is needed an in-person visit will follow. This change reflects the good relationship between PRL staff and member libraries as they often contact PRL at their point of need.

The early results of October's marketing campaign were shared. Overall, use of PRL's digital resources increased significantly. New eBook platform, 3M Cloud Library, was used the most. It was suggested that library boards should discuss the possibility of offering free memberships to boost library memberships throughout the region. Edmonton Public Library saw a 40% increase in memberships during their initial free card campaign in 2013. Calgary Public Library will be offering free memberships beginning January 2015.

Currently, one quarter of PRL members offer free library cards.

Next Parkland Board Meeting

February 26th, 2015 at 1 p.m.

the County. Some people just don't get it and must think that they are exempt from all rules and regulations.

We realize that you have a problem but closing it may create larger ones.

You are going to have a lot of upset taxpayers if you close the burn pile. We have already lost the best recycle program that we could have only dreamed of having and now if we lose our burn pile we, along with many others, are going to be very upset. What a bonus this burn pile has been.

We are not sure what the answer is but we also hope that you reconsider!

Sincerely

Eddie & Elaine
Hock



Mayer & Council Village of Bawlf.

NOV 17 2016
Please do not take away our burn pile; don't punish the entire village because of a few idiots who may or may not be from the village.

It may be easy to close this but when you look at the big picture, then what? We will be back to the problems the County faced before we had our burn pile. How many people are going to drive to Kelsey to dump grass and branches, not too many, so it will be dumped wherever in the County.

Putting up dumpsters will have the same problem unless you have a guard 24/7. We have seen pictures in the Flagstaff paper showing unwanted items in their dumpsters or in



P.S.

You are not alone with your problem and may not be aware of the fact that the Bawlf U.F.A oil shed has been broken into twice within two weeks, mega dollars worth of oil has been taken each time. Lights, camera & action has not stopped this from happening.

What is the solution to this problem; shut it down??

