



AGENDA

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

Wednesday, October 21, 2015 – 7:00 pm

Council Chambers

1. CALL TO ORDER

2. DELEGATIONS

Sheldon Hoynick

3. GENERAL GOVERNMENT

a) Agenda October 21, 2015

Motion to adopt as presented

b) Minutes of the Regular Meeting of Council September 16, 2015

Motion to adopt as presented

c) Accounts Payable –September 1, 2015 to September 30, 2015

General Cheques 20150322 – 20150342, 20150348-20150362 and Payroll Cheques
201500321, 20150343-20150347, 20150363-20150371

Motion to accept as information

d) Financial Statements – September 2015

Motion to accept for information

4. NEW BUSINESS

a) Bylaw 609/15 - Fire Services Bylaw 605/15 Amendment

b) Draft 2016 Fire Department Budget Approval

c) Fire Department Purchase of First Response/Bush Truck

d) Leaky CC Valve Replacement- Damages Reimbursement-Lot 24, Block 1, Plan LVII

e) Bylaw 608/15-Dog Control Bylaw Amendment

f) Fortis Alberta Franchise Fee Agreement

g) Parkland Regional Library 2016 Budget Approval

h) Camrose & District Victim Services Donation Request

i) Determine Pre-budget/5 Year Plan Date

j) Discuss/Determine Fall Meeting Agenda & Date

k) 2015 Service Levels – Amendments for 2016?

5. STANDING REPORTS

a) Mayor's Report

b) Interim Acting CAO's Report

c) Public Works/Water-Sewer Report

d) Board Reports:

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

Motion

CORRESPONDENCE

- CDSS Board Meeting Minutes – June 2015
- Municipal Affairs – Accepted 2014 Operating Grant Spending Plan

- Parkland Regional Library Board Talk Newsletter

6. In Camera

n/a

7. ADJOURNMENT

I Sheldon Hoynick would like to attend the monthly general meeting on October 21st 2015 in order to discuss former issues with the alley behind 104 Niblock Street. The discussion would be to make a clean-up effort in order that it is feasible for everyone on the same to benefit from the drainage system.

Thanks

Sheldon Hoynick

RECEIVED
OCT 14 2015
JB



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

In the Province of Alberta held on
Wednesday September 16, 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
Acting CAO T. M. Stewart

1. CALL TO ORDER

Mayor J. Tessari called the meeting to order at 7:05 pm.

2. DELEGATIONS

Daryl Reinke – Ditch/Culvert

3. GENERAL GOVERNMENT

a) *AGENDA*

Motion 121/15 Moved By Councillor Mohan to adopt the agenda as presented.

CARRIED

b) *MINUTES OF THE REGULAR MEETING OF COUNCIL AUGUST 19, 2015*

Motion 122/15 Moved By Councillor Wells to adopt the Minutes of the Regular Meeting of Council August 19, 2015.

CARRIED

c) *MINUTES OF THE SPECIAL MEETING OF COUNCIL SEPTEMBER 8, 2015*

Motion 123/15 Moved By Mayor Tessari to adopt the Minutes of the Special Meeting of Council September 8, 2015.

CARRIED

d) *ACCOUNTS PAYABLE – AUGUST 2015*

GENERAL CHEQUES 20150277-20150296, 20150302-20150312 AND PAYROLL CHEQUES 20150297-20150301, 20150313-20150320

Motion 124/15 Moved By Deputy Mayor Thompson to accept the Accounts Payable register for July 2015, General Cheques, as information.

CARRIED

e) *FINANCIAL STATEMENTS – AUGUST 2015*

Motion 125/15 Moved By Councillor Wells to accept the financial statements for August, 2015 and as information.

CARRIED

4. NEW BUSINESS

a) *FIRE SERVICES BYLAW 605/15 AMENDMENT*

Motion 126/15 Moved By Mayor Tessari to approve first reading of the Fire Services Bylaw No. 605/15, amendments to Section 10, item 10.3 and the removal of item 5 on Schedule "A"

CARRIED

Motion 127/15 Moved By Deputy Mayor Thompson to approve second reading of the Fire Services Bylaw No. 605/15, amendments to Section 10, item 10.3 and the removal of item 5 on Schedule "A"

CARRIED

Motion 128/15 Moved By Councillor Mohan to proceed to third reading of the Fire Services Bylaw No. 605/15, amendments to Section 10, item 10.3 and the removal of item 5 on Schedule "A"

CARRIED

Motion 129/15 Moved By Councillor Wells to approve third and final reading of the Fire Services Bylaw No. 605/15, amendments to Section 10, item 10.3 and the removal of item 5 on Schedule "A"

CARRIED

b) *CAMROSE COUNTY EMERGENCY PREPAREDNESS PROGRAM GRANT APPLICATION*

Motion 130/15 Moved By Councillor Mohan to support and approve the Camrose County's initiative to pursue the Emergency Preparedness Program Grant application on behalf of the Village of Bawlf and to hold the appropriate training exercises in 2016.

CARRIED

c) *BAWLF SPORTS GROUNDS LEASE*

Motion 131/15 Moved By Deputy Mayor Thompson to approve the two year lease for the Bawlf Sports Grounds to the Bawlf and District Recreation Association.

CARRIED

d) *COUNCIL REMUNERATION POLICY NO. 29*

Motion 132/15 Moved By Deputy Mayor Thompson to approve the Council Remuneration Policy No. 29.

CARRIED

e) *REGIONAL SEWER FLUSH TRUCK*

Motion 133/15 Moved By Deputy Mayor Thompson to approve Administrations' request to be a part of the Regional Sewer Flush Truck Agreement.

CARRIED

f) *VILLAGE SPEED LIMIT PROPOSAL*

Motion 134/15 Moved By Councillor Wells to decrease the speed limit within the Corporate Village Limits to 30 kms/hr from 40 kms/hr. **CARRIED-UNANIMOUSLY**

g) *SMRWSC-SHIRLEY MCCLELLAN REGIONAL WATER SERVICES COMMISSION-ACKNOWLEDGMENT & UNDERSTANDING LETTER*

Motion 135/15 Moved By Mayor Tessari that the Village of Bawlf will continue as a signatory to the original agreement with SMRWSC at this time with one qualification; The support of the Village of Bawlf will be periodically re-assessed to determine any and all impact to the services and financial security of the municipality.

CARRIED

4. STANDING REPORTS

a) MAYOR'S REPORT

b) ACTING CAO'S REPORT

c) PUBLIC WORKS REPORT

d) Board Reports:

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

Motion 136/15 Moved By Councillor Mohan to accept the Standing Reports for August.

CARRIED

5. CORRESPONDENCE

- Giving Back – Battle River Community Foundation Newsletter

Motion 137/15 Moved By Councillor Mohan to accept the Correspondence item(s) as information.

CARRIED

6. In Camera

n/a

7. ADJOURNMENT

Meeting was adjourned at 8:34 pm.

MAYOR- JOHN TESSARI

ACTING CAO – TRACY M. STEWART

DATE

DATE

VILLAGE OF BAWLF

Cheque Listing For Council

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20150321	2015-09-09					1,000.00
20150343	2015-09-15					2,215.53
20150344	2015-09-15					775.90
20150345	2015-09-15					751.22
20150346	2015-09-15					889.69
20150347	2015-09-15					163.70
20150363	2015-09-30					2,608.04
20150364	2015-09-30					800.97
20150365	2015-09-30					1,012.84
20150366	2015-09-30					230.00
20150367	2015-09-30					190.00
20150368	2015-09-30					190.00
20150369	2015-09-30					190.00
20150370	2015-09-30					85.72
20150371	2015-09-30					387.06

Total 11,490.67

*** End of Report ***

VILLAGE OF BAWLF

Cheque Listing For Council

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20150322	2015-09-09	AGRITERRA EQUIPMENT	18834	PAYMENT CUB CADET SZ60 ZERO TURN M	6,473.25	6,473.25
20150323	2015-09-09	ALBERTA PROVINCIAL RURAL , CRIME WATCH	RCWSIGNS	PAYMENT 3 RURAL CRIME WATCH AREA S	206.25	206.25
20150324	2015-09-09	ALBERTA TRAFFIC SUPPLY	110046681	PAYMENT 4 YIELD SIGNS	252.95	252.95
20150325	2015-09-09	AMSC, (ALBERTA MUNICIPAL SERVICES CORP)	15-1009288	PAYMENT POWER BILL AUG	2,768.49	2,768.49
20150326	2015-09-09	BATTLE RIVER RECREATIONAL REPAIR	00044539	PAYMENT USED GEAR HEAD FOR TRIMME	78.75	78.75
20150327	2015-09-09	BAWLF COUNTRY STORE	AUG2015 JULY2015	PAYMENT CREAMER & DEBIT CHARGES CREAMER & DEBIT CHARGES	43.80 10.95	54.75
20150328	2015-09-09	BURKARD TRUCKING	3050	PAYMENT GRAVEL FOR VROLSON	1,762.68	1,762.68
20150329	2015-09-09	CAMROSE BOOSTER	53108308 53211108	PAYMENT 1ST NOMINATION DAY NOTICE 2ND NOMINATION DAY NOTICE	103.49 103.49	206.98
20150330	2015-09-09	CAMROSE DYNAMIC	28959	PAYMENT PARTS-WEEDWHACKER&GRAS	128.51	128.51
20150331	2015-09-09	CLARK, LORNA	AUGUST2015 JULY2015	PAYMENT JANITORIAL AUGUST JANITORIAL JULY	150.00 120.00	270.00
20150332	2015-09-09	COUNTY ENVIRO PICKUP	4413	PAYMENT GARBAGE COLLECTION AUGUS	2,241.10	2,241.10
20150333	2015-09-09	D&G DISTRIBUTORS	0063391 0063426	PAYMENT BELT GRASSHOPPER CONTROL ARM-GRASSHOPPER	55.34 64.14	119.48
20150334	2015-09-09	EMCO CORPORATION	6585768-00 6585772-00 6585774-00	PAYMENT KING ST HYDRANT-BOX ROD SANDEN CC VALVE KING ST HYDRANT-PARTS	112.67 1,479.87 2,022.93	3,615.47
20150335	2015-09-09	FARNHAM WEST STOLEE KAMBEITZ	36,582SHH	PAYMENT TERMINATION OF EMP-SHEREM	525.00	525.00
20150336	2015-09-09	FOSSEN, EINAR	AUG2015	PAYMENT WATER SAMPLING	1,500.00	1,500.00
20150337	2015-09-09	HAUGEN'S BACKHOE SERVICE LTD	153003	PAYMENT CURB STOP-EWASHKO/HYDRAN	3,228.75	3,228.75
20150338	2015-09-09	RECEIVER GENERAL	AUG2015DED	PAYMENT SOURCE DEDUCTIONS FOR AU	5,126.15	5,126.15
20150339	2015-09-09	SS AUTOWORKS	2369 2370	PAYMENT REPAIRS TO 2002 FORD F150 JD TRACTOR & WATER STATION	662.91 294.51	957.42
20150340	2015-09-09	STERLING WATER CONDITIONING LTD.	16349	PAYMENT 12 PAILS CHLORINE	504.00	504.00
20150341	2015-09-09	UFA	110000933 1601901182 201076982	PAYMENT CARDLOCK CATCH UP ON MISSED PENALT PROPANE FOR GRAVEL TRUCK	1,016.39 60.26 159.48	1,236.13

VILLAGE OF BAWLF

Cheque Listing For Council

2015-Oct-7
9:56:58AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20150342	2015-09-09	WSP CANADA INC.	0488652 0495643	PAYMENT PHASE 1 ENGINEERING DESIGN FOR SERVICES TO AUG 15/15	8,902.32 2,971.50	11,873.82
20150348	2015-09-28	A-1 RENTALS	1751	PAYMENT MINI HOE RENTAL FOR CLEANIN	703.50	703.50
20150349	2015-09-28	ANKERTON GAS CO-OP	1261914 1262282 1262385 1262401 1262406	PAYMENT NATURAL GAS RURAL PUMP HC NATURAL GAS FIRE HALL NATURAL GAS LIFT STATION NATURAL GAS WATER HOUSE NATURAL GAS OFFICE	28.93 50.93 26.15 25.20 34.09	165.30
20150350	2015-09-28	BATTLE RIVER RECREATIONAL REPAIR	00044793	PAYMENT CHAINSAW CHAIN REPAIR	64.79	64.79
20150351	2015-09-28	BURKARD TRUCKING	3073	PAYMENT GRAVEL	1,212.81	1,212.81
20150352	2015-09-28	CUSTOM WELDING & FAB LTD.	902901	PAYMENT METAL FOR GRADER	100.80	100.80
20150353	2015-09-28	FARNHAM WEST STOLEE KAMBEITZ	29,500SK302	PAYMENT APPLICATION COMMISSIONER C	105.00	105.00
20150354	2015-09-28	FOR LANDS SAKE ENVIRONMENTAL INC.	16-140 16-145	PAYMENT GST ON PROGRESS BILLING GST ON PROGRESS INVOICE	96.24 176.66	272.90
20150355	2015-09-28	IRON CREEK TRUCK & TRAILER LTD	8077 8081	PAYMENT FIRE TRUCK INSPECTION-PUMP FIRE TRUCK INSPECTION-COUN	767.06 977.27	1,744.33
20150356	2015-09-28	MUNIWARE	20151067 20151188	PAYMENT BLUE UTILITY PAPER - 1 CASE OCTOBER 2015 SUPPORT	105.41 302.26	407.67
20150357	2015-09-28	PARKLAND REGIONAL LIBRARY	150082	PAYMENT 4TH QUARTER REQUISITION PA	817.73	817.73
20150358	2015-09-28	PITNEYWORKS	SEPT15	PAYMENT INK CARTRIDGES & RENT OCT T	221.37	221.37
20150359	2015-09-28	STREBS AUTO IND SUPPLY	625-154144	PAYMENT FILTERS FOR BOBCAT	89.05	89.05
20150360	2015-09-28	TELUS COMMUNICATIONS INC.	SEPT2015 SEPT20152174	PAYMENT TELEPHONE SEPTEMBER 2015 SEPTEMBER 2015 PHONE 2174	524.04 91.90	615.94
20150361	2015-09-28	THE SOAP STOP	404540 404944	PAYMENT GLASS CLEANER GARBAGE BAGS	8.35 73.98	82.33
20150362	2015-09-28	YUHA, JODY	SEPT15ELECTI	PAYMENT DEPUTY RETURNING OFFICER I	275.00	275.00

Total 50,008.45

*** End of Report ***

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	September 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
TAX REVENUE					
1-00-110	TAXES - RESIDENTIAL	0.00	(303,903.76)	0.00	303,903.76
1-00-111	TAXES - RESIDENTIAL VACANT	0.00	0.00	0.00	0.00
1-00-112	TAXES - COMMERCIAL	0.00	(30,253.64)	0.00	30,253.64
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	(5,236.84)	0.00	5,236.84
1-00-120	ASFF SCHOOL REQUISITION	0.00	0.00	(80,591.22)	(80,591.22)
1-00-190	TAXES - LINEAR	0.00	(3,547.58)	0.00	3,547.58
1-00-240	GRANTS IN LIEU	0.00	0.00	0.00	0.00
1-00-510	PENALTIES & COSTS ON TAXES	(5,840.80)	(10,832.82)	(7,000.00)	3,832.82
*	TOTAL TAX REVENUE	(5,840.80)	(353,774.64)	(87,591.22)	266,183.42
INVESTMENT REVENUE					
1-00-550	RETURN ON INVESTMENTS	0.00	(135.47)	(200.00)	(64.53)
*	TOTAL INVESTMENT REVENUE	0.00	(135.47)	(200.00)	(64.53)
GENERAL REVENUE					
1-12-410	SALE OF SERVICES	(140.00)	(1,965.34)	(1,700.00)	265.34
1-12-590	INSURANCE RECOVERY	0.00	(131.65)	0.00	131.65
1-12-595	LIBRARY BOARD UTILITY RECOVERY	0.00	0.00	(1,100.00)	(1,100.00)
1-12-741	MISCELLANEOUS FEES	0.00	0.00	0.00	0.00
*	TOTAL GENERAL REVENUE	(140.00)	(2,096.99)	(2,800.00)	(703.01)
GRANTS					
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	(459,340.00)	(34,577.00)	424,763.00
1-12-850	COUNTY CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
*	TOTAL GRANTS	0.00	(459,340.00)	(34,577.00)	424,763.00

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	September 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
FIRE REVENUE					
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	(4,000.00)	(4,000.00)
1-23-411	MOTOR VEHICLE ACCIDENT FEES CHARGED	0.00	0.00	(1,000.00)	(1,000.00)
1-23-412	MUTUAL AIDE PROVIDED	0.00	0.00	(500.00)	(500.00)
1-23-430	FIRE EXPENSES RECOVERED	(1,569.56)	(6,421.78)	(3,400.00)	3,021.78
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	(7,650.00)	(9,625.00)	(1,975.00)
1-23-850	COUNTY GRANT - SHARED SERVICE	0.00	(1,000.00)	(1,000.00)	0.00
1-23-851	FIRE TRAINING - SHARED	0.00	(500.00)	(500.00)	0.00
1-23-852	PAGER MAINTENANCE - SHARED	0.00	0.00	(102.00)	(102.00)
1-23-853	FIREFIGHTER INSURANCE - SHARED	0.00	0.00	(2,000.00)	(2,000.00)
1-23-854	PROTECTIVE EQUIPMENT - SHARED	0.00	0.00	(1,000.00)	(1,000.00)
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	(1,569.56)	(15,571.78)	(23,127.00)	(7,555.22)
BYLAW REVENUE					
1-26-525	DOG LICENSES	(480.00)	(2,380.00)	(2,100.00)	280.00
1-26-530	BYLAW FINES	0.00	0.00	(200.00)	(200.00)
1-26-845	PROVINCIAL GRANT OPERATING	0.00	0.00	0.00	0.00
*	TOTAL BYLAW REVENUE	(480.00)	(2,380.00)	(2,300.00)	80.00
ROADS & STREETS					
1-32-110	SPECIAL TAX - STREET IMPROVEMENT	0.00	0.00	0.00	0.00
1-32-410	SALE OF GOODS & SERVICES	0.00	(200.00)	(500.00)	(300.00)
1-32-590	FRANCHISE FEES FORTIS	(462.88)	(4,322.96)	(5,500.00)	(1,177.04)
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	(462.88)	(4,522.96)	(6,000.00)	(1,477.04)

VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

General Ledger	Description	September 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
WATER REVENUE					
1-41-410	MONTHLY WATER FEES	(6,534.82)	(51,722.73)	(86,000.00)	(34,277.27)
1-41-412	BULK WATER SALES	0.00	(312.84)	(2,100.00)	(1,787.16)
1-41-511	WATER PENALTIES	(233.37)	(3,056.59)	(2,500.00)	556.59
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	(6,768.19)	(55,092.16)	(90,600.00)	(35,507.84)
SEWER REVENUE					
1-42-410	MONTHLY SEWER FEES	(5,885.12)	(46,572.78)	(70,630.00)	(24,057.22)
1-42-511	SEWER PENALTIES	0.00	0.00	(2,500.00)	(2,500.00)
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	(5,885.12)	(46,572.78)	(73,130.00)	(26,557.22)
WASTE MANAGEMENT REVENUE					
1-43-410	MONTHLY GARBAGE FEES	(2,148.80)	(17,065.60)	(24,500.00)	(7,434.40)
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	(2,148.80)	(17,065.42)	(24,500.00)	(7,434.58)
CAMROSE & DISTRICT SUPPORT SER					
1-51-590	REVENUE - OWN SOURCES	0.00	0.00	0.00	0.00
1-51-840	PROVINCIAL CONDITIONAL GRANT	0.00	0.00	(9,559.00)	(9,559.00)
*	TOTAL CAMROSE & DISTRICT SUPPO	0.00	0.00	(9,559.00)	(9,559.00)
CEMETERY REVEUE					
1-56-410	SALE OF CEMETERY PLOTS	0.00	0.00	(200.00)	(200.00)
1-56-570	CEMETERY DONATIONS	0.00	(850.00)	(100.00)	750.00
1-56-571	CEMETERY MAINTENANCE REVENUE	0.00	0.00	(600.00)	(600.00)
*	TOTAL CEMETERY REVEUE	0.00	(850.00)	(900.00)	(50.00)

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	September 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
DEVELOPMENT REVENUE					
1-61-410	DEVELOPMENT PERMITS & CHARGES	(50.00)	(500.00)	(500.00)	0.00
*	TOTAL DEVELOPMENT REVENUE	<u>(50.00)</u>	<u>(500.00)</u>	<u>(500.00)</u>	<u>0.00</u>
LAND SALES					
1-66-410	LAND SALES	0.00	(125,308.40)	0.00	125,308.40
*	TOTAL LAND SALES	<u>0.00</u>	<u>(125,308.40)</u>	<u>0.00</u>	<u>125,308.40</u>
PARKS & RECREATION REVENUE					
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	(1,145.93)	(5,400.93)	(4,000.00)	1,400.93
1-72-570	PARK DONATIONS	0.00	0.00	0.00	0.00
1-72-590	INSURANCE RECOVERY	0.00	0.00	(600.00)	(600.00)
1-72-595	REC. BOARD UTILITIES RECOVERY	0.00	0.00	(1,900.00)	(1,900.00)
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	0.00	(9,559.00)	(12,500.00)	(2,941.00)
*	TOTAL PARKS & RECREATION REVEN	<u>(1,145.93)</u>	<u>(14,959.93)</u>	<u>(19,000.00)</u>	<u>(4,040.07)</u>
CULTURE REVENUE					
1-74-560	HALL RENTALS	(225.00)	(5,564.25)	0.00	5,564.25
1-74-570	HALL DONATIONS	0.00	0.00	0.00	0.00
1-74-590	INSURANCE RECOVERY	0.00	0.00	(2,300.00)	(2,300.00)
1-74-593	SPECIAL EVENT REVENUES	0.00	0.00	(100.00)	(100.00)
*	TOTAL CULTURE REVENUE	<u>(225.00)</u>	<u>(5,564.25)</u>	<u>(2,400.00)</u>	<u>3,164.25</u>
RESERVE TRANSFERS					
1-97-920	TRANSFER FROM RESERVES	0.00	0.00	0.00	0.00
*	TOTAL RESERVE TRANSFERS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
**	TOTAL REVENUE	<u>(24,716.28)</u>	<u>(1,103,734.78)</u>	<u>(377,184.22)</u>	<u>726,550.56</u>

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	September 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
COUNCIL EXPENSES					
2-11-130	COUNCIL - PAYROLL DEDUCTIONS	0.00	0.00	0.00	0.00
2-11-150	COUNCIL REMUNERATION	800.00	6,930.00	12,200.00	5,270.00
2-11-211	COUNCIL TRAVEL & SUBSISTENCE	0.00	0.00	600.00	600.00
2-11-214	COUNCIL PROFESSIONAL DEVT	0.00	0.00	1,000.00	1,000.00
*	TOTAL COUNCIL EXPENSES	800.00	6,930.00	13,800.00	6,870.00
ADMINISTRATION EXPENSE					
2-12-110	ADMINISTRATION - SALARIES	8,889.92	75,815.48	105,000.00	29,184.52
2-12-130	ADMINISTRATION - PAYROLL DEDUCTIONS	177.75	5,314.08	10,500.00	5,185.92
2-12-131	EMPLOYEE BENEFITS	253.14	4,982.01	5,874.00	891.99
2-12-211	TRAVEL & SUBSISTENCE	0.00	62.52	1,400.00	1,337.48
2-12-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	1,315.87	2,500.00	1,184.13
2-12-600	BAD DEBTS	0.00	3,557.55	0.00	(3,557.55)
*	TOTAL ADMINISTRATION EXPENSE	9,320.81	91,047.51	125,274.00	34,226.49
OFFICE OPERATIONS					
2-12-215	FREIGHT & POSTAGE	0.00	1,788.35	3,200.00	1,411.65
2-12-217	TELEPHONE/INTERNET	293.71	3,040.13	4,900.00	1,859.87
2-12-220	ADVERTIZING & PRINTING	0.00	401.95	2,000.00	1,598.05
2-12-225	VILLAGE PROMOTIONS	0.00	810.91	1,020.00	209.09
2-12-230	PROFESSIONAL & CONSULTING SERVICES	0.00	340.00	1,958.40	1,618.40
2-12-231	AUDITING SERVICES	0.00	0.00	7,300.00	7,300.00
2-12-232	ASSESSMENT SERVICES	0.00	4,263.45	4,800.00	536.55
2-12-233	ASSESSMENT REVIEW BOARD	0.00	0.00	408.00	408.00
2-12-234	LEGAL SERVICES	600.00	1,924.50	1,000.00	(924.50)
2-12-237	COMPUTER SOFTWARE	0.00	2,874.48	5,000.00	2,125.52
2-12-250	OFFICE REPAIRS & MAINTENANCE	0.00	165.16	1,000.00	834.84
2-12-253	TECHNICAL SUPPORT	287.87	4,377.83	4,900.00	522.17
2-12-258	OFFICE JANITORIAL CONTRACT	270.00	1,050.00	1,400.00	350.00
2-12-274	INSURANCE	0.00	10,723.05	12,400.00	1,676.95
2-12-341	LAND TITLES SERVICES	0.00	0.00	200.00	200.00
2-12-510	OFFICE SUPPLIES	320.07	1,825.58	2,000.00	174.42
2-12-511	MISCELLANEOUS	53.85	436.21	1,020.00	583.79
2-12-519	OTHER SERVICES	0.00	0.00	0.00	0.00

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	September 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
2-12-540	UTILITIES	298.57	1,447.83	4,500.00	3,052.17
2-19-150	ELECTION FEES	472.12	472.12	1,100.00	627.88
*	TOTAL OFFICE OPERATIONS	2,596.19	35,941.55	60,106.40	24,164.85
ADMIN-CAPITAL					
2-12-762	CAPITAL PURCHASES	0.00	85.67	300.00	214.33
2-12-790	ADMINISTRATION-AMORTIZATION	0.00	0.00	7,715.00	7,715.00
*	TOTAL ADMIN-CAPITAL	0.00	85.67	8,015.00	7,929.33
REQUISITIONS					
2-13-750	REQUISITION - SCHOOL	0.00	19,752.72	80,591.22	60,838.50
2-13-759	DAVE KNIPE MEMORIAL LIBRARY	0.00	0.00	0.00	0.00
*	TOTAL REQUISITIONS	0.00	19,752.72	80,591.22	60,838.50
FIRE EXPENSES					
2-23-148	IN-SERVICE TRAINING	0.00	0.00	1,000.00	1,000.00
2-23-159	HONORARIUMS - ANNUAL & HOURLY	0.00	0.00	9,500.00	9,500.00
2-23-211	TRAVEL & SUBSISTENCE	0.00	0.00	900.00	900.00
2-23-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	0.00	200.00	200.00
2-23-215	FREIGHT & POSTAGE	0.00	0.00	50.00	50.00
2-23-217	TELEPHONE	97.54	1,211.62	1,400.00	188.38
2-23-220	ADVERTIZING & PRINTING	0.00	48.49	500.00	451.51
2-23-225	PUBLIC RELATIONS & PROMOTIONS	0.00	(1,187.89)	500.00	1,687.89
2-23-250	FIREHALL REPAIRS & MAINTENANCE	0.00	181.40	1,500.00	1,318.60
2-23-251	VILLAGE TRUCK REPAIRS	730.53	730.53	400.00	(330.53)
2-23-252	COUNTY TRUCK REPAIRS	(46.54)	(46.54)	1,020.00	1,066.54
2-23-253	PAGER REPAIRS	0.00	0.00	200.00	200.00
2-23-254	PROTECTIVE EQUIPMENT & REPAIRS	0.00	0.00	6,500.00	6,500.00
2-23-270	CONTRACTED SERVICES	0.00	0.00	100.00	100.00
2-23-274	INSURANCE	0.00	1,948.98	2,000.00	51.02
2-23-510	GOODS & SUPPLIES	27.64	79.37	1,000.00	920.63
2-23-511	MISCELLANEOUS	0.00	0.00	0.00	0.00
2-23-512	SMALL EQUIPMENT PURCHASES	0.00	385.01	400.00	14.99
2-23-521	FUEL & LUBE	0.00	232.09	800.00	567.91
2-23-540	FIRE HALL POWER	104.44	888.77	1,650.00	761.23
2-23-541	FIRE HALL NATURAL GAS	48.50	946.19	2,300.00	1,353.81
2-23-750	DISPATCH AGREEMENT	0.00	1,209.00	1,200.00	(9.00)

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	September 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
2-23-751	MUTUAL AIDE RESPONSE CHARGES	0.00	0.00	500.00	500.00
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	962.11	6,627.02	33,620.00	26,992.98
BYLAW ENFORCEMENT					
2-26-270	BYLAW ENFORCEMENT OFFICER	0.00	2,264.99	3,900.00	1,635.01
2-26-234	LEGAL SERVICES	0.00	0.00	400.00	400.00
2-26-510	BYLAW SUPPLIES	0.00	406.36	300.00	(106.36)
*	TOTAL BYLAW ENFORCEMENT	0.00	2,671.35	4,600.00	1,928.65
FIRE - CAPITAL					
2-23-762	CAPITAL PURCHASES	0.00	0.00	0.00	0.00
2-23-790	FIRE - AMORTIZATION	0.00	0.00	10,177.00	10,177.00
*	TOTAL FIRE - CAPITAL	0.00	0.00	10,177.00	10,177.00

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	September 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
PUBLIC WORKS SALARIES & WAGES					
2-32-110	PW - SALARIES	3,757.52	39,740.48	70,000.00	30,259.52
2-32-130	PW - PAYROLL DEDUCTIONS	276.42	2,945.41	7,000.00	4,054.59
2-32-131	EMPLOYEE BENEFITS	162.13	3,189.28	2,820.00	(369.28)
*	TOTAL PUBLIC WORKS SALARIES &	4,196.07	45,875.17	79,820.00	33,944.83
PUBLIC WORKS OPERATIONS					
2-32-217	TELEPHONE	0.00	0.00	600.00	600.00
2-32-230	PROFESSIONAL CONSULTING	0.00	0.00	0.00	0.00
2-32-250	ROADWAY REPAIRS & MAINTENANCE	2,833.80	15,538.90	7,800.00	(7,738.90)
2-32-270	CONTRACTED SERVICES	0.00	197.50	2,600.00	2,402.50
2-32-274	INSURANCE	0.00	1,579.54	1,025.00	(554.54)
2-32-510	GOODS & SUPPLIES	7,471.75	17,967.34	23,000.00	5,032.66
2-32-511	MISCELLANEOUS GENERAL SERVICES	206.25	218.18	0.00	(218.18)
2-32-521	FUEL & LUBE	1,204.70	5,373.22	3,000.00	(2,373.22)
2-32-540	UTILITIES - STREET LIGHTS	1,185.21	9,532.26	15,000.00	5,467.74
2-32-762	CAPITAL	0.00	1,755.00	0.00	(1,755.00)
2-32-790	PUBLIC WORKS AMORTIZATION	0.00	0.00	51,166.00	51,166.00
*	TOTAL PUBLIC WORKS OPERATIONS	12,901.71	52,161.94	104,191.00	52,029.06
DRAINAGE					
2-37-250	DRAINAGE - REPAIRS & MAINTENANCE	670.00	2,590.00	1,000.00	(1,590.00)
2-37-230	PROFESSIONAL & CONSULTING SERVICES	0.00	0.00	0.00	0.00
2-37-750	REQUISITION - DRAINAGE	0.00	0.00	1,497.00	1,497.00
*	TOTAL DRAINAGE	670.00	2,590.00	2,497.00	(93.00)
WATER OPERATIONS					
2-41-110	SALARIES & WAGES - WATER	205.92	2,781.07	20,000.00	17,218.93
2-41-130	CPP, EI CONTRIBUTIONS - WATER	16.85	196.83	2,000.00	1,803.17
2-41-211	TRAVEL & SUBSISTENCE - WATER	0.00	27.56	500.00	472.44
2-41-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	0.00	500.00	500.00
2-41-217	TELEPHONE	107.91	838.39	1,300.00	461.61
2-41-224	MUNICIPAL MEMBERSHIP	0.00	0.00	30.00	30.00
2-41-230	PROFESSIONAL & CONSULTING SERVICES	0.00	0.00	2,900.00	2,900.00

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	September 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
2-41-240	CUSTOMER BILLING	0.00	98.79	700.00	601.21
2-41-250	REPAIRS & MAINTENANCE	3,660.79	8,053.64	10,000.00	1,946.36
2-41-270	WATER - CONTRACT	4,575.00	15,401.69	17,000.00	1,598.31
2-41-274	INSURANCE PREMIUMS	0.00	6,023.79	6,420.00	396.21
2-41-510	GOODS & SUPPLIES	480.00	4,821.65	7,000.00	2,178.35
2-41-540	UTILITIES	690.84	5,875.99	11,413.00	5,537.01
2-41-750	REQUISITION - SMRWSC	0.00	7,553.42	10,500.00	2,946.58
2-41-762	CAPITAL PURCHASES	11,308.40	11,308.40	0.00	(11,308.40)
2-41-790	WATER SYSTEM - AMORTIZATION	0.00	0.00	29,413.00	29,413.00
*	TOTAL WATER OPERATIONS	21,045.71	62,981.22	119,676.00	56,694.78
SEWER OPERATIONS					
2-42-000	OTHER - DAYSLAND DRAINAGE	0.00	0.00	1,530.00	1,530.00
2-42-110	SALARIES & WAGES - SEWER	0.00	303.68	12,660.24	12,356.56
2-42-130	CPP, EI CONTRIBUTIONS - WATER	0.00	23.28	1,000.00	976.72
2-42-211	TRAVEL & SUBSISTENCE	0.00	0.00	200.00	200.00
2-42-214	MEMBERSHIPS & PROFESSIONAL DEVELOPMENT	0.00	0.00	200.00	200.00
2-42-217	TELEPHONE	87.54	890.93	1,000.00	109.07
2-42-230	PROFESSIONAL & CONSULTING - SEWER	0.00	0.00	1,000.00	1,000.00
2-42-240	CUSTOMER BILLING	0.00	98.79	700.00	601.21
2-42-250	REPAIRS & MAINTENANCE - SEWER	0.00	4,563.50	6,000.00	1,436.50
2-42-270	SEWER - CONTRACT	0.00	0.00	3,000.00	3,000.00
2-42-274	INSURANCE PREMIUMS	0.00	541.63	400.00	(141.63)
2-42-410	BANK LOAN	0.00	0.00	0.00	0.00
2-42-510	GOODS & SUPPLIES	0.00	624.07	1,800.00	1,175.93
2-42-540	UTILITIES	291.10	2,618.21	4,900.00	2,281.79
2-42-762	CAPITAL	0.00	0.00	0.00	0.00
2-42-790	WASTE & SEWER AMORTIZATION	0.00	0.00	24,787.00	24,787.00
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 AMORTIZATION	0.00	0.00	0.00	0.00
2-74-790	AMORTIZATION	0.00	0.00	14,500.00	14,500.00
*	TOTAL SEWER OPERATIONS	378.64	9,664.09	73,677.24	64,013.15
WASTE MANAGEMENT					
2-43-270	GARBAGE - CONTRACT	1,122.00	9,398.94	13,500.00	4,101.06
2-43-260	RENTAL OF MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	September 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
2-43-350	LANDFILL FEES	313.30	2,170.45	3,700.00	1,529.55
2-43-510	GOODS & SUPPLIES	0.00	0.00	0.00	0.00
2-44-350	RECYCLING CHARGES	714.00	5,835.95	8,570.00	2,734.05
*	TOTAL WASTE MANAGEMENT	2,149.30	17,405.34	25,770.00	8,364.66
CAMROSE & DISTRICT SUPPORT SER					
2-51-750	REQUISITION - CDSS	0.00	12,683.75	2,500.00	(10,183.75)
2-51-770	GRANTS TO ORGANIZATIONS	0.00	0.00	102.00	102.00
2-51-840	CONDITIONAL GRANTS TO CDSS	0.00	0.00	9,559.00	9,559.00
*	TOTAL CAMROSE & DISTRICT SUPPO	0.00	12,683.75	12,161.00	(522.75)
CEMETERY OPERATIONS					
2-56-250	CEMETERY REPAIRS & MAINTENANCE	0.00	0.00	300.00	300.00
2-56-510	GENERAL GOODS & SERVICES	0.00	0.00	0.00	0.00
*	TOTAL CEMETERY OPERATIONS	0.00	0.00	300.00	300.00
PLANNING & DEVELOPMENT					
2-61-237	MAPPING	0.00	0.00	200.00	200.00
2-61-750	REQUISITION - PLANNING	0.00	1,206.75	1,200.00	(6.75)
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	1,400.00	193.25
PARKS & RECREATION					
2-72-110	RECREATION & PARKS - SALARIES	41.60	323.44	5,700.00	5,376.56
2-72-115	CSJ & STEP WAGES	0.00	0.00	0.00	0.00
2-72-130	RECREATION & PARKS - PAYROLL DEDUCTIONS	2.81	23.19	570.00	546.81
2-72-131	EMPLOYEE BENEFITS	4.30	12.20	0.00	(12.20)
2-72-211	TRAVEL & SUBSISTENCE	0.00	0.00	306.00	306.00
2-72-220	ADVERTIZING & PRINTING	0.00	0.00	200.00	200.00
2-72-250	REPAIRS & MAINTENANCE	0.00	247.50	2,000.00	1,752.50
2-72-270	CONTRACTED SERVICES	0.00	197.50	0.00	(197.50)
2-72-510	GOODS & SUPPLIES	143.35	2,170.35	1,500.00	(670.35)
2-72-521	FUEL & LUBE	0.00	0.00	600.00	600.00
2-72-540	UTILITIES - REC BOARD, ETC	175.41	(256.03)	1,600.00	1,856.03

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	September 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
2-72-274	INSURANCE PREMIUMS	0.00	870.80	750.00	(120.80)
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	0.00	0.00	0.00
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	16,550.00	16,550.00
*	TOTAL PARKS & RECREATION	367.47	3,588.95	29,776.00	26,187.05
CULTURE					
2-74-250	REPAIRS & MAINTENANCE - OLD HALL	0.00	0.00	200.00	200.00
2-74-274	INSURANCE PREMIUMS	0.00	0.00	120.00	120.00
2-74-510	GOODS & SUPPLIES - NEW HALL	0.00	212.25	0.00	(212.25)
2-74-540	UTILITIES	0.00	0.00	2,700.00	2,700.00
2-74-584	SPECIAL EVENTS	0.00	0.00	1,100.00	1,100.00
2-74-750	REQUISITION - PARKLAND LIBRARY	778.79	3,115.19	3,000.00	(115.19)
2-74-761	CONTRIBUTED TO OTHER OPERATING FNC.	0.00	0.00	3,000.00	3,000.00
2-74-770	TRANSFER TO OTHER ORGANIZATIONS	0.00	0.00	0.00	0.00
2-74-775	BAWLF PUBLIC LIBRARY APPROPRIATION	0.00	3,000.00	3,000.00	0.00
2-74-831	DEBENTURE INTEREST	0.00	0.00	0.00	0.00
*	TOTAL CULTURE	778.79	6,327.44	13,120.00	6,792.56
GENERAL					
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	56,166.80	377,540.47	798,571.86	421,031.39
***	SURPLUS/DEFICIT	31,450.52	(726,194.31)	421,387.64	1,147,581.95

*** End of Report ***

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	October 21, 2015
Originated By:	Tracy M. Stewart-Acting CAO
Title:	Bylaw 609/15 - Fire Services Bylaw 605/15 Amendment

BACKGROUND/PROPOSAL:

At September 16, 2015 Regular Council Meeting, Bylaw 605/15, Fire Services Bylaw was amended to reflect stipulations in regards to outdoor recreational fire pits. It has come to my attention that there were a couple of errors in that passed bylaw.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

- 1 Part of Section 10.3 of the bylaw is deleted and replaced with:
 "10.3 must be purchased
 (a) will be issued
- 2 Item 10.4 will be changed to 10.5; 10.5 will be changed to 10.6, 10.6 will be changed to 10.7
- 3 A new Section 10.4 is added to the bylaw as follows:
 "10.4
 Outdoor Recreational Fire Pit inspections will be required every five (5) years from original inspection date"

COSTS/SOURCE OF FUNDING (if applicable)

n/a

RECOMMENDED ACTION:

That Bawlf Council approve first reading of Bylaw 609/15 which amends Bylaw 605/15, Fire Services Bylaw.

Village of Bawlf

Bylaw 609/15

A Bylaw to Amend Bylaw 605/15, the Fire Services Bylaw

Pursuant to Part 17 of the Municipal Government Act, the Council of the Village of Bawlf enacts the following amendments to Bylaw 605/15, the Fire Services Bylaw.

- 1 Part of Section 10.3 of the bylaw is deleted and replaced with:
"10.3 must be purchased
"(a) will be issued
- 2 Item 10.4 will be changed to 10.5; 10.5 will be changed to 10.6, 10.6 will be changed to 10.7
- 3 A new Section 10.4 is added to the bylaw as follows:
"10.4
Outdoor Recreational Fire Pit inspections will be required every five (5) years from original inspection date"
- 3 This bylaw comes into effect on the date of third reading.

READ A FIRST TIME THIS 21st DAY OF October, 2015

MAYOR

ACTING CAO

READ A SECOND TIME THIS _____ DAY OF _____, 2015.

READ A THIRD TIME THIS _____ DAY OF _____, 2015.

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

SECTION 10 - BURNING REGULATIONS

- 10.1 All recreational fires set for the purposes of cooking, warmth or recreation in an Approved Outdoor Burning Appliance or open pit must be supervised by an adult;
- 10.2 All recreational fire pits should meet the requirements set out in Schedule "B" which is attached to and forming part of this bylaw.
- 10.3 All new recreational fire pits must be registered with the Village of Bawlf Main Office, inspected by the Bawlf Fire Chief and a burn permit ~~must be purchased~~ will be issued at that time.
- 10.4 Outdoor Recreational Fire Pit inspections will be required every five (5) years from original inspection date.
- 10.5 All recreational fires are set only for the purposes of cooking, warmth or recreation and the following shall not be burned; brush, leaves, grass clippings, "green" wood, anything that can cause excessive smoke or that contains any type of preservative; any prohibited debris.
- 10.6 Failure to comply with items 10.1 to 10.3 will lead to charges as set out in Schedule "A" which is attached to and forming part of this bylaw.
- 10.7 Fires may be set by the Fire Department for the purpose of training firefighters;

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	October 21, 2015
Originated By:	Tracy M. Stewart-Acting CAO
Title:	Draft 2016 Fire Department Budget

BACKGROUND/PROPOSAL:

The purpose of this is to request that the Village Council approve the 2016 Draft Fire Department Budget.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

In the Fire Agreement that the Village has signed with Camrose County, the County requests that a proposed budget is to be submitted to the County by November 1st for the following budget year.

The Village will have the opportunity to make further amendments, if required, prior to the submission of the Final Fire Department budget which is due to the County on March 31, 2016.

A copy of the Draft 2016 Fire Department Budget is attached for information and approval.

COSTS/SOURCE OF FUNDING (if applicable)

n/a

RECOMMENDED ACTION:

That Bawlf Council approve the Draft 2016 Fire Department Budget for submission to Camrose County by November 1, 2015 and with the knowledge that the final budget is due to be submitted to Camrose County by March 31, 2015.

**Village of Bawlf
2016 Operating Budget**

Revenue/Expenditure by Department

Protective Services

Revenue / Expense:

		2015		2016	
		2015		Sept. 30	
Account Description		Operating	Projects	PYE	Budget
					Projects
FIRE FIGHTING Revenue					
1-23-110	Fire Services & Equipment Tax (n/a)				
1-23-410	Fire Fighting Fees Charged to County	-		-	4,000
	Donations				
1-23-411	Motor Veh Accident Fees Charged	3,700		-	1,000
1-23-412	Mutual Aid Provided	500		-	500
	Received from other Govt - Camrose County				
	Operating				
	New Fire Agreement				
1-23-430	Fire Expenses Recovered fr Camrose County	5,000		(6,422)	1,250
1-23-570	Fire Department Donations				
1-23-840	Provincial Conditional Grants				
1-23-850	County Grant - Shared Service	9,625		(7,650)	8,200
1-23-851	Training	1,000		(1,000)	1,000
1-23-852	Pager Maintenance	500		(500)	500
1-23-853	Firefighter Insurance	100		-	100
1-23-854	PPE (Personal Protective Equip't)	2,500		-	2,000
1-23-855	County Vehicle R & M	1,000		-	1,000
1-23-920	Transfer from Operating Reserves				
1-23-940	Transfer from Capital Reserves				
	Fire Debenture				
	Sub-Total Fire Services REV	23,925	-	(15,572)	19,550
FIRE FIGHTING Expense					
2-23-148	In-Service Training	2,000		-	1,000
2-23-159	Honorariums - Annual & Hourly	9,500		-	6,900
2-23-211	Travel & Subsistence	200		-	900
2-23-214	Memberships (Fire Chiefs Assoc/iamresponding)	500		-	800
2-23-215	Freight & Postage	500		-	50
2-23-217	Telephone & Internet	1,800		1,800	1,300
2-23-218	Radios & Radio License	3,000		230	
2-23-220	Advertising & Printing	500		49	100
2-23-225	Public Relations & Promotions	500		551	500
2-23-250	Fire Hall Repairs & Maintenance	5,500		182	400
2-23-251	Village Truck Repairs/CVIP	1,300		731	400
2-23-252	County Truck Repairs/CVIP	1,000		932	1,000
2-23-253	Pager - Repair & Maintenance	200		-	750
2-23-254	PPE	6,500		-	6,500
2-23-255	Truck Supplies	1,500			
2-23-270	Contracted Services	2,000			100
2-23-274	Insurance Premiums (FF's, Building)	1,400		240	1,900
2-23-275	Insurance Premiums (Vehicle(s))	800		1,709	
2-23-510	Office Supplies	500		80	1,000
2-23-511	Miscellaneous				
2-23-512	Small Equipment & Tools	400		385	400
2-23-521	Fuel and Lube	500		232	800
2-23-523	Equipment Supplies & Parts	2,000			
2-23-540	Utilities - Power	1,700		890	1,400
2-23-541	Utilities - Natural Gas	2,300		946	1,400
	Contracted Services				
2-23-750	Fire Dispatch Agreement	1,210		1,209	1,200
2-23-587	Media Materials & training supplies				
	Transfers to Other Local Gov't				
2-23-751	Mutual Aid Response Charges	500			500
2-23-762	Transfers to Capital Functions				
	Capital Reserve - Vehicles				
2-23-764	Capital Reserve - Equipment				
	Capital Reserve - Fire Hall Building				
2-23-764	Transfers to Operating Reserves				
2-23-770	Grants to Non-Gov't Organizations				
2-23-790	Amortization Expense	10,177			
2-23-830	Debenture payments (vehicle & building)				
2-23-831	Interest				
	Fire - Amortization (as per auditors)??				
	Sub-Total Fire Services EXP	57,787	-	10,166	29,300
	Net for Fire Services: surplus (deficit)	(33,862)		(25,738)	(9,750)
				PYE	budget

Revenue / Expense:					
Account Description	2016		Sept 30	Budget	Projects
	Operating	Projects	PYE		
BYLAW SERVICES Revenue					
1-26-270	Bylaw Services				
1-26-525	Dog Licenses	2,100	(2,380)	1,800	
1-26-530	Animal Control Fines	200		200	
	Sub-Total Bylaw REV	2,300	(2,380)	2,000	-
BYLAW SERVICES Expense					
2-26-110	Salaries /Contracted Services				
2-26-130	Employer Benefits				
2-26-270	Bylaw Enforcement Officer		2,265	5,500	
2-26-230	Animal Control Fees				
2-26-234	Legal Fees	400		400	
2-26-291	Custom Work - Veterinary fees		406	300	
2-26-510	Bylaw Supplies	425			
	Sub-Total Bylaw EXP	825	2,671	6,200	-
	Net for Bylaw: surplus (deficit)	1,475	(5,051)	(4,200)	-
			PYE	budget	
TOTAL Revenue Protective Services					
		26,225	(17,952)	21,550	-
TOTAL Expenses Protective Services					
		58,612	12,837	35,500	-
	Net for Protective Services: surplus (deficit)	(32,387)	(30,789)	(13,950)	-
	Total Core + Projects		(32,387)	(30,789)	(13,950)
			PYE	budget	

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	October 21, 2015
Originated By:	Tracy M. Stewart-Acting CAO
Title:	Fire Department Purchase of First Response/Bush Truck

BACKGROUND/PROPOSAL:

The Fire Department has been investigating purchasing a "new" (used) truck to be used as the First Response Emergency Vehicle/Bush Truck to replace the Suburban. The Suburban will be sold and monies received from the sale will go towards the purchase price.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

As you can see by the attached picture/description, this F350 comes equipped with many compartments for storage of emergency supplies, bunker gear, safety equipment, etc. as well as space in the 4x8 box for a 100 gallon water tank and pump for bush fires where the pumper/snuffer cannot get into as a first response vehicle. The capabilities that this bush truck has will far outweigh what the Suburban has been used for. The Suburban has mainly been used as a people carrier with some first response equipment thrown in the back. The Village has been benefiting from the Suburban as any monies received from the use of the vehicle has gone back into general revenue.

COSTS/SOURCE OF FUNDING (if applicable)

The purchase price of the Ford F-350 is \$7,800.00 + GST (which the Village can claim back)

Approx. revenue received for 2015 fire calls:	\$4,000
Enbridge Fire Department Grant:	\$1,250
Sale of Suburban:	\$4,000
 	<hr/>
Total to be used for purchase:	\$9,250

The Fire Department will also be using some of their upcoming Casino monies towards more lighting, water tank, water pump, decals, etc. Administration recommends that the purchase cheque be issued from the Village to enable us to claim back the GST. Monies from the Fire Department will then be reverted back to the Village or Council may approve that the Village pay part of the purchase price since we have been benefiting from the use of the Suburban.

RECOMMENDED ACTION:

That Bawlf Council approve the purchase of the First Response Emergency Vehicle, Ford F-350(Council to discuss and approve payment options).

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AUCTION SERVICES  **UNRESERVED PUBLIC AUCTION**
October 21, 2015 | Edmonton, Alberta

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Date Listed: 03-Sep-15
 Price: **\$8,500.00**
 Accident History Report: [Get CarProof Report](#)
 Address: Leduc, AB T9E 6P9 [View map](#)

For Sale By: Owner
 Year: 2004
 Make: [Ford](#)
 Model: [F-350](#)
 Kilometers: 129400
 Body Type: Pickup Truck
 Transmission: Automatic
 Colour: White
 Drivetrain: 4 x 4
 Type: Used
 Fuel Type: Gasoline

Description  Auto Loan

2004 F350 XL one ton work truck with service utility box. 4x4, Triton V-10 power! Only 129,400 kms! Service utility box with locks and wired for alarm. This truck is in great shape and ready for work. Was \$10,500. NOW REDUCED to \$8,500 NO GST! October BLOW OUT! Phone calls only please.... 780-970 2570

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VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	October 21, 2015
Originated By:	Tracy M. Stewart-Acting CAO
Title:	Leaky CC Valve Replacement- Damages Reimbursement-Lot 24, Block 1, Plan LVII

BACKGROUND/PROPOSAL:

The residence was vacant as of the end of July. At that point, the owner had requested the water to be shut off since it was vacant and he was putting the house up for sale. Our current Utility Services Bylaw No. 593/14 does not allow for non-emergency shut off requests but rather a half rates plan if the resident will be absent for three (3) or more months.

The owner was quite upset with Administration at the time and said he wanted it totally shut off. We had advised that we are currently in the midst of amending the Utility Services Bylaw to accommodate such requests and would inform him when and if the amended bylaw was passed.

On August 10, 2015 it was brought to the Village's attention that there was a suspect leaky cc valve in front of Lot 24, Block 1, Plan LVII. Myself, Rod Blatz and Public Works employee Justin Stewart attended the above address and proceeded to shut off the water. At that point, we suspected it was the valve but would not have confirmation until we were able to get a backhoe in to dig it up.

Haugen Backhoe arrived on August 26, 2015 and it was determined that it was a leaky valve due to it's age. Said valve is now repaired/replaced.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The resident at Lot 24, Block 1, Plan LVII is requesting reimbursement of expenses incurred due to the Village faulty leaky valve.

COSTS/SOURCE OF FUNDING (if applicable)

Possible \$5,080

RECOMMENDED ACTION:

That Bawlf Council discuss the reimbursement invoice amounting to \$5,080 and direct Administration.

Roger Duncan
 Camrose AB
 T4V 4C5 · 6807-42 Ave
 PH 780-672-0255

OUR NUMBER	300970
DATE	Oct 13/15
CUSTOMER'S ORDER	
SALESMAN	
TERMS	
F.O.B.	

TAX REG. NO. _____
 SOLD TO Village of Balduf
 SHIP TO House 113 / Lot 24 Block 1 Plan 1V11
 ADDRESS Dennis Ewarcho VIA _____

INVOICE

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	Clean up flooding and Pump out Water		640 00
	Put in Dehumidifier and check for 6 Days per Pump		480 00
	Remove Wet Damaged Drywall		670 00
	Haul Wet Drywall to Dump and Charges		290 00
	Hire Drywall Oilboard and Insulated		2730 00
	Furnace Cleaning		300 00
			5080 00

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	October 21, 2015
Originated By:	Tracy M. Stewart-Acting CAO
Title:	Bylaw 608/15 Dog Control Amendment

BACKGROUND/PROPOSAL:

It has come to the attention of Administration that Bylaw No. 559/08 has a couple of errors in it.

Dates and amounts were not amended when the dog licensing rates were changed.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Licensing of Dogs – Part Two

2. the date of December 31st should be amended to January 31st

Schedule "B" licensing fees should be amended to:

Thirty Dollars (\$30) for spayed/neutered dogs and Fifty Dollars (\$50) for non-spayed/non-neutered dogs if purchased on or before January 31st of current year.

Forty Dollars (\$40) for spayed/neutered dogs and Sixty Dollars (\$60) for non-spayed/non-neutered dogs if purchased after January 31st of current year.

COSTS/SOURCE OF FUNDING (if applicable)

n/a

RECOMMENDED ACTION:

That Bawlf Council approve the above changes in Bylaw No. 608/15, the Dog Control bylaw.

BYLAW NUMBER 608/15

BYLAW NUMBER 608/15 OF THE VILLAGE OF BAWLF IN THE PROVINCE OF ALBERTA, BEING A BYLAW TO REPEAL BYLAW NO. 545/07 AND ANY AMENDMENTS THERETO, AND BEING REPLACED BY THIS BYLAW TO REGULATE, RESTRAIN THE RUNNING AT LARGE, THE LICENSING, AND IMPOUNDING OF DOGS.

WHEREAS, THE MUNICIPAL GOVERNMENT ACT, R.S.A. 2000, c. M-26 AS AMENDED AND THE PROVINCIAL OFFENCES PROCEDURE ACT, R.S.A. 2000, c. P-34 AS AMENDED, ENABLES A COUNCIL OF THE VILLAGE TO PASS BYLAWS RESPECTING WILD AND DOMESTIC ANIMALS, AND ACTIVITIES IN RELATION TO THEM;

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE VILLAGE OF BAWLF, IN THE PROVINCE OF ALBERTA ENACTS A BYLAW REFERRED TO AS THE "DOG CONTROL BYLAW."

DEFINITION – Part 1

1. "AT LARGE" means a Dog that is present at any place other than the property of its Owner and which is not being carried by any Person, or is not otherwise restrained by a Person controlling the Dog by means of a securely fastened leash.
2. "BYLAW ENFORCEMENT OFFICER" means an employee or independent contractor appointed by the Village to enforce the provision of the Village Bylaws, and includes a member of the Royal Canadian Mounted Police, and when authorized a Community Peace Officer. A Bylaw Enforcement Officer is a Designated Officer for the purposes of s.542 of the Municipal Government Act.
3. "CONTRACTOR" means a Person under contract by the Village to maintain and administer a pound facility or animal shelter for Dogs.
4. "DOG" means either male or female of the canidae family;
5. "OWNER" means:
 - (a) a Person who has the care, charge, custody, Possession, or control of a Dog;
 - (b) a Person who owns or claims a proprietary interest in a Dog;
 - (c) a Person who harbors, suffers, or permits a Dog to be present on any property of the Owner or under that Person's control;
 - (d) a Person who claims and receives a Dog from the custody an animal shelter or a Bylaw Enforcement Officer, or;
 - (e) a Person to whom a license has been issued under Part 2 of this bylaw.
6. "PARKLAND" means all recreational land owned or controlled by the Village, lying within Village limits, and whether improved in whole or in part, and includes natural areas, all bicycle or hiking trails, neighborhood beautification areas, publicly maintained

areas administered by the Village Parks Department, and includes all buildings or other improvements situated on these land areas.

7. "PERSON" includes a partnership, association, or corporation.
8. "POSSESSION" means:
 - (a) Exercising physical or effective control of a Dog;
 - (b) Having been given physical or effective control of a Dog by its Owner for the purpose of controlling the Dog for a specific period of time;
 - (c) Where one or more Persons with the knowledge and consent of the others, has physical or effective control of a Dog, it may be deemed to be in the control of all of them.
9. "PRIVATE PROPERTY" means all property within the Village other than property constituting Public Property.
10. "PUBLIC PROPERTY" means property owned by or under the control and management of the Government of Canada, Government of Alberta, or the Village, contained within the boundaries of the Village.
11. "SCHOOL GROUNDS" means any public or private school and surrounding property that is controlled and maintained by the school and or school board.
12. "TAG" means a current metal or other Tag issued by the Village to an Owner for each Dog he owns, indicating the year for which the fee has been paid, and which bears a number corresponding to a number in the master register book.
13. "VILLAGE" means the Village of BAWLF, in the Province of Alberta;
14. "VIOLATION TICKET" means a ticket issued pursuant to Part 2 of the Provincial Offences Procedure Act, R.S.A. 2000, c. P-34, as amended, and any regulations thereunder;
15. "VIOLATION TAG" means a written notice, in a form approved by the Chief Administrative Office, issued by a Bylaw Enforcement Officer, to advise a Person that a violation of this Bylaw has occurred and that, by payment of a specified amount to the Village Office within a set time period, that Person will avoid prosecution for the offence.

LICENSING OF DOGS – PART 2

1. A resident of Bawlf who is the Owner of any Dog aged six (6) weeks or older shall obtain a license for the Dog from the office of the Village of Bawlf as per Schedule "B".
2. The Owner of every Dog shall, annually, on or before **January** 31st, renew the license for that Dog by submitting to the Village the annual licensing fee, as set out in Schedule "B", along with any other information as may be required by the Village. A license shall be

valid only for the year for which it was issued, regardless of actual date upon which the license was purchased;

3. Upon receipt of payment of the license fee for each Dog, a Tag indicating the year for which the fee has been paid and marked with a number corresponding to the number assigned to the Dog in the master register book, shall be issued to the Owner;
4. Every Owner shall provide his Dog with a collar to which the Owner shall affix the Tag for such Dog and the Owner shall ensure that the collar and Tag are worn during those occasions when the Dog is not on the Owner's premises;
5. In case a Dog license Tag is lost or destroyed, a duplicate or replacement will be issued by the Village upon payment of the sum of ten dollars (\$10.00) by the Owner and provided the Owner can present a receipt of payment of the license fee for the current Dog license year or the Village administrative records indicate such payment was made;
6. Licenses and Tags are not transferable from one Dog to another and no refund shall be made on any paid up Dog license fee because of the death or sale of the Dog or upon the Owner's leaving the Village before expiration of the license period;
7. Any Person that becomes the Owner of a Dog licensed under this Bylaw shall report the change of ownership to the licensing department of the Village and the Village shall transfer ownership of the license to that Person, but no additional license fee shall be owing by that Person to the Village for the year for which that license was purchased;
8. A registered guide Dog owned by a blind Person shall be issued a license free of charge.

OFFENCES AND RESPONSIBILITY OF OWNER – PART 3

1. A resident of Bawlf who is the Owner of a Dog is guilty of an offence if he fails to obtain a license for such Dog.
2. The Owner of a Dog is guilty of an offence if such Dog:
 - (a) runs At Large;
 - (b) is without a collar and Tag while off the premises of its Owner;
 - (c) is a Dog in heat and is not confined and housed in the residence of the Owner or in a licensed kennel during the whole of the heat period except for the sole purpose of defecating on the premises of the Owner;
 - (d) defecates on any Public or Private Property other than the property of its Owner and the Owner or Person in control of the Dog fails to immediately remove such defecation. This provision shall not apply to a registered guide Dog while it is assisting a blind Person;

- (e) is on Parkland while not on a leash and controlled by a capable Person. This provision shall not apply to an Owner attending a recognized training or obedience school for training of Dogs at a time or place approved by the superintendent of parks;
 - (f) is on school property unless otherwise permitted or allowed by the School Board;
 - (g) is within a site containing playground apparatus and/or sand play area located on Public or Private Property other than the property of its Owner;
 - (h) barks or howls so as in the opinion of the Bylaw Enforcement Officer based on information gathered to cause an unreasonable disturbance given, but not limited to, location, circumstances, time of day, and duration;
 - (i) upsets or tears up any garbage bags or waste receptacles;
 - (j) damages Public or Private Property;
 - (k) chases any Person, animal, bicycle, or motor vehicle;
 - (l) bites any Person or animal;
 - (m) attacks or injures any Person or animal
3. The Owner of a Dog is guilty of an offence if the Owner:
 - (a) fails to provide identification (driver's license or other government issued identification with a picture) and proof thereof to a Bylaw Enforcement Officer;
 - (b) provides false or misleading information to a Bylaw Enforcement Officer.
 4. The Owner of a Dog is guilty of an offence if they allow any fecal matter to remain on their property or to accumulate to such an extent as to, in the opinion of a Bylaw Enforcement Officer, constitute a nuisance by way of odor, unsightliness, or detrimental impact on the use, enjoyment, or value of nearby properties.
 5. No more than three (3) Dogs shall be harbored, suffered, or permitted to remain upon or in any land, house, shelter, room or place, building structure, or premises within the Village unless:
 - (a) the premises are lawfully used for the care and treatment of Dogs operated by and under the charge of a registered veterinarian;
 - (b) the Owner is the holder of a valid and subsisting development permit to operate a kennel, animal hospital, shelter, pound, or other animal operation as authorized by the Land Use Bylaws;
 - (c) the Dogs in excess of the limit are under six weeks of age and the offspring of a licensed Dog residing at the same location.

RESPONSIBILITIES OF VILLAGE ADMINISTRATION – Part 4

1. The Village of Bawlf shall arrange for a Pound to be established for the keeping and impounding of Dogs and may do so by entering into an Agreement with a Contractor. A Contractor or any such Pound may make rules and regulations for the operation and management of the Pound, provided they are not inconsistent with this Bylaw.
2. The Bylaw Enforcement Officer may seize and impound any Dog found At Large.

3. In the active pursuit of any Dog while that Dog is At Large, any Bylaw Enforcement Officer empowered to apprehend Dogs under this Part is hereby authorized to enter upon any lands surrounding any building at all reasonable times.
4. No Person, whether or not he is the Owner of a Dog which is being or has been pursued or captured shall:
 - (a) Interfere with or attempt to obstruct a Bylaw Enforcement Officer who was attempting to capture or who has captured any Dog in accordance with the provisions of this Bylaw;
 - (b) Unlock or unlatch or otherwise open the motor vehicle in which Dogs captured for impoundment have been placed, so as to allow or attempt to allow any Dog to escape therefrom;
 - (c) Remove or attempt to remove any Dog from the Possession of the Bylaw Enforcement Officer;

RELEASE OF IMPOUNDED DOGS – Part 5

1. The Contractor shall keep all impounded Dogs for a period of no less than three (3) days, not including the day of impounding. Sundays and Statutory holidays shall not be included in the computation of the three (3) day period. During this period any healthy Dog may be redeemed by its Owner, upon payment to the Contractor of:
 - (a) The appropriate license fee when a Dog is not licensed; and
 - (b) Kennel boarding fees as per contract rate for every twenty-four (24) hour period or fraction thereof;
2. At the expiration of the three (3) day period any Dog not redeemed may be destroyed or sold.
3. The Bylaw Enforcement Officer or Contractor shall report any apparent illness, communicable disease, injury, or unhealthy condition of any Dog to a veterinarian and act upon his recommendation. The Owner, if known, shall be held responsible for all expenses so incurred.

PENALTIES – Part 6

1. Any Person who contravenes any provision of this Bylaw is guilty of an offence and is liable on summary conviction to a penalty as set out in Schedule “A” herein and in default of payment of any fine, to imprisonment for up to six (6) months.
2. Notwithstanding Section 1 of this Part of this Bylaw, any Person who commits a second or subsequent offence under this Bylaw within twelve (12) months of committing a first offence under this Bylaw, may be liable to an increased fine as set out in Schedule “A” and in default of payment of any fine, to imprisonment for up to six (6) months.

3. A Bylaw Enforcement Officer is hereby authorized and empowered to issue a Violation Tag to any Person who the Bylaw Enforcement Officer has reasonable and probable grounds to believe has contravened any provision of this bylaw;
4. A Violation Tag may be issued to such Person:
 - (i) either personally;
 - (ii) by mailing a copy to such Person at his last known post office address; or
 - (iii) upon retrieval of such Person's Dog from the Village's Pound;
5. The Violation Tag shall be in a form approved by the Chief Administrative Officer and shall state:
 - (i) the name of the Owner;
 - (ii) the offence;
 - (iii) the appropriate penalty for the offence as specified in Schedule "A" of this Bylaw;
 - (iv) that the penalty shall be paid within twenty-two (22) days of the issuance of the Violation Tag to avoid possible prosecution; and
 - (v) any other information as may be required by the Chief Administrative Officer.
6. Where a Violation Tag is issued pursuant to this Bylaw, the Person to whom the Violation Tag is issued may, in lieu of being prosecuted for the offence, pay the Village the penalty specified on the Violation Tag;
7. Nothing in this Bylaw shall prevent a Bylaw Enforcement Officer from immediately issuing a Violation Ticket.
8. The Bylaw Enforcement Officer may enforce the provisions of this Bylaw, and where a Bylaw Enforcement Officer has reasonable grounds to believe that a provision of this bylaw has been contravened, the Bylaw Enforcement Officer is authorized and empowered to immediately issue a Violation Ticket pursuant to Part 2 of the Provincial Offences Procedures Act, R.S.A. 2000, c. p-34, as amended, to any Person who the Bylaw Enforcement Officer has reasonable grounds to believe is responsible for the contravention.
9. Where a Violation Ticket has been issued to a Person pursuant to this Bylaw, that Person may plead guilty to the offence by submitting to a Clerk of the Provincial Court the specified penalty set out in the Violation Ticket at any time prior to the appearance indicated on the Violation Ticket.
10. The Violation Ticket shall be served upon the Person who is believed to be responsible for the contravention under the Bylaw in accordance with the provisions of the Provincial Offences Procedures Act, R.S.A. 2000, c. P-34, as amended.

SCHEDULE "A"
PENALTIES

	INFRACTION	FIRST OFFENCE	SECOND OFFENCE	THIRD OFFENCE
PART 3				
Section 1	Fail to obtain a dog license	\$75.00	\$150.00	\$300.00
Section 2(a)	Dog runs at large	\$80.00	\$200.00	\$400.00
Section 2(b)	Fail to ensure collar and Current tag worn on dog	\$75.00	\$150.00	\$300.00
Section 2(c)	Fail to confine dog in heat	\$100.00	\$200.00	\$400.00
Section 2(d)	Fail to immediately remove dog's defecation	\$100.00	\$200.00	\$400.00
Section 2(e)	Dog on parkland while not on a leash	\$80.00	\$200.00	\$400.00
Section 2(f)	Dog on school property	\$80.00	\$200.00	\$400.00
Section 2(g)	Dog in playground or sand area	\$80.00	\$200.00	\$400.00
Section 2(h)	Dog barks or howls so as to disturb any person	\$100.00	\$200.00	\$400.00
Section 2(i)	Dog upsets or tears up garbage or waste receptacles	\$100.00	\$200.00	\$400.00
Section 2(j)	Dog damages public or private property	\$150.00	\$300.00	Court
Section 2(k)	Dog chases any person, animal, bicycle, or motor vehicle	\$200.00	\$400.00	Court
Section 2(l)	Dog bites any person or animal	Court	Court	Court
Section 2(m)	Dog attacks or injures any person or animal	Court	Court	Court
Section 3(a)	Fail to provide identification	\$200.00	\$400.00	Court
Section 3(b)	Providing false or misleading information	\$200.00	\$400.00	Court
Section 4	Allow dog's fecal matter to accumulate on property	\$100.00	\$200.00	\$400.00

Section 5	Harboring, suffering, or permitting more than three dogs at a residence.	\$100.00	\$200.00	\$400.00
PART 4				
Section 4(a)	Interfering with a Bylaw Enforcement Officer	\$200.00	\$400.00	Court
Section 4(b)	Unlocking or unlatching a vehicle with an impounded dog	\$200.00	\$400.00	Court
Section 4(c)	Removing or attempting to remove a dog from the possession of a Bylaw Enforcement Officer	\$200.00	\$400.00	Court

SCHEDULE "B"

Licensing fees for Dogs in the Village of Bawlf, Alberta are as follows:

Fifteen dollars (\$30.00) for spayed / neutered Dogs and forty dollars (\$50.00) for non-spayed / non-neutered Dogs if purchased on or before January 31 of the current year.

Twenty-five dollars (\$40.00) for spayed / neutered Dogs and fifty dollars (\$60.00) for non-spayed / non-neutered Dogs if purchased after January 31 of the current year.

Replacement tags can be purchased for ten dollars (\$10.00) / tag.

This schedule comes into effect this 21st day of October, 2015.

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	October 21, 2015
Originated By:	Tracy M. Stewart-Acting CAO
Title:	Fortis Alberta Franchise Fee – Increase/Decrease/Remain Same

BACKGROUND/PROPOSAL:

Each year Fortis Alberta requests that every Municipality to respond in writing with their decision to either increase, decrease or keep their franchise fee the same.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Each Municipality has the option to adjust their franchise fee percentage annually. The percentage increase must not go over our current Franchise Fee cap of 20% that was determined by our Council during the agreement negotiations.

COSTS/SOURCE OF FUNDING (if applicable)

RECOMMENDED ACTION:

That Bawlf Council discuss and direct Administration on how they would like to proceed with the Fortis Alberta Franchise Fee Adjustment.

Village of Bawlf

From: Law, Kayla <kayla.law@fortisalberta.com>
Sent: September-11-15 3:00 PM
To: kgenio@bawlf.com
Cc: Burden, Rick
Subject: FortisAlberta Franchise Fee Calculator & Information - Must return by November 1,2015
Attachments: Franchise fee AD 2015-2016.docx; Franchise Fee fax Cover 2015 -2016.doc; 2015 -2016 Franchise Calculator - Bawlf.xlsx
Importance: High

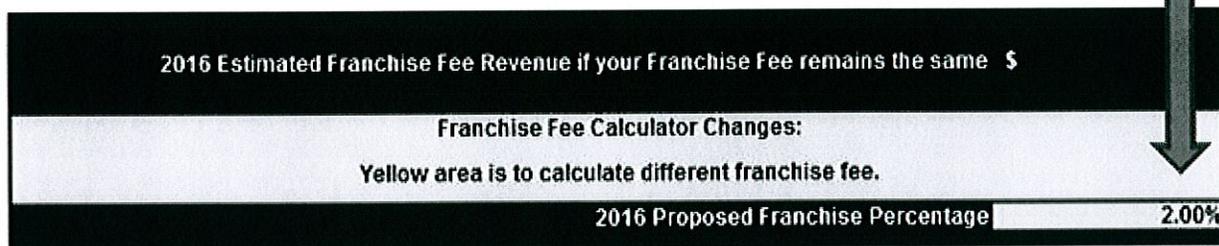
Good Afternoon,

Each year FortisAlberta requests every municipality that has a Franchise Agreement to respond in writing with their decision to either **increase, decrease or keep their franchise fee the same.**

As per Article 5 of the Electric Distribution System Franchise Agreement, the municipality has the option to adjust the franchise fee percentage annually upon written notice to FortisAlberta. The percentage increase **must not go over your current Franchise fee cap (see calculator for Franchise Fee & Cap percentage).** This was determined by your council during the negotiations of the FortisAlberta franchise agreement.

Attached you will find the FortisAlberta Franchise Fee Calculator specific to your municipality. The spreadsheet is intended to assist in determining the estimated revenue forecast from the Franchise Fee.

By changing the Franchise Fee percentage (**yellow box**) on the first tab of the spreadsheet.



2016 Estimated Franchise Fee Revenue if your Franchise Fee remains the same \$	
Franchise Fee Calculator Changes:	
Yellow area is to calculate different franchise fee.	
2016 Proposed Franchise Percentage	2.00%

You can view the impact to an average residential bill (on the bottom left corner you will see the residential tab).

Financial Impacts < Residential Bill Impact < Franchise Fees YOY

By changing this field (yellow box), the spreadsheet will update automatically to reflect the estimated revenue to be collected by the municipality.

On the third tab: Franchise Fees YOY you can find how much revenue your municipality has collected since 2013.

(Please note: The Distribution Tariff revenues shown is an estimate only, and this is subject to change dependent on several factors, including but not limited to; fluctuations in the amount of electrical services within the municipality and their electrical consumption increasing or decreasing, , and/or changes to Transmission or Distribution rates and riders. We have supplied a calculator on the spreadsheet to assist you with the impact this increase will have on your Franchise Fee should the increase be approved by the AUC).

The following timelines are important in order to ensure your Franchise Fee changes become effective January 1, 2016:

1. Prior to **November 1st 2015** your Council should review and approve the proposed 2016 franchise fee percentage.
2. If your Council is proposing an increase or a decrease, a resulting impact to the customer's annual billings is required to be advertised in the **local newspaper having the widest circulation** within your municipality for **two consecutive weeks**. *(Please use the sample advertisement that is attached).*
3. If increasing your franchise fee the fee **must not** go over your current **Franchise Fee Cap**.
4. By **November 1st, 2015**, a (clear) copy of the advertisements, the date(s) and place of publication, is to be **faxed to Kayla Law: 1-780-464-8398 or e-mailed to kayla.law@fortisalberta.com**.
5. If Council decides to keep its current franchise fee, please fax or email their decision to Kayla Law
Fax - 1-780-464-8398 or
e-mail to kayla.law@fortisalberta.com

Any late, inaccurate or incomplete responses will be subject to late AUC approval and could cause your new franchise fee to not be effective until April 1, 2016.

If you have any questions or concerns, please do not hesitate to contact myself or your Stakeholder Relations Manager.

Thank you.

Kayla Law | Stakeholder Relations Advisor

FortisAlberta | 100 Chippewa Road, Sherwood Park AB. T8A 4H4 | Tel: 780-464-8816 | Cell: 780-554-4888 | Fax: 780-464-8398



Sample Advertisement

FRANCHISE FEE INCREASE NOTICE

Please be advised that the (Town) (City) (Village) (Summer Village) of _____ is proposing to increase the local access fee, which is charged to FortisAlberta Inc. (FortisAlberta) for use of municipal lands for its power lines effective January 1, 2016*.

The fee is recovered by FortisAlberta from its customers as the local municipal access fee on electric billings of all customers that receive electric service in the (Town) (City) (Village) (Summer Village). This local access fee will be increased from \$1.94 (5%)* to \$2.50 (7%) of the delivery charge of FortisAlberta, excluding energy related riders. This calculation is based on 625kWh consumption in 30 days.

Questions or concerns should be directed to _____ (Name),
_____ (Position) at (____) _____ (Phone Number).

Thank you.

**Your advertisement must include the full date*

***Your advertisement must have the \$ amount and the % amount*

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	October 21, 2015
Originated By:	Tracy M. Stewart-Acting CAO
Title:	Parkland Regional Library 2016 Budget Approval

BACKGROUND/PROPOSAL:

The Parkland Regional Library Board requests that your council approves of the 2016 budget and notifies PRL before November 1st so that any budget revisions can be addressed at the PRL Board meeting on November 5th.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Particular attention should be paid to the first few pages of the *Notes for the Parkland Regional Library Budget 2016*. This section of the document provides important information on PRL's budgeting process and future plans relating to the budgeted.

COSTS/SOURCE OF FUNDING (if applicable)

n/a

RECOMMENDED ACTION:

That Bawlf Council approve the Parkland Regional Library's 2016 Budget.



Proposed Budget 2016

Proposed 2016 Budget
PARKLAND REGIONAL LIBRARY

	Present Budget	Proposed Budget
	2015	2016
INCOME		
1 Provincial Grant	916,888	963,195
2 Membership Fees	1,584,127	1,637,910
3 Rural Library Services Grant	425,952	428,077
4 Interest Income	45,000	40,000
TOTAL INCOME	2,971,967	3,069,182
LIBRARY MATERIALS		
1 Book Allotment PRL	266,416	271,260
2 Rural Library Services Grant	425,952	428,077
3 Cataloguing Tools	4,000	3,700
4 Large Print Books	13,000	13,000
Econtent		
5 eContent materials Allotment	0	38,500
6 eContent Platform fees, Subscriptions	46,500	27,000
7 Periodicals	2,000	1,800
8 Audio Book Materials	5,500	5,500
9 Reference Materials	6,000	6,000
10 Programming Boxes	500	750
11 Library Computers	61,481	68,648
TOTAL LIBRARY MATERIALS	831,349	864,235
COST OF SERVICES		
1 Audit	16,500	15,000
2 Bank expenses	500	500
3 Bank Investment Fees	4,500	4,500
4 Building-Repairs/Maintenance	26,000	28,000
5 Communications/Marketing/Advocacy	5,000	5,000
6 Computer Maint.Agree. Software licenses	127,875	149,560
7 Continuing Education	20,000	20,000
8 Dues/Fees/Memberships	10,500	11,000
9 Equipment - Lease/Rental/Maint.	6,100	0
10 Freight	7,500	7,500
11 Insurance	15,500	15,500
12 Internet Connection Fees	16,800	20,160
13 Janitorial expense	27,500	27,500
14 Legal/Consulting/Advocacy	2,000	2,000
15 Outlets - Contribution to Operating	800	800
16 Photocopy	6,500	9,000
17 Postage	5,000	5,000
18 Postage Reimbursement	3,000	3,500
19 Promotion/Trade Shows/Publicity	5,500	6,500
20 Recruitment/Advertising	1,500	1,500
21 Salaries	1,372,931	1,392,944
22 Salaries - Employee Benefits	281,451	299,483
23 Supplies/Stationery/Processing/Recon	40,000	40,000
24 Telephone	14,000	13,000
25 Travel	13,000	13,000
26 Trustee expense	21,000	21,000
27 Utilities	37,661	37,000
28 Vehicle expense	41,000	41,000
29 Workshop/Training expense	11,000	15,000
TOTAL COST OF SERVICES	2,140,618	2,204,947
TOTAL Expenses (library materials & cost of service)	2,971,967	3,069,182
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUIRED	7.73	7.88

2%

Notes for the Parkland Regional Library Budget 2016

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

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

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

PRL's budget projections for 2016 use the information supplied by the Public Library Services Branch, Alberta Municipal Affairs. For this year, we project that the provincial operating grant to regional systems will have an increase of \$.10 per capita to \$4.70 per capita and \$5.55 per capita for the rural library service grant. We also assume that grant levels will be based on 2014 population statistics.

The budget for 2016 is a very conservative budget with respect to operations. Despite the increased software licensing costs, projected savings in other areas of operations mean the budget for 2016 reflects an increase of only 2% (down from last year's projected increase of approximately 4.5%).

Points within the budget to note include:

Under Income:

- For budgeting purposes, the provincial operating grant for regional systems is calculated using 2014 population statistics and a \$.10 increase to \$4.70 per capita (line 1).

Under Library Materials:

- The eContent Materials Allotment line has been created to track eContent purchases such as ebooks and eAudiobooks (see line 5).
- The eContent Platform Fees, Subscriptions line has been created to pay for items such as databases or platform fees necessary to access resources such as Zinio (see line 6).
- Library Computers (line 11) has increased slightly to pay for computers for member libraries.

Under Cost of Service

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

- Line 6, Computer Maint. Agree. Software licenses has increases to account for the rising costs associated with the Microsoft suite for PRL and member library computers software, PRL's management of wireless networks, computer desktops for member libraries, and costs associated with maintaining the new websites for both PRL and member libraries.
- Line 9, Equipment – Lease/Rental/Maint is for our mailing scale and postage meter which is being eliminated after our current contract in late 2015. Use of regular letter post has been declining and staff will use online options for calculating costs for mailing packages.
- Line 12, Internet Connection Fees, is being increased with planned internet bandwidth increases based on projected demand.
- Line 16, Photocopy, has been increased due to our communications plan and efforts. Budget increases reflect current actual costs plus some estimations for increased printing in 2016.
- The lines for staff salaries and benefits have been increased in 2016. See lines 21 and 22. Line 21 supports the wage and salary grid with its incremental increases.

In section 1 of the Budget Supplement document, you will see there is no vehicles being purchased in 2016. In the same section, there are two transfers from the Technology reserve of \$47,550 to pay for routine, planned PRL computer hardware purchases, and another \$86,000 to pay for computers for member libraries.

In section 3 of the Budget Supplement is the amount that will be transferred into the Technology Reserve (\$68,648).

Section 5 of the Budget Supplement shows no transfers from operating to build reserves. Given our current reserve levels, we have temporarily suspended budgeting for the Vehicle and Technology Reserves.

Section 6 of the Budget Supplement, shows the estimated amount needed to cover off the amortization expense for purchases made prior to Dec 31, 2008 before the Amortization Reserve was created.

Due to the current level of work in Technical Services, one cataloguing position has been eliminated from the budget permanently.

Last year a librarian position was eliminated.

It may become difficult in the long term to support the 2.5% or 5% incremental increases in our salary grid even though wages are not outside of industry standards. Some staff have expressed concern about low wages.

It is also worth noting that in the expense portion of our budget (Library Materials and Cost of Services) staff have been able to reduce costs in six budget lines and hold costs at previous year levels in a further eighteen lines.

Brief Notes – September 2015

INCOME

1. Estimate, based on the announcement from Public Library Services Branch (PLSB)
2. Estimated requisition to municipalities to balance budget
3. Estimate, based on the announcement from PLSB
4. Reduced to reflect the anticipated returns on investments

LIBRARY MATERIALS

1. Reflects allotment rate of \$1.30 per capita for 2016
2. Estimate, based on the announcement from PLSB
3. Based on actual with a slight decrease in 2016
4. Held at the 2015 amount
5. New line created to reflect materials allotment for the purchase of eContent
6. New line to pay for licenses and subscriptions for, but not limited to, databases and platform fees
7. Reduced slightly in 2016
8. Held at the 2015 amount
9. Held at the 2015 amount
10. Increased slightly in 2016
11. Line increased slightly – used as balancing line for the budget

COST OF SERVICES

1. The fee for 2016 is estimated as the service will be tendered in May 2016 for period of 2016-2018
2. Held to \$500 to cover the cost of cheques – the direct deposit payroll services are now paid due to our tendering process
3. Held at \$4,500
4. Increased in 2016 - based on four-year averages
5. Line used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards – held at 2015 level
6. For software maintenance agreements and subscriptions - line increases to account for the rising costs associated with Horizon maintenance fees due to purchasing additional enhancements, the new maintenance fee for our website, the Microsoft suite for PRL and member library computers software, PRL's management of wireless networks and computer desktops for member libraries
7. Held at \$20,000
8. Increased slightly to \$11,000 – to cover PRL's cost to belong to member organizations
9. Eliminated – postage expenses have been declining and staff will use online options for preparing items for mailing
10. Held at \$7,500
11. Held at \$15,500 based on estimates
12. Based on a contract with Platinum – increased to cover expended demand for additional internet bandwidth
13. Held at \$27,500 – includes snow removal and yard maintenance
14. Line used to pay for external consultants and cover legal fees – held at 2015 level
15. Held at \$800
16. Increased due to account for new initiatives for communications, marketing, and advocacy
17. Based on actual – held at 2014 level
18. Increased by \$500 due to an increase in use of the ship to patron service
19. Increased by \$1,000 to cover increased costs
20. Held at \$1,500
21. Increased to reflect predicted staff salary costs based on current staff levels
22. Increased to reflect predicted staff benefits costs based on current staff levels
23. Based on a six year review and using an average with an increase for non-asset technology purchases required, held at 2015 level of \$40,000
24. Reduced slightly by \$1000 to reflect actual costs as some savings were found
25. Held at \$13,000
26. Held at \$21,000
27. Based on five-year averages – reduced slightly
28. Based on anticipated maintenance costs for three vehicles and fuel with a cushion to account for fluctuations in fuel prices – held at 2015 level of \$41,000
29. Increased to \$15,000 due to estimated costs mostly associated with projects for training library managers and staff, and increased conference expenses

Complete Notes to the 2016 Budget

Proposed 2016 Budget

PARKLAND REGIONAL LIBRARY

Present
Budget

INCOME

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

2015	2016
916,888	963,195
1,584,127	1,637,910
425,952	428,077
45,000	40,000
2,971,967	3,069,182

TOTAL INCOME

Income – line details

- 1. Provincial Grant:* for budgeting purposes, the provincial operating grant rate for regional systems is based on the announcement from the Public Library Services Branch (PLSB) that the grant for regional systems will be calculated using 2014 population statistics and a \$.10 increase to \$4.70 per capita - this rate is subject to change annually.
- 2. Membership Fees:* \$7.88 per capita – requisition to municipalities to balance budget.
- 3. Rural Library Services Grant:* grant received from Alberta Municipal Affairs for service to rural residents, based on the membership in PRL of municipalities and municipal districts which do not appoint a library board – grant passed directly to libraries, as directed by these municipalities; based on the announcement from the Public Library Services Branch (PLSB) that the grant will be calculated using 2014 population statistics and a \$.10 increase to \$5.55 per capita – see line 2 under Library Materials.
- 4. Interest Income:* estimate based on the returns from the RBC Dominion investment program, the Servus Credit Union short-term investments, and current bank account – reduced to reflect the anticipated returns on investments.

LIBRARY MATERIALS		2015	2016
1	Book Allotment PRL	266,416	271,260
2	Rural Library Services Grant	425,952	428,077
3	Cataloguing Tools	4,000	3,700
4	Large Print Books	13,000	13,000
	Econtent		
5	eContent materials Allotment	0	38,500
6	eContent Platform fees, Subscriptions	46,500	27,000
7	Periodicals	2,000	1,800
8	Audio Book Materials	5,500	5,500
9	Reference Materials	6,000	6,000
10	Programming Boxes	500	750
11	Library Computers	61,481	68,648
	TOTAL LIBRARY MATERIALS	831,349	864,235

Library Materials Expenditures - line details

- 1. Book Allotment PRL:* reflects allotment rate of \$1.30 per capita.
- 2. Rural Library Services Grant:* provincial grant received by PRL for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as determined by the municipalities – see line 3 under income.
- 3. Cataloguing tools:* based on actual with a slight decrease – includes a number of electronic resources such as Library of Congress classification web, Web Dewey, and BookWhere; in addition to print materials such as LCSH/DDC, all of which are used to prepare books for libraries.
- 4. Large Print Books:* held steady at 2015 level.

5. eContent Materials

Allotment:

to allocate funds to allotment for 3M eBooks, Zinio Magazines, One Click digital eAudiobooks, and a small top up amount for Hoopla.

6. eContent Platform fees and Subscription fees:

platform fee for 3M ebooks, Novelist, Novelist Select and the TAL core databases.

7. Periodicals:

held at 2015 level; includes public performance rights licensing fee.

8. Audiobook Materials

held at 2015 level – to support the physical audio collection.

9. Reference Materials:

held at 2015 level – to purchase limited amounts of reference material for use by PRL staff and member libraries. eResources for reference and professional development purposes can also be purchased using this line.

10. Programming Boxes:

increased to refresh and build new boxes such as Maker Space kits to use for programming in member libraries.

11. Member Library

Computers (New):

income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected.

COST OF SERVICES		2015	2016
1	Audit	16,500	15,000
2	Bank expenses	500	500
3	Bank Investment Fees	4,500	4,500
4	Building-Repairs/Maintenance	26,000	28,000
5	Communications/Marketing/Advocacy	5,000	5,000
6	Computer Maint.Agree. Software licenses	127,875	149,560
7	Continuing Education	20,000	20,000
8	Dues/Fees/Memberships	10,500	11,000
9	Equipment - Lease/Rental/Maint.	6,100	0
10	Freight	7,500	7,500
11	Insurance	15,500	15,500
12	Internet Connection Fees	16,800	20,160
13	Janitorial expense	27,500	27,500
14	Legal/Consulting/Advocacy	2,000	2,000
15	Outlets - Contribution to Operating	800	800
16	Photocopy	6,500	9,000
17	Postage	5,000	5,000
18	Postage Reimbursement	3,000	3,500
19	Promotion/Trade Shows/Publicity	5,500	6,500
20	Recruitment/Advertising	1,500	1,500
21	Salaries	1,372,931	1,392,944
22	Salaries - Employee Benefits	281,451	299,483
23	Supplies/Stationery/Processing/Recon	40,000	40,000
24	Telephone	14,000	13,000
25	Travel	13,000	13,000
26	Trustee expense	21,000	21,000
27	Utilities	37,661	37,000
28	Vehicle expense	41,000	41,000
29	Workshop/Training expense	11,000	15,000
TOTAL COST OF SERVICES		2,140,618	2,204,947

Cost of Services – line details

1. *Audit:* 2016 based on actual then estimated.
2. *Bank Expenses:* held at \$500 to cover the cost of cheques.
3. *Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on actual charges – held at 2015 level.
4. *Building-Repair/Maintenance:* based on repairs expected in aging building with known ongoing problems – increased slightly in 2016 based on four-year averages.
5. *Communications/Marketing/Advocacy:* this line is used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards – held at 2015 level.
6. *Computer Maint. Agree. Software Licenses:* for software maintenance agreements and subscriptions – line increased to account for the rising costs associated with, but not limited to, the Microsoft suite for PRL and member library computer software, website software, PRL’s management of wireless networks and desktop computers for member libraries, and new licensed services for the Horizon integrated library system.
7. *Continuing Education:* funds to attend the Alberta Library Conference, plus other conferences, workshops, seminars, technology courses, and other continuing education activities – held at \$20,000.
8. *Dues/Fees/Memberships:* memberships may include, but are not necessarily limited to: LAA, ALTA, AALT, PLA, AAMD&C, ALA, APLAC, and TAL – based on actual, with a modest increase in 2016 to cover higher costs then held.
9. *Equipment –Lease/Rental /Maint.:* reflects elimination of line – outgoing postage has been declining and staff will be cancelling the lease agreement for PRL’s postage machine and using other online options.
10. *Freight:* vendor freight costs for allotment, in-house collections and shipment of computers for repairs and/or replacement parts held at 2015 level.
11. *Insurance:* includes the building, contents, outlet contents, general liability, bond and crime – held using an average of actual costs.

12. *Internet Connection Fees:* for internet service provision to Parkland HQ and member libraries – based on a contract with Platinum – increased to meet anticipated demands for additional bandwidth.
13. *Janitorial Expense:* held at 2015 level – also includes snow removal and yard maintenance.
14. *Legal/Consulting/Advocacy:* line used to pay for external consultants and cover legal fees – held at 2015 level.
15. *Outlet - Contribution to Operating:* amounts set by board policy, up to \$200 annually, if local library outlet sponsor provides matching funds – held at \$800.
16. *Photocopy:* has been increased due to our communications plan – reflects actual costs plus some estimations.
17. *Postage:* based on actual held at 2015 level.
18. *Postage Reimbursement:* increased slightly, based on actual – reflects increased use of the “ship to patron” service.
19. *Promotion/Trade Shows/Publicity:* increased, includes, but not limited to, printing systems’ brochures and hospitality expenses for ALC, AUMA, AAMD&C, and LGAA conventions, plus gifts/donations, flowers for libraries’ anniversaries, and promotional items.
20. *Recruitment/Advertising:* line used for advertising job vacancies, assisting prospective candidates with travel costs for interviews, and new employees with moving expenses where needed – line held at \$1,500.
21. *Salaries:* increased on the basis of expense estimation at maximum level, the budget reflects the possibility of all eligible staff members moving up on the grid after receiving a satisfactory performance appraisal.
22. *Salaries-Employee Benefits:* increased on the basis of all eligible staff members being provided full benefits including LAPP and Blue Cross.

23. *Supplies/Stationery Processing/Recon:* includes, but not limited to, book-related supplies as well as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, building supplies, and stationery supplies, small non-capital IT items as needed such as monitors and bar code scanners – based on a six year review and held at 2015 level.
24. *Telephone:* includes line charges, toll free numbers, outgoing fax, mobile telephones, and long distance costs – reduced slightly to \$13,000 based on saving found in contract and reduction of staff cell phones.
25. *Travel:* includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement to staff when not using the PRL passenger staff vehicle) – based on estimates, held at \$13,000.
26. *Trustee Expense:* includes costs for a 10 member executive committee meeting approximately 8 or 9 times a year, and 4 trustees attending the Alberta Library Conference; additional expenses include \$100 half day/\$200 full day honorarium and mileage reimbursement is paid for committee meetings (includes meetings the board chair attends such as the Systems Directors and Chairs meetings) – held at \$21,000.
27. *Utilities:* based on five-year averages – held at \$37,000.
28. *Vehicle Expense:* includes fuel with a cushion to account for fluctuation in fuel prices, insurance, and repairs for two cargo vans and a vehicle for staff use – based on 2015 level \$41,000.
29. *Workshop/Training:* increased to \$15,000 – includes costs for all workshops and training activities hosted or planned by PRL staff for member libraries regardless of whether they are held at PRL or other locations; increased due to meet anticipated costs, especially the rental of facilities for events not held at Parkland.

Proposed 2016 Budget
PARKLAND REGIONAL LIBRARY

Present
Budget

INCOME

TOTAL INCOME

TOTAL LIBRARY MATERIALS

TOTAL COST OF SERVICES

TOTAL EXPENSES

Surplus/Deficit

AMOUNT PER CAPITA REQUIRED

	2015	2016
	2,971,967	3,069,182
	831,349	864,235
	2,140,618	2,204,947
	2,971,967	3,069,182
	0	0
	7.73	7.88

2%

Budget Supplement

Explanation points to the 2016 Budget dealing with Capital Assets, Amortization and Reserves.

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

Historically when PRL prepared its budget, the monies collected to pay for computer related purchases and vehicle purchases are moved directly into the Technology and Vehicle Reserves.

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

There are no planned vehicle purchases in 2016.

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

Parkland Regional Library

Budget Supplement - Movement of Funds

Explanation points to the 2016 Budget dealing with Capital Assets, Amortization and Reserves
 In passing the budget you agree to the movement of funds between reserves and operating as defined below and based on policy. Capital assets will now be purchases from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2016	
Amortization Reserve		
Anticipated funds required to cover current portion of amortization expense from prior years (Jan 1, 2009 forward)	65,291.00	A
<i>(actual amount will be affected by asset disposals during the year)</i>		
Vehicle Reserve		
Anticipated funds required to purchase new vehicles	0.00	B
<i>(actual amount will be based on exact purchase price in the year)</i>		
Technology Reserve		
Anticipated funds required to purchase PRL computer hardware	47,550.00	B
Anticipated funds required to purchase member library computers	86,000.00	E
Anticipated funds required to purchase member libraries Wireless equipment	0.00	E
Anticipated funds required to purchase member libraries SuperNet CED units	0.00	E
<i>(actual amount will be based on exact purchase price in the year)</i>		
	198,841.00	
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price	0.00	C
<i>(actual amounts will be based on exact selling price in the year)</i>		
	0.00	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - Vehicle purchases	0.00	B
Residual Amortization anticipated - Technology purchases	33,285.00	B
<i>(actual amounts will be based on exact purchase amounts in the year)</i>		
Vehicle Reserve		
Proceeds from the sale of vehicles	0.00	C
<i>(actual amounts will be based on exact selling price in the year)</i>		
Technology Reserve		
Budgeted for member library computers	68,648.00	E
	101,933.00	

4 CAPITAL ASSET EXPENSE ALLOCATION		
Current Amortization estimated – Vehicle purchases	0.00	B
Current Amortization estimated – Technology purchases	14,265.00	B
<i>(actual amounts will be based on exact purchase amounts in the year)</i>		
Amortization - Capital asset expense		
Amortization expense anticipated from prior years (Jan 2009 forward)	65,291.00	A
<i>(actual amount will be affected by asset disposals during the year)</i>		
	79,556.00	
5 Budgeted expense to build reserves and use for current and ongoing capital purchases		
Vehicle Reserve		
Policy budget item – movement of \$5,000 per vehicle to the Vehicle Reserve	0.00	D
Technology Reserve		
Policy budget item – to fund Technology purchases	0.00	D
	0.00	
6 Unrestricted Operating Fund - as needed to balance at year end		
Current Amortization expense anticipated – purchases from years previous to Dec 31, 2008	21,008.00	F
<i>(actual amounts will be based on exact disposals amounts in the year)</i>		

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	October 21, 2015
Originated By:	Tracy M. Stewart-Acting CAO
Title:	Camrose and District Victim Services Donation Request

BACKGROUND/PROPOSAL:

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

Camrose and District Victim Services is a not for profit organization governed by a volunteer Board of Directors, with one staff member.

In order to maintain the services they provide and to meet granting obligations, they are required to annually apply for a grant from the victims of Crime Fund to support the needs of their unit. In addition to this, they seek support from the communities we serve to help make ends meet.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

At this time, they are requesting a \$1,000 donation.

We did donate \$1,000 in November of 2014 and we do have room in the 2015 budget.

COSTS/SOURCE OF FUNDING (if applicable)

\$1,000

RECOMMENDED ACTION:

That Bawlf Council discuss the donation request and direct Administration on their response to Camrose and District Victim Services.



SUPPORT · INFORM · REFER

Camrose and District Victim Services

6220-48 Ave, Camrose Alberta, T4V 0K7

780-672-4570- Camrose Police Service

780-672-3342- Camrose RCMP

victimservices@camrose.ca

RECEIVED
SEP 30 2015

September 24, 2015

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

Dear Mayor & Council;

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

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

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

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

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

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

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

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

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

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

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

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

Sincerely



Danny Hertel
Chair, Camrose & District Victim Services

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

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	October 21, 2015
Originated By:	Tracy M. Stewart-Acting CAO
Title:	2016 Pre-Budget & 5 Year Plan Meeting Date

BACKGROUND/PROPOSAL:

To ensure that we are staying on top of Village maintenance and requirements for 2016, I would like to co-ordinate a pre-budget/5 year plan meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Meeting will include Council, Administration and Public Works.

Date of Meeting: Wednesday October 28, 2015 2 7:00pm

COSTS/SOURCE OF FUNDING (if applicable)

RECOMMENDED ACTION:

That Bawlf Council discuss and agree on the above date for a 2016 Pre-Budget/5 Year Plan Meeting.

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	October 21, 2015
Originated By:	Tracy M. Stewart-Acting CAO
Title:	Fall General Meeting Date

BACKGROUND/PROPOSAL:

One of the biggest complaints around the Village is that residents feel they are not kept in the loop enough.

We try to keep them informed by way of information in the Village Voice, on our website and at our AGM.

We feel it is a good idea to hold a Fall General Meeting to inform everyone of changes, improvements and near future changes.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Council should design the information to be included in the Agenda with assistance from Administration.

Suggested dates would be November 4th or November 18th.

COSTS/SOURCE OF FUNDING (if applicable)

Hall rental	\$100
Beverages/Snacks	\$50

RECOMMENDED ACTION:

That Bawlf Council discuss and agree on an appropriate date to hold a Fall General Meeting at the Lions Community Centre.

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	October 21, 2015
Originated By:	Tracy M. Stewart-Acting CAO
Title:	2015 Service Levels

BACKGROUND/PROPOSAL:

Each year Council should be reviewing the current Service Levels and determining whether or not changes should be made.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

COSTS/SOURCE OF FUNDING (if applicable)

n/a

RECOMMENDED ACTION:

That Bawlf Council review and discuss the 2015 Service Levels and advise Administration of any changes they would like made.

Village of Bawlf



2015

Service Levels

Approved by Village Council: January 21, 2015

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I. Purpose of Council and Staff

The purpose of the Council and staff is to:

1. provide good government,
2. provide services, facilities and other things that in the opinion of the Council, are necessary or desirable for all or a part of the community, and
3. develop and maintain a safe, viable and sustainable community.

II. Legislative Services

A mayor and four councillors govern the Village of Bawlf and determine the goals, objectives and directives for the common good of all citizens.

The Council is responsible for:

1. developing and evaluating the policies and programs of the municipality,
2. ensuring that the powers, duties and functions of the municipality are appropriately carried out, and
3. carrying out the powers, duties and functions expressly given to it under the Municipal Government Act, or any other enactment.

The mayor and councillors may be appointed to various boards and committees to assist the Village in achieving its objectives and fulfilling regional responsibilities.

III. Employee Empowerment

The Service Levels provide direction and consistency in the way employees offer service to the community.

Service Levels are meant to be adhered to; however, they are not intended to cover every circumstance that an employee may face.

Employees are expected to use their best judgement when faced with a circumstance where making an exception to a level of service appears to be in the best interest of the organization. These exceptions should be reported to the Village Manager at the earliest reasonable opportunity.

IV. Administration

The Administration area provides administrative services in meeting the needs of the Village's citizens and others who interact with the Village.

These services include:

- Council Support
- Municipal Elections
- Municipal Census
- Secretarial
- Filing Systems
- Information Technology
- Development
- Liaison with Library
- Accounts Payable
- Accounts Receivable
- Assessment/Taxes
- Payroll
- Utility Billings
- Communication to Citizens
- Budgeting
- Financial Reporting
- Annual Audit
- Investments
- Insurance
- Human Resources

V. Protective Services

The Protective Services area provides services in three major areas:

A. Fire Department

The local Fire Department is a volunteer organization lead by the Fire Chief and Deputy Fire Chief. The local department serves the village as well as the surrounding area on behalf of Camrose County. A funding agreement outlines the cost sharing between the Village and the County.

B. Bylaw Enforcement

Bylaw Services are contracted to an external agency and include twice monthly patrols and follow up that may include notices, tickets, letters, etc.

C. Disaster Services

The Village has entered into a Regional Emergency Services Agreement with Camrose County. The Director of Disaster Services and the Deputy Director of Disaster Services are volunteer positions.

D. Emergency Services

A committee has been formed to review the feasibility of a Regional Emergency Management Services Liaison position for the municipalities within the Camrose County region.

** Police and Ambulance Services are provided by external agencies.

VI. Roads and Public Works

The Roads and Public Works area provides the following services:

A. Roads and Sidewalks

1. Roadways are inspected and potholes are repaired on an ongoing basis.
2. Asphalt cracks are repaired once per year.
3. Asphalt patching is completed as required.
4. Gravel is added to village roadways and back alleys as required.
5. The cemetery road east of the village is re-gravelled every 2-3 years, as required.
6. Roadways are graded on a regular basis.
7. Back alleys are graded as required.
8. Damaged sidewalks are removed in residential areas as needed and replaced with seed or sod.
9. Sidewalks are repaired in the commercial areas as required.
10. Paved roadways are swept once per year in spring.
11. Gutters are cleaned once per year in spring.
12. Vrolson Road and Railway Avenue are reviewed annually for the need for dust control.

B. Building, Vehicle and Equipment Maintenance

1. All Village owned buildings (ie. Village Office, Fire Hall, Public Works Shop and Storage Shed, Water Reservoir, Lift Station, Well House, Outdoor Rink Building, Historic Fire Hall and Jubilee Park Concession and Toilets) are checked and maintained on a regular basis.
2. Village owned vehicles are maintained as required with an annual CVIP on the 2 ton truck and oil changes done every 5,000kms on the 2 ton and F150..
3. Public works and parks equipment is maintained as follows:
 - a. Bobcat – service check completed every 250 hours; greased every 10 hours.
 - b. Tractor – service check completed every 250 hours; greased every 10 hours.
 - c. Mowers – service check completed every 250 hours; greased every 10 hours.
 - d. Weed eaters – service check completed as required.
 - e. Conterra Grader – service check completed as required.

C. Water Services

1. The Village water is supplied through two wells. Clean, potable water is provided to Village residents at 60 lb (420 kpa) pressure.
2. The Village will be connected to the Shirley McClellan Regional Water Services Commission Regional Water Line in the future.
3. The water supply is tested daily and samples are sent to the University of Alberta Laboratory on a weekly basis. Reports are forwarded to Alberta Environment.
4. Pumphouse/Reservoir:
 - a. The building is inspected once per week.

- b. The standby generator is started four times per year.
- c. The reservoir is disinfected as required (approximately every five years, if needed).

5. Hydrants:

- a. All hydrants are flushed, serviced and checked for leak loss twice per year.
- b. They are also checked for proper drainage once per year in fall.
- c. The isolation valves are checked twice per year to ensure they are fully opened.

6. Valves:

- a. The valves are exercised and inspected once per year in spring.
(A valve exerciser can be obtained from the city of Camrose)
- b. The stems and nuts are inspected for damage or leaks.
- c. The valve stem cover is cleaned.

7. Water Mains:

- a. All mains are directionally flushed twice per year during hydrant flushing.

D. Sewer Services

1. Lift Station:

- a. The engines and pumps are checked daily (the engines were replaced in June 2010).
- b. The back-up gas engine was replaced by a natural gas generator in September 2010. The generator will supply power to all aspects of the lift station in the event of a power outage.
- c. Staff respond to the alarm as required.

2. Sewer Mains:

- a. All mains are flushed twice per year (spring and fall)
- b. The manholes are checked visually twice per year.
- c. Sewer video camera surveillance is completed as required.
- d. The 1966 vitrified clay tile main lines were rehabilitated with a cured-in-place-pipe (CIPP) liner in August 2012.

3. Wastewater Lagoon:

- a. The lagoon cells are checked monthly for malfunctions, leaks in the banks, tree growth, etc.
- b. The wastewater is released into the Daysland Drainage Ditch and tested annually.
- c. Repairs to the banks and berms are completed as required.
- d. The crossover valve and weir are checked monthly.

E. Surface Water Drainage

1. Ditches:

- a. The drainage ditches are checked weekly during the summer and daily during the spring melt.
- b. The ditches are cleaned out as required.

2. Drainage Gate (at north end):

- a. Water flow is monitored regularly in the spring and fall to determine the opportune time to open or close the gate.

F. Snow Clearing, Removal and Sanding

1. Snow Clearing and Removal:

- a. Snow will be cleared according to the priorities outlined in the chart on page 8.
- b. Roadways are to be brought to a drivable condition for vehicles equipped with suitable tires within the specified time and when the depth of freshly fallen or drifting snow exceeds the depth specified in the chart.
- c. Roadways are to be cleared of snow when two-lane traffic cannot be safely maintained for Priorities 1 and 2.
- d. Windrows on both sides of the street and avenue adjacent to the school property will be removed within one week, in ordinary circumstances.
- e. Snow will be removed up to the curbs on residential roadways as required.
- f. The Village will contract snow clearing services on an as needed basis.
- g. If a windrow is left in front of a residential driveway or around a parked vehicle on the street or avenue in excess of 8 inches, the Public Works staff will assist the homeowner with removing the windrow.
- h. Residential driveways will only be cleared in the event of a medical emergency.
- i. If residential vehicles remain on the roadway when snow clearing is in progress, it is the responsibility of the resident to clear the snow around the vehicle and not the responsibility of Public Works.
- j. Snow will be removed from municipal sidewalks that are normally used by the public. Sidewalks infrequently used by the public will not be cleared of snow.
- k. Whenever possible, residents will be notified in advance when snow clearing will be expected to occur in their area via the Village of Bawlf website, notices on the Bawlf Public Bulletin Board and in the Bawlf Country Store, approximately 12-24 hours prior to the commencement of clearing. On extraordinary occasions, notification in advance may not be possible.

2. Sanding:

- a. In order to provide for the safe movement of vehicular and pedestrian traffic, sanding will occur as soon as possible when necessary and will be dependent on road and weather conditions.
- b. Sanding will occur according to the priorities outlined on page 8.
- c. The sanding material consists of two percent calcium chloride (so the sand stock pile does not freeze), five percent salt (to melt the snow and ice on roadways) and sand/chips (to provide traction on slippery road surfaces).

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

Snow Clearing Priority	Roadway Description	cm snow (before plowing)	Plow Roads within "x" hrs of snowfall	Sanding Priority
1	Vrolson Road from Highway 13 to the northern Camrose County boundary; Railway Avenue from Vrolson Road to Jamieson Street; Fire Hall driveways	7.5 cm	12-18 hrs	3
2	Around the school (Alberta Avenue from Vrolson Road to King Street AND King Street between Alberta and Molstad Avenues); Hanson Street from Railway Avenue to Molstad Avenue	7.5 cm	18 hrs	2 4
3	Depending on the day of the week of the snowfall or drifting, either a) or b) first: a) the back alleys (to be cleared before garbage collection day) OR b) all residential street and avenues with the priority being the roadways most drifted in	7.5-15 cm	18-24 hrs	
4	Municipal parking lots (ie. Village Public Works shop and Administration Office)	15	after other priorities	
5	Residential driveways		after other priorities	
	Railway crossing on Vrolson Road			1
	All intersections			5

G. Solid Waste Collection

1. Landfill:

- a. The Village has a contract with Camrose County for residents to haul waste to the Kelsey

Transfer Station.

b. Household residential and commercial refuse is removed once per week by a contracted company.

2. Spring Clean-Up:

a. The Village coordinates an annual spring clean up event to assist in keeping the Village clean.

b. Public Works Staff are usually scheduled to work the evening of the event.

H. Recycling

- Bi-weekly door-to-door pick-up is provided by a contracted company.
- Sorting of the recyclables as per contractor.
- Contractor has provided a list of acceptable and unacceptable materials.

I. Composting

- Residents may dump their grass clippings, leaves, apples, etc. at the composting area east of the water reservoir.
- Residents may also take tree branches to the collection area east of the water reservoir.
- There will be absolutely no dumping of any other materials/garbage.

VII. Planning and Development

A. Development Permits & Compliance Certificates

- The Village Development Officer administers all applications for development permits and compliance certificates.

B. Building Permits and Inspections

- The City of Camrose administers the building permits (including electrical, plumbing and gas permits) and completes the necessary building inspections.

C. Planning and Subdivision Services

- Camrose County is contracted by the Village to provide planning and subdivision services.

VIII. Recreation, Parks, Culture and Support Services

A. Recreation and Parks

1. Grass Cutting and Weed Control

- a. All grass on Village property (including the Community Centre, the cemetery and the ball diamonds) is mowed weekly (more or less depending on the annual rainfall).

- b. Weed-eating is completed as required.
 - c. Weeds are sprayed under Camrose County's license as required in spring and fall.
2. Trees
- a. All trees are inspected for insects, diseases and pests once per year and recommendations for action are made as necessary.
 - b. Newly planted trees are watered as required based on rainfall amounts.
 - c. Trees are fertilized as necessary.
 - d. Trees are pruned as required.
 - e. Dead trees are removed as soon as noticed and recorded on a list for replacement.
3. Flower and Shrub Beds
- a. The flowerbeds are planted and maintained by the Public Works/Recreation staff. Beds include: Village entrance off Highway 13, Village of Bawlf Office Building, Village Fire Hall and the Historical Sign Shrub Bed.
 - b. Rototilling and/or the addition of peat occurs as required in spring.
 - c. Beds are weeded weekly.
 - d. Watering occurs twice per week and is dependent on the amount of rainfall.
4. Jubilee Park
- a. Campground
 - Approximately 22 sites are available (12 have electricity).
 - Fire wood is cut and provided as it becomes available.
 - The roadway into and within the campground is maintained as required.
 - b. Toilets
 - The toilets are checked and cleaned weekly or as required.
 - They are restocked as required and especially prior to all booked ball tournaments or events.
 - The facilities are winterized by October 15th, weather dependent.
 - c. Concession Building
 - The building is maintained by the Village.
 - It is operated by the user groups booking tournaments or events in the park.
 - d. Playground
 - The playground equipment was funded and installed by the Lions' Club in the 1980's.
 - It is maintained jointly by the Lions' Club and the Village.
 - Safety checks are completed bi-weekly during the summer months.
 - e. Fire Pits
 - Approximately seven fire pits are available for use by campers and park users.
 - f. Refuse Collection
 - The garbage cans are checked weekly and emptied as required. During special events, the garbage is checked more often.

5. Recreation Board

- a. The Village provides the Bawlf and District Recreation Board an annual grant.

6. Recreational Trail

- a. The Village has endorsed the construction of a recreational trail around the Village.

B. Culture

1. Bawlf Community Centre (new hall)

- a. The Lions' Club secured provincial grant funding and lead the project to construct the hall.
- b. The Lions' Club operates and maintains the hall and will continue to do so until December 31, 2017. At that time, the Village will be responsible for the operation and maintenance of the hall.
- c. The Village provides the hall booking services and collects the rental fees. The funds are turned over to the Lions' Club at year end.
- d. The Village provides grass cutting, tree maintenance, weed control, etc. on the grounds around the hall.

2. Bawlf Community Hall (old hall)

- a. The Village takes care of the grass cutting, tree maintenance and weed control on the grounds around the old hall.

3. Village of Bawlf Public Library

- a. The Village of Bawlf Public Library is housed in the Village Office Complex.
- b. The Village Council appoints the members of the Library Board as required.
- c. The Village provides an annual operating grant to the Library Board.
- d. The Public Library serves the residents of Bawlf and area as well as Rosalind and area. Library memberships are recognized at any library within the Parkland Regional Library service area.

4. Historical Assets

- a. Old Fire Hall (built in 1911)
- b. Historical Sign

C. Support Services

1. Camrose and District Support Services (CDSS)

The Village partners with CDSS on this provincial program and the Village of Bawlf's share of the municipal portion (20%) is approximately \$2700 per year.

The services and programs available to Bawlf residents by contract are:

- a. Home Support (light housekeeping and Meals on Wheels)
- b. Licensed Pre-School
- c. Family Resource Centre (eg. parenting education, playgroups and counselling)
- d. Family Violence Action Society (eg. counselling and support groups)
- e. OSCAR (licensed out-of-school care)
- f. Rural Communities Program (eg. Summer in the Park, information & referral, and community development)
- g. Volunteer Centre (eg. volunteer recruitment and data base of clubs & organizations)
- h. DARE Program in Schools (eg. drug and alcohol resistance and bullying prevention)
- i. Open Door Program (eg. youth outreach, shelter and counselling services)
- j. Service Options for Seniors – SOS Program (eg. assistance to access provincial, federal, regional and local programs and supports)

**MINUTES OF THE CAMROSE AND DISTRICT SUPPORT SERVICES BOARD MEETING
HELD ON JUNE 22, 2015 AT 9:27 A.M. AT CDSS**

PRESENT: Bill Sears Representing the City of Camrose
Greg Gillespie..... Representing the Camrose County
Ken Krause..... Representing the Camrose County
Dirk Bannister Representing the Participating Villages within the Camrose
County

Margaret Holliston CDSS Director
Margaret Falk CDSS Administrative Assistant
Val Okimaw CDSS Financial Manager

Regrets: PJ Stasko..... Representing the City of Camrose

Dirk Bannister in the Chair

Call to Order Dirk Bannister called the meeting to order at 9:27 a.m.

Agenda Bill Sears: That the agenda be approved as revised. Carried.
30/2015

31/2015 Greg Gillespie: That the minutes of the May 25, 2015 meeting be approved as presented. Carried
Minutes

Business Arising from the Minutes

Inter-City Bills Sears and Margaret Holliston attended the Inter-City Forum on Social Policy meeting on May
Forum on Social 29, 2015 in Red Deer. A report on this meeting is included in the Director's Report.
Policy

East Central Ken Dropko, Human Services, and Deb Teed, FCSSAA Executive Director, attended the East
FCSSAA Spring Central Regional Meeting and announced that FCSSAA is hopeful for a provincial increase within
Regional the next year.
Meeting

Internal As recommended at the May 25, 2015 CDSS Board Meeting, Margaret Holliston presented a
Program Admin comprehensive analysis for an internal program fee vs. cost-shared recovery.
Fee vs. Cost
Shared

32/2015 Bill Sears: That the CDSS Board receive the analysis of an internal program free vs. cost-shared
recovery as information, and that the analysis be reviewed by May, 2016. Carried.

Recruiting a Dirk Bannister reported that recruitment for a new Village Representative to the CDSS Board has
New Village begun.
Representative

Ken Krause arrived at the meeting at 10:05 a.m.

Executive Bill Sears and Greg Gillespie will conduct the Executive Director Performance Review. The review
Director needs to be completed by December, 2015.
Performance
Review

Director's Report The Director's Report was received as information.

Board Member Reports Greg Gillespie reported that Margaret Holliston and Clarence Hastings attended the Camrose County meeting to present the 2014 CDSS Annual report. The presentation was well received.

Dirk Bannister and Margaret Holliston also attended Village Council meetings to present the 2014 CDSS Annual report. Village Council members appreciated the presentations.

Bill Sears reported that the City of Camrose assumed ownership of the Bethany Group Van. Use of the van is being reviewed.

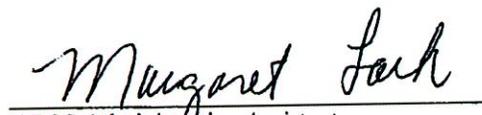
Thank you Dirk Bannister expressed his appreciation to the CDSS Board and Administration for their excellent work for the better of CDSS.

On behalf of CDSS, Margaret Holliston presented Dirk with a card of recognition and thanks for his excellent commitment and leadership on the CDSS Board.

Adjournment That the meeting be adjourned at 10:46 a.m.



CDSS Board Chair



CDSS Administrative Assistant



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Edmonton-Beverly-Clareview*

RECEIVED
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mail JB

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September 17, 2015

His Worship John Tessari
Mayor
Village of Bawlf
PO Box 40
Bawlf AB T0B 0J0

Dear Mayor Tessari,

The Government of Alberta is committed to making life better for Albertans. By providing stable, predictable funding to our municipal partners, we will continue working to ensure they have the resources needed to meet their local priorities and strengthen the communities we call home. The Municipal Sustainability Initiative (MSI) remains a provincial priority and continues to assist with building strong, safe and resilient communities.

I am pleased to inform you that the operating spending plan submitted by your municipality has been accepted. You may proceed to apply your municipality's 2014 operating allocation and any estimated 2013 carry-forward to the priorities identified in your plan.

I look forward to working in partnership to strengthen Alberta's communities.

Sincerely,

A handwritten signature in black ink, appearing to read 'Deron Bilous'.

Hon. Deron Bilous
Minister of Municipal Affairs

cc: Tracy Stewart, Acting Chief Administrative Officer, Village of Bawlf



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: September 24, 2015

RE: Parkland Regional Library Board Talk

RECEIVED
SEP 29 2015
mail
JB

Please distribute in the mailboxes of your councilors.

Thank you.



Highlights of the Board Meeting

Budget 2016

Ron Sheppard, Director, presented the 2016 PRL budget. The budget was prepared with conservative estimates with revenue estimated at its minimum level and expenditures estimated at their maximum level. For 2016, revenue from the provincial operating grant increased \$0.10 per capita to \$4.70 per capita and \$5.55 for the rural library service grant. Grant levels will also be based on 2014 population statistics.

The budget is very conservative with respect to operations. Despite the increased software licensing costs, projected savings in other areas of operations mean the budget for 2016 reflects an increase of only 2%, which is down from last year's projected increase of approximately 4.5%.

Due to the reduced level of work in Technical Services, one cataloguing position has been eliminated. Last year, one library position was also eliminated.

Looking long term, it may become difficult to support the 2.5% or 5% incremental increases in our salary grid even though wages are not outside of industry standards.

Strategic Plan 2016-2018 Update

The Executive Committee has reviewed Parkland's new strategic plan. Sheppard commented that the plan is ambitious, which is due to changes seen in rural libraries over recent years. There is an emphasis on governance, advocacy, and building awareness among the public.

Library Service Points

Sheppard and PRL Board Chair Debra Smith met with Flagstaff County to discuss library service in Galahad if dissolution takes place. Parkland could become the governing board for Galahad as a service point but it would require the PRL Board change its outlet policy. PRL's current outlet policy was created with the provision that Parkland will not take responsibility for any further library service points. Currently, there are four in the system. Community dissolution is predicted to be a continuing issue in the future. The question is whether Parkland should charge a fee for the responsibility of being the governing board for operations in library service points going forward.

The Executive Committee has discussed the issue at length and have decided to wait and see if Flagstaff County approaches Parkland regarding Galahad becoming a library service point.

Building Updates/ Workflow Study

Parkland has been working with consultant Kevin Erickson of GO Productivity for a workflow study of headquarters. The workflow study is now complete and changes are well underway. The heating and cooling system is currently being upgraded and the work should be completed before winter.

New Websites for Libraries

The project is on time and currently set for