



## **AGENDA**

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

**Wednesday, April 15, 2015 – 7:00 p.m.**

**Council Chambers**

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

### **2. DELEGATIONS**

n/a

### **3. GENERAL GOVERNMENT**

a) Agenda April 15, 2015

**Motion** to adopt as presented

b) Minutes of the Regular Meeting of Council March 18, 2015

**Motion** to adopt as presented

c) Accounts Payable – March 1, 2015 to March 31, 2015

General Cheques 20150067 – 20150082

**Motion** to accept as information

d) Financial Statement – March 31, 2015

**Motion** to accept for information

### **4. NEW BUSINESS**

a) Fire Services Shared Service Agreement & Memorandum of Understanding

**Motion**

b) Bawlf Public Library Committee Meetings – Removal of Councillor Representative

**Motion**

c) Jubilee Park Campground

**Motion**

d) Five Year Plan Direction for Water Treatment Plant Upgrade

**Motion**

e) 2015 Draft Budget Review

**Motion**

f) Proposed Fire Department Reserves

**Motion**

### **5. STANDING REPORTS**

a) Mayor's Report

b) Interim Acting CAO's Report

c) Public Works Director Report – n/a

d) Board Reports:

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

## **Motion**

### **CORRESPONDENCE**

- a) Municipal Affairs – Annual Minister's Awards
- b) Municipal Affairs – Additional MSI Funding
- c) Parkland Regional Library – Strategic Plan Assessment Meetings
- d) Municipal Affairs – Project Application Approval
- e) CDSS – Meeting Minutes
- f) Alberta Recreation & Parks Association – 2 pages – information
- g) Proposed Walking Trail Map
- h) For Lands Sake – Tank Site Remediation Plan Report
- i) Alberta Seniors – Elimination of Property Tax Grants – Sanden Court

### **6. In Camera** Labor

### **7. ADJOURNMENT**



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

In the Province of Alberta held on  
Wednesday March 18, 2015 at 7:00 p.m.  
In the Bawlf Village Office

### PRESENT:

Mayor J. Tessari  
Deputy Mayor L. Thompson  
Councillor R. Mohan  
Councillor B. Wells  
Councillor Genio – by Phone  
Acting CAO T. M. Stewart  
Public Works G. Guenette

### 1. CALL TO ORDER

Mayor John Tessari called the meeting to order at 7:00 pm.

### 2. DELEGATIONS

- David Borson – 7:00pm (Arrived at 7:11)

### 3. GENERAL GOVERNMENT

#### a) AGENDA

**Motion 33/15 Moved by** Deputy Mayor Thompson to adopt the agenda as presented. **CARRIED**

#### b) MINUTES OF THE REGULAR MEETING OF COUNCIL HELD February 18, 2015

**Motion 34/15 Moved by** Mayor Tessari to adopt the Minutes of the Regular Meeting of Council February 18, 2015. **CARRIED**

#### c) ACCOUNTS PAYABLE FEBRUARY 1, 2015 - FEBRUARY 28, 2015

**Motion 35/15 Moved by** Deputy Mayor Thompson to accept the Accounts Payable register for February 1 to February 28, 2015, General Cheques, as information. **CARRIED**

#### d) FINANCIAL STATEMENT - FEBRUARY 28, 2015

**Motion 36/15 Moved by** Councillor Wells to accept the February 2015 Financial Statement as information. **CARRIED**

### 4. NEW BUSINESS

#### a) Letter from Resident – Reimburse Sewer Issue Expense at Lot 5 Block II Plan 1869P

**Motion 37/15 Moved By** Councillor Mohan to direct Administration to pay the



Daysland Plumbing and Heating invoice that was submitted by Mr. Borson.

**CARRIED**

- b) *Proposed Village Voice Newsletter Policy*

**Motion 38/15 Moved By** Councillor Genio to accept the Village Voice Newsletter Policy as proposed.

**CARRIED**

- c) *Utility Services Bylaw No. 593/14/Sewer Backup Amendment*

**Motion 39/15 Moved By** Deputy Mayor Thompson that no amendments are required at this time to the Utility Services Bylaw No. 593/14 under "Service Connection & Maintenance/Repair".

**CARRIED**

- d) *2014 Community Centre Rental Reconciliation*

**Motion 40/15 Moved By** Councillor Mohan to direct Administration to reimburse the Bawlf Lions Club \$7,402.00 to cover the operational deficits for 2014.

**CARRIED**

- e) *Request for Approval of Bawlf Public Library Board Member*

**Motion 41/15 Moved By** Councillor Genio to approve Danielle Galletty-Vriend as a new Board Member for the Bawlf Public Library.

**CARRIED**

- f) *Walking Trail*

**Motion 42/15 Moved By** Deputy Mayor Thompson to direct Administration to advise the Bawlf Recreation Association that the Village will supply Public Works to assist them with the construction and maintenance for the development of the new Bawlf Walking Trail.

**CARRIED**

- g) *Fire Services Bylaw 596/14 Schedule A Amendment*

**Motion 43/15 Moved By** Councillor Genio to approve first reading of the Fire Services Bylaw 596/14, Schedule A Amendment.

**CARRIED**

**Motion 44/15 Moved By** Deputy Mayor Thompson to approve second reading of the Fire Services Bylaw 596/14, Schedule A Amendment.

**CARRIED**

**Motion 45/15 Moved By** Councillor Wells to proceed to third reading of the Fire Services Bylaw 596/14, Schedule A Amendment.

**CARRIED**

**Motion 46/15 Moved By** Councillor Mohan to approve third and final reading of Fire Services Bylaw 596/14, Schedule A Amendment.

**CARRIED**

## 5. STANDING REPORTS

- a) MAYOR'S REPORT

- b) ACTING CAO'S REPORT

- c) PUBLIC WORKS DIRECTOR'S REPORT- verbal

- d) Board Reports:

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



**Motion 47/15 Moved By** Mayor Tessari to accept the Standing Reports for February 2015 for information.

**CARRIED**

**6. CORRESPONDENCE**

- a) Community Planning Association of Alberta – 2015 Annual Conference
- b) Battle River Watershed Alliance Newsletter
- c) The Frac Notice Team – Abandoned Wells Setbacks
- d) Alberta Municipal Affairs – Small Communities Fund
- e) Alberta International and Intergovernmental Relations – New Formal Complaint Process
- f) Economic Developers Alberta – Economic Development for Elected Officials Course
- g) Parkland Regional Library – Board Talk
- h) Communities in Bloom – 2015 Registration Form
- i) Alberta Municipal Services Corporation – Investment Program
- j) Camrose and District Victim Services – AGM Invitation
- k) APWA Alberta Chapter – National Public Works Week

**Motion 48/15 Moved By** Councillor Genio to accept the correspondence for information.

**CARRIED**

**7. IN CAMERA**

n/a

**8. ADJOURNMENT**

Meeting was adjourned at 9:05pm.

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

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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

# VILLAGE OF BAWLF

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## Cheque Listing For Council

2015-Apr-10  
9:52:18AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20150067	2015-03-02	AMSC INSURANCE SERVICES LTD.	MARCH2015	PAYMENT MARCH 2105 BENEFITS	410.04	410.04
20150068	2015-03-02	AMSC, (ALBERTA MUNICIPAL SERVICES CORP)	15-1005882	PAYMENT POWER JANUARY 2015	2,894.54	2,894.54
20150069	2015-03-02	ANKERTON GAS CO-OP	1248446 1248813 1248916 1248931 1248936 17686	PAYMENT NATURAL GAS RURAL PUMP HC NATURAL GAS FIRE HALL NATURAL GAS LIFT STATION NATURAL GAS WATER HOUSE NATURAL GAS VILLAGE OFFICE REPAIR FURNACE-OFFICE	40.44 220.86 147.66 97.78 116.06 173.42	796.22
20150070	2015-03-02	CLARK, LORNA	FEBRUARY201: JANUARY2015	PAYMENT FEB 2015 JANITORIAL JAN 2015 JANITORIAL	120.00 150.00	270.00
20150071	2015-03-02	COTTAGE COMPUTERS	26248	PAYMENT SET UP "LOG ME IN"	70.35	70.35
20150072	2015-03-02	COUNTY ENVIRO PICKUP	3582	PAYMENT FEBRUARY GARBAGE & RECYC	2,077.90	2,077.90
20150073	2015-03-02	DAYSLAND AUTO & FARM	708-318720 708-318827	PAYMENT ADAPTORS & DUAL FOOT CHUK MALE ADAPTOR-RETURN	22.96 (3.28)	19.68
20150074	2015-03-02	INDUSTRY CANADA	5014864	PAYMENT RADIO AUTHORIZATION RENEW	229.00	229.00
20150075	2015-03-02	MOHAN, RYAN P.E.	FEB15	PAYMENT CAO CONTRACTS MTGS	270.00	270.00
20150076	2015-03-02	MUNIWARE	20141900	PAYMENT SUPPORT	302.26	302.26
20150077	2015-03-02	RECEIVER GENERAL	FEB2014DED	PAYMENT SOURCE DED FOR FEB/15	3,605.60	3,605.60
20150078	2015-03-02	THOMPSON, LEONARD R	FEB2015	PAYMENT COUNCIL MTGS	190.00	190.00
20150079	2015-03-02	UFA	201075249	PAYMENT OIL FOR BOBCAT	68.36	68.36
20150080	2015-03-02	WELLS, BRUCE F	FEB2015	PAYMENT COUNCIL MTGS	190.00	190.00
20150081	2015-03-02	WORKERS COMPENSATION BOARD	20378158	PAYMENT 2015 INSTALLMENT	380.26	380.26
20150082	2015-03-11	KRAUSE, MICHAEL & NICHOLE	201503111	PAYMENT CREDIT BALANCE PAID	85.00	85.00

**Total 11,859.21**

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

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	March 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
<b>TAX REVENUE</b>					
1-00-110	TAXES - RESIDENTIAL	0.00	0.00	0.00	0.00
1-00-111	TAXES - RESIDENTIAL VACANT	0.00	0.00	0.00	0.00
1-00-112	TAXES - COMMERCIAL	0.00	0.00	0.00	0.00
1-00-113	TAXES - COMMERCIAL VACANT	0.00	0.00	0.00	0.00
1-00-114	TAXES - INDUSTRIAL	0.00	0.00	0.00	0.00
1-00-115	TAXES - AGRICULTURE	0.00	0.00	0.00	0.00
1-00-116	GRANTS IN LIEU	0.00	0.00	0.00	0.00
1-00-120	ASFF SCHOOL REQUISITION	0.00	0.00	0.00	0.00
1-00-190	TAXES - LINEAR	0.00	0.00	0.00	0.00
1-00-240	GRANTS IN LIEU	0.00	0.00	0.00	0.00
1-00-510	PENALTIES & COSTS ON TAXES	0.00	(5,570.82)	0.00	5,570.82
*	TOTAL TAX REVENUE	0.00	(5,570.82)	0.00	5,570.82
<b>INVESTMENT REVENUE</b>					
1-00-550	RETURN ON INVESTMENTS	0.00	(63.96)	0.00	63.96
*	TOTAL INVESTMENT REVENUE	0.00	(63.96)	0.00	63.96
<b>GENERAL REVENUE</b>					
1-12-410	SALE OF SERVICES	0.00	(40.00)	0.00	40.00
1-12-590	INSURANCE RECOVERY	0.00	(131.65)	0.00	131.65
1-12-595	LIBRARY BOARD UTILITY RECOVERY	0.00	0.00	0.00	0.00
1-12-741	MISCELLANEOUS FEES	0.00	0.00	0.00	0.00
*	TOTAL GENERAL REVENUE	0.00	(171.65)	0.00	171.65
<b>GRANTS</b>					
1-12-730	FEDERAL UNCONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-12-740	PROVINCIAL UNCONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-12-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-12-840	PROVINCIAL CONDITIONAL GRANTS	0.00	(189,383.00)	0.00	189,383.00
1-12-850	COUNTY CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
*	TOTAL GRANTS	0.00	(189,383.00)	0.00	189,383.00



# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	March 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
<b>FIRE REVENUE</b>					
1-23-110	SPECIAL TAX - FIRE	0.00	0.00	0.00	0.00
1-23-410	FIRE FIGHTING FEES CHARGED	0.00	0.00	0.00	0.00
1-23-411	MOTOR VEHICLE ACCIDENT FEES CHARGED	0.00	0.00	0.00	0.00
1-23-412	MUTUAL AIDE PROVIDED	0.00	0.00	0.00	0.00
1-23-430	FIRE EXPENSES RECOVERED	0.00	(3,203.02)	0.00	3,203.02
1-23-530	FIRE EXPENSES RECOVERED	0.00	0.00	0.00	0.00
1-23-570	FIRE DEPARTMENT DONATIONS	0.00	0.00	0.00	0.00
1-23-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-23-850	COUNTY GRANT - SHARED SERVICE	0.00	(7,650.00)	0.00	7,650.00
1-23-851	FIRE TRAINING - SHARED	0.00	(1,000.00)	0.00	1,000.00
1-23-852	PAGER MAINTENANCE - SHARED	0.00	(500.00)	0.00	500.00
1-23-853	FIREFIGHTER INSURANCE - SHARED	0.00	0.00	0.00	0.00
1-23-854	PROTECTIVE EQUIPMENT - SHARED	0.00	0.00	0.00	0.00
1-23-855	COUNTY OWNED TRUCK	0.00	0.00	0.00	0.00
1-23-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
1-23-921	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
1-23-940	TRANSFER FROM CAPITAL RESERVES	0.00	0.00	0.00	0.00
*	TOTAL FIRE REVENUE	0.00	(12,353.02)	0.00	12,353.02
<b>BYLAW REVENUE</b>					
1-26-525	DOG LICENSES	(260.00)	(1,460.00)	0.00	1,460.00
1-26-530	BYLAW FINES	0.00	0.00	0.00	0.00
1-26-845	PROVINCIAL GRANT OPERATING	0.00	0.00	0.00	0.00
*	TOTAL BYLAW REVENUE	(260.00)	(1,460.00)	0.00	1,460.00
<b>ROADS &amp; STREETS</b>					
1-32-110	SPECIAL TAX - STREET IMPROVEMENT	0.00	0.00	0.00	0.00
1-32-410	SALE OF GOODS & SERVICES	(200.00)	(200.00)	0.00	200.00
1-32-590	FRANCHISE FEES FORTIS	(490.88)	(1,519.02)	0.00	1,519.02
1-32-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-32-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-32-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
1-37-840	PROVINCIAL CAPITAL GRANT	0.00	0.00	0.00	0.00
*	TOTAL ROADS & STREETS	(690.88)	(1,719.02)	0.00	1,719.02

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	March 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
<b>WATER REVENUE</b>					
1-41-410	MONTHLY WATER FEES	(6,480.00)	(12,574.42)	0.00	12,574.42
1-41-412	BULK WATER SALES	0.00	0.00	0.00	0.00
1-41-511	WATER PENALTIES	(450.04)	(802.46)	0.00	802.46
1-41-845	PROVINCIAL GRANT - OPERATING	0.00	0.00	0.00	0.00
1-41-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
*	TOTAL WATER REVENUE	(6,930.04)	(13,376.88)	0.00	13,376.88
<b>SEWER REVENUE</b>					
1-42-410	MONTHLY SEWER FEES	(5,835.00)	(11,317.47)	0.00	11,317.47
1-42-511	SEWER PENALTIES	0.00	0.00	0.00	0.00
1-42-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-42-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-42-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
*	TOTAL SEWER REVENUE	(5,835.00)	(11,317.47)	0.00	11,317.47
<b>WASTE MANAGEMENT REVENUE</b>					
1-43-410	MONTHLY GARBAGE FEES	(2,148.00)	(4,163.60)	0.00	4,163.60
1-43-845	PROVINCIAL GRANT - OPERATING	0.00	0.00	0.00	0.00
1-43-412	MONTHLY RECYCLING FEES	0.00	0.18	0.00	(0.18)
*	TOTAL WASTE MANAGEMENT REVENUE	(2,148.00)	(4,163.42)	0.00	4,163.42
<b>CAMROSE &amp; DISTRICT SUPPORT SER</b>					
1-51-590	REVENUE - OWN SOURCES	0.00	0.00	0.00	0.00
1-51-840	PROVINCIAL CONDITIONAL GRANT	0.00	0.00	0.00	0.00
*	TOTAL CAMROSE & DISTRICT SUPPO	0.00	0.00	0.00	0.00
<b>CEMETERY REVEUE</b>					
1-56-410	SALE OF CEMETERY PLOTS	0.00	0.00	0.00	0.00
1-56-570	CEMETERY DONATIONS	(150.00)	(150.00)	0.00	150.00
1-56-571	CEMETERY MAINTENANCE REVENUE	0.00	0.00	0.00	0.00
*	TOTAL CEMETERY REVEUE	(150.00)	(150.00)	0.00	150.00

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	March 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
<b>DEVELOPMENT REVENUE</b>					
1-61-410	DEVELOPMENT PERMITS & CHARGES	(50.00)	(100.00)	0.00	100.00
*	TOTAL DEVELOPMENT REVENUE	(50.00)	(100.00)	0.00	100.00
<b>LAND SALES</b>					
1-66-410	LAND SALES	(25,081.45)	(25,081.45)	0.00	25,081.45
*	TOTAL LAND SALES	(25,081.45)	(25,081.45)	0.00	25,081.45
<b>PARKS &amp; RECREATION REVENUE</b>					
1-72-110	SPECIAL TAX - RECREATION & PARKS	0.00	0.00	0.00	0.00
1-72-410	SALE OF SERVICES - FEES & CHARGES	0.00	0.00	0.00	0.00
1-72-560	PARK & CAMPGROUND RENTALS	0.00	0.00	0.00	0.00
1-72-570	PARK DONATIONS	0.00	0.00	0.00	0.00
1-72-590	INSURANCE RECOVERY	0.00	0.00	0.00	0.00
1-72-595	REC. BOARD UTILITIES RECOVERY	0.00	0.00	0.00	0.00
1-72-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-72-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-72-850	COUNTY CONDITIONAL GRANTS	(9,559.00)	(9,559.00)	0.00	9,559.00
*	TOTAL PARKS & RECREATION REVENUE	(9,559.00)	(9,559.00)	0.00	9,559.00
<b>CULTURE REVENUE</b>					
1-74-560	HALL RENTALS	(900.00)	(1,825.00)	0.00	1,825.00
1-74-570	HALL DONATIONS	0.00	0.00	0.00	0.00
1-74-590	INSURANCE RECOVERY	0.00	0.00	0.00	0.00
1-74-593	SPECIAL EVENT REVENUES	0.00	0.00	0.00	0.00
*	TOTAL CULTURE REVENUE	(900.00)	(1,825.00)	0.00	1,825.00
<b>RESERVE TRANSFERS</b>					
1-97-920	TRANSFER FROM RESERVES	0.00	0.00	0.00	0.00
*	TOTAL RESERVE TRANSFERS	0.00	0.00	0.00	0.00
**	TOTAL REVENUE	(51,604.37)	(276,294.69)	0.00	276,294.69



# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	March 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
<b>COUNCIL EXPENSES</b>					
2-11-130	COUNCIL - PAYROLL DEDUCTIONS	0.00	0.00	0.00	0.00
2-11-150	COUNCIL REMUNERATION	650.00	1,720.00	0.00	(1,720.00)
2-11-211	COUNCIL TRAVEL & SUBSISTENCE	0.00	0.00	0.00	0.00
2-11-214	COUNCIL PROFESSIONAL DEVT	0.00	0.00	0.00	0.00
*	TOTAL COUNCIL EXPENSES	650.00	1,720.00	0.00	(1,720.00)
<b>ADMINISTRATION EXPENSE</b>					
2-12-110	ADMINISTRATION - SALARIES	8,357.44	24,768.64	0.00	(24,768.64)
2-12-130	ADMINISTRATION - PAYROLL DEDUCTIONS	654.54	1,940.55	0.00	(1,940.55)
2-12-131	EMPLOYEE BENEFITS	848.14	1,657.27	0.00	(1,657.27)
2-12-211	TRAVEL & SUBSISTENCE	0.00	0.00	0.00	0.00
2-12-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	1,315.87	0.00	(1,315.87)
2-12-600	BAD DEBTS	0.00	0.00	0.00	0.00
*	TOTAL ADMINISTRATION EXPENSE	9,860.12	29,682.33	0.00	(29,682.33)
<b>OFFICE OPERATIONS</b>					
2-12-215	FREIGHT & POSTAGE	0.00	358.00	0.00	(358.00)
2-12-217	TELEPHONE/INTERNET	294.67	1,041.45	0.00	(1,041.45)
2-12-220	ADVERTIZING & PRINTING	0.00	0.00	0.00	0.00
2-12-225	VILLAGE PROMOTIONS	0.00	0.00	0.00	0.00
2-12-230	PROFESSIONAL & CONSULTING SERVICES	0.00	0.00	0.00	0.00
2-12-231	AUDITING SERVICES	0.00	0.00	0.00	0.00
2-12-232	ASSESSMENT SERVICES	0.00	4,263.45	0.00	(4,263.45)
2-12-233	ASSESSMENT REVIEW BOARD	0.00	0.00	0.00	0.00
2-12-234	LEGAL SERVICES	0.00	0.00	0.00	0.00
2-12-237	COMPUTER SOFTWARE	0.00	2,774.48	0.00	(2,774.48)
2-12-250	OFFICE REPAIRS & MAINTENANCE	165.16	165.16	0.00	(165.16)
2-12-253	TECHNICAL SUPPORT	1,247.37	1,835.24	0.00	(1,835.24)
2-12-258	OFFICE JANITORIAL CONTRACT	270.00	540.00	0.00	(540.00)
2-12-274	INSURANCE	10,142.92	10,142.92	0.00	(10,142.92)
2-12-341	LAND TITLES SERVICES	0.00	0.00	0.00	0.00
2-12-510	OFFICE SUPPLIES	100.89	659.74	0.00	(659.74)
2-12-511	MISCELLANEOUS	0.00	0.00	0.00	0.00
2-12-519	OTHER SERVICES	0.00	0.00	0.00	0.00

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	March 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
2-12-540	UTILITIES	193.04	611.94	0.00	(611.94)
2-19-150	ELECTION FEES	0.00	0.00	0.00	0.00
*	TOTAL OFFICE OPERATIONS	12,414.05	22,392.38	0.00	(22,392.38)
<b>ADMIN-CAPITAL</b>					
2-12-762	CAPITAL PURCHASES	0.00	85.67	0.00	(85.67)
2-12-790	ADMINISTRATION-AMORTIZATION	0.00	0.00	0.00	0.00
*	TOTAL ADMIN-CAPITAL	0.00	85.67	0.00	(85.67)
<b>REQUISITIONS</b>					
2-13-750	REQUISITION - SCHOOL	0.00	0.00	0.00	0.00
2-13-759	DAVE KNIPE MEMORIAL LIBRARY	0.00	0.00	0.00	0.00
*	TOTAL REQUISITIONS	0.00	0.00	0.00	0.00
<b>FIRE EXPENSES</b>					
2-23-148	IN-SERVICE TRAINING	0.00	0.00	0.00	0.00
2-23-159	HONORARIUMS - ANNUAL & HOURLY	0.00	0.00	0.00	0.00
2-23-211	TRAVEL & SUBSISTENCE	0.00	0.00	0.00	0.00
2-23-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	0.00	0.00	0.00
2-23-215	FREIGHT & POSTAGE	0.00	0.00	0.00	0.00
2-23-217	TELEPHONE	229.00	523.98	0.00	(523.98)
2-23-220	ADVERTIZING & PRINTING	0.00	0.00	0.00	0.00
2-23-225	PUBLIC RELATIONS & PROMOTIONS	321.86	321.86	0.00	(321.86)
2-23-250	FIREHALL REPAIRS & MAINTENANCE	0.00	0.00	0.00	0.00
2-23-251	VILLAGE TRUCK REPAIRS	0.00	0.00	0.00	0.00
2-23-252	COUNTY TRUCK REPAIRS	0.00	0.00	0.00	0.00
2-23-253	PAGER REPAIRS	0.00	0.00	0.00	0.00
2-23-254	PROTECTIVE EQUIPMENT & REPAIRS	0.00	0.00	0.00	0.00
2-23-270	CONTRACTED SERVICES	0.00	0.00	0.00	0.00
2-23-274	INSURANCE	1,708.98	1,708.98	0.00	(1,708.98)
2-23-510	GOODS & SUPPLIES	0.00	39.98	0.00	(39.98)
2-23-511	MISCELLANEOUS	0.00	0.00	0.00	0.00
2-23-512	SMALL EQUIPMENT PURCHASES	0.00	0.00	0.00	0.00
2-23-521	FUEL & LUBE	0.00	0.00	0.00	0.00
2-23-540	FIRE HALL POWER	45.76	182.24	0.00	(182.24)
2-23-541	FIRE HALL NATURAL GAS	457.40	770.66	0.00	(770.66)
2-23-750	DISPATCH AGREEMENT	0.00	0.00	0.00	0.00

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	March 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
2-23-751	MUTUAL AIDE RESPONSE CHARGES	0.00	0.00	0.00	0.00
2-23-920	TRANSFER TO RESERVES	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
* TOTAL FIRE EXPENSES		2,763.00	3,547.70	0.00	(3,547.70)
<b>BYLAW ENFORCEMENT</b>					
2-26-270	BYLAW ENFORCEMENT OFFICER	323.57	961.29	0.00	(961.29)
2-26-234	LEGAL SERVICES	0.00	0.00	0.00	0.00
2-26-510	BYLAW SUPPLIES	0.00	406.36	0.00	(406.36)
* TOTAL BYLAW ENFORCEMENT		323.57	1,367.65	0.00	(1,367.65)
<b>FIRE - CAPITAL</b>					
2-23-762	CAPITAL PURCHASES	0.00	0.00	0.00	0.00
2-23-790	FIRE - AMORTIZATION	0.00	0.00	0.00	0.00
* TOTAL FIRE - CAPITAL		0.00	0.00	0.00	0.00



# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	March 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
<b>PUBLIC WORKS SALARIES &amp; WAGES</b>					
2-32-110	PW - SALARIES	3,437.20	8,528.00	0.00	(8,528.00)
2-32-130	PW - PAYROLL DEDUCTIONS	270.11	667.89	0.00	(667.89)
2-32-131	EMPLOYEE BENEFITS	504.74	985.56	0.00	(985.56)
*	TOTAL PUBLIC WORKS SALARIES &	4,212.05	10,181.45	0.00	(10,181.45)
<b>PUBLIC WORKS OPERATIONS</b>					
2-32-217	TELEPHONE	0.00	0.00	0.00	0.00
2-32-230	PROFESSIONAL CONSULTING	0.00	0.00	0.00	0.00
2-32-250	ROADWAY REPAIRS & MAINTENANCE	0.00	0.00	0.00	0.00
2-32-270	CONTRACTED SERVICES	0.00	0.00	0.00	0.00
2-32-274	INSURANCE	1,579.54	1,579.54	0.00	(1,579.54)
2-32-510	GOODS & SUPPLIES	33.14	4,017.88	0.00	(4,017.88)
2-32-511	MISCELLANEOUS GENERAL SERVICES	0.00	2,145.17	0.00	(2,145.17)
2-32-521	FUEL & LUBE	593.75	1,618.16	0.00	(1,618.16)
2-32-540	UTILITIES - STREET LIGHTS	116.88	1,310.49	0.00	(1,310.49)
2-32-762	CAPITAL	0.00	1,755.00	0.00	(1,755.00)
2-32-790	PUBLIC WORKS AMORTIZATION	0.00	0.00	0.00	0.00
*	TOTAL PUBLIC WORKS OPERATIONS	2,323.31	12,426.24	0.00	(12,426.24)
<b>DRAINAGE</b>					
2-37-250	DRAINAGE - REPAIRS & MAINTENANCE	0.00	0.00	0.00	0.00
2-37-230	PROFESSIONAL & CONSULTING SERVICES	0.00	0.00	0.00	0.00
2-37-750	REQUISITION - DRAINAGE	0.00	0.00	0.00	0.00
*	TOTAL DRAINAGE	0.00	0.00	0.00	0.00
<b>WATER OPERATIONS</b>					
2-41-110	SALARIES & WAGES - WATER	0.00	103.07	0.00	(103.07)
2-41-130	CPP, EI CONTRIBUTIONS - WATER	0.00	0.00	0.00	0.00
2-41-211	TRAVEL & SUBSISTENCE - WATER	0.00	0.00	0.00	0.00
2-41-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	0.00	0.00	0.00
2-41-217	TELEPHONE	97.54	200.61	0.00	(200.61)
2-41-224	MUNICIPAL MEMBERSHIP	0.00	0.00	0.00	0.00
2-41-230	PROFESSIONAL & CONSULTING SERVICES	0.00	0.00	0.00	0.00

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	March 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
2-41-240	CUSTOMER BILLING	0.00	0.00	0.00	0.00
2-41-250	REPAIRS & MAINTENANCE	0.00	187.93	0.00	(187.93)
2-41-270	WATER - CONTRACT	1,000.00	4,050.27	0.00	(4,050.27)
2-41-274	INSURANCE PREMIUMS	6,023.79	6,023.79	0.00	(6,023.79)
2-41-510	GOODS & SUPPLIES	0.00	1,090.46	0.00	(1,090.46)
2-41-540	UTILITIES	299.26	1,056.83	0.00	(1,056.83)
2-41-750	REQUISITION - SMRWSC	0.00	2,650.74	0.00	(2,650.74)
2-41-762	CAPITAL PURCHASES	0.00	0.00	0.00	0.00
2-41-790	WATER SYSTEM - AMORTIZATION	0.00	0.00	0.00	0.00
* TOTAL WATER OPERATIONS		7,420.59	15,363.70	0.00	(15,363.70)
<b>SEWER OPERATIONS</b>					
2-42-000	OTHER - DAYS/SLAND DRAINAGE	0.00	0.00	0.00	0.00
2-42-110	SALARIES & WAGES - SEWER	0.00	0.00	0.00	0.00
2-42-130	CPP, EI CONTRIBUTIONS - WATER	0.00	0.00	0.00	0.00
2-42-211	TRAVEL & SUBSISTENCE	0.00	0.00	0.00	0.00
2-42-214	MEMBERSHIPS & PROFESSIONAL DEVELOPMENT	0.00	0.00	0.00	0.00
2-42-217	TELEPHONE	190.61	365.69	0.00	(365.69)
2-42-230	PROFESSIONAL & CONSULTING - SEWER	0.00	5,000.00	0.00	(5,000.00)
2-42-240	CUSTOMER BILLING	0.00	0.00	0.00	0.00
2-42-250	REPAIRS & MAINTENANCE - SEWER	0.00	1,295.00	0.00	(1,295.00)
2-42-270	SEWER - CONTRACT	0.00	0.00	0.00	0.00
2-42-274	INSURANCE PREMIUMS	541.63	541.63	0.00	(541.63)
2-42-410	BANK LOAN	0.00	0.00	0.00	0.00
2-42-510	GOODS & SUPPLIES	0.00	0.00	0.00	0.00
2-42-540	UTILITIES	347.69	792.84	0.00	(792.84)
2-42-762	CAPITAL	0.00	0.00	0.00	0.00
2-42-790	WASTE & SEWER AMORTIZATION	0.00	0.00	0.00	0.00
2-42-830	LAGOON DEBENTURE PAYMENTS	0.00	0.00	0.00	0.00
2-42-831	LAGOON DEBENTURE INTEREST	0.00	0.00	0.00	0.00
2-42-832	DEBENTURE PRINCIPAL PMT MACRAE STREET	0.00	0.00	0.00	0.00
2-74-790	AMORTIZATION	0.00	0.00	0.00	0.00
* TOTAL SEWER OPERATIONS		1,079.93	7,995.16	0.00	(7,995.16)
<b>WASTE MANAGEMENT</b>					
2-43-270	GARBAGE - CONTRACT	2,159.04	3,508.44	0.00	(3,508.44)
2-43-260	RENTAL OF MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	March 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
2-43-350	LANDFILL FEES	460.00	1,462.38	0.00	(1,462.38)
2-43-510	GOODS & SUPPLIES	0.00	0.00	0.00	0.00
2-44-350	RECYCLING CHARGES	1,360.00	2,040.00	0.00	(2,040.00)
*	TOTAL WASTE MANAGEMENT	3,979.04	7,010.82	0.00	(7,010.82)
<b>CAMROSE &amp; DISTRICT SUPPORT SER</b>					
2-51-750	REQUISITION - CDSS	0.00	0.00	0.00	0.00
2-51-770	GRANTS TO ORGANIZATIONS	0.00	0.00	0.00	0.00
2-51-840	CONDITIONAL GRANTS TO CDSS	0.00	0.00	0.00	0.00
*	TOTAL CAMROSE & DISTRICT SUPPO	0.00	0.00	0.00	0.00
<b>CEMETERY OPERATIONS</b>					
2-56-250	CEMETERY REPAIRS & MAINTENANCE	0.00	0.00	0.00	0.00
2-56-510	GENERAL GOODS & SERVICES	0.00	0.00	0.00	0.00
*	TOTAL CEMETERY OPERATIONS	0.00	0.00	0.00	0.00
<b>PLANNING &amp; DEVELOPMENT</b>					
2-61-237	MAPPING	0.00	0.00	0.00	0.00
2-61-750	REQUISITION - PLANNING	0.00	1,206.75	0.00	(1,206.75)
2-66-120	COSTS - LAND SALES	0.00	0.00	0.00	0.00
2-66-230	PROFESSIONAL & CONSULTING	0.00	0.00	0.00	0.00
*	TOTAL PLANNING & DEVELOPMENT	0.00	1,206.75	0.00	(1,206.75)
<b>PARKS &amp; RECREATION</b>					
2-72-110	RECREATION & PARKS - SALARIES	0.00	0.00	0.00	0.00
2-72-115	CSJ & STEP WAGES	0.00	0.00	0.00	0.00
2-72-130	RECREATION & PARKS - PAYROLL DEDUCTIONS	0.00	0.00	0.00	0.00
2-72-131	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00
2-72-211	TRAVEL & SUBSISTENCE	0.00	0.00	0.00	0.00
2-72-220	ADVERTIZING & PRINTING	0.00	0.00	0.00	0.00
2-72-250	REPAIRS & MAINTENANCE	0.00	0.00	0.00	0.00
2-72-270	CONTRACTED SERVICES	0.00	0.00	0.00	0.00
2-72-510	GOODS & SUPPLIES	0.00	0.00	0.00	0.00
2-72-521	FUEL & LUBE	0.00	0.00	0.00	0.00
2-72-540	UTILITIES - REC BOARD, ETC	(7.98)	(364.99)	0.00	364.99



# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	March 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
2-72-274	INSURANCE PREMIUMS	870.80	870.80	0.00	(870.80)
2-72-750	REQUISITIONS - RECREATION	0.00	0.00	0.00	0.00
2-72-762	CAPITAL PURCHASES	0.00	0.00	0.00	0.00
2-72-770	GRANTS TO ORGANIZATIONS	0.00	14,550.00	0.00	(14,550.00)
2-72-780	RECREATION TRAIL RESERVE	0.00	0.00	0.00	0.00
2-72-790	RECREATION - AMORTIZATION	0.00	0.00	0.00	0.00
2-13-770	GRANTS TO ORGANIZATIONS	0.00	0.00	0.00	0.00
* TOTAL PARKS & RECREATION		862.82	15,055.81	0.00	(15,055.81)
<b>CULTURE</b>					
2-74-250	REPAIRS & MAINTENANCE - OLD HALL	0.00	0.00	0.00	0.00
2-74-274	INSURANCE PREMIUMS	0.00	0.00	0.00	0.00
2-74-510	GOODS & SUPPLIES - NEW HALL	0.00	0.00	0.00	0.00
2-74-540	UTILITIES	0.00	0.00	0.00	0.00
2-74-584	SPECIAL EVENTS	0.00	0.00	0.00	0.00
2-74-750	REQUISITION - PARKLAND LIBRARY	778.80	1,557.60	0.00	(1,557.60)
2-74-761	CONTRIBUTED TO OTHER OPERATING FNC.	0.00	0.00	0.00	0.00
2-74-770	TRANSFER TO OTHER ORGANIZATIONS	0.00	0.00	0.00	0.00
2-74-775	BAWLF PUBLIC LIBRARY APPROPRIATION	0.00	0.00	0.00	0.00
2-74-831	DEBENTURE INTEREST	0.00	0.00	0.00	0.00
* TOTAL CULTURE		778.80	1,557.60	0.00	(1,557.60)
<b>GENERAL</b>					
2-97-990	GENERAL CONTINGENCY	0.00	0.00	0.00	0.00
* TOTAL GENERAL		0.00	0.00	0.00	0.00
**	TOTAL EXPENSES	46,667.28	129,593.26	0.00	(129,593.26)
***	SURPLUS/DEFICIT	(4,937.09)	(146,701.43)	0.00	146,701.43

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

## VILLAGE OF BAWLF

### Request for Decision (RFD)

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>April 15, 2015</b>
<b>Originated By:</b>	<b>Tracy M. Stewart-Acting CAO</b>
<b>Title:</b>	<b>Fire Services Shared Service Agreement &amp; Memorandum of Understanding</b>

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

Camrose County has provided a revised fire services agreement for all its member municipalities.

Under the current agreement, the Village of Bawlf, on behalf of the Bawlf Fire Department, invoices and collects the revenue from Alberta Transportation for the cost of fire services (Camrose County truck costs) when attending an MVA (motor vehicle accident) on 2 and 3 digit highways and subsequently bills Camrose County for labor costs.

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

Camrose County is proposing a new methodology surrounding incidents where Alberta Transportation is billed for fire services with revenue sharing incident proceeds as follows:

25% revenue to the Village,

25% revenue to the County

50% revenue allocated to a reserve fund which can be utilized as prescribed in the MOU (Memorandum of Understanding).

Considering the Village has full and complete use of the County Snuffer with no costs to ourselves, it is only fair that the County is proposing the above. It is a fair and equitable scenario that will benefit both the County and the Bawlf Fire Department.

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

n/a

#### **RECOMMENDED ACTION:**

That Bawlf Council sign and approve the revised fire services shared service agreement and MOU.

AGREEMENT made this \_\_\_\_ day of \_\_\_\_ A.D., 20\_\_

CAMROSE COUNTY

(Hereinafter referred to as "the County")

OF THE FIRST PART,

- and -

VILLAGE of BAWLF

(Hereinafter referred to as "the Village")

OF THE SECOND PART.

WHEREAS the parties hereto have agreed to provide some means of fire protection for persons and properties within the Village and in the County;

AND WHEREAS the parties hereto have agreed to cooperate in the purchase, maintenance and operation of fire department equipment as hereinafter set forth;

AND WHEREAS the parties hereto have agreed that this agreement is solely for the purpose of the Fire Department operating budget and speaks specifically to capital purchase contributions;

AND WHEREAS authority for expenditure of municipal funds for purchase and operation of apparatus and equipment and for entering into agreements with other municipalities for joint use, control and management of fire suppression apparatus and equipment is provided under the Municipal Government Act, Revised Statutes of Alberta, 2000 and any amendments thereto;



NOW THEREFORE THIS AGREEMENT WITNESSETH that the parties hereto agree together as follows:

1. Camrose County covenants and agrees to pay the capital cost of one pumper truck equipped with stock or factory equipment components to fight fires, hereinafter referred to as the "fire engine" and to deliver the same to the Village. The ownership of the fire engine and the equipment appurtenant thereto will remain in accordance with the attached schedule.
2. The County shall obtain a licence for the fire engine.
3. The County shall insure the fire engine and the equipment found on the fire engine at the time of purchase and after the purchase date.
4. The fire engine and equipment shall be kept available for firefighting services or emergency responses in the Village and in any area with the County including Mutual Aid capacities outside the County.
5. The Village covenants and agrees to house, operate and complete scheduled maintenance and repair to the fire engine and equipment, and to provide the necessary crews to perform the same.
6. In exchange for the above, (clause 5), the Village is authorized to utilize the fire engine(s) for firefighting service, emergency response or other discretionary purposes within Village jurisdiction at no cost or charge.
7. (a) The Village shall, according to Section 41(1) (c) of the Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002), when a driver/firefighter initially joins the Fire Department, the Fire Department must obtain a driver's licence abstract dated within 30 days of joining. Subsequent driver's abstracts are required annually. Provided that each driver maintains an acceptable driving record, and signs a document annually confirming this, then no annual abstracts will be necessary. All of the previously described documents must be forwarded to Camrose County to keep a master copy. A second copy must be kept on file at the fire hall.  
  
(b) The Village shall, according to Section 43(1) of the Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002), retain and maintain drivers licence abstract records.

(c) Camrose County shall, according to Section 19 (1) of the Vehicle Inspection Regulation (AR 211/2006), ensure that the Commercial Vehicle Inspection Certificate is renewed every three (3) years or 5,000 kilometers on fire engine and will accept related expenses.

(d) The above regulatory requirements are exemptions from the more stringent and time specific (annual) standards of practice. To qualify for these exemptions, Village Fire Departments must sign a Responsibility Agreement with Camrose County. This positive action coincides with regulatory requirements as required for fire apparatus specified under the Traffic Safety Act.

8. (a) The County agrees to pay for the operating costs, maintenance and repair of the fire engine and equipment found on the fire engine at the time of purchase as required. All accounts shall be submitted to the Village, and if they are found to be in order, shall be paid by the Village. The Village shall in turn, submit monthly, a summary of the accounts to Camrose County for reimbursement.

(b) Should the fire engine be used in responding to a fire or emergency incident in an area outside the jurisdiction of the parties to this agreement, a charge including cost of labour shall be levied in accordance with the applicable Mutual Aid agreement. Such charges shall be levied and collected by the County.

(c) Camrose County will not jointly participate on any cost shared basis of Village purchased capital or specialized equipment acquisitions. Camrose County will consider initiatives formally introduced, where mutual benefit of significant value to Camrose County can be demonstrated. These initiatives must be submitted in writing by October 1 of each year to be considered in the following year's budget.

(d) The County agrees to proportionately participate on a per capita basis in shared service funding of the Fire Departments operating deficit. The Village must annually submit proposed Fire Department operational budget by October 15 of each year.

(e) The shared service funding will be based on per capita calculations utilizing most current official Fire District and Village census numbers. An official census will be one that is recognized by Alberta Municipal Affairs and posted on their website.



(f) This funding shall be used by the Village to cover operating costs of the Fire Department. The calculated funding will be distributed on January 31 at a rate of 75 % of the total due, provided that the Fire Department budget has been submitted in accordance with Section 8 (d). The remaining 25 % of the total due will be distributed upon receipt of the final Fire Department budget as approved by the Village Council. The amount will reflect any adjustments required to take into consideration any increases or decreases in the operating budget from the first budget submission to the final approved budget as passed by Village Council. Both parties recognize that time is of the essence and each municipality must conform to regulation expectations in the Municipal Government Act when finalizing budgets and establishing mill rates, therefore the Village will endeavor to have the final Fire Department budget approved in a time frame that is fair and reasonable to allow the County to finalize their budget. The target date shall be March 31 of each calendar year.

(g) Camrose County shall forward by January 31 of each year funding of \$1000.00 to the Village. This funding shall be used by the Village to either send firefighters to training or to host a required course.

(h) Camrose County shall forward by January 31 of each year funding in the amount of \$500.00 to the Village, to be used by the Village for the purpose of repairing, upgrading or replacing County compatible communication system pagers.

(i) Camrose County shall be responsible for half the cost of Volunteer Firefighter Insurance. The Village shall be responsible for half the cost and shall forward an invoice to the County with a copy of the insurance billing for payment.

(j) Camrose County shall annually pay for half the cost of two sets of Firefighter Personal Protective Equipment (PPE). The Village shall annually pay for half the cost of two sets PPE and shall forward an invoice to the County with a copy of the PPE purchased for reimbursement.

(k) Camrose County and the Village shall jointly participate in the City of Camrose Fire Dispatch Agreement and shall also jointly share in any associated costs relative to the service being provided by the City of Camrose. The relative costs will be shared and paid per capita as described in Section 8(e).



- (l) Camrose County shall pay to the Village for any Village owned apparatus used for fire suppression in the County the following rates:
- Fire Trucks (Pumpers): \$300.00 per hour
  - Water Trucks (Tankers): \$150.00 per hour
  - Brush Units \$150.00 per hour
  - Other (Rescue/ Utility vehicle) \$100.00 per incident
8. Camrose County in conjunction with the Village will identify a level of firefighting service appropriate for the protection of people and property within the County. Camrose County has established levels of firefighting services in Camrose County Fire By-law #1347.
9. (a) The Village shall, as much as possible, deploy a crew of firefighters with the said fire engine as determined appropriate by the Village Fire Chief, or incident commander, and shall deploy mitigation efforts according to Fire Department Standard Operating Guidelines.
- (b) The Village agrees, to the best of their ability, to supply services in accordance and compliance with Occupational Health and Safety regulations.
- (c) Both parties agree to perform annual follow-up meetings to confirm and record compliance.
- (d) The Village Fire Chief shall be kept informed of all fire calls, or emergency response situations and the dispersal of equipment and the condition of equipment and generally allocate and direct firefighting operations within the area of the County so far as such operations related to the aforesaid fire engine and equipment are concerned. Fire Chief shall provide incident reports to the County within the month of any emergency or fire call occurrence.
- (e) The Village shall report to Camrose County all incidents if dispatched by the Camrose Police Service Dispatch Center.
- (f) The Village shall determine a rate of remuneration for firefighters from time to time and the said rate, together with other stipends and/or WCB costs, shall be used to calculate labour costs of fire crews for firefighting within the boundaries of the County.
- (g) Upon receipt of a properly completed Camrose County Incident Report from the Fire Chief and/or designate, the Village shall calculate the labour costs

for firefighting; and, the said firefighting labour costs as calculated by the Village shall be levied and submitted within thirty (30) days complete with supporting documentation, provincial fire report (if a dollar loss fire), and other invoices that resulted from additional resource allocation for fire suppression activities to the County and the County shall pay the said costs to the Village.

(h) In accordance with the Safety Codes Act and Administrative Items Regulation Camrose County must complete, retain and keep on file Provincial Fire Report(s) and associated documentation relative to Camrose County fire occurrences where a dollar loss, injury requiring professional medical attention or loss of life has occurred. A Certified Safety Codes Officer for the fire discipline must be duly notified of any previously described incident(s) or occurrence(s) with each matter being investigated for cause by said Certified Safety Codes Officer and/or another Certified Safety Codes Officer authorized who possesses appropriate Designation of Powers under the Joint Quality Management Program as originally signed. Completed Provincial Fire Report(s) and necessary supporting documentation is required by law to be submitted to the Office of the Fire Commissioner within thirty (30) days of occurrence. Because of statutory requirements the Village agrees that all required Provincial reports will be completed and submitted to Camrose County in conjunction with the Camrose County Incident Report form within 30 days from date of occurrence. Camrose County will submit completed Provincial Report(s) to the Office of the Fire Commissioner upon receiving them from the Village. Camrose County shall pay the Village said fire call and/or emergency incident costs when full receipt of incident documentation as specified in this agreement is received.

(i) The Village and County agree and shall share payments received from Alberta Transportation for fire, rescue and/or other services provided at a motor vehicle collision on any primary highway(s) (two digit) or secondary highway(s) (three digit) for which Alberta Transportation is billed. As per the attached Memorandum of Understanding (MOU). Camrose County will complete and submit invoice(s) for services provided to Alberta Transportation on behalf of both parties. Upon receipt of payment from Alberta Transportation the County will remit payment to the Village.

(j) The Village shall submit to the County by May 1<sup>st</sup> of each year a copy of the Village year-end audited financial statement for the preceding fiscal year, after auditor adjustments to reflect the true and accurate position and operating performance of the budget.

(k) The Village shall conform to a uniform and detailed accounting general ledger system which will enable continuity between parties. The general ledger categories as illustrated below:



<b>REVENUE</b>
County firefighting responses
Motor vehicle collision responses
Mutual aid firefighting responses
Fire expenses recovered
Annual training allocation (shared services funding with County)
Annual pager maintenance (shared services funding with County)
Annual firefighter insurance(shared services funding with County)
Annual personal protective equipment (shared services funding with County) County will share 50% of the cost of 2 completed sets of firefighter PPE)
Annual County owned vehicle repair/maintenance(shared services funding with County)
Donations made to the Fire Department
Fire Department Fund Raisers
Fire Department GST rebate
Fire Department interest
Grants from other local Governments
Grants from Provincial Government
Grants from Federal Government
Grants from Private Organizations or Companies (Not sure if we need to know this information)
Annual County shared service funding
Annual Village shared service funding

<b>EXPENSES</b>
Fire Department personnel life insurance
Fire Chief honorarium
Deputy Fire Chief honorarium
Firefighter honorarium (labour costs for fire call and emergency responses)
Travel & Subsistence (to conventions, seminars & workshops)
Training
Memberships (i.e. Fire Chiefs Association)
Mutual aid response charges (mutual aid to assist another fire department)
Telephone
Freight & postage
Office/printing/ advertising
Fire hall repairs & maintenance
Fire hall utilities – power
Fire hall utilities – natural gas
Expenses
Fire hall supplies (i.e. paper towel, cleaning supplies bathroom supplies)
Fire hall building insurance



Urban owned mobile equipment repairs & maintenance
County owned mobile equipment repairs & maintenance
Vehicle insurance
Vehicle fuel (gasoline or diesel)
Pager repair and maintenance (County Contributes \$500 per annum)
Personal protective equipment repair & maintenance
Materials/supplies/equipment repair & maintenance
Contract services (i.e. private water haulers, backhoe or heavy equipment)
Public relations
GST
Administration fees

10. Special equipment hired for firefighting purposes in the County may be authorized only by the Fire Chief or Incident Commander. The cost of said special equipment shall be borne by the County.
  
11. This agreement shall be a continuing agreement, but may be terminated by either of the parties hereto at any time by serving notice in writing on the other party hereto at least one (1) year in advance of the date of the termination. Upon such termination, no further obligations or duties shall exist under the terms hereof after the said termination date.
  
12. In the event of termination of this agreement, the premises for housing equipment shall remain the absolute property of the Village.
  
13. In the event of termination of this agreement, the fire engine and equipment found on the fire engine at the time of purchase and other equipment, devices purchased by the County after the initial purchase of the fire engine hereto belong solely to the County.
  
14. This agreement may be amended, varied or altered, added to or terminated at any time by mutual agreement of the parties hereto.
  
15. For the purpose of ensuring that this agreement is reviewed for ongoing relevancy, necessity and/or emergent issues, the agreement is to be jointly reviewed in its entirety every three (3) years by the assigned parties.

THIS AGREEMENT SHALL ensure to the benefit of the parties hereto, their successor and assigns.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their seals as attested by proper officers in that behalf the day and year first above written.

**CAMROSE COUNTY**

A handwritten signature in black ink, consisting of a large loop followed by a horizontal stroke.

REEVE

A handwritten signature in black ink, consisting of a stylized 'C' followed by a vertical stroke.  
\_\_\_\_\_  
COUNTY ADMINISTRATOR

**VILLAGE OF BAWLF**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

# MEMORANDUM of UNDERSTANDING

## BETWEEN

The

Village of Bawlf

Hereinafter referred to as the (Village)

And

Camrose County

Hereinafter referred to as the (County)

**Purpose:** The Memorandum of Understanding (MOU) between the Village and the County for the provisions of cost sharing revenue generated from rescue services and/ or other services provided at Motor Vehicle Collisions (MVC) on two (2) and three (3) digit primary Alberta highways billed through Alberta Transportation within stated Municipal Fire Protection jurisdictions.

**Scope:** The Village and County agree to enter into a Memorandum of Understanding for the provisions of sharing revenue from rescue services and/ or other services provided by the Village Fire Department which are invoiced to Alberta Transportation, for services provided as specified in Schedule "A." The Village and County also agree that a percentage of received revenue be distributed into a Reserve Fund for future vehicle/ equipment replacement for the Village Fire Department.

**Understandings:** The Village and the County undertake to collaborate in all aspects of beneficial revenue sharing as specified in this MOU.

The Village and County agree to provide one (1) year written notice of intentions to withdraw from this MOU. Written notice will be provided to the other party and as such revenue generated from MVC responses which are invoiced to Alberta Transportation will revert to disbursement to each as per the Shared Services Agreement. The Village and County agree through this MOU to a division of revenue from invoiced MVC incidents received from Alberta Transportation at the following percentages. Village 25%, Camrose County 25%, Reserve Vehicle/ Equipment Fund 50%.

The County agrees to generate a Reserve Vehicle/ Equipment Fund and be the custodian of that fund.

The County agrees to provide the Village an annual reserve fund balance sheet which will highlight all allocated revenue received to date.

The Reserve Vehicle/ Equipment Fund will not be debited or used in any manner for purchases, projects, operational or administrative costs incurred by the Village Fire Department without both parties agreeing on disbursement of funds.

Any alterations or changes of any or all components of the MOU for provisions of revenue sharing for Alberta Transportation billable MVC incidents, the Village and County shall submit the request to the other thirty (30) days in advance of scheduling a meeting to consider the request. The party requesting any change or alteration to the MOU must clearly state the desired alteration or change and the rationale behind the proposed alteration or change and also clearly state any/ and all implications such a request will have on the MOU as a whole to the other Municipality participating in the Memorandum of Understanding.



**Severability Provision**

Should any provision of this MOU be invalid then such invalid provision shall be severed and the remaining MOU shall be maintained and deemed valid

**Village of Bawlf**

\_\_\_\_\_  
Date

**Mayor**

\_\_\_\_\_  
Date

**Chief Administrative Officer**

**Camrose County**

  
\_\_\_\_\_

Date

*6 March 2015*

**Reeve**

  
\_\_\_\_\_

Date

*Feb 26/15*

**County Administrator**

## **Schedule "A"**

Fees for Fire Department rescue services and/ or other services provided at Motor Vehicle Collisions on two (2) or three (3) digit provincial highways within Camrose County which are invoiced to Alberta Transportation are as follows.

### **Motor Vehicle Collision Emergency Response Fees**

Fire Department Pumper	\$600.00/hour
Fire Department Rescue Unit	\$600.00/hour
Fire Department Tanker	\$600.00/hour
Fire Department Utility Vehicle	\$150.00/hour
Fire Department Command Vehicle	\$150.00/hour

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

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>April 15, 2015</b>
<b>Originated By:</b>	<b>Tracy M. Stewart-Acting CAO</b>
<b>Title:</b>	<b>Bawlf Public Library Committee – Removal of Council Representative</b>

**BACKGROUND/PROPOSAL:**

As a member of the Parkland Regional Library System, Bawlf Public Library serves residents in the Village of Bawlf, Village of Rosalind and surrounding Camrose County. In past years, the member of Council representative have always been an acting member of the Library Board.

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

The Bawlf Public Library Board is requesting that they no longer require a member of council to attend their meetings. They feel it is a waste of taxpayer money and has no real functional purpose.

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

The taxpayers will be saving the cost of a member of council to attend these meetings which amounts to approximately \$800.00 annually.

**RECOMMENDED ACTION:**

That Bawlf Council approve to discontinue a council representative attending Bawlf Public Library Board meetings.



Bawlf Public Library  
Box 116  
Bawlf, AB T0B 0J0

April 8, 2015

Mayor John Tessari & Council  
Box 40  
Village of Bawlf  
Bawlf, AB T0B 0J0

Dear Mayor Tessari & Council:

In the past Village Council members that have attended our library board meetings were working members of our library board.

After discussion at our April 8, 2015 meeting we found that having a paid councillor attend our meetings, but not being an active part of our board, was a real waste of taxpayer money.

Anybody is welcome to attend our meetings but to have a Councillor paid to sit and listen to discussion about duct tape courses and cow bus events I don't think serves any real benefit to Village Council or the taxpayers. As we have a full board now, to have a Councillor appointed to our Board at this point in time, would again serve no real functional purpose. This in no way reflects anything personal against the Councillor; we just want to address the waste of taxpayer dollars.

I hope you will give this matter your consideration.

Thank you,



Leanne Nelson

## VILLAGE OF BAWLF

### Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	April 15, 2015
Originated By:	Tracy M. Stewart-Acting CAO
Title:	Jubilee Park Campground

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

The campground is seeing increased use each year. There have been some requests for making reservations (we currently only operate on a first come, first serve basis). The campground fees of \$15.00 have not been increased since the first rates appear in Bylaw No. 553/08.

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

Campground fees collected for 2012	\$1605.00
2013	\$2730.00
2014	\$3045.00

The fees charged are low compared with others of a similar size. A quick survey showed a variation from \$18.00 to \$30.00 per night. An increase to \$20.00 per night for dry camping and \$25.00 per night for a site with power would be reasonable.

The kitchen is built and reserved through the Bawlf Recreation Association. We direct any inquiries to them.

With the increase of usage, funding may be available to do some upgrades. Options may include increasing the number of sites and having the sites designated, setting up a group camping area that can be reserved, improving the power to the existing sites by breaking up the power posts into separate and upgrading to 20 amp.

Increased signage: Sign at Bawlf Country Store "Campground Registration"; sign on South side of Railway Ave. at Hanson "Jubilee Park Campground Registration at Bawlf Country Store (with arrow pointing N.)

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

To be determined dependant on what upgrades are approved.

**RECOMMENDED ACTION:**

That Village Council direct Administration to increase the campground fees to \$20.00 per night for dry camping and \$25.00 per night for power sites, explore options including quotes for costs to upgrade the existing campground and to speak with Bawlf Country Store in regards to signage.



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

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>April 15, 2015</b>
<b>Originated By:</b>	<b>Tracy M. Stewart-Acting CAO</b>
<b>Title:</b>	<b>Five Year Plan Direction for Water Treatment Plant Upgrade</b>

**BACKGROUND/PROPOSAL:**

On November 12, 2014, Council met to discuss a 5 year plan of action for the Village of Bawlf.

It was agreed upon that the Village would proceed with the upgrading of the Water Treatment Plant.

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

In 2010, Focus Engineering had compiled a quote on the plant upgrade coming in at \$442,500.

Today's cost would be an approximate 25% increase which amounts to \$553,125.

Administration is requesting direction on whether to contact Focus and proceed with their quote for plant upgrade or does Council wish to inquire elsewhere.

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

Grants have been applied for and accepted to cover approximately 75% of the costs and the balance of 25% will be covered by the Village.

**RECOMMENDED ACTION:**

To be discussed.

**ALTERNATIVE B****\$ 442,500**

1. Pump upgrades
  - a. Service pumps upgrade; the existing pumps will be replaced with two new variable speed vertical turbine pumps.
  - b. Standby pump system reconditioning; the existing stand-by pump used for fire protection and low speed operation as backup to the service pumps will be rehabilitated, including reconditioned engine and new auto-transfer switch.
  - c. Replacement of existing valves and piping; new pressure release, butterfly / check valves and new stainless steel piping and fittings.
  - d. Estimated construction cost \$95,000 to \$100,000.
2. Treatment Upgrades
  - b. Chlorination system upgrades; on-line residual chlorine and pH analyzer, chemical feeders and chemical scales (to measure chemical use).
  - c. Replacement of existing pressure filter with two new pressure greensand filters with all valves and controls, plus filtered water turbidity analyzer.
  - d. Estimated construction cost of \$90,000 to \$ 95,000
3. Electrical and Control System Upgrades
  - e. Electrical upgrades including alarm dialer, MCC, pump starters (VFDs) and wiring.
  - f. New ultrasonic reservoir level monitoring.
  - g. New magnetic flow meter to monitor flow.
  - h. Chlorine and pH monitoring system to PLC.
  - i. New PLC (Programmable Logic Controller) and control wiring (SCADA capable).
  - j. Estimated construction cost \$160,000 to \$165,000.
4. Engineering and Contingency
  - e. Engineering and contingency costs have been included at 25%

For the purposes of funding the project, we will prepare either a letter report or alternatively include the description of the water treatment plant upgrade in an Infrastructure Assessment report and based on direction from the Village of Bawlf.

**VILLAGE OF BAWLF WATER TREATMENT PLANT UPGRADE**

October 2010  
ALTERNATIVE B

ITEM	DESCRIPTION	TENDER QUANTITY	UNIT	UNIT PRICE	AMOUNT
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**UNIT PRICE SCHEDULE "A" - MECHANICAL UPGRADES**

1	Service Pumps (two variable speed vertical turbine pumps in 100% back-up operation, complete with installation)	2 ea.		\$ 24,000.00	\$ 48,000.00
2	Stand-by Pump Rehabilitation (recondition existing stand-by pump engine plus new auto-transfer switch, complete with installation)	1 ea.		\$ 20,000.00	\$ 20,000.00
3	Valves and Piping (pressure release, butterfly and check valves, stainless steel piping and fittings, complete with installation)	1 l.s.		\$ 27,500.00	\$ 27,500.00
4	On-line pH / Residual Chlorine Analyzer (for continuous pH and residual free chlorine monitoring, complete w. installation)	1 ea.		\$ 9,000.00	\$ 9,000.00
5	Chlorination Feed System (digital chemical scale, chemical tank and two dosing pumps in 100% back-up operation, complete w. installation)	1 ea.		\$ 10,000.00	\$ 10,000.00
6	Pressure Sand Filters (two pressure green sand filters with all valves and controls, complete w. installation)	1 ea.		\$ 70,000.00	\$ 70,000.00
7	Filtered Water Turbidity Meter (complete w. installation)	1 ea.		\$ 4,500.00	\$ 4,500.00
<b>TOTAL SCHEDULE "A"</b>				<b>\$</b>	<b>189,000.00</b>

ITEM	DESCRIPTION	TENDER QUANTITY	UNIT	UNIT PRICE	AMOUNT
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**UNIT PRICE SCHEDULE "B" - ELECTRICAL**

1	Electrical Upgrades (alarm dialer, MCC, pump starters (VFDs) and wiring, ultrasonic reservoir level monitoring and magnetic flow meter, complete w. installation)	1 l.s.		\$ 50,000.00	\$ 50,000.00
2	PLC / HMI / SCADA System (including control panels SCADA ready and alarm dialing, complete w. installation)	1 l.s.		\$ 115,000.00	\$ 115,000.00
<b>TOTAL SCHEDULE "B"</b>				<b>\$</b>	<b>165,000.00</b>



# SUMMARY OF UNIT PRICE SCHEDULES

SCHEDULE "A" - Equipment Upgrades		\$	189,000.00
SCHEDULE "B" - Electrical		\$	165,000.00
	Subtotal	\$	354,000.00
Engineering and Contingency	25%	\$	88,500.00
	Grand Total	\$	442,500.00

- Notes:**
1. Engineering charges include investigation, detailed design, tendering, construction management, startup and comission.
  2. The Engineering and Contingency fee and the Grand Total have been rounded

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

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>April 15, 2015</b>
<b>Originated By:</b>	<b>Tracy M. Stewart-Acting CAO</b>
<b>Title:</b>	<b>2015 Draft Budget Review</b>

**BACKGROUND/PROPOSAL:**

Every year the Village is required to have a current year budget approved.

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

This will be Council's first review of the draft 2015 budget for the Village of Bawlf.

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

**RECOMMENDED ACTION:**

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

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>April 15, 2015</b>
<b>Originated By:</b>	<b>Tracy M. Stewart-Acting CAO</b>
<b>Title:</b>	<b>Proposed Fire Department Reserves</b>

**BACKGROUND/PROPOSAL:**

Currently there is \$50,000 in Fire Department Reserves.  
The Village will have to purchase a new, or newer, pumper truck within the next couple of years to maintain their level of service for their designated area.

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

The current pumper truck is a 1991 Ford F800 which technically "expires" in 2016.  
To be able to maintain their level of service, it is required that the pumper being used in no older than 25 years, no matter the condition it is in.  
The Fire Department will be able to use their pumper for a couple extra years with minimal affect but our insurance company will have to be informed and the premium on the truck could go up.  
Administration is requesting that a minimum of \$20,000, preferably \$25,000, be put in the Fire Department reserves annually for the next 3 years.

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

The cost of a new pumper truck is estimated at approximate \$250,000 which would be owned and used by the Village for the 25 years.  
The cost of a "used" pumper truck varies depending on what is available.

**RECOMMENDED ACTION:**

That Bawlf Council approved to put \$25,000 into the Fire Department reserves for the next 3 years.