



## **AGENDA**

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

**Wednesday, November 18, 2015 – 7:00 pm**

**Council Chambers**

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

#### **2. DELEGATIONS**

Clarence Hastings – CDSS Budget Presentation

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

a) Agenda November 18, 2015

**Motion** to adopt as presented

b) Minutes of the Organizational Meeting of Council October 21, 2015

**Motion** to adopt as presented

c) Minutes of the Regular Meeting of Council October 21, 2015

**Motion** to adopt as presented

d) Minutes of the Special Meeting of Council October 29, 2015

**Motion** to adopt as presented

e) Accounts Payable –October 1, 2015 to October 31, 2015

General Cheques 20150372 – 20150392, 20150397-20150412 and Payroll Cheques  
20150393-20150396, 20150413-20150416, 20150417

**Motion** to accept as information

f) Financial Statements – October 2015

**Motion** to accept for information

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

a) Bawlf Public Library Donation

b) Battle River Watershed Alliance Annual Funding Request

c) Fire Department Hourly Honorariums

d) Bylaw 609/15 - Fire Services Bylaw 605/15 Amendment-Second & Final Readings

e) Bylaw 608/15-Dog Control Bylaw Amendment-Second & Final Readings

f) 2015 Christmas Greeting for the December Village Voice

g) 2015 Christmas Decoration Contest

h) Pass 2015 Budget for Interim 2016 Budget

i) Village Office Records Retention

j) Ownership/Property Transfer of the United Church-Lot 11, Block 8, Plan LVII(RN57)

k) County of Camrose Bylaw- 2016 Village Bylaw Enforcement Hours

l) Village Speed Limit Bylaw Amendment

m) Village Burn & Compost Pile

#### **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**

- Thurber Engineering – Hydrogeological Desktop Study Report
- Municipal Services and Legislation-2016 Provincial Equalized Assessment Report

**6. In Camera**

- Labor

**7. ADJOURNMENT**



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

October 27, 2015

Mayor John Tessari and Members of Bawlf Village Council  
Tracy Stewart, Acting CAO, Village of Bawlf  
By Email: [tmstewart@bawlf.com](mailto:tmstewart@bawlf.com)

Greetings:

I am attaching three documents regarding the CDSS 2016 Budget presentation to Bawlf Village Council, scheduled for November 18, at 7 pm. As the Bittern Lake Council meeting is scheduled for the same time, Clarence Hastings, Rural Community Program (RCP) Director, will attend the Bawlf meeting. (I will attend the meeting in Bittern Lake.) Unfortunately, Tanya Ratushniak, the new Villages representative on the CDSS Board, is unable to attend either meeting as she is out of the country for much of November.

The three documents are:

- A. Combined FCSS Funding 2015 and 2016 (for comparison)
- B. CDSS Global Budget 2016
- C. CDSS Funded Programs 2016

For the first time in a number of years, CDSS is not requesting over-contributions of our municipal partners. This is mainly because the provincial FCSS grant was increased this year, an increase that continues into 2016. The required municipal match stayed the same in 2015 but will have to go up in 2016 to reflect the increase in the provincial grant. For the most part, CDSS programs have kept within their 2015 budgets, and we will therefore be able to carry most of the new provincial dollars into 2016. All of this means we won't need over-contributions from our municipal partners in 2016.

Document A provides more information about the new FCSS funding. The 2016 CDSS Global Budget (Document B) shows how the funding will be allocated, while Document C offers brief descriptions of CDSS-funded programs, as well as the FCSS mandate and outcomes.

Council members will note that we are funding the same programs as we did last year. In fact, we are able to increase most program grants, based on a thorough appraisal of each program request. The CDSS board has opted to retain anticipated surplus dollars remaining at year-end 2015, for use later in 2016 via a Community Development Reserve or an Operational Reserve, as needs and opportunities arise. That simply makes more sense than disbursing the dollars among CDSS funded programs, as there is no guarantee the same funds will be available in 2017.

Clarence will answer any questions you might have at the November 18 meeting. We are specifically asking Bawlf Village Council to accept the 2016 CDSS Global Budget, thereby affirming your commitment to direct your 2016 provincial FCSS grant of \$10,276 to CDSS, along with the required municipal match of \$2,569, for a total of \$12,845.

On behalf of the board, staff, volunteers, clients and communities that make up CDSS, I thank you for your continuing support.

Sincerely,

Margaret Holliston  
Executive Director



**CDSS Document A**  
**Combined FCSS Funding 2015 and 2016**  
**(Including Municipal Over-Contributions)**

Municipality	2015 Funding			
	Provincial	Municipal	Over-Contributions	Total
County of Camrose	\$ 200,906	\$ 50,226.50	\$ 25,000.00	\$ 276,132.50
City of Camrose	\$ 380,545	\$ 95,136.25	\$ 14,863.00	\$ 490,544.25
Village of Bawlf	\$ 9,559	\$ 2,389.75	\$ 350.00	\$ 12,298.75
Village of Bittern Lake	\$ 5,117	\$ 1,279.25	\$ 320.00	\$ 6,716.25
Village of Edberg	\$ 3,655	\$ 913.75	\$ 140.00	\$ 4,708.75
Village of Ferintosh	\$ 4,386	\$ 1,096.50	\$ -	\$ 5,482.50
Village of Hay Lakes	\$ 9,503	\$ 2,375.75	\$ -	\$ 11,878.75
Village of Rosalind	\$ 4,873	\$ 1,218.25	\$ 182.00	\$ 6,273.25
<b>Total</b>	<b>\$ 618,544</b>	<b>\$ 154,636.00</b>	<b>\$ 40,855.00</b>	<b>\$ 814,035.00</b>

Municipality	2016 Funding			
	Provincial	Municipal	Over-contributions	Total
County of Camrose	\$ 215,974	\$ 53,993.50		\$ 269,967.50
City of Camrose	\$ 409,086	\$ 102,271.50		\$ 511,357.50
Village of Bawlf	\$ 10,276	\$ 2,569.00		\$ 12,845.00
Village of Bittern Lake	\$ 5,501	\$ 1,375.25		\$ 6,876.25
Village of Edberg	\$ 3,951	\$ 987.75		\$ 4,938.75
Village of Ferintosh	\$ 4,715	\$ 1,178.75		\$ 5,893.75
Village of Hay Lakes	\$ 10,216	\$ 2,554.00		\$ 12,770.00
Village of Rosalind	\$ 5,238	\$ 1,309.50		\$ 6,547.50
<b>Total</b>	<b>\$ 664,957</b>	<b>\$ 166,239.25</b>		<b>\$ 831,196.25</b>

Municipality	2015 Funding - Municipal only		
	Required Match	Over-contribution	Total
County of Camrose	\$ 50,226.50	\$ 25,000.00	\$ 75,226.50
City of Camrose	\$ 95,136.25	\$ 14,863.75	\$ 110,000.00
Village of Bawlf	\$ 2,389.75	\$ 350.00	\$ 2,739.75
Village of Bittern Lake	\$ 1,279.25	\$ 320.00	\$ 1,599.25
Village of Edberg	\$ 913.75	\$ 140.00	\$ 1,053.75
Village of Ferintosh	\$ 1,096.50	\$ -	\$ 1,096.50
Village of Hay Lakes	\$ 2,375.75	\$ -	\$ 2,375.75
Village of Rosalind	\$ 1,218.25	\$ 182.00	\$ 1,400.25
<b>Total</b>	<b>\$ 154,636.00</b>	<b>\$ 40,855.75</b>	<b>\$ 195,491.75</b>



## CDSS Document B: Global Budget 2016

<b>CDSS Revenue (2015 and 2016 for comparison)</b>	<b>2015</b>	<b>2016</b>			
Total FCSS Funding (Provincial & Municipal)	\$ 819,593	\$ 831,196			
Over-contribution from Camrose County	\$ 25,000	\$ -			
Over-contribution from the City of Camrose	\$ 14,863	\$ -			
Over-contributions from the Villages (Bawlf, Bittern Lake; Edberg; Rosalind)	\$ 992	\$ -			
Projected Surplus from 2015 - provincial grant increase	\$ -	\$ 47,158			
<b>TOTAL</b>	<b>\$ 860,448</b>	<b>\$ 878,354</b>			
<b>Internal Program Grants</b>	<b>2015</b>	<b>2016</b>	<b>Total Program Budget (2016)</b>	<b>% Funded by CDSS (2016)</b>	<b>% in 2015</b>
Camrose & District Home Support	\$ 71,131	\$ 76,033	\$ 156,241	49%	49%
Camrose & District Pre-School	\$ 79,462	\$ 81,819	\$ 171,724	48%	44%
Community (Specials Projects; Community Development; Administration)	\$ 156,317	\$ 160,000	\$ 248,600	64%	68%
Family Resource Centre	\$ 65,435	\$ 55,225	\$ 537,478	10%	15%
Family Violence Action Society	\$ 67,519	\$ 71,075	\$ 178,749	40%	37%
OSCAR - Out of School Care	\$ 102,000	\$ 105,500	\$ 310,916	34%	33%
Rural Communities Program	\$ 108,009	\$ 112,509	\$ 118,694	95%	95%
<b>TOTAL</b>	<b>\$ 649,873</b>	<b>\$ 662,161</b>	<b>\$ 1,722,402</b>	<b>38%</b>	<b>41%</b>
<b>External Program Grants</b>	<b>2015</b>	<b>2016</b>	<b>Total Program Budget (2016)</b>	<b>% Funded by CDSS (2016)</b>	
Boys and Girls Club	\$ 81,170	\$ 84,415	\$ 188,015	45%	45%
Hay Lakes Playschool	\$ 2,000	\$ 2,220	\$ 15,720	14%	15%
Service Options for Seniors	\$ 80,000	\$ 82,400	\$ 124,800	66%	70%
<b>TOTAL</b>	<b>\$ 163,170</b>	<b>\$ 169,035</b>	<b>\$ 328,535</b>	<b>51%</b>	<b>53%</b>
<b>Total All Programs</b>	<b>\$ 813,043</b>	<b>\$ 831,196</b>	<b>\$ 2,050,937</b>	<b>41%</b>	<b>47%</b>
Total Available CDSS Funding	\$ 860,448	\$ 878,354			
Total Grants	\$ 813,043	\$ 831,196			
Less 2016 Operating Reserve		\$ (20,000)			
Less 2016 Community Development Reserve		\$ (27,158)			
Less projected 2015 over-run	\$ (247)	\$ -			
Surplus/Deficit	\$ 47,158	\$ -			

Approved by Board Motion #42-2015, October 26, 2015

## **CDSS Document B: Global Budget 2016**



## **CDSS Document C: Funded Programs (2016)**

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

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

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

**FCSS Outcomes:** All programs funded by CDSS must clearly link to at least one of the following FCSS outcomes, by identifying and measuring specific FCSS outcomes and indicators:

1. Improved social well-being of individuals, including personal well-being (enhanced resiliency, autonomy, self-esteem and competency) and/or connection with others.
2. Improved social well-being of families, including healthy functioning within families and access to external supports as needed.
3. Improved social well-being of communities, including connected, engaged citizens who are able to work together to identify and address community social issues.

**Participant residency (in general):** All programs are inclusive of anyone residing within the CDSS service area. Although most participants in most programs live in the City of Camrose, County/Village residents also access CDSS services, including Information and Referral. It is, however, difficult to track numbers unless residency is required for registration purposes. Non-City participation hovers between 5% and 15%, with the exception of the Rural Community Program and Hay Lakes Play School. In addition, CDSS administration fulfills all FCSS accountability requirements on behalf of the eight municipal partners, as well as participating in FCSS regional and provincial liaison and advocacy.

### **Funded Programs (participant statistics from last complete year, 2014):**

**Boys and Girls Club:** Provides after-school and summer programs for elementary school aged children and operates the Keystone youth leadership program, thereby contributing to the social-well-being of children and youth, particularly by fostering a sense of belonging, including through volunteering (Random Acts of Kindness), and by nurturing healthy peer relationships, often through mentorship. In 2014, 184 participants accessed one or more Club programs, and participated in such annual events as the June Johns Mayor's Walk/Run and Safe Hallowe'en at Duggan Mall.

**Camrose and District Home Support:** Includes Meals on Wheels and light house-keeping for people, (mostly seniors) who cannot manage on their own, are shut-in, or cannot afford private services. In 2014, 49 clients received 1,841 hours of subsidized homemaker service provided by 5 part-time Home Support Aides, while 76 clients received 5,043 hot meals delivered every day of the year by a total of 352 volunteers. In terms of outcomes, clients consistently report improved social well-being through an enhanced capacity for independent living and decreased isolation.

**Camrose and District Pre-School:** Pre-School is a licensed program designed to help children develop the social skills necessary to success in public school, including commitment to learning, service to others, personal responsibility and self-regulation. Enrollment is down this year (2015-16), largely due to an increase in other options. Currently, 37 three-year olds (44 space capacity) and 63 four-year olds (88 space capacity; one of four classes is not running) are enrolled. Many area parents continue to prefer the CDSS play-based philosophy and consistently report positive outcomes. CDSS is monitoring options available through the public and separate school systems.



**Community Development and Administration:**

- Community development/special projects: Outcomes focus on the social well-being of individuals and communities through: Community Registration Night; Help Book Guide to Human Services; Information and Referral (including website and social media); Interagency/Interagency Newsletter; Seniors Coalition, including the Elder Care project; City's Social Development Committee; Volunteer Promotion/National Volunteer Week; Walkable Camrose; and other special projects as may arise.
- Management/Administration: Board support; financial management; external grant administration; personnel supervision; reporting and accountability; other management as required.
- Provincial/regional networks: Participation in the FCSS Association of Alberta; FCSS Directors Network, Provincial Outcomes Committee, and the Inter-City Forum on Social Policy.

**Family Resource Centre/Parent Link Centre:** The FRC/PLC works to improve the social well-being of families by facilitating healthy functioning within families and ensuring that families have access to a variety of supports, including: Annual events (Family Day; Monster Mash; Spring Tea-Party); Discovery Room; Indoor Playground; Themed Playgroups (city and rural); Toy/Resource Library; and Triple P Parenting (all levels; individual counselling and group seminars). Also hosts the Camrose and Area Early Child Development Coalition, Roots of Empathy and Taking Action on Bullying school-based project. (All three funded separately.) About 3000 people (parents/guardians/children) participate in various programs every year, both within the City and the surrounding rural area.

**Family Violence Action Society:** FVAS helps people affected by family violence and other forms of abuse achieve social well-being through improved conflict resolution and self-esteem within healthier relationships. Last year, 112 adults, 43 children and 5 youth shared 1973 hours of individual and/or group counselling service. FVAS also coordinates the sixteen-member Camrose Family Violence Response Council, which works collaboratively to raise awareness of family violence and promote best practices for addressing family violence. In 2014, 204 people participated in at least one of eighteen FVRC or FVAS workshops or presentations. FVAS recently received first year funding for several multi-year provincial grants: one to support children's mental health and one to continue the elder abuse initiative begun in 2013 (but put on hold this year, pending the funding).

**Hay Lakes Playschool:** Eleven children aged three-, four- and five-years old attended during the 2014-15 school year, achieving outcomes related to improved social well-being and school readiness.

**OSCAR – Out-of-School-Care:** Provides licensed, accredited after-school care for elementary-aged children, serving all five Camrose schools. OSCAR contributes to the social well-being of children by nurturing healthy peer relationships. During the 2014-15 school year, 250 children from 180 families received 29,665 hours of care from 43 very part-time staff, many of whom are university students. Fees are kept low to facilitate access and are eased by a provincial subsidy for families with annual incomes of \$50,000 or less. Registration numbers remain strong for 2015-2016.

**Rural Communities Program:** The RCP enhances citizen and community well-being through rural outreach, information and referral, and Summer-in-the-Park (414 daily registrants in 2015). Specific to community development, the RCP assists Village Councils with community planning, helps rural groups access funding for local projects, and also provides small RCP-CDSS grants to some projects. In 2014, the program was chosen by the University of Manitoba to host one of four Men's Shed projects in Canada. This year, Camrose and District Centennial Museum gave the Men's Shed a home in the Old Timers Hut, where men gather weekly to talk and engage in community projects; for example, helping the Rotary Club build little libraries or painting red silhouettes for Family Violence Prevention Month.

**Service Options For Seniors:** SOS helps seniors and others access government and non-government benefit programs, including assistance with income tax filing, which is often necessary to determine program eligibility. Services enhance client independence, resilience and capacity to cope. Last year, SOS helped 2,152 clients complete over 750 income tax forms and submit 1,375 applications for seniors' benefits and other assistance. Services also include advocacy and outreach education through presentations, including many addressing fraud prevention.



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

in the Province of Alberta held on  
**Wednesday October 21, 2015 – 7:00 p.m.**  
Village of Bawlf Council Chambers

**PRESENT:**

Mayor J. Tessari  
Deputy Mayor L. Thompson  
Councillor R. Mohan  
Councillor B. Wells  
J. Buchanan  
Acting CAO T.M. Stewart  
Finance Officer/Returning Officer T. Bergquist

**ABSENT:**

**1. CALL TO ORDER**

Acting CAO T. M. Stewart called the meeting to order at 7:00 pm.

**2. ADOPTION OF THE AGENDA**

**MOTION 138/15: MOVED BY** Deputy Mayor Thompson to accept the Agenda as presented.

**CARRIED**

**3. OATH OF OFFICE**

Returning Officer T. Bergquist administered the Oath of Office to Councillor J. Buchanan.

**4. NOMINATIONS FOR MAYOR**

Deputy Mayor L. Thompson nominated J. Tessari for Mayor. The Acting CAO called for further nominations. Councillor R. Mohan nominated L. Thompson. The Acting CAO called for further nominations. Councillor B. Wells Nominated R. Mohan. The Acting CAO called for further nominations and after hearing none, a vote took place.

Tie Vote: L. Thompson and J. Tessari

2<sup>nd</sup> Vote: L. Thompson



Returning Officer T. Bergquist administered the Oath of Office to Mayor L. Thompson.

#### 5. NOMINATIONS FOR DEPUTY MAYOR

Councillor Wells nominated Councillor Mohan for Deputy Mayor. The Acting CAO called for further nominations. Mayor Thompson nominated Councillor Tessari. The Acting CAO called for further nominations and after hearing none, a vote took place.

Returning Officer T. Bergquist administered the Oath of Office to Deputy Mayor R. Mohan.

#### 6. MEETINGS

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

#### 7. REMUNERATION

**MOTION 139/15: MOVED BY** Mayor Thompson to accept current in place Policy # 25, Council Remuneration Policy, which stipulates the following:

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

Additional Meetings (0-29 minutes in length)– all Council Members at \$40 per meeting (within the Village);

Additional Meetings (30 minutes plus in length)– all Council Members at \$80 per meeting (within the Village as well as out-of-town meetings).

Mileage - \$0.52/km.

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

**CARRIED**

#### 8. SIGNING AUTHORITY

Deputy Mayor Mohan will be added on for signing authority.

#### 9. BOARD REPRESENTATIVES

**MOTION 140/15: MOVED BY** Deputy Mayor Mohan that Bawlf Council accept the Boards and Committee appointments as follows:

<b>Boards &amp; Committees</b>	<b>Member</b>	<b>Alternate</b>
Bawlf & District Recreation Association	Deputy Mayor Mohan	Councillor Wells
Shirley McClellan Regional Water Services Commission	Councillor Tessari	Councillor Wells
Regional Emergency Management Services Liaison	Mayor Thompson	Councillor Buchanan



Camrose County Fire Services Committee	Councillor Wells	Mayor Thompson
--	------------------	----------------

**Committee and Board Representative Responsibilities:** Attend all meetings if possible.

- Act as the communication liaison between the committee or board and the Village Council
- After each committee or board meeting, prepare a short type-written report highlighting the key topics discussed. Submit the report to Administration for the inclusion in the next Council Meeting Agenda Package.

**CARRIED**

**10. ADJOURNMENT:**

Being that the agenda matters have been concluded, the meeting was adjourned at 7:22 pm.

These minutes were approved at the Regular Meeting of Council held November 18, 2015.

\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
ACTING CAO

\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
DATE



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

In the Province of Alberta held on  
Wednesday October 21, 2015 at 7:00 p.m.  
In the Bawlf Village Office

**PRESENT:**

Mayor L. Thompson  
Deputy Mayor R. Mohan  
Councillor J. Tessari  
Councillor B. Wells  
Councillor J. Buchanan  
Acting CAO T. M. Stewart

**1. CALL TO ORDER**

Mayor L. Thompson called the meeting to order at 7:22 pm.

**2. DELEGATIONS**

Sheldon Hoynick – Alley behind 104 Niblock

Mr. Hoynick presented his concerns with the alley. Council thanked him for his presentation and advised that we will be looking into the best way to resolve the issue that does not have an adverse effect toward the drainage.

**3. GENERAL GOVERNMENT**

a) *AGENDA*

**Motion 141/15 Moved By** Councillor B. Wells to adopt the agenda as presented.

**CARRIED**

b) *MINUTES OF THE REGULAR MEETING OF COUNCIL SEPTEMBER 16, 2015*

**Motion 142/15 Moved By** Councillor J. Tessari to adopt the Minutes of the Regular Meeting of Council September 16, 2015.

**CARRIED**

c) *ACCOUNTS PAYABLE – SEPTEMBER 2015*

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

**Motion 143/15 Moved By** Deputy Mayor R. Mohan to accept the Accounts Payable register for September 2015, General Cheques, as information.

**CARRIED**

d) *FINANCIAL STATEMENTS – SEPTEMBER 2015*

**Motion 144/15 Moved By** Councillor B. Wells to accept the financial statements for September, 2015 and as information.

**CARRIED**

#### 4. NEW BUSINESS

- a) *BYLAW 609/15 – FIRE SERVICES BYLAW 605/15 AMENDMENT*  
**Motion 145/15 Moved By** Councillor J. Buchanan to approve first reading of Bylaw 609/15, Fire Services Bylaw No. 605/15, amendment. **CARRIED**
- b) *DRAFT 2016 FIRE DEPARTMENT BUDGET APPROVAL*  
**Motion 146/15 Moved By** Councillor J. Tessari to approve the Draft 2016 Fire Department Budget for submission to Camrose County by November 1, 2015.  
**CARRIED**
- c) *FIRE DEPARTMENT PURCHASE OF FIRST RESPONSE/BUSH TRUCK*  
**Motion 147/15 Moved By** Councillor J. Buchanan to approve the purchase of a First Response/Bush truck by the Fire department for \$7,800 + GST.  
**FOR:** Mayor L. Thompson  
Deputy Mayor R. Mohan  
Councillor J. Tessari  
Councillor J. Buchanan  
**AGAINST:** Councillor B. Wells
- d) *LEAKY CC VALVE REPLACEMENT – DAMAGES REIMBURSEMENT AT LOT 24, BLOCK 1, PLAN LVII*  
**Motion 148/15 Moved By** Deputy Mayor R. Mohan to direct Administration to reimburse expenses upon completion of work and original invoice submitted to the Village Office.  
**CARRIED**
- e) *BYLAW 608/15 – DOG CONTROL BYLAW AMENDMENT*  
**Motion 149/15 Moved By** Councillor J. Tessari to approve first reading of Bylaw 608/15, Dog Control Bylaw Amendment of licensing date and rates.  
**CARRIED**
- f) *FORTIS ALBERTA FRANCHISE FEE AGREEMENT ADJUSTMENT*  
**Motion 150/15 Moved By** Mayor L. Thompson to table the item until further research can be done prior to the deadline of November 1<sup>st</sup>.  
**CARRIED**
- g) *PARKLAND REGIONAL LIBRARY 2016 BUDGET APPROVAL*  
**Motion 151/15 Moved By** Councillor B. Wells to approve the Parkland Regional Library 2016 Budget.  
**CARRIED**
- h) *CAMROSE & DISTRICT VICTIM SERVICES DONATION REQUEST*  
**Motion 152/15 Moved By** Deputy Mayor R. Mohan to direct Administration to process a donation payment to Camrose & Victim Services in the amount of \$1,000.  
**CARRIED**
- i) *DETERMINE PRE-BUDGET/5 YEAR PLAN DATE*  
**Motion 153/15 Moved By** Mayor L. Thompson to hold a pre-budget meeting on Thursday October 29, 2015 at 7:00 pm.  
**CARRIED**
- j) *DISCUSS/DETERMINE FALL MEETING AGENDA & DATE*  
**Motion 154/15 Moved By** Councillor J. Tessari to plan a General meeting on Wednesday January 20, 2016 @ 7:00pm.  
**CARRIED**



k) 2015 SERVICE LEVELS – AMENDMENTS FOR 2016??

**Motion 155/15 Moved By** Councillor B. Wells to continue to follow the Service Levels as set in place for 2016.

Break 8:21 – Councillor Wells

Return 8:22

**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 156/15 Moved By** Councillor J. Tessari to accept the Standing Reports for September.

**CARRIED**

#### **5. CORRESPONDENCE**

- CDSS Board Meeting Minutes – June 2015
- Municipal Affairs – Accepted 2014 Operating Grant Spending Plan
- Parkland Regional Library Board Talk Newsletter

**Motion 157/15 Moved By** Councillor J. Tessari to accept the Correspondence item(s) as information.

**CARRIED**

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

n/a

#### **7. ADJOURNMENT**

Being that the agenda matters have been concluded, the meeting was adjourned at 8:34 pm.

\_\_\_\_\_  
MAYOR- LEONARD THOMPSON

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

\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
DATE



MINUTES OF THE SPECIAL MEETING OF COUNCIL  
OF THE VILLAGE OF BAWLF

In the Province of Alberta held on  
Thursday October 29, 2015 at 7:00 p.m.  
In the Bawlf Village Office

**PRESENT:**

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

**1. CALL TO ORDER**

Mayor L. Thompson called the meeting to order at 7:00 pm.

**2. DELEGATIONS**

**3. GENERAL GOVERNMENT**

a) *AGENDA*

**Motion 158/15 Moved By** Councillor J. Tessari to adopt the agenda as presented.

**CARRIED**

**4. NEW BUSINESS**

a) *FORTIS ALBERTA FRANCHISE AGREEMENT – 2016 RATE INCREASE*

**Motion 159/15 Moved By** Councillor J. Tessari to approve a 3% rate increase for the 2016 Fortis Alberta Franchise Fee. The 2016 rate will be increased to 6% from 3%.

**FOR:**

Mayor L. Thompson  
Councillor J. Tessari  
Councillor B. Wells  
Councillor J. Buchanan

**AGAINST:**

Deputy Mayor R. Mohan

b) *PRE-BUDGET DISCUSSION-WHAT DOES COUNCIL WANT TO SEE ACCOMPLISHED FOR 2016*

**Motion 160/15 Moved By** Councillor J. Buchanan to direct Administration to obtain quotes to asphalt the South end of Hanson Street (repair), pot holes on South and North side of railway tracks and to research for an engineering study on the existing water lines.

**CARRIED**

c) *PUBLIC WORKS EQUIPMENT – QUOTES & DISCUSSION*

**Motion 161/15 Moved By** Deputy Mayor R. Mohan to tentatively set the Public Works Equipment Purchase 2016 budget for \$25,000.00.

**CARRIED**

4. STANDING REPORTS
5. CORRESPONDENCE
6. In Camera

**7. ADJOURNMENT**

Being that the agenda matters have been concluded, the meeting was adjourned at 8:19 pm.

\_\_\_\_\_  
MAYOR- LEONARD THOMPSON

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

\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
DATE



# VILLAGE OF BAWLF

Page 1 of 2

## Cheque Listing For Council

2015-Nov-9  
8:57:58AM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20150372	2015-10-05	BOGSTIE, TASHINA	2015 AWARD	PAYMENT 2015 BAWLF SCHOOL CITIZENSHIP	200.00	200.00
20150373	2015-10-05	WHITE, RYAN	2015 AWARD	PAYMENT 2015 BAWLF SCHOOL CITIZENSHIP	200.00	200.00
20150374	2015-10-14	ALBERTA TRAFFIC SUPPLY	110047355	PAYMENT 30KM SPEED LIMIT SIGNS & POSTS	1,383.60	1,383.60
20150375	2015-10-14	AMSC INSURANCE SERVICES LTD.	OCT2015	PAYMENT OCT 2015 COVERAGE	1,052.30	1,052.30
20150376	2015-10-14	AMSC, (ALBERTA MUNICIPAL SERVICES CORP)	15-1009831	PAYMENT POWER TO SEPT 2015	2,813.55	2,813.55
20150377	2015-10-14	BAWLF COUNTRY STORE	SEPT2015	PAYMENT CREAMER & DEBIT CHARGES	9.30	9.30
20150378	2015-10-14	BORDER PAVING	51385	PAYMENT JET SEAL CRACKFILLER	924.00	924.00
20150379	2015-10-14	CAMROSE BOOSTER	DA535010 DA536150 DA538023 DA538131 DA539132 PPI4124	PAYMENT 1ST NOTICE OF ELECTION 2ND NOTICE OF ELECTION PW AD - COUNTRY BOOSTER PW AD PW AD 200 BALLOTS FOR BY ELECTION	116.42 116.42 282.09 245.78 245.78 99.25	1,105.74
20150380	2015-10-14	CAMROSE COUNTY	20151578 20151591	PAYMENT ASB SPRAYING LAGOON FIRE INVOICE STRUCTURE FIRE	75.62 1,300.00	1,375.62
20150381	2015-10-14	CAMROSE CYCLE	159913	PAYMENT BOBCAT NEW TIRES	1,704.87	1,704.87
20150382	2015-10-14	COUNTY ENVIRO PICKUP	4534	PAYMENT GARBAGE PICKUP FOR OCTOBER	2,560.83	2,560.83
20150383	2015-10-14	DAYS LAND DRAINAGE DISTRICT #4	2015106	PAYMENT DRAINAGE DISTRICT FEE	1,497.25	1,497.25
20150384	2015-10-14	ELECTRO TEL	102891 102893 102894	PAYMENT MONTHLY MAINTENANCE BASE MONTHLY MAINTENANCE BASE COPIER METER USAGE - COLOF	157.50 252.00 64.51	474.01
20150385	2015-10-14	FOSSEN, EINAR	SEPT2015	PAYMENT WATER CONTRACT SAMPLING	1,525.00	1,525.00
20150386	2015-10-14	HACH SALES & SERVICES CANADA	107171	PAYMENT COLORIMETER SERVICE	231.00	231.00
20150387	2015-10-14	HAUSER HOME HARDWARE	383998	PAYMENT OIL AND FITTING, ABS	16.44	16.44
20150388	2015-10-14	IRON CREEK TRUCK & TRAILER LTD	8158	PAYMENT BATTERY	173.92	173.92
20150389	2015-10-14	RECEIVER GENERAL	SEPT2015	PAYMENT SOURCE DEDUCTIONS FOR SEF	2,839.70	2,839.70
20150390	2015-10-14	STERLING WATER CONDITIONING LTD.	16298 16393 16412	PAYMENT 12 PAILS CHLORINE STENNER PUMP 85 MHP-5 STENNER INDEX PLATE	504.00 723.71 136.05	1,363.76
20150391	2015-10-14	TELUS COMMUNICATIONS INC.	OCT15	PAYMENT PHONE BILL	535.58	629.32

# VILLAGE OF BAWLF

Page 2 of 2

## Cheque Listing For Council

2015-Nov-9  
8:57:58AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20150391	2015-10-14	TELUS COMMUNICATIONS INC.	OCT15/2174	PHONE BILL 2174	93.74	629.32
20150392	2015-10-14	UFA		PAYMENT		953.05
			110058726	CARDLOCK	783.81	
			201077142	GREASE AND OIL	104.16	
			300834515	WINCH HAND 2 WAY FOR LAGO	55.64	
			300837318	HACKSAW SOLID FRAME	9.44	
20150397	2015-10-20	STUEHMERS PLUMBING	OCT2015	PAYMENT FORD F-350 BUSH TRUCK FOR F	8,190.00	8,190.00
20150398	2015-10-27	ACKLANDS - GRAINGER INC.		PAYMENT		726.97
			6085 0399575	TAPE-FIRE LINE DO NOT CROSS	29.02	
			6085 0400050	BATTERIES, ELECTROLYTES, PP	590.24	
			6085 0400557	ADAPTER (SNUFFER) & RUBBER	107.71	
20150399	2015-10-27	ACTI-ZYME PRODUCTS LTD.	118147	PAYMENT ACTI-ZYME FOR SEWER	1,464.75	1,464.75
20150400	2015-10-27	AMSC INSURANCE SERVICES LTD.	NOV2015	PAYMENT BENEFITS FOR NOV 2015	794.85	794.85
20150401	2015-10-27	ANKERTON GAS CO-OP		PAYMENT		212.80
			1263846	NATURAL GAS RURAL PUMP HC	29.62	
			1264214	NATURAL GAS FIRE HALL	86.03	
			1264318	NATURAL GAS LIFT STATION	27.64	
			1264334	NATURAL GAS WATER HOUSE	25.20	
			1264339	NATURAL GAS OFFICE	44.31	
20150402	2015-10-27	BO'S WELDING LTD.	524929	PAYMENT LAGOON-MOUNT HAND WINCH	78.75	78.75
20150403	2015-10-27	CAMROSE & DISTRICT VICTIM SERVICES	RFCOCT27/15	PAYMENT DONATION - MOTION 133/15	1,000.00	1,000.00
20150404	2015-10-27	CAMROSE COUNTY		PAYMENT		2,661.88
			20151704	REGIONAL FIRE SERVICES AGR	2,063.36	
			20151723	BYLAW PATROLS FOR SEPT 201	598.52	
20150405	2015-10-27	DELSTAR CONTRACTORS INC.	1544	PAYMENT TANK SITE REMEDIATION-GST C	2,391.89	2,391.89
20150406	2015-10-27	FARNHAM WEST STOLEE KAMBEITZ	OCT19/15	PAYMENT 36,582SHH - HR	371.50	371.50
20150407	2015-10-27	FOR LANDS SAKE ENVIRONMENTAL INC.	16-156	PAYMENT TANK SITE REMEDIATION-GST T	1,239.94	1,239.94
20150408	2015-10-27	HAUSER HOME HARDWARE	394925	PAYMENT DUCT TAPE, CLOTH AND CONDI	66.40	66.40
20150409	2015-10-27	MUNIWARE	20151337	PAYMENT SUPPORT NOVEMBER 2015	302.26	302.26
20150410	2015-10-27	STERLING WATER CONDITIONING LTD.	16449	PAYMENT 14 PAILS CHLORINE	588.00	588.00
20150411	2015-10-27	WFR WHOLESALE FIRE & RESCUE	97987	PAYMENT GLOVES, BOOTS & BALACLAVA	1,291.71	1,291.71
20150412	2015-10-28	AGRITERRA EQUIPMENT	16517C	PAYMENT CADET MOWER BLADE	141.75	141.75

**Total 44,556.71**

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

# VILLAGE OF BAWLF

Page 1 of 1

## Cheque Listing For Council

2015-Nov-9  
8:58:28AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20150393	2015-10-14					2,661.79
20150394	2015-10-14					452.95
20150395	2015-10-14					1,158.19
20150396	2015-10-14					417.09
20150413	2015-10-30					2,581.16
20150414	2015-10-30					834.41
20150415	2015-10-30					1,187.27
20150416	2015-10-30					364.77
20150417	2015-10-30					1,000.00

**Total 10,657.63**

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



# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	October 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
<b>TAX REVENUE</b>					
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	0.00	(10,832.82)	(7,000.00)	3,832.82
*	<b>TOTAL TAX REVENUE</b>	<b>0.00</b>	<b>(353,774.64)</b>	<b>(87,591.22)</b>	<b>266,183.42</b>
<b>INVESTMENT REVENUE</b>					
1-00-550	RETURN ON INVESTMENTS	0.00	(135.47)	(200.00)	(64.53)
*	<b>TOTAL INVESTMENT REVENUE</b>	<b>0.00</b>	<b>(135.47)</b>	<b>(200.00)</b>	<b>(64.53)</b>
<b>GENERAL REVENUE</b>					
1-12-410	SALE OF SERVICES	(60.00)	(2,025.34)	(1,700.00)	325.34
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
*	<b>TOTAL GENERAL REVENUE</b>	<b>(60.00)</b>	<b>(2,156.99)</b>	<b>(2,800.00)</b>	<b>(643.01)</b>
<b>GRANTS</b>					
1-12-730	FEDERAL UNCONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-12-740	PROVINCIAL UNCONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-12-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-12-840	PROVINCIAL CONDITIONAL GRANTS	0.00	(459,340.00)	(34,577.00)	424,763.00
1-12-850	COUNTY CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
*	<b>TOTAL GRANTS</b>	<b>0.00</b>	<b>(459,340.00)</b>	<b>(34,577.00)</b>	<b>424,763.00</b>

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	October 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
<b>FIRE REVENUE</b>					
1-23-110	SPECIAL TAX - FIRE	0.00	0.00	0.00	0.00
1-23-410	FIRE FIGHTING FEES CHARGED	0.00	0.00	(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	(1,693.56)	(8,115.34)	(3,400.00)	4,715.34
1-23-530	FIRE EXPENSES RECOVERED	0.00	0.00	0.00	0.00
1-23-570	FIRE DEPARTMENT DONATIONS	0.00	0.00	0.00	0.00
1-23-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00
1-23-850	COUNTY GRANT - SHARED SERVICE	0.00	(7,650.00)	(9,625.00)	(1,975.00)
1-23-851	FIRE TRAINING - SHARED	0.00	(1,000.00)	(1,000.00)	0.00
1-23-852	PAGER MAINTENANCE - SHARED	0.00	(500.00)	(500.00)	0.00
1-23-853	FIREFIGHTER INSURANCE - SHARED	0.00	0.00	(102.00)	(102.00)
1-23-854	PROTECTIVE EQUIPMENT - SHARED	0.00	0.00	(2,000.00)	(2,000.00)
1-23-855	COUNTY OWNED TRUCK	0.00	0.00	(1,000.00)	(1,000.00)
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	(1,693.56)	(17,265.34)	(23,127.00)	(5,861.66)
<b>BYLAW REVENUE</b>					
1-26-525	DOG LICENSES	0.00	(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	0.00	(2,380.00)	(2,300.00)	80.00
<b>ROADS &amp; STREETS</b>					
1-32-110	SPECIAL TAX - STREET IMPROVEMENT	0.00	0.00	0.00	0.00
1-32-410	SALE OF GOODS & SERVICES	0.00	(200.00)	(500.00)	(300.00)
1-32-590	FRANCHISE FEES FORTIS	(474.65)	(4,797.61)	(5,500.00)	(702.39)
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	(474.65)	(4,997.61)	(6,000.00)	(1,002.39)

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	October 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
<b>WATER REVENUE</b>					
1-41-410	MONTHLY WATER FEES	(6,497.50)	(58,220.23)	(86,000.00)	(27,779.77)
1-41-412	BULK WATER SALES	0.00	(312.84)	(2,100.00)	(1,787.16)
1-41-511	WATER PENALTIES	1.46	(3,055.13)	(2,500.00)	555.13
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	(6,496.04)	(61,588.20)	(90,600.00)	(29,011.80)
<b>SEWER REVENUE</b>					
1-42-410	MONTHLY SEWER FEES	(5,851.00)	(52,423.78)	(70,630.00)	(18,206.22)
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	(5,851.00)	(52,423.78)	(73,130.00)	(20,706.22)
<b>WASTE MANAGEMENT REVENUE</b>					
1-43-410	MONTHLY GARBAGE FEES	(2,136.00)	(19,201.60)	(24,500.00)	(5,298.40)
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	(2,136.00)	(19,201.42)	(24,500.00)	(5,298.58)
<b>CAMROSE &amp; DISTRICT SUPPORT SER</b>					
1-51-590	REVENUE - OWN SOURCES	0.00	0.00	0.00	0.00
1-51-840	PROVINCIAL CONDITIONAL GRANT	0.00	0.00	(9,559.00)	(9,559.00)
*	TOTAL CAMROSE & DISTRICT SUPPO	0.00	0.00	(9,559.00)	(9,559.00)
<b>CEMETERY REVEUE</b>					
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

Page 4 of 11  
2015-Nov-9  
9:17:53AM

General Ledger	Description	October 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
<b>DEVELOPMENT REVENUE</b>					
1-61-410	DEVELOPMENT PERMITS & CHARGES	(50.00)	(550.00)	(500.00)	50.00
*	TOTAL DEVELOPMENT REVENUE	(50.00)	(550.00)	(500.00)	50.00
<b>LAND SALES</b>					
1-66-410	LAND SALES	0.00	(125,308.40)	0.00	125,308.40
*	TOTAL LAND SALES	0.00	(125,308.40)	0.00	125,308.40
<b>PARKS &amp; RECREATION REVENUE</b>					
1-72-110	SPECIAL TAX - RECREATION & PARKS	0.00	0.00	0.00	0.00
1-72-410	SALE OF SERVICES - FEES & CHARGES	0.00	0.00	0.00	0.00
1-72-560	PARK & CAMPGROUND RENTALS	0.00	(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 REVENUE	0.00	(14,959.93)	(19,000.00)	(4,040.07)
<b>CULTURE REVENUE</b>					
1-74-560	HALL RENTALS	(250.00)	(5,814.25)	0.00	5,814.25
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	(250.00)	(5,814.25)	(2,400.00)	3,414.25
<b>RESERVE TRANSFERS</b>					
1-97-920	TRANSFER FROM RESERVES	0.00	0.00	0.00	0.00
*	TOTAL RESERVE TRANSFERS	0.00	0.00	0.00	0.00
**	TOTAL REVENUE	(17,011.25)	(1,120,746.03)	(377,184.22)	743,561.81

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	October 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
<b>COUNCIL EXPENSES</b>					
2-11-130	COUNCIL - PAYROLL DEDUCTIONS	0.00	0.00	0.00	0.00
2-11-150	COUNCIL REMUNERATION	0.00	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	0.00	6,930.00	13,800.00	6,870.00
<b>ADMINISTRATION EXPENSE</b>					
2-12-110	ADMINISTRATION - SALARIES	9,068.28	84,883.76	105,000.00	20,116.24
2-12-130	ADMINISTRATION - PAYROLL DEDUCTIONS	193.02	5,507.10	10,500.00	4,992.90
2-12-131	EMPLOYEE BENEFITS	1,020.83	6,002.84	5,874.00	(128.84)
2-12-211	TRAVEL & SUBSISTENCE	0.00	136.29	1,400.00	1,263.71
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	10,282.13	101,403.41	125,274.00	23,870.59
<b>OFFICE OPERATIONS</b>					
2-12-215	FREIGHT & POSTAGE	170.00	2,267.12	3,200.00	932.88
2-12-217	TELEPHONE/INTERNET	335.16	3,973.63	4,900.00	926.37
2-12-220	ADVERTIZING & PRINTING	0.00	401.95	2,000.00	1,598.05
2-12-225	VILLAGE PROMOTIONS	1,400.00	2,368.41	1,020.00	(1,348.41)
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	355.00	2,279.50	1,000.00	(1,279.50)
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	4,665.70	4,900.00	234.30
2-12-258	OFFICE JANITORIAL CONTRACT	0.00	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	460.74	2,940.80	2,000.00	(940.80)
2-12-511	MISCELLANEOUS	558.54	994.75	1,020.00	25.25
2-12-519	OTHER SERVICES	0.00	0.00	0.00	0.00

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	October 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
2-12-540	UTILITIES	291.59	1,739.42	4,500.00	2,760.58
2-19-150	ELECTION FEES	316.28	788.40	1,100.00	311.60
*	TOTAL OFFICE OPERATIONS	4,175.18	41,835.82	60,106.40	18,270.58
<b>ADMIN-CAPITAL</b>					
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
<b>REQUISITIONS</b>					
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
<b>FIRE EXPENSES</b>					
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	81.95	50.00	(31.95)
2-23-217	TELEPHONE	97.54	1,309.16	1,400.00	90.84
2-23-220	ADVERTIZING & PRINTING	0.00	48.49	500.00	451.51
2-23-225	PUBLIC RELATIONS & PROMOTIONS	237.97	(949.92)	500.00	1,449.92
2-23-250	FIREHALL REPAIRS & MAINTENANCE	0.00	181.40	1,500.00	1,318.60
2-23-251	VILLAGE TRUCK REPAIRS	0.00	730.53	400.00	(330.53)
2-23-252	COUNTY TRUCK REPAIRS	0.00	(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	1,230.20	1,230.20	6,500.00	5,269.80
2-23-270	CONTRACTED SERVICES	2,063.36	2,063.36	100.00	(1,963.36)
2-23-274	INSURANCE	0.00	1,948.98	2,000.00	51.02
2-23-510	GOODS & SUPPLIES	426.74	790.72	1,000.00	209.28
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	133.33	365.42	800.00	434.58
2-23-540	FIRE HALL POWER	107.28	996.05	1,650.00	653.95
2-23-541	FIRE HALL NATURAL GAS	81.93	1,028.12	2,300.00	1,271.88
2-23-750	DISPATCH AGREEMENT	0.00	1,209.00	1,200.00	(9.00)



# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

Page 7 of 11  
2015-Nov-9  
9:17:53AM

General Ledger	Description	October 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
2-23-751	MUTUAL AIDE RESPONSE CHARGES	1,300.00	1,300.00	500.00	(800.00)
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		5,678.35	12,671.93	33,620.00	20,948.07
<b>BYLAW ENFORCEMENT</b>					
2-26-270	BYLAW ENFORCEMENT OFFICER	570.00	2,834.99	3,900.00	1,065.01
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		570.00	3,241.35	4,600.00	1,358.65
<b>FIRE - CAPITAL</b>					
2-23-762	CAPITAL PURCHASES	7,800.00	7,800.00	0.00	(7,800.00)
2-23-790	FIRE - AMORTIZATION	0.00	0.00	10,177.00	10,177.00
* TOTAL FIRE - CAPITAL		7,800.00	7,800.00	10,177.00	2,377.00

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

Page 8 of 11  
2015-Nov-9  
9:17:53AM

General Ledger	Description	October 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
<b>PUBLIC WORKS SALARIES &amp; WAGES</b>					
2-32-110	PW - SALARIES	2,912.00	42,652.48	70,000.00	27,347.52
2-32-130	PW - PAYROLL DEDUCTIONS	230.27	3,175.68	7,000.00	3,824.32
2-32-131	EMPLOYEE BENEFITS	1,231.76	4,421.04	2,820.00	(1,601.04)
*	TOTAL PUBLIC WORKS SALARIES &	4,374.03	50,249.20	79,820.00	29,570.80
<b>PUBLIC WORKS OPERATIONS</b>					
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	880.00	16,418.90	7,800.00	(8,618.90)
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	3,059.76	21,874.14	23,000.00	1,125.86
2-32-511	MISCELLANEOUS GENERAL SERVICES	736.82	955.00	0.00	(955.00)
2-32-521	FUEL & LUBE	723.55	6,208.62	3,000.00	(3,208.62)
2-32-540	UTILITIES - STREET LIGHTS	1,165.66	10,697.92	15,000.00	4,302.08
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	6,565.79	59,686.62	104,191.00	44,504.38
<b>DRAINAGE</b>					
2-37-250	DRAINAGE - REPAIRS & MAINTENANCE	21.36	6,122.33	1,000.00	(5,122.33)
2-37-230	PROFESSIONAL & CONSULTING SERVICES	0.00	0.00	0.00	0.00
2-37-750	REQUISITION - DRAINAGE	1,497.25	1,497.25	1,497.00	(0.25)
*	TOTAL DRAINAGE	1,518.61	7,619.58	2,497.00	(5,122.58)
<b>WATER OPERATIONS</b>					
2-41-110	SALARIES & WAGES - WATER	0.00	2,781.07	20,000.00	17,218.93
2-41-130	CPP, EI CONTRIBUTIONS - WATER	0.00	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	285.00	500.00	215.00
2-41-217	TELEPHONE	107.91	946.30	1,300.00	353.70
2-41-224	MUNICIPAL MEMBERSHIP	0.00	0.00	30.00	30.00
2-41-230	PROFESSIONAL & CONSULTING SERVICES	0.00	200.00	2,900.00	2,700.00

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	October 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	1,038.82	9,092.46	10,000.00	907.54
2-41-270	WATER - CONTRACT	1,525.00	16,926.69	17,000.00	73.31
2-41-274	INSURANCE PREMIUMS	0.00	6,023.79	6,420.00	396.21
2-41-510	GOODS & SUPPLIES	1,040.00	5,864.35	7,000.00	1,135.65
2-41-540	UTILITIES	724.49	6,600.48	11,413.00	4,812.52
2-41-750	REQUISITION - SMRWSC	0.00	7,553.42	10,500.00	2,946.58
2-41-762	CAPITAL PURCHASES	0.00	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	4,436.22	67,905.14	119,676.00	51,770.86
<b>SEWER OPERATIONS</b>					
2-42-000	OTHER - DAYS/AND 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	225.00	200.00	(25.00)
2-42-217	TELEPHONE	87.54	978.47	1,000.00	21.53
2-42-230	PROFESSIONAL & CONSULTING - SEWER	0.00	200.00	1,000.00	800.00
2-42-240	CUSTOMER BILLING	0.00	98.79	700.00	601.21
2-42-250	REPAIRS & MAINTENANCE - SEWER	1,595.01	6,158.51	6,000.00	(158.51)
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	285.92	2,904.13	4,900.00	1,995.87
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	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	1,968.47	12,057.56	73,677.24	61,619.68
<b>WASTE MANAGEMENT</b>					
2-43-270	GARBAGE - CONTRACT	1,402.50	10,801.44	13,500.00	2,698.56
2-43-260	RENTAL OF MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00



# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	October 2015 Actual	2015 YTD Actual	2015 Budget	2015 Budget Remaining \$
2-43-350	LANDFILL FEES	374.20	2,544.65	3,700.00	1,155.35
2-43-510	GOODS & SUPPLIES	0.00	0.00	0.00	0.00
2-44-350	RECYCLING CHARGES	680.00	6,515.95	8,570.00	2,054.05
*	TOTAL WASTE MANAGEMENT	2,456.70	19,862.04	25,770.00	5,907.96
<b>CAMROSE &amp; DISTRICT SUPPORT SER</b>					
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)
<b>CEMETERY OPERATIONS</b>					
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
<b>PLANNING &amp; DEVELOPMENT</b>					
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
<b>PARKS &amp; RECREATION</b>					
2-72-110	RECREATION & PARKS - SALARIES	0.00	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	0.00	23.19	570.00	546.81
2-72-131	EMPLOYEE BENEFITS	0.00	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	71.96	3,084.32	1,500.00	(1,584.32)
2-72-521	FUEL & LUBE	0.00	0.00	600.00	600.00
2-72-540	UTILITIES - REC BOARD, ETC	225.36	(30.67)	1,600.00	1,630.67

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	October 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		297.32	4,728.28	29,776.00	25,047.72
<b>CULTURE</b>					
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	98.93	1,100.00	1,001.07
2-74-750	REQUISITION - PARKLAND LIBRARY	0.00	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		0.00	6,426.37	13,120.00	6,693.63
<b>GENERAL</b>					
2-97-990	GENERAL CONTINGENCY	0.00	0.00	0.00	0.00
* TOTAL GENERAL		0.00	0.00	0.00	0.00
** TOTAL EXPENSES		50,122.80	436,146.19	798,571.86	362,425.67
*** SURPLUS/DEFICIT		33,111.55	(684,599.84)	421,387.64	1,105,987.48

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

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

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>November 18, 2015</b>
<b>Originated By:</b>	<b>Tracy M. Stewart-Acting CAO</b>
<b>Title:</b>	<b>Bawlf Public Library donation</b>

**BACKGROUND/PROPOSAL:**

The Bawlf Public Library had submitted their 2016 Budget.  
They are now requesting their annual \$3,000.00 contribution from the Village of Bawlf.

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

Library hours have been extended and programming has been increased.  
This years' highlights will include maintaining as well as increasing programming and activities.  
The Village supports the BPL annually.

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

\$3,000.00

**RECOMMENDED ACTION:**

That Bawlf Council direct Administration to send a letter and cheque to the Bawlf Public Library in the amount of \$3,000.00 as our continued support.



RECEIVED

OCT 26 2015  
Muel LC.

Bawlf Public Library Board  
Box 116  
Bawlf, Alberta  
T0B 0J0

October 20, 2015

Village of Bawlf  
Box 40  
Bawlf, Alberta  
T0B 0J0

Annual request for funding

We are requesting \$3,000.00 to assist our Library services and programs for the Village of Bawlf and our local communities.

This years highlights will include:

Maintaining as well as increasing programming and activities.

Digitization of historical archives

Sincerely,

A handwritten signature in black ink that reads "Leanne Nelson". The signature is written in a cursive style with a checkmark above the "N".

Leanne Nelson, Chairperson  
Bawlf Public Library  
jb

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

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>November 18, 2015</b>
<b>Originated By:</b>	<b>Tracy M. Stewart-Acting CAO</b>
<b>Title:</b>	<b>Battle River Watershed Alliance Annual Funding Request</b>

**BACKGROUND/PROPOSAL:**

The Battle River Watershed is a regional non-profit organization that has been in existence for eight years and continues to strive to expand its programs and offerings. The BRW is a unique prairie fed watershed that is home to over 120,000 people which faces declining water quality, loss of wildlife habitat, stream bank erosion wetland drainage and increasing water demands.

We are suggesting a contribution of 50 cents per capita.

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

All donation funds are graciously accepted and only used within the watershed. The Village did support the program in 2014.

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

\$201.50

**RECOMMENDED ACTION:**

That Bawlf Council direct Administration to send a letter and cheque in the amount of \$201.50 to help support the Battle River Watershed.

RECEIVED

OC1 2 6 2015  
mail pc



Battle River Watershed Alliance  
Box 16, Gateway Centre  
4825-51 Street  
Camrose AB T4V 1R9

Village of Bawlf  
Box 40  
Bawlf, AB  
T0B 0J0

October 15, 2015

### Battle River Watershed Alliance Annual Funding Request

Dear Village of Bawlf Council:

The Battle River Watershed Alliance continues to expand its programs and offerings to all communities within the watershed. Please take a look at the attached brochure that listed our most successful programs. We hope that you are able to take part in one or more of the many exciting programs we offer and are able to experience first-hand the impact we make.

We request the Village of Bawlf consider a financial commitment to support our organization. Your generosity will make a difference in our watershed and will keep the Alliance doing good work.

In the past, we have suggested a contribution of 50 cents per capita. Using the 2014 Municipal Affairs population list your municipal population is listed at 403.

For your convenience, we have attached an invoice as many supporters have requested this in past years.

Thank you for supporting the Battle River Watershed Alliance. All funds are graciously accepted and only used within the watershed. Your funding is very important and truly appreciated. We are willing to attend a council meeting to give your council a briefing on our current work.

Sincerely,

*Sheila Lagelin BC*

Hugh Sanders  
BRWA Board Chairperson



# Investment Opportunities

## Local Governments & BRWA Better Working Together

**Local Governments** work within communities to represent the interests and goals of community members. Local governments provide services to residents, or people who live in the community, and encourage them to make local decisions together, build positive relationships and learn from each other. Local Governments serve to strengthen the community as a whole.

**The Battle River Watershed Alliance (BRWA)** is a regional non-profit, organization who are proven provincial leaders in watershed management planning and education/extension programs. We work with four orders of government, watershed groups, industry, environmental organizations, academia and private citizens in the Battle River and Sounding Creek Watersheds.

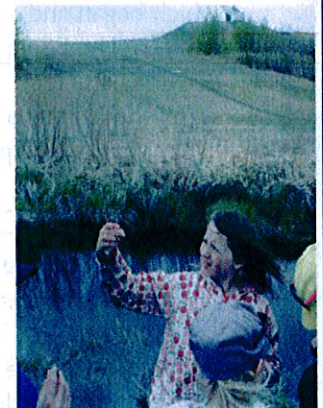
### We share common values that

- ◆ **Engage** residents to create vibrant communities
- ◆ **Focus** on local decision making
- ◆ **Encourage** development to meet the needs of the present without compromising the needs of future generations

### We recognize the complex challenges of our world.

The Battle River watershed is a unique prairie fed watershed. Home to over 120,000 people, our watershed faces declining water quality, loss of wildlife habitat, stream bank erosion, wetland drainage, and increasing water demands.

These are complex social, economic and ecological issues that need many people working together to sustain the Battle River and Sounding Creek watersheds for future generations.



Water testing



### INVEST IN OUR MOST POPULAR PROGRAMS

By being involved as an Invest 50 partner, you are helping the BRWA offer these education programs.

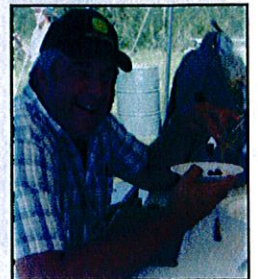
#### Explore More

This program brings grade 4-6 students together for a full-day environmental education experience covering a number of topics, including water quality monitoring, waste management, wildlife, groundwater, riparian areas, trees/forests, and invasive species. Since the start of Explore More over 1500 students from the watershed have explored more by gathering for a fun day of watershed learning. This is held once or twice every year depending on funding. We would love to host this event in your community. Call us as soon as possible to book your day in 2016!



#### Battle River Watershed Festival

In 2015, BRWA held our 6th annual Watershed Festival. This festival is held every year in August, and is a day-long, outdoor, family-friendly event offering a number of activities to participants, including canoeing, games, crafts, guest speakers, and an informational booth on watersheds and the work of the BRWA. More than 100 people attend the festival each year. The Festival moves to a new part of the watershed every year. Call us as soon as possible to book the watershed festival in your community!



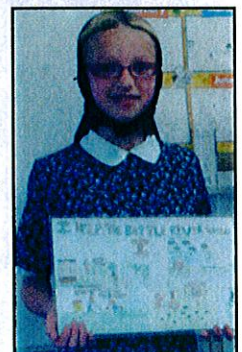
#### Rolling Down the River Bike Tour

BRWA has organized an annual bike ride in the watershed since 2012. In 2013, the bike ride began at the Battle River's headwaters at Battle Lake and travelled across the watershed over the course of five days. In 2014, a one-day bike ride was held which began and ended in Camrose, following an 80-kilometre circuit which was named "The Edberg 80" south of the city through Camrose County. This bike ride provides a unique opportunity for people to be introduced to the topic of watersheds and to experience their watershed first hand. By having a new theme every year, participants learn about the watershed and its functions.



#### Battle River Buddies Poster Contest

This contest invites students in grades 1-6 to create a poster related to a particular watershed theme. The theme changes every year for example themes include "What animals do you see in the Battle River watershed?" or "Life cycles of plants and animals in the Battle River watershed". Over 400 students participated in this contest in since 2013.



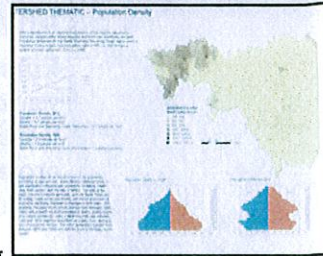


# Working Together: Partnership Programs

## Local Governments and BRWA

### Watershed Atlas: Traversing Terrain and Experience

*"Finding shortcuts, figuring out what's around the next bend, following a map to a secret event. Children have an inborn desire to explore local geographies. Developing a local sense of place leads organically to a bioregional sense of place and hopefully to biospheric consciousness." -David Sobel*



The Traversing Terrain and Experience: Atlas of the Battle River and Sounding Creek Watersheds reorients the concept of an Atlas as a technocratic or science based approach to map presentation, to one in which the understanding of place more fully integrates the sensibilities and experiences of people who live in and experience the landscape every day. The Atlas serves as a tool to connect people to place by exploring the connections between landscape and experience throughout the Battle River and Sounding Creek Watershed. An Educator's Guide will accompany the Atlas, in order to expand the benefit and utility of the publication as a teaching tool for classroom teachers and other educators within the Battle River and Sounding Creek Watershed.

### Experience your Watershed

BRWA offers a number of additional educational opportunities under the banner of "Experience Your Watershed". We provide fun, interactive, and experiential watershed education opportunities to people of all ages, whether it be in schools or through community groups, clubs, summer camps, and other gatherings. We will tailor every workshop to the audience and topic of interest. The general themes of Experience your Watershed are water quality and quantity, land-use, wetlands and riparian areas, invisible water and biodiversity.



### X-Stream Science

This educational program gives students a hands-on learning experience about their local stream and the greater watershed. Students use scientific protocols to collect aquatic invertebrates (water bugs) and conduct water quality tests then analyze their findings. Test results are compiled across the watershed to add to our water quality data. Throughout the program BRWA staff and students will discuss the importance of the tests and possible explanations for the results. Students also have a chance to take action based on what they discover. BRWA supplies all of the training, equipment, and handouts needed for the program.



### Caring for Our Watersheds Program

This program asks junior high and high school students to submit a proposal answering the question "What can you do to improve your watershed?" Finalists are invited to give a presentation at the final competition. Since 2006, BRWA has coordinated this program for the program sponsor Agrium Inc. and over 2500 students from schools across Central Alberta have participated in the program. Several student projects are implemented each year as a result of their proposals.





## **BRWA's Experience with Watershed Management Planning**

**Ponoka and Iron Creek Riparian Restoration Programs:** In 2015, BRWA started the Ponoka and Iron Creek Riparian Restoration Program. Over the course of this two-year program, we will support landowners in implementing riparian restoration projects along the Battle River watershed. This program supports implement recommendations developed through our watershed management planning process.

**Riparian Areas Management:** BRWA is currently conducting research in the area of riparian areas management. Once this research is complete, recommendations will be developed to support the management of riparian areas in the Battle River and Sounding Creek watersheds of Alberta.

**Wetlands Management:** In 2015, BRWA started a research report on wetlands management and will develop recommendations to support wetland management in our watersheds. A number of community workshops will be held across the watershed to support this work.

**Invasive Aquatic and Non-native Species Management:** In 2015, BRWA started a research report on invasive aquatic and non-native species management and will develop recommendations to support this work in our watersheds. A number of community workshops will be held across the watershed to support this work.

**Camrose Source Water Protection Initiative:** Beginning in September 2014, BRWA is partnering with the City of Camrose and Camrose County to develop a Source Water Protection Plan within Camrose County. The plan will focus on the protection of surface water quality upstream of the Driedmeat Lake weir within the effective drainage area of the watershed. This is an exciting opportunity for BRWA to put our watershed management recommendations into practice.

**Watershed Management Plan Implementation:** BRWA has now developed management recommendations for 3 components of our watershed management planning process: 1) drought adaptation and management, 2) non-point source pollution management, and 3) source water protection. BRWA will continue to engage people across the watershed about how these recommendations can be put into action.

Box 16, Gateway Centre  
4825 - 51 St.  
Camrose AB  
T4V 1R9

Phone: 1-888-672-0276

E-mail:

david.samm@battleriverwatershed.ca  
sarah@battleriverwatershed.ca  
nathalie@battleriverwatershed.ca  
susanna@battleriverwatershed.ca  
sheila@battleriverwatershed.ca

Stop by for a visit:  
[battleriverwatershed.ca](http://battleriverwatershed.ca)





# Battle River Watershed Alliance

## Local Governments and BRWA

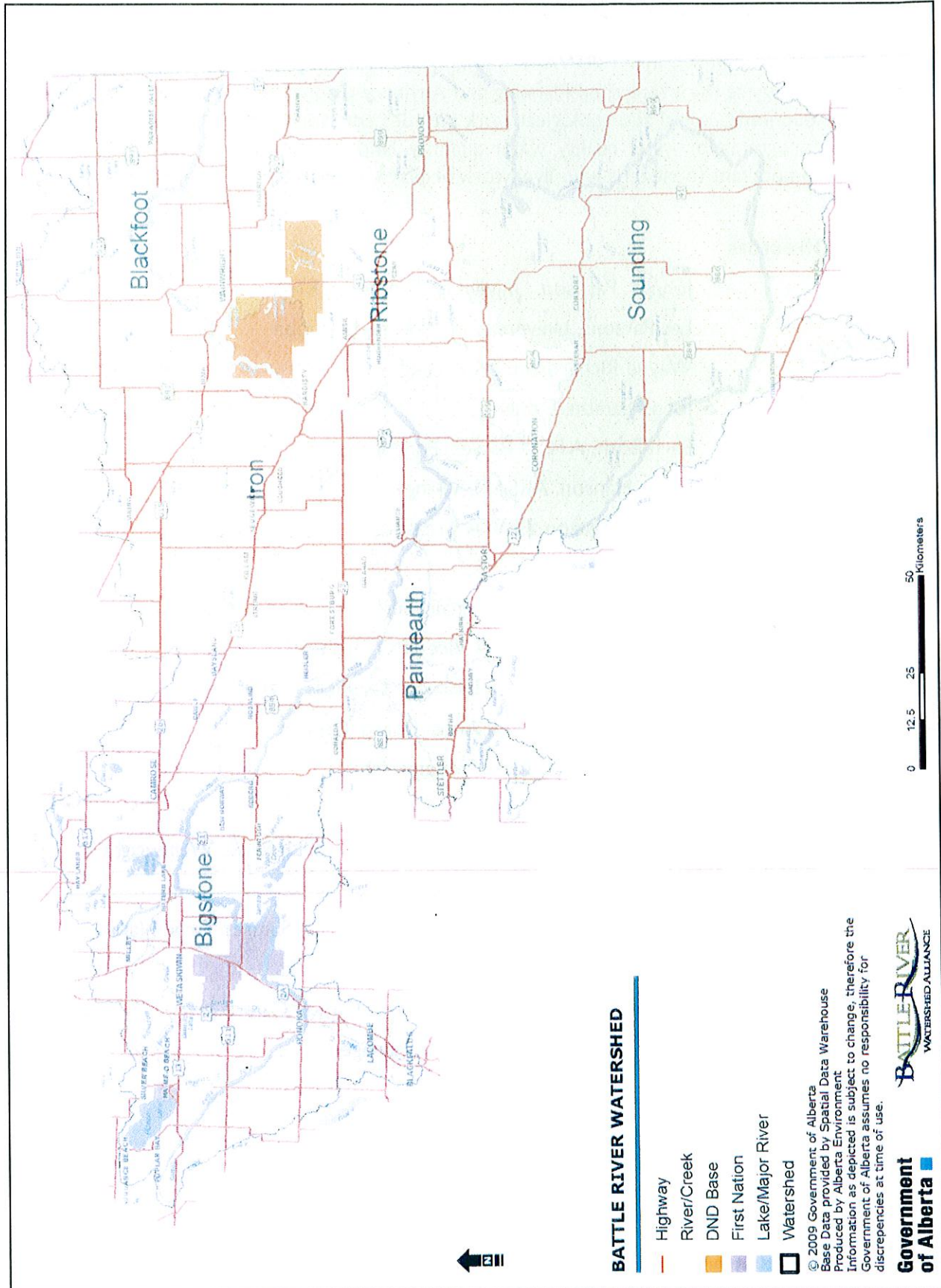
The Battle River Watershed Alliance (BRWA) is a nonprofit organization and designated by Alberta's Water for Life Strategy as the Watershed Planning and Advisory Council (WPAC) for the Battle River watershed. Our economic, social and ecological work includes education, watershed planning and advice, outreach programs for water quality, water quantity, land use, biodiversity and other watershed issues important to citizens who live, work or play within the Battle River watershed.

### 2015 BRWA Directors

Academia	John K. Pattison, University of Alberta, Kingman
Academia	Les Parsons, University of Alberta, Lacombe
Agriculture	Wayne Richardson, Brownfield
Agriculture	John Pearson, Donalda
Business/Industry	Barb Bosh, ATCO Power, Forestburg
Environment	Diane Hanson, ARSAN, Viking
Environment	Lorne Ferguson, BRWA Treasurer, Camrose
First Nations	Open
Individual	Hugh Sanders, BRWA Chair, Summer Village of Crystal Springs
Individual	Midge Lambert, BRWA Vice-chair, Kelsey
Individual	Alan Corbett, Alberta Drainage Councils, Camrose
Municipal Government	Corinne Kelts, Special Areas Board, Consort
Municipal Government	Bruce Cummins, MD of Wainwright
Municipal Government	Robin Benoit, City of Wetaskiwin
Federal Government	Shane Mascarin, Department of National Defense, Wainwright
Ex-officio	Roy Louis, First Nations Cultural Advisor, Samson Cree Nation
Ex-officio	Jamie Bruha, Alberta Environment and Parks
Ex-officio	Jeremy Enarson, BRWA Past chair, City of Camrose
Ex-officio	David Samm, BRWA General Manager

# Battle River Watershed Alliance

Local Governments and BRWA





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

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>November 18, 2015</b>
<b>Originated By:</b>	<b>Tracy M. Stewart-Acting CAO</b>
<b>Title:</b>	<b>Fire Department Hourly Honorariums-Policy # 18</b>

**BACKGROUND/PROPOSAL:**

Each year policies are reviewed for their pertinence and to determine if there should be any amendments made due to changes within the Village, age of policy, economy, etc.

In 2013 the Fire Department Hourly Honorariums were adjusted to reflect the current rates at that time.

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

The attached Draft amended Policy #18 reflects a slight increase to the hourly honorariums and also adds a separate hourly honorarium for the designated Deputy Fire Chief. In speaking with other member municipalities and David Zayonce, it is standard practice to have separate rates for the different ranks within.

There would now be 3 rates set out:	Firefighters	\$23.00/hr
	Deputy Fire Chief	\$25.00/hr
	Fire Chief	\$27.00/hr

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

**RECOMMENDED ACTION:**

That Bawlf Council approve the amended Fire Department Hourly Honorariums Policy #18.



Date Approved:	Motion:
January 19, 2011	08/11
May 22/13	121/13
December 18, 2013	255/13
November 18, 2015	/15

Title:	Policy No.
Fire Department Hourly Honorariums	18

**Purpose:**

To provide policy guidance for awarding fire department hourly honorariums.

**Background:**

The Village of Bawlf acknowledges the value, benefit and necessity of a volunteer fire brigade. The Village believes it valuable and essential to recognize, respect and honour the sacrifices, dedication and extraordinary efforts of its volunteer fire brigade.

**Procedures:**

Volunteer firefighters will receive hourly honorariums (one hour minimum and partial hour rounded up to the next full hour) for attending fire and/or emergency calls at a rate of:

~~\$22.13~~ \$23.00 per hour for firefighters  
\$25.00 per hour for the Deputy Fire Chief  
~~\$26.00~~ \$27.00 per hour for the Fire Chief/officer in command

As per Canada Revenue Agency regulations, fire department members receiving honorariums that exceed \$1000 per calendar year will be issued a T4 for the amount over \$1000.

It will be the responsibility of the Fire Chief or Deputy Fire Chief to summarize the details of each fire or emergency call and each individual firefighter's hours spent at the scene as well as attendance at meetings/practices. ~~Schedule "A", as attached to this policy, will be the report form used for this purpose.~~ This summary is to be submitted to the Village Office for processing and cheques will be mailed to each individual firefighter on an annual basis within the month of December. ~~Honorariums will be paid out based on when the Fire Chief or Deputy Fire Chief submits Schedule "A" but no more often than quarterly after March 31, June 30, September 30 and December 31.~~

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
ACTING CAO

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

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>November 18, 2015</b>
<b>Originated By:</b>	<b>Tracy M. Stewart-Acting CAO</b>
<b>Title:</b>	<b>Bylaw 609/15 - Fire Services Bylaw 605/15 Amendment Final Readings</b>

**BACKGROUND/PROPOSAL:**

At the October 21, 2015 Regular Council Meeting, Bylaw 605/15, Fire Services Bylaw was amended to reflect stipulations in regards to outdoor recreational fire pits and first reading was given.

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

To proceed with second and third, final reading.

- 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 second and final reading of Bylaw 609/15 which amends Bylaw 605/15, Fire Services Bylaw.



## VILLAGE OF BAWLF

### Request for Decision (RFD)

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>November 18, 2015</b>
<b>Originated By:</b>	<b>Tracy M. Stewart-Acting CAO</b>
<b>Title:</b>	<b>Bylaw 608/15 Dog Control Amendment-Final Readings</b>

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

At the October 21, 2015 Regular Council Meeting, first reading was given to Bylaw No. 559/08 where a few amendments were made.

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

To give second and third, final, readings.

Licensing of Dogs – Part Two

2. the date of December 31<sup>st</sup> should be amended to January 31<sup>st</sup>

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 31<sup>st</sup> of current year.

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

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

n/a

#### **RECOMMENDED ACTION:**

That Bawlf Council give second and final readings to Bylaw No. 608/15, the Dog Control bylaw.

## **VILLAGE OF BAWLF**

### **Request for Decision (RFD)**

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>November 18, 2015</b>
<b>Originated By:</b>	<b>Tracy M. Stewart-Acting CAO</b>
<b>Title:</b>	<b>December Village Voice Christmas Greeting</b>

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

In previous years, the Mayor/Council has written a Christmas greeting for the front page of the December issue of the Village Voice.

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

This is a great way for the Mayor/Council/Administration to touch base with Village residents with a warm greeting to end off a year of change, goal setting and overall accomplishments.

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

#### **RECOMMENDED ACTION:**

That the Mayor write a Christmas Greeting to Village residents for the December Village Voice that is to be reviewed by all Council/Administration for input.

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

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>November 18, 2015</b>
<b>Originated By:</b>	<b>Tracy M. Stewart-Acting CAO</b>
<b>Title:</b>	<b>Christmas Decoration Contest – Dates &amp; Judges</b>

**BACKGROUND/PROPOSAL:**

The Village of Bawlf puts on an annual Christmas Decoration contest for all residents within the Village.

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

Does Council want to continue with the annual contest?

Who will the judges be this year?

What date should the judging be on?

Previous years' winners won \$75-1<sup>st</sup> place, \$50-2<sup>nd</sup> place and \$25-3<sup>rd</sup> place. Are these amounts still ok?

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

Approximately \$150.00 if winning amounts stay the same

**RECOMMENDED ACTION:**

That Bawlf Council continue with the Annual Christmas Decoration contest, determine who will be judging and when the judging will take place. Direct Administration to put a "blurb" in the December Village Voice about the contest



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

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>November 18, 2015</b>
<b>Originated By:</b>	<b>Tracy M. Stewart-Acting CAO</b>
<b>Title:</b>	<b>Pass 2015 Budget for Interim 2016</b>

**BACKGROUND/PROPOSAL:**

The Village is required to have a 2016 budget in place by November 1<sup>st</sup> of each year.

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

Administration has not completed the draft 2016 budget. Administration is planning on having the draft budget prepared as soon as feasible.

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

n/a

**RECOMMENDED ACTION:**

That Bawlf Council motion to pass the 2015 Budget as the Interim 2016 Budget.

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

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>November 18, 2015</b>
<b>Originated By:</b>	<b>Tracy M. Stewart-Acting CAO</b>
<b>Title:</b>	Village Office Records Retention Policy

**BACKGROUND/PROPOSAL:**

The current bylaw governing Records Retention and Disposition (Bylaw 501/99) does not have a schedule to guide administration in the proper procedures in regards to the retention and disposition of records.

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

Storage space is being used for records that are not required.

Municipal Affairs has a very detailed "Retention and Scheduling of Municipal Records" document. The Camrose County's disposal of records policy states:

*"Administration is authorized, at its discretion, to destroy Municipal files and records after having retained them for at least the number of years specified in the Municipal Affairs "Guide to the Disposition & Scheduling of Inactive Municipal Records."*

Copying this precedent would allow Administration to deal with records in accordance with Municipal guidelines without having to update the policy.

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

n/a

**RECOMMENDED ACTION:**

That Bawlf Council proceed with rescinding the current bylaw 501/99 and approve the proposed Disposal of Records Policy No. 30.





<b>Signed Date:</b> November 18 , 2015	<b>Motion:</b> /15 <b>Date:</b> November 18 , 2015
<b>Title:</b> Records Retention and Disposition Policy	<b>Policy No. 30</b>

**Purpose:**

The purpose of this Records Retention and Disposition Policy is to provide guidance to Administration as to the proper procedure for retention and disposal of Village records.

**Policy:**

Administration is authorized, at its discretion, to destroy Municipal files and records after having retained them for at least the number of years specified in the Municipal Affairs "Guide to the Disposition & Scheduling of Inactive Municipal Records."

\_\_\_\_\_  
Mayor

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

# ***Municipal Affairs***

## **Retention and Scheduling of Municipal Records**



**Capacity Building, Municipal Services Branch  
Hiring a Chief Administrative Officer  
Alberta Municipal Affairs  
©2014 Government of Alberta  
[www.municipalaffairs.alberta.ca](http://www.municipalaffairs.alberta.ca)**

Print Version ISBN No.: ISBN 978-1-4601-2036-1  
Electronic (PDF) Version ISBN No.: ISBN 978-1-4601-2037-8

**Printed in Canada**

In section 214 of the *Municipal Government Act (MGA)* there is provision for a council to pass a bylaw regarding the destruction of records and documents in the municipality. Therefore, some guidelines need to be established for a suggested retention schedule for the disposition of a number of municipal records.

Generally, there are four reasons for retaining records:

**Administrative value** – Records have value to the municipality if they assist in the performance of current or future activities. Normally these records lose their value shortly after completion of their activity and therefore few would be retained. An example would be a routine response to an inquiry for information on the date of a council meeting.

**Legal value** – The value of these types of documents usually does not diminish over a period of time. These documents are usually required by legislation. Bylaws, minutes, and land transactions are examples of this type. Your lawyer can assist you in determining legal value.

**Fiscal value** – These records relate to financial transactions, such as, financial ledgers, debenture records, audit files, budget files, expenditure files, etc.

**Research/Historical value** – Records that may contain information on persons, places, and events as they relate to major milestones, history, or development of the municipality and its citizens. These documents are often transferred to the public archives for long-term retention. The 50<sup>th</sup> anniversary celebration documents would be an example.

The records authorized for closure should be identified as:

- File closed after calendar year ending December 31 (**Calendar year–CY**)
- File closed after information is superseded (replaced or take the place of) or obsolete (no longer in use) (**S/O**)

The records for final disposition can be identified as:

- Destroy (D)
- Archives (A)
- Review (R)
- Transfer (T) (to another entity/jurisdiction/agency)

All records authorized for disposition should be physically destroyed in the presence of a witness. A written statement, attesting to which records were destroyed should be signed by the official and the witness and retained on file as a permanent record.

You may have material that you wish to donate to the Provincial Archives of Alberta. The proper authority should be obtained, the material listed, and the listing and covering letter retained on file.

You can contact the Provincial Archives of Alberta at 8555 – Roper Road, Edmonton, Alberta T6E 5W1 or by phone at (780) 427-1750, toll-free in Alberta by dialing 310-0000 first.

Should you have a quantity of records and are unsure of their research or historic value, the Private Records section of the Provincial Archives will agree to view the records and arrange for the donation of the records if of archival value. There is **no charge** for this service.

If you are required to reactivate documents that have already been scheduled for closure or final disposition, it is suggested that reactivated documents should be kept for the original retention period from the date they were reactivated. This suggestion is due to court rulings.

### **Records and the *Limitations Act***

Municipalities should ensure the *Limitations Act, Chapter L-12* is reviewed before implementing a records retention bylaw and disposition schedule.

Specifically, section 3(1)(b) of the *Limitations Act*, states that subject to section 11, if a claimant does not seek a remedial order within 10 years after the claim arose, whichever period expires first, the defendant, on pleading this *Act* as a defence, is entitled to immunity from liability in respect of the claim.

And; section 11 states that if, within 10 years after the claim arose, a claimant does not seek a remedial order in respect of a claim based on a judgment or order for the payment of money, the defendant, on pleading this *Act* as a defence, is entitled to immunity from liability in respect of the claim.

### **Records and the *Freedom of Information and Protection of Privacy Act***

Under section 3(e)(ii) of the *Freedom of Information and Protection of Privacy Act (FOIP Act)*, regulation of records management in local public bodies (municipalities) must be by bylaw or resolution, as authorized by the governing body of the municipality. Municipalities should ensure that the *FOIP Act* is reviewed before implementing a records retention bylaw and disposition schedule.

Individuals can request, and have a right to access, any record in the custody or under the control of a municipality. This right does not extend to information excepted from disclosure, (i.e. the *Act* allows municipalities to withhold certain information). If the information can reasonably be severed (removed or blanked out) of the documents, then the requester has a right of access to the remainder of



the record. A municipality cannot destroy records to evade a request for information under the *FOIP Act*.

Section 95(b) of the *FOIP Act* states that a municipality may establish, by bylaw, a fee structure for copies of routinely available information. The release of other information under a *FOIP* request must not exceed the maximum amount stipulated in the regulation (Alta. Reg. 186/2008). A bylaw must be passed to either adopt the schedule in Reg. 186/2008 or something lesser prior to fees being assessed.

For further information regarding records management you can access the Service Alberta FOIP Resources page at <http://www.servicealberta.ca/foip/resources.cfm>. Guidelines and Practices, Chapter 8: Records and Information Management, at <http://www.servicealberta.ca/foip/documents/chapter8.pdf> is a valuable resource. (Not all of the information within Chapter 8 applies to municipalities, however, a substantial amount does, other information is specific only to the Government of Alberta.)

Both the *FOIP Act* and the FOIP Regulation can be obtained from the Alberta Queen's Printer at <http://www.qp.alberta.ca/>.

A "Record" is defined as a record of information in any form and includes books, documents, maps, letters, papers and any other information that is written, recorded, photographed, or stored in any manner including electronically. It does not include software or any mechanism that produces records. Any hand written notes may also be accessible to the public.

You can legally and routinely discard records that have only short-term, immediate, or no value to your organization that you will not need again in the future. These records are called **transitory records**. Transitory records can include telephone messages, routing slips, post-it notes, opened envelopes, memos, notes and messages (either paper, voice or electronic). If the information in a record will have some future administrative, financial, legal, research, or historical value, then you should file the record.

Electronic Records, like other records, should be identified, organized, made accessible, and retained as long as needed to support your municipal business. All of your documents that are created by electronic means should be managed and identified as a "**Substantive Record**" (having administrative and operational values) or "Transitory Record". If it is a "Substantive Record", create a directory and or sub-directory on a shared drive on the system to store you electronic records.

There may be a need to control the deletion or change of file names and unauthorized access to certain records. Ensure backup measures are in place, so information can be restored in case of a system crash or the system is damaged in some other way. Your system may have the capability to program the retention of your records through a specific action to be erased automatically after a specified

period of time. You should remove personal and transitory records from your directories and sub-directories on a regular basis.

Municipalities should review the types of records being retained. The record should be assessed to determine if all information in the record is necessary for the purpose of the record. If there is nonessential information, consideration should be given to reworking the type of record to avoid time severing information that may have been retained unnecessarily.

The following disposition schedule is a "RECOMMENDED" criterion only. The information has been gathered from various municipalities throughout Alberta and with the advice of the Information Management, Legislative and Administrative Services Unit of Municipal Affairs.

Each municipality should determine, on an individual basis, if the criteria fits its requirements. It is important that you move your records through the active, inactive, and obsolete/destruction cycles.

The subject matter is listed alphabetically followed by a suggested retention period. The retention period is identified by a "P" (permanent retention) or expressed by a number of years, for example 5 (five years), or other specific comments such as "until superseded" or "upon replacement", etc.

## RECORDS RETENTION SCHEDULE

Subject	Description	Suggested Retention Period In Years
Accountants	Working Papers	7
Accounts	Paid (summary sheet)	7
	Payable vouchers	7
	Receivable Duplicate Invoices	7
Administration	Reports (not part of minutes)	7
	As Per Legislation	7
Advertising	General	2
	As Per Legislation	7
Agendas	Part of Minutes	P
Agreements	General	12 S/O
	Development	12 S/O
	Major Legal	12 S/O
	Minor Legal	12 S/O
Annexations	Correspondence	7
	Final Order	P
Annual Reports		5-7
Annual Reports	Local Boards	5-7
Applications	Site Plan approval	2
	Subdivision (after final approval)	3
	Part-time Employees (after end of employment)	1
Appointments	Other Than Those in Minutes	3
Assessment	Rolls	P
	Assessment Review Board (ARB) Minutes	P
	ARB Work File	5



<b>Subject</b>	<b>Description</b>	<b>Suggested Retention Period In Years</b>
	Appeals	12
	ARB Records	7
	Duplicate roll	7
	Review Court Records	7
Assessment Appeal	Board File	5
Assets		20 S/O
	Records of Surplus	5
	Temporary Files	2
Bank	Deposit Books	7
	Deposit Slips	7
	Memos (Credit/Debit)	7
	Reconciliations	2
	Statements	7
Boards	Minutes	P
	Authority & Structure	5 S/O
	Correspondence	5
Briefings/Reports	To Council	7
Budgets	Operating (in minutes)	P
	Capital (in minutes)	P
	Working Papers	3
Bylaws	All	P
Cash	Receipts Journal	7
	Disbursements Journal	7
	Duplicate Receipts	7
Certificates	Of Title	P
Census	Reports	12
Cheques	Cancelled (paid)	7
	Register	7
	Stubs	7
Claims	Notice of	12 S/O

<b>Subject</b>	<b>Description</b>	<b>Suggested Retention Period In Years</b>
	Statements of	12 S/O
Committee	Minutes	P
Compensation	Records	10
Computer Cards		1
Contracts	Files (completion of)	12 S/O
	Forms	12
	Major Legal	12 S/O
	Minor Legal	12 S/O
Council	Minutes	P
Court Cases		12 S/O
Destroyed Records Index		P
Documents	Not Part of Bylaws	12 S/O
	Agreements Major Legal	12 S/O
	Agreements Minor Legal	12 S/O
	Contracts Legal	12 S/O
	Easements	12 S/O
	Leases (after expiration)	12 S/O
	Notices of Change of land	
	Titles	12 S/O
Elections	Nomination Papers	Sec 28(4) Local Authorities Election Act
	Ballot Box Contents	Sec 101 Local Authorities Election Act
Engineering	Drawings	P
Employee Benefits	A.H.C., Blue Cross, Dental, etc.	5
	W.C.B. Claims	4-5
Employees	Job applications (hired)	3
	Job Application (not hired)	1

Subject	Description	Suggested Retention Period In Years
	Job Descriptions	3 (after position abolished)
	Oaths of Office	1 (after position vacated)
	Personnel File	1 (after cessation of employment or 6 years after dismissal (FYI – The GOA keeps any pension contribution information for 70 years.)
Financial Statements	Interim	10
	Working Papers	3
	Final	12
Franchises		P
Income Tax	Deductions	5-7
	TD1	1
	T4	5-7
	T4 Summaries	5-7
Inquiries	From the Public	3
Insurance	Claims	12 (after settled)
	Records (after expiration)	12
Land	Appraisals	1 (after sold)
Leases	After Expiration	7 S/O
Legal	Opinions	12 S/O
	Proceedings	12 S/O
Legislation	Acts (after superseded)	1
Licenses	Applications	3
	Business (after expired)	5
	Literature	2
Local Improvements	Records	P



<b>Subject</b>	<b>Description</b>	<b>Suggested Retention Period In Years</b>
Maps	Base (original)	P
	Contour	P
Maintenance Reports		12
Minutes	Council	P
	Boards	P
	Committees	P
Monthly Reports	Road	5-7
Municipal Affairs	Annual Reports	5
Organization	Structure & Records	2-5 S/O
Payroll	Garnishees	3 (after garnish is removed)
	Individual Earning	
	Records	6
	Journal	6
	Time Cards	4-6
	Time Sheets - Daily	5
	- Overtime	5
	- Weekly	5
	Employment Insurance Records	5 (after cessation of employment)
Permits	Development	12 S/O
Petitions		10
Plans	Official	P
	Amendments	P
	Subdivision	P
Policy	After Superseded	5
Progress Reports	Project	5-7
	Under Contract (Final payment)	7-10 S/O
Property Files		Until sold +10

<b>Subject</b>	<b>Description</b>	<b>Suggested Retention Period In Years</b>
Prosecution	All	12 S/O
Publications	Local Reports	3
Purchase	Land	Until Sold +12
Receipts	Books	7
	Duplicate Cash	7
	Registration	7
Receptions & Special Events (non-historic)		3
Reports	Accident	12 S/O
	Accident Statistics	12 S/O
	Field	12 S/O
Requisitions	Copies	2
	Duplicate	7
	Paid	7
Resolutions	Minutes	P
Subdivision	After Final Approval	12
Street	Sign Inventory Register	P
Tax	Rolls	P
Tax Recovery	Records	P
Taxes	Arrears	7
	Final Billing	12
	Municipal Credits	7
	Receipts	7
	Rolls	P
	Sale Deeds	P
Termination	Employees	P
Tenders	Files	12

Subject	Description	Suggested Retention Period In Years
	Successful	12
	Purchase Quotations	12
	Unsuccessful	10 (FYI - The GOA keeps all unsuccessful tenders for 10 years in case of civil litigation.)
Traffic	Streets	7
Training and Development Files		5
Trail Balances	Monthly	3
	Year End	7
Vendors	Acknowledgments To	2
	Contracts	12
	Suppliers Files	12
Vouchers	Duplicate	7
Writs		12
Weed Control Reports	Until updated	1
Zoning	Bylaws	P
	Bylaw Enforcement	5





## Resources

Alberta Queen's Printer, Laws Online/Catalogue

*Freedom of Information and Protection of Privacy Act*

Website:

[http://www.qp.alberta.ca/570.cfm?frm\\_isbn=9780779777273&search\\_by=link](http://www.qp.alberta.ca/570.cfm?frm_isbn=9780779777273&search_by=link)

Alta. Reg. 186/2008 - Freedom of Information and Protection of Privacy Regulation

Website:

[http://www.qp.alberta.ca/570.cfm?frm\\_isbn=9780779772391&search\\_by=link](http://www.qp.alberta.ca/570.cfm?frm_isbn=9780779772391&search_by=link)

*Limitations Act*

Website:

[http://www.qp.alberta.ca/570.cfm?frm\\_isbn=9780779760473&search\\_by=link](http://www.qp.alberta.ca/570.cfm?frm_isbn=9780779760473&search_by=link)

Provincial Archives of Alberta

Website: <http://culture.alberta.ca/paa/>

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

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	
<b>Originated By:</b>	<b>Tracy M. Stewart-Acting CAO</b>
<b>Title:</b>	<b>Ownership/Property Transfer of the United Church-Lot 11, Block 8, Plan LVII(RN57)</b>

**BACKGROUND/PROPOSAL:**

It has been brought to Administration's attention that the former United Church property is currently still under the ownership of the Bawlf & District Historical Society. This society was dissolved in 2011 leaving the property with no legal ownership.

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

The Bawlf & District Historical Society was formally dissolved by the Government of Alberta's Registrar of Corporations on February 2, 2011. Interested individuals and former members of the Historical Society met on February 19, 2013 and passed a motion to turn the land and building over to the Village. An agent at the Land Titles office confirmed that former members of the Historical Society can use the society's stamp to sign off on a Transfer of Land form to transfer ownership of the property to the Village of Bawlf.

In April of 2013 this issue was brought before Council. There was discussion and the decision was made to table this until August of 2013. Unfortunately it was not dealt with at that time.

There has been notice given to Village residents if there was interest in reforming a historical society and no persons have come forward.

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

Applying for a transfer of the title would cost \$50 + \$1 for each \$5,000 (or portion thereof) in value of the land for the registration and \$10 for each certified copy of the title. The 2013 Budget could absorb these costs. Legal fees may apply if Council feels a lawyer's assistance is needed.

**RECOMMENDED ACTION:**

That Village Council pass a motion to direct Administration with how they would like to proceed with this matter.





# LAND TITLE CERTIFICATE

B

LINC                      SHORT LEGAL  
0015 378 763          RN57;8;11

TITLE NUMBER  
932 300 278

LEGAL DESCRIPTION  
PLAN RN57 (LVII)  
BLOCK 8  
LOT 11

ESTATE: FEE SIMPLE  
ATS REFERENCE: 4;17;45;31;SW

MUNICIPALITY: VILLAGE OF BAWLF

REFERENCE NUMBER: 89W4

REGISTERED OWNER(S)				
REGISTRATION	DATE(DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
932 300 278	30/09/1993	TRANSFER OF LAND	\$100	NOMINAL

## OWNERS

THE BAWLF AND DISTRICT HISTORICAL SOCIETY.  
OF BOX 181, BAWLF  
ALBERTA T0B 0J0

## ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION		
NUMBER	DATE (D/M/Y)	PARTICULARS
5134CI	17/08/1923	DRAINAGE DISTRICT ORDER "THIS PROPERTY IS INCLUDED IN THE DAYSLAND NO. 4 DRAINAGE DISTRICT"
792 229 640	20/09/1979	LEASE LESSEE - SIGNALTA RESOURCES LIMITED. ATTENTION: LAND DEPARTMENT P O BOX 6150, STATION D CALGARY ALBERTA T2P2C7 "MINES AND MINERALS AS DESCRIBED. DATA UPDATED BY:

( CONTINUED )

-----  
ENCUMBRANCES, LIENS & INTERESTS

PAGE 2  
# 932 300 278

REGISTRATION

NUMBER      DATE (D/M/Y)      PARTICULARS  
-----

CHANGE OF ADDRESS FOR SERIVCE NO. 892006367"

(DATA UPDATED BY: TRANSFER OF LEASE  
002058768)

(DATA UPDATED BY: TRANSFER OF LEASE  
032414830)

(DATA UPDATED BY: TRANSFER OF LEASE  
052534961)

842 193 163      29/08/1984 CAVEAT

RE : SEC 177 OF BANK ACT

CAVEATOR - CANADIAN IMPERIAL BANK OF COMMERCE.

309 - 8 AVENUE S.W. CALGARY

ALBERTA T2P2P2

AGENT - JOHN R SHERMAN

"AS TO MINES AND MINERALS AS DESCRIBED"

TOTAL INSTRUMENTS: 003

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN  
ACCURATE REPRODUCTION OF THE CERTIFICATE OF  
TITLE REPRESENTED HEREIN THIS 9 DAY OF  
NOVEMBER, 2015 AT 01:29 P.M.

ORDER NUMBER: 29608524

CUSTOMER FILE NUMBER:



\*END OF CERTIFICATE\*

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED  
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,  
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM  
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,  
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS  
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING  
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

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

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	
<b>Originated By:</b>	<b>Tracy M. Stewart-Acting CAO</b>
<b>Title:</b>	<b>County of Camrose Bylaw- 2016 Village Bylaw Enforcement Hours</b>

**BACKGROUND/PROPOSAL:**

At the August 19, 2015 Regular Council Meeting, Council passed a motion to sign an agreement with Camrose County for Bylaw Services within the Village of Bawlf.

At that time, we had \$2,300 left in the 2015 budget to put towards bylaw man hours. At \$95.00/hr, that enabled the Village to book approximately 24 bylaw hours for the remainder of 2015.

For 2016 budget purposes, Council should decide what dollar amount and man hours they would like delegated to bylaw enforcement.

Certain months, ie. April-October, generally entail more weekly man hours.

2015 bylaw budget was \$3,900 which was based on \$325.00/mnth for Alberta Animal Services which included 2 hours a month of enforcement.

Administration recommends a minimum of 6-8 hours/month for the "busy" months and then 3-4 hours/month for the "slow" months.

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

At a calculation of 8 hours/month for 7 months, and 4 hours/month for 5 months, it would work out to \$7,220.00 annually.

I would like to recommend to round it up to \$8,000.00 and I can allocate this amount to the MSI Operating Program, Public Security and Safety, where in previous years (2013 & prior), \$10,000.00 was allocated.

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

MSI Operating Grant

**RECOMMENDED ACTION:**

That Bawlf Council discuss and direct Administration on what they would like Camrose County Bylaw Services to entail for 2016.



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

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>November 18, 2015</b>
<b>Originated By:</b>	<b>Tracy M. Stewart-Acting CAO</b>
<b>Title:</b>	<b>Bylaw No. 607/15-Village Speed Limit Amendment</b>

**BACKGROUND/PROPOSAL:**

A motion was passed at the September 16, 2015 Regular Council Meeting to lower the speed limit within the Village of Bawlf from 40 kms/hr down to 30 kms/hr. The current traffic control bylaw does not reflect this change.

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

a) *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**

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

n/a

**RECOMMENDED ACTION:**

That Village Council pass a motion to rescind Bylaw 562/08 and approve all three readings of Bylaw 607/15 to reflect the updated speed limits.

## **BYLAW NUMBER 607/15**

### **VILLAGE OF BAWLF**

**BYLAW NUMBER 607/15 OF THE VILLAGE OF BAWLF, IN THE PROVINCE OF ALBERTA, BEING A BYLAW TO RESCIND AND REPLACE THE BAWLF TRAFFIC AND OFF HIGHWAY VEHICLE CONTROL BYLAW NO. 562/08.**

**WHEREAS**, the Provincial Government of Alberta gives the Municipalities the power to enact Bylaws according to the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, Section 7 "A Council may pass Bylaws that are considered expedient and are not contrary to this or any other Act";

**AND WHEREAS**, Section 7(i) of the municipal Government Act gives Municipalities the power to impose fines and penalties for infractions of their Bylaw;

**AND WHEREAS**, the Traffic Safety Act, reads "the Council of a Municipality may, with respect to a highway under its direction, control and management, make bylaws that are not inconsistent with this Act;"

**AND WHEREAS**, the Council of the Village of Bawlf deems it necessary to rescind and replace Traffic and Off Highway Vehicle Control Bylaw Number 562/08;

**NOW THEREFORE**, the Municipal Council of the Village of Bawlf duly assembled in open Council enacts as follows:

#### **DEFINITIONS**

"The provisions and regulations of the Traffic Safety Act as amended are hereby expressly incorporated into this Bylaw, including the following definitions";

- (a) "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;
- (b) "VILLAGE MANAGER" means the Chief Administrative Officer or his/her delegate appointed for the Village of Bawlf, Alberta;
- (c) "COUNCIL" means the Council of the Village of Bawlf, Alberta;
- (d) "RECREATION VEHICLE" means a vehicle used or intended for use as a shelter, and without restricting the generality of the foregoing, includes any motor home, holiday travel trailer, camper, tent trailer or any van, bus or truck converted for use as a recreation vehicle;
- (e) "OFF HIGHWAY VEHICLE" means any motorized mode of transportation built for cross-country travel on land, water, snow, ice or marsh or swamp land or on other natural terrain;

- (f) "VILLAGE" means the Village of Bawlf, a municipal corporation of the Province of Alberta or the corporate limits of the Village of Bawlf, as the context requires;
- (g) "VILLAGE EMPLOYEE" means a person hired by the Village Manager or Council being part of a workforce for the Village, be it a permanent full time or part time employee.

## **SECTIONS**

1. No person shall park a vehicle upon any highway within the Village;
  - (a) in any truck loading space properly marked by sign(s) indicating the restrictions which may apply hereto, the exception being trucks properly parked in a loading zone that are unloading or loading;
  - (b) where the vehicle will in any way interfere with the use of a doorway intended and marked as a fire emergency exit from any building abutting the highway;
  - (c) in front of the entrance or exit to any fire hall or garage;
  - (d) in any space where a sign, curb painting or pavement painting indicates that it is for exclusive use of persons with disabilities who display on their vehicles a handicap placard or license plate that is issued or recognized by the Province of Alberta;
  - (e) adjacent to a curb or sidewalk that has been marked by being painted a solid colour;
  - (f) on any sidewalk or boulevard;
  - (g) on or within five (5) metres of a crosswalk;
  - (h) within five (5) metres of any Stop or Yield sign;
  - (i) within five (5) metres of any fire hydrant;
  - (j) in such a way that it obstructs access to any garage, private road, or driveway;
  - (k) with the left hand wheels alongside a curb unless the vehicle is parked upon a designated one-way highway
  - (l) except for loading or unloading park any vehicle upon any lane, alley or public driveway in such a manner so as to cause an obstruction in the flow of traffic.
2. No person shall angle park on a highway any vehicle having an overall length of six (6) metres or over.
3. No person shall park any vehicle having a gross vehicle weight greater than 4540 kg in any residential area within the Village longer than is reasonably necessary to load or unload the vehicle.



4. No person shall park or leave on any highway, within the Village, any trailer, whether designed for occupancy by persons, animals, or carrying of goods or equipment, unless said trailer is attached to a vehicle by which it may be propelled or drawn and when so attached the trailer shall be deemed part of the vehicle and shall be subject to the regulations pertaining to the vehicle, unless otherwise authorized by order of the Village Manager.
5. No person shall leave or abandon any vehicle on a highway for more than seventy-two (72) consecutive hours.
6. No person shall park a Recreation Vehicle upon a highway within the Village unless they are in the process of unloading or loading said vehicle.
7. No person shall park a Recreation Vehicle in a manner that a portion thereof protrudes into a highway, lane, alley, or sidewalk.
8. No person shall park a Recreation Vehicle on their property unless it is wholly contained on a paved or gravel driveway or parking pad.
9. No person shall place or permit to be placed an electric extension cord across a sidewalk or driveway whereby any person, animal or vehicle may be in any way injured or damaged.
10. No person shall occupy, suffer, or permit any other person to occupy a Recreation Vehicle upon a highway or public property unless such property is designated for use as a campground or areas designated by order of the Village Manager.
11. No person shall drive or park a vehicle upon any land owned by the Village for which the Village permits to be used as a playground, recreation area or public park, except on such a part as Council may designate by sign or signs for vehicular travel or parking.
12. (a) Notwithstanding any other provision of this Bylaw or any other Act, the Village Manager, Director of Public Works, or other person representing the foregoing may cause temporary movable signs to be placed on or near any portion of any highway within the Village prohibiting parking of any vehicle for the purpose of snow removal, street cleaning, flushing or road repair. Such signs shall be posted a minimum of twelve (12) hours prior to the commencement of such work being done;  
  
(b) When any road maintenance is designated to commence, or has commenced in any area in which regulatory movable parking signs have been posted in accordance with Section 12 (a), the owner of any vehicle in violation thereto may be charged and the vehicle may be towed at the owner's expense.
13. Where in the opinion of the Fire Chief, members of the R.C.M.P., Bylaw Enforcement Officer, Village Manager, or any person acting in their stead deem it is necessary because of fire, storm, flood, disaster or any other emergency remove any parked vehicle, the Council shall not be responsible or liable for any claim or demands whatsoever arising there from.

No fine shall be imposed if the vehicle was parked at this location before the emergency, only the removal charges should apply. If the vehicle was parked after the emergency, a fine plus removal costs may be imposed.

14. Except for delivery of goods or materials, all vehicles rated over 15,000 kg. G.V.W. shall proceed through the Village by way of truck routes designated by Council and posted by signs.
15. No person shall park a vehicle in contravention of any sign in accordance with any such provision made by the Council.
16. No person shall angle park a vehicle in a cul-de-sac in such a manner that it restricts the safe movement of vehicular traffic.
17. Three (3) or more persons shall not stand in a group or near each other on any highway, lane or sidewalk in such a manner as to obstruct the entrance to buildings or the free passage by other pedestrians on the sidewalk or in such manner which either annoys, disturbs, injures, endangers or detracts from the comfort, repose, health, peace or safety of other persons within the limits of the Village and every person shall forthwith disperse and move away after a request to move has been made by a Bylaw Enforcement Officer or by any other person.

#### **OFF HIGHWAY VEHICLES**

18. Any person operating an off highway vehicle shall ensure that it is operated on the extreme right portion of the highway.
19. When more than one (1) off highway vehicle is being operated on the same highway and in the same direction they shall travel in single file and not abreast.
20. The maximum speed of any off highway vehicle within the Village shall be thirty (30) kilometres per hour.
21. No off highway vehicle shall be operated within the Village between the hours of 11:00 p.m. and 7:00 a.m.
22. Any person operating an off highway vehicle must wear a helmet, that is designed for use with an off highway vehicle, at all times.

#### **PARADES AND PROCESSIONS**

23. For the purpose of this part, "parade" or "procession" means any group of pedestrians numbering more than fifty (50) or any group of vehicles numbering more than ten (10), (except military and funeral processions), moving along or using any highway.



24. Any person desiring to conduct a parade or procession within the Village shall, at least two weeks prior to the time it is desired to conduct same, apply in writing to the Village Manager for permission to conduct same and such application shall be signed by the applicant and contain the following information:
- (a) the name and address of the applicant and, if it is an organization or corporation, the names and addresses of the executive thereof;
  - (b) the nature and purpose of such parade or procession;
  - (c) the day and time such will be held;
  - (d) the intended route thereof;
  - (e) the approximate number of persons and vehicles that will be taking part;
  - (f) the approximate size, number, nature and wording of any signs, banners, posters, placards, flags and similar things to be displayed during such parade or procession; and
  - (g) the names, addresses and signatures of the persons who will be in control of such parade or procession and who undertake to be responsible for the good order and conduct thereof.
25. The Village Manager may refuse to issue a permit to conduct a parade or procession, but in such event, the applicant may apply to Council for such a permit and the Council may, by resolution, direct the issue of such permit subject to the provisions of this Bylaw, or any other conditions Council may wish to impose.
26. During a parade or procession, all pedestrians not taking part therein shall remain on a sidewalk.
27. Where any funeral or military procession is in the process of forming or proceeding along a highway, a Bylaw Enforcement Officer may regulate all traffic in the vicinity and all persons, whether pedestrians, equestrians, or in a vehicle, shall obey the orders and directions of any Bylaw Enforcement Officers so directing traffic.
28. Any vehicle in a funeral procession, except the lead vehicle, may during daylight hours, enter an intersection without stopping if:
- (a) the headlamps of the vehicles are alight;
  - (b) the vehicle is traveling immediately behind the vehicle in front of it so as to form a continuous line of traffic; and
  - (c) the passage into the intersection can be made in safety.



29. No person, whether pedestrian, equestrian or driver of a vehicle, except the driver of an emergency vehicle, shall move or ride or drive through the ranks of any military or funeral procession or any other authorized parade or procession, or shall in any way obstruct, impede or interfere with same.
30. Full time or volunteer firefighters may carry on or in a vehicle, other than an emergency vehicle, a lamp that produces intermittent flashes of green light and may operate the lamp if the vehicle is proceeding to a fire or other emergency.

#### **USE OF STREET AND PUBLIC PLACES**

31. No person shall permit any livestock, vehicle, bicycle, sleigh or other object to stand or be upon any highway, sidewalk or crossing within the Village so as to obstruct traffic thereon.
32. The owner, tenant or occupier of any land adjoining any highway, sidewalk or public place within the Village shall cause all trees, shrubs and bushes which overhangs signs, sidewalk, highway or public place to be trimmed, cut or removed, so as to prevent obstruction of signs, sidewalk, highway or public place to pedestrians and vehicles.
33. After being served notice to comply within seven (7) days, and after which they have failed to comply, the Village may take action to remedy the cutting, removal of trees, shrubs and bushes and recover the expense thereof to the owner, tenant or occupier of the land in accordance with the provisions of the Municipal Government Act.
34. No person shall dig up or carry away any earth, sand or gravel from any highway, or any property owned or allowed to be used by the Village, without first obtaining permission in writing from the Village Manager to do so.
35. Any person placing or causing to be placed an obstruction in or on any highway shall remove or cause the removal of the obstruction as soon as reasonably possible after being notified by the Village Manager. After failing to comply, the Village Manager, with such assistance as is necessary, may remove or cause to be removed at the expense of the person causing or placing such obstruction on any such highway.
36. No person shall drive or haul on or over any highway, within the Village, any vehicle or other type of equipment or thing which does cause or is likely to cause damage to the highway.
37. No person shall tear down, remove or interfere with any signs, signals, barricades, flares or other things placed in accordance with the provisions and regulations as directed by Council.
38. No person shall sell by auction upon any highway or sidewalk within the Village, any article or thing whatsoever without the consent of the Village Manager.
39. No person shall advertise any sale of any article or thing by blowing of horns, ringing of bells, crying, hollering or creating any other disturbances or noise upon any highway or sidewalk of the Village unless permission is first obtained from the Village Manager.

40. No person shall broadcast from a sound track or amplifying device outdoors without first obtaining a permit to do so from the Village Manager.
41. No person shall post or exhibit any placard, playbill, poster, writing or picture, or write words or make or draw pictures that are indecent, tend to corrupt, demoralize or cause to be unsightly any wall or fence or elsewhere, on or adjacent to any highway.
- (a) Any person or organization posting signs advertising garage sales, yard sales, sporting events, entertainment or political events, etc. shall remove such signs or posters within twenty-four (24) hours of the conclusion of such event;
  - (b) All objects as described in Section 41(a) are subject to removal and immediate disposal by a Bylaw Enforcement Officer or Village Employee without any notice or warning to the owner thereof.
42. No person or business shall display any goods for sale, offer any goods for sale, or sell any goods on a sidewalk unless it:
- (a) permits or allows clear unobstructed pedestrian passage;
  - (b) is during operational business hours.
43. No person shall wash, or attempt to repair, upon any highway or near a highway, any vehicle, thereby depositing mud, oil or creating slush or ice upon any highway, sidewalk or public property.
44. No person shall place or allow to be placed upon any street within the Village any snow, dirt, ice or other substance or obstructions from any place including a Village owned sidewalk, except in circumstances where private property does not feasibly allow it to be so deposited or placed as determined by Village Administration.

#### **POWERS OF BYLAW ENFORCEMENT OFFICERS, PROSECUTIONS AND PENALTIES**

"The provisions and regulations of the Provincial Offences Procedure Act, as amended, shall apply to the provisions and enforcement of this Bylaw."

45. Any Bylaw Enforcement Officer is hereby authorized to remove or cause to be removed any vehicle or trailer:
- (a) parked in contravention of the provisions of this Bylaw
  - (b) where emergency conditions may require such removal from a highway any vehicle may be removed to a place designated by Council where it will remain impounded until claimed by the owner thereof or his authorized agent.



46. Every Bylaw Enforcement Officer or other person charged with the enforcement of any of the parking provisions of this Bylaw may place an erasable chalk mark on the tread face of a tire of any parked or stopped vehicle without incurring any liability for doing so.
47. No impounded vehicle shall be released to its owner or his agent until the impounding charge and removal charge of the vehicle has been paid. Such charges shall be in addition to any fine or penalty imposed in respect of any such violation, or to any payment made in lieu of prosecution as provided for in any provision of the Bylaw.
48. Where a vehicle is driven, used, parked or left in contravention of any provision of this Bylaw, the owner of the vehicle shall be deemed responsible for the contravention and liable to the penalty provided herein, unless he proves to the satisfaction of the Court trying the case that at the time of the contravention the vehicle was not being driven, used, parked or left by him or any other person with his express or implied consent.
49. A Traffic Violation Ticket or Tag shall be deemed to be sufficiently served:
- (a) if served personally on the accused; or
  - (b) if mailed to the last known address of the registered owner of the vehicle; or
  - (c) if attached to or left upon the vehicle in respect of which the offence is alleged to have been committed.
50. Nothing in this Bylaw shall:
- (a) prevent any person from defending a charge of committing a breach of this Bylaw;
  - (b) prevent a Bylaw Enforcement Officer or other person from laying an Information or Complaint against a person.
51. Where a person charged with an offence against the provisions of this Bylaw, being a person under the age of eighteen (18) years, which person shall be in respect of such offence subject to the jurisdiction of the Alberta Provincial Youth Court as provided by the Youth Criminal Justice Act.
52. Every Bylaw Enforcement Officer is hereby charged with the duty of enforcing the provision of this Bylaw.
53. Any person who contravenes any provision of this Bylaw is guilty of an offence and subject to penalties as per Schedule 'A'.
54. Except where otherwise specifically provided in this Bylaw, a person who is guilty of an offence under this Bylaw, for which a penalty is not otherwise provided shall be liable upon summary conviction to a fine of not more than one thousand (\$1000.00) dollars and in default of payment shall be liable to imprisonment for a term not exceeding six (6) months.



55. Any person who contravenes any section of this Bylaw for a second or subsequent time within a twelve (12) month period is guilty of a second or subsequent offence and liable to fines as per Schedule 'A'.
56. It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions, and if any provision of this Bylaw be declared invalid, all other provisions shall remain valid and enforceable.
57. The Village of Bawlf Traffic and Off Highway Vehicle Control Bylaw Number 562/08 is hereby repealed.

#### **SPEED**

58. Unless otherwise posted, no person shall operate a vehicle within the Village at a speed in excess of thirty (30) km/h.
59. No person shall operate a vehicle within a school zone or playground zone at a speed in excess of thirty (30) km/h during the times pursuant to Sections 4 through 9 of the Use of Highway and Rules of the Road Regulation as amended or repealed and replaced from time to time.
60. No person shall operate a vehicle in any alley or lane within the village or within a recreation park at a speed in excess of twenty (20) km/h.

THIS BYLAW SHALL COME INTO EFFECT ON THE THIRD AND FINAL READING.

READ A FIRST TIME IN OPEN COUNCIL THIS 18th DAY OF NOVEMBER 2015.

READ A SECOND TIME IN OPEN COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2015.

READ A THIRD TIME IN OPEN COUNCIL AND FINALLY PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2015.

---

MAYOR

---

ACTING CAO

**Bylaw # 607/15****Schedule 'A' – Penalties**

	<b>Offence</b>	<b>1st Offence</b>	<b>2<sup>nd</sup> Offence</b>
1(a)	Park in a loading zone	\$50.00	\$100.00
1(b)	Park in front of entrance or exit to emergency doorway	\$75.00	\$150.00
1(c)	Park in front of entrance or exit to fire hall or garage	\$75.00	\$150.00
1(d)	Park in a posted handicap stall	\$75.00	\$150.00
1(e)	Park adjacent to a curb or sidewalk painted a solid colour	\$50.00	\$100.00
1(f)	Park on a sidewalk or boulevard	\$50.00	\$100.00
1(g)	Park on or within five metres of a crosswalk	\$75.00	\$150.00
1(h)	Park within five metres of a stop or yield sign	\$50.00	\$100.00
1(i)	Park within five metres of a fire hydrant	\$75.00	\$150.00
1(j)	Obstruct access to a garage, private road, or driveway	\$50.00	\$100.00
1(k)	Park a vehicle with left hand wheels to curb	\$55.00	\$110.00
1(l)	Cause an obstruction in an alley, lane, or driveway	\$50.00	\$100.00
2	Angle park a vehicle over six metres long on a highway	\$50.00	\$125.00
3	Park a vehicle over 4540 kg in a residential area	\$50.00	\$125.00
4	Park a detached trailer on a highway	\$50.00	\$100.00
5	Abandon a vehicle on a highway for more than 72 hours	\$100.00	\$200.00
6	Park a recreation vehicle on a highway	\$55.00	\$110.00
7	Park a recreation vehicle with a portion protruding onto highway, lane, alley, or sidewalk	\$55.00	\$110.00
8	Park a recreation vehicle on property without a paved or gravel	\$55.00	\$110.00

	driveway or parking pad		
9	Place or permit placing an extension cord on sidewalk or driveway	\$50.00	\$100.00
10	Occupy or permit person to occupy recreation vehicle while parked on highway or public property	\$75.00	\$150.00
11	Park on Village property	\$100.00	\$200.00
12(b)	Park in temporary 'No Parking' area	\$50.00	\$100.00
14	Fail to use posted truck route for vehicle over 15,000 kg GVW	\$150.00	\$300.00
15	Park contrary to signs	\$50.00	\$100.00
16	Angle park in a cu-de-sac restricting safe movement of vehicular traffic	\$50.00	\$100.00
17	Three or more persons blocking sidewalk, access to building, or being a nuisance	\$45.00	\$110.00
18	Fail to operate off highway vehicle on extreme right portion of the highway	\$50.00	\$100.00
19	Fail to travel in single file with more than one off highway vehicle	\$50.00	\$100.00
20	Exceed the maximum speed limit of 30 km per hour with an off highway vehicle	\$75.00	\$150.00
21	Operate an off highway vehicle between 11:00 pm and 7:00 am	\$100.00	\$200.00
22	Fail to wear a helmet while operating an off highway vehicle	\$50.00	\$100.00
26	Fail to remain on sidewalk during parade or procession	\$25.00	\$50.00
29	Drive through, obstruct, impede, or interfere with military, funeral, or authorized parade or procession	\$75.00	\$200.00
31	Obstruct traffic	\$150.00	\$300.00
32	Fail to trim, cut or remove overhanging trees, shrubs or bushes which caused obstruction to signs, sidewalk or highway	\$75.00	\$150.00



34	Dig or remove sand or gravel from Village property without permission	\$75.00	\$150.00
35	Fail to remove obstruction from highway	\$100.00	\$200.00
36	Drive or haul equipment causing damage to highway	\$150.00	\$300.00
37	Remove or interfere with signs, signals, barricades, flares, or other things	\$150.00	\$300.00
38	Sell or auction on highway or sidewalk without permission	\$50.00	\$100.00
39	Advertise sale by blowing horn, ringing bell, crying, hollering, or creating any other disturbance or noise without permission	\$40.00	\$100.00
40	Broadcast from sound track or amplifying device without permission	\$40.00	\$100.00
41	Exhibit material on wall, fence, or elsewhere that is indecent, corrupt, demoralizing, or unsightly	\$150.00	\$400.00
41(a)	Fail to remove signs after 24 hours of event	\$75.00	\$150.00
42	Display, offer for sale, or sell goods on a sidewalk so that it impedes pedestrians or is after business hours	\$50.00	\$100.00
43	Wash or repair vehicle on highway	\$50.00	\$150.00
44	Place or allow to be placed any snow, dirt, ice, or other substance on a highway	\$150.00	\$300.00

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

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 18, 2015</b>
<b>Originated By:</b>	<b>Tracy M. Stewart-Acting CAO</b>
<b>Title:</b>	<b>Village Compost &amp; Burn Pile</b>

**BACKGROUND/PROPOSAL:**

At the August 19, 2015 Regular Council Meeting, the following motion was made:

a) *VILLAGE BURN PILE/COMPOST AREA*

**Motion 115/15 Moved by** Deputy Mayor Thompson to approve the permanent closing of the burn pile/compost area due to environmental issues, regular and on-going misuse by the residents of Bawlf and that Public Works will re-vamp the area to look esthetically clean.

**CARRIED**

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

Councillor J. Buchanan has requested that this motion be reviewed and discussed.

It has also been brought to Administration that it may be feasible to move the burn pile somewhere in the vicinity of where the clay pile is currently located.

This idea was to possibly assist with the constant flooding that occurs in spring and heavy rains.

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

**RECOMMENDED ACTION:**

That Bawlf Council discuss whether or not they would like to re-open the compost area and burn pile and direct Administration as to what they would like to see done.

**Tracy M. Stewart**

---

**From:** Joe Buchanan <joe.buchanan1@gmail.com>  
**Sent:** November-10-15 11:05 AM  
**To:** tmstewart@bawlf.com  
**Subject:** agenda item

Hi Tracy,

I would like to revisit the issue of the compost and burn pit at the next meeting if possible. would you please include it to the meeting agenda. Thankyou.

Joe





**Regular Meeting of Council of the Village of Bawlf in the Province of Alberta**  
**Wednesday November 18, 2015 – 7:00 pm**

***Acting CAO Report – Tracy M. Stewart***

**Land**

- Council to discuss how and where the Village can acquire more land for residential lots
- There have been approximately a half dozen sales/purchases within the Village in the past 6 weeks

**Bylaw/Protective Services**

- No reports received from the County Bylaw Services as of yet; I have put in a request as we have received monies from fines and would like to know more details
- New County Bylaw Complaint forms are to be used; available at Village Office & will be available on the website in the near future

**Administration**

- Preparation of agenda/minutes for November Regular meeting
- Still working on various internal policies and procedures
- Working on amending some bylaws
- Ongoing revamping of file system and organization of boxes of older files
- Completed motion actions from previous Council meeting
- Training of new employee by both myself and Tanya
- Working with Tanya & Lorna to implement separation of duties as per the MGA & Accounting Practices
- Tanya & Lorna are in the midst of updating/revamping the website as time permits

**HR/Payroll**

- Submitted monthly payroll government remittance; payroll processing
- Ongoing training with Tanya to introduce more financial, governance and policy procedures
- Had an interview set up on October 30<sup>th</sup> for the F/T Public Works/Water/Sewer position; he was a no show. I have one other applicant that I am trying to set up an interview with

**Finance**

- Reviewed October's financial statements, vendor invoicing (payables) and accounts receivables

- Working on re-vamping corporate general ledger accounts and budget layout/accounts
- Monthly journal entries
- Budget
- Account reconciliations
- Bank reconciliations
- Account adjustments
- MSI Applications & updating grant spreadsheet for both Council and reporting purposes

### **Planning/Development**

- I have requested and received updated Village Maps from the County

### **Fire Department**

- New water meter was installed and the bulk water "station" has been moved to the South side of the fire hall for easier fill access and a line/bib has also been installed on the West side for use by Public Works
- November 3<sup>rd</sup> was a Power Line Safety Seminar put on by Fortis
- November 14<sup>th</sup> & 15<sup>th</sup> is First Aid Training
- New Bush Truck has been purchased/picked up, is registered under the Village and is in the process of having lights installed, decaling, etc.

### **Public Works**

- See report from PW – top priority is to ensure all ditches & culverts are where they should be at condition wise prior to winter
- The Sewer Flush Truck was here on October 29<sup>th</sup> and all culverts that required attention have been cleaned out

### **Water/Sewer**

- Water Treatment Plant Upgrade –Engineering drawings have been approved; I have not had any more updates in the past month
- Lagoon – Thurber Engineering has completed the Desktop Study and will now be moving on to the installation of the five monitoring wells. This work should start within the next month depending on availability of drill rig, etc.
- Lagoon release is scheduled within the next 2 weeks once we have the results back from Alberta Health for the water testing



## Monthly Public Works & Recreation/Parks Report    Reporting Period: Oct /Nov

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

Submitted by: Gerry Guenette

Date: November 10, 2015

### **PUBLIC WORKS:**

**Water & Sewer Lines, Lift Station, Lagoon, Reservoir, Wells:** All Hydrants flushed and process of draining them is on-going until it freezes hard. Sewer Lines have been flushed. Bulk water was shut down for renos on Nov. 3, 4<sup>th</sup> modification required on loading hose so it will drain and not freeze. Lagoon release scheduled 2<sup>nd</sup> or 3<sup>rd</sup> week of Nov.

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

Roadways and alleys are in are in pretty good condition as ditches are a priority now we will try to top them up before it gets too cold. Driveways on both sides of the school need attention.

**Vehicles, Equipment and Supplies:** Seasonal equip. has been parked for the year, batteries need to be removed. Pressure washer was damaged during clean up, parts were purchased and is now back on line. Winter equip. will be brought on line.

**Garbage, Recycling, Composting:** Bi weekly insp. Of Village on going. Burn pile set on fire created a lot of smoke for a couple of days. Grading of the burn pile area requires more attention before it freezes too hard

**Drainage Ditches and Surface Water Flow:** All culverts have been flushed, drainage ditches have been cleaned, areas beside the ditch need to be cleaned and hauled away. Tubing needs to be installed into culverts along Hanson and Molstad.

**Disaster Services:** Power Line Safety Course was held November 3<sup>rd</sup> at the Fire Hall

**Other Information (including staffing, requests from residents, etc.):** Interview for new Public works director on Oct. 30<sup>th</sup> was a NO SHOW

### **RECREATION/PARKS:**

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

N/A

**Park and Campground:** Dead fall in campground and lagoon will be a winter project

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

**Equipment Issues, Repairs, etc.:** New tires for pickup





**THURBER** ENGINEERING LTD.

October 26, 2015

File: 19-6835-1

Village of Bawlf  
Box 40  
Bawlf, Alberta T0B 0J0

Attention: Ms. Tracy Stewart  
Finance Officer

**VILLAGE OF BAWLF –WASTEWATER LAGOON  
HYDROGEOLOGICAL DESKTOP STUDY AND SITE RECONNAISSANCE**

Dear Madam:

This report presents the results of a Hydrogeological Desktop Study and Side Reconnaissance prepared by Thurber Engineering Ltd. (Thurber) on behalf of the Village of Bawlf for an existing wastewater lagoon in the Village of Bawlf, Alberta.

This project was carried out in general accordance with Thurber's May 11 2015 proposal to Ms. Tracy Stewart, Finance Officer of the Village of Bawlf. The scope of work generally consisted of undertaking a site reconnaissance and a desktop study that included the collection and interpretation of available published geological maps, reports, data and air photographs of the wastewater lagoon site and surrounding area. This information was then used to identify geomorphologic features and surface hydrogeological conditions. Authorization to proceed with the project was received from Ms. Stewart on September 9, 2014.

It is a condition of this report that Thurber's performance of its professional services is subject to the attached Statement of Limitations and Conditions.

**1. SITE**

The wastewater lagoon is located within the legal land description NE ¼ 25-45-18 W4M and situated approximately one kilometer southwest of the Village of Bawlf, Alberta as shown in Drawing 19-6835-1-1 in Appendix A. The wastewater lagoon comprises of two anaerobic cells (cells one and two), primary cell (cell five) and a secondary cell (cell six) as shown on Drawing 19-6835-1-2 in Appendix A. The depths of the cells from top of the berm to the bottom were approximately 4.0 m for Cells 1 and 2, 2.3 m for Cell 5 and 3.0 m for Cell 6. The berms slide slopes were inclined at approximately 3H : 1V.



Thurber understands that the wastewater lagoon is unlined and was constructed in the early 1980's. The lagoon berms were constructed with compacted native soil originating from the base of the excavation.

## **2. STRATIGRAPHY**

Ms. Stewart provided an overall site plan to Thurber, this plan also showed the location of eight test holes and the associated test hole lithology that were used in the design of the wastewater lagoon. The test holes were drilled to depths varying from 1.8 m to 2.9 m and the soil stratigraphy consisted mainly of sandy clay till with occasional sand lenses.

## **3. PUBLISHED MAPS OVERVIEW & HISTORICAL AIR PHOTOGRAPHS**

According to the bedrock topography map<sup>1</sup>, surficial deposits (Drawing 19-6835-1-3 in Appendix A) are approximately 30m thick in the area of the wastewater lagoon. Surficial deposits<sup>2</sup> are mostly composed of stagnant moraine till which is mixture of clay, silt and sand. Some bodies of glaciofluvial sand and gravel, glaciolacustrine sand and silt, or bedrock blocks could be expected to be included in the surficial deposits. Underplaying surficial deposits is bedrock<sup>3</sup> composed of sandstone, siltstone, coal and mudstone of the Horseshoe Canyon Formation. The shallow subsoil stratigraphy is consistent with the geotechnical test hole data supplied by the Village of Bawlf.

Major aquifer in the study area is the uppermost portion of the bedrock where mostly sandstone layers are fractured and weathered. Most of the groundwater users in the area are using water within the bedrock aquifer at depth of approximately 30m to 50m.

The historical air-photographs (Drawing 19-6835-1-4 in Appendix A) taken in 1995, 1992, 2008 and 2012 do not show visible signs of significant berm leakage.

## **4. SITE RECONNAISSANCE**

### **4.1. General**

A site reconnaissance was conducted on September 23, 2015 by Mr. Milan Butorac, P. Geo. of Thurber. Site photos were taken during the site reconnaissance and selected photographs (Photo 1 through Photo 6 on Plates 1 - 3) are presented in Appendix B.

---

<sup>1</sup> S.R. Slattery and A.A. Baker. Map 548. Thickness of Quaternary and Neogene Sediments in the Edmonton-Calgary Corridor. Alberta Geological Survey. Published 2010.

<sup>2</sup> Alberta Geological Survey. Map 601. Surficial Geology of Alberta. Published 2013.

<sup>3</sup> Alberta Geological Survey. Map 600. Bedrock Geology of Alberta. Published 2013.





#### **4.2. Site Observations**

The wastewater lagoon is located on relatively level land surrounded by farmland to the north, south, east and west. At the south side of the wastewater lagoon there is an un-named creek orientated parallel to the south berm toe (Drawing 19-6835-1-2). Parallel to the toe of the east, north and west berms is a ditch.

There were no signs of significant visible, instability or leakage along the berms. Seepage was not visible along the exterior side slopes except possibly at one location along the west berm as shown in Drawing 19-6835-1-2. Certain locations of the inner slope presented evidence of a shallow slump, which appeared inactive, but may retrogress and increase with time. There were also several features of animal activity throughout the inner berm slopes.

Approximately 40 m north of the north-west corner of the wastewater lagoon are two dug-out ponds as shown in Drawing 19-6835-1-2 as Deep Pond and Shallow Pond. The shallow pond is approximately 20m x 30m with a water level approximately one metre below ground surface. The Deep pond is approximately 60m x 90m with a water level approximately 10m below ground surface.

### **3. ASSESSMENT AND RECOMMENDATIONS**

There is no major visible evidence of seepage through the wastewater lagoon berms other than a potential area along the western berm as shown in Drawing 19-68-35-1-2. However, as the native soil construction material consisted of moraine sandy clay till and the wastewater lagoon does not have a compacted clay liner, leakage would likely be occurring through the base of the wastewater lagoon. This assessment is further supported by the low water levels in the Deep pond in that there is a significant vertical downward groundwater gradient. The Deep Pond also does not show visible evidence of groundwater seepage from wastewater lagoon to the pond.

In order to assess if the groundwater is being contaminated from the wastewater lagoon, Thurber recommends that five monitoring wells be installed as outlined in our May 11 2015 proposal. The proposed monitoring well locations are shown on Drawing 19-6835-1-2. The monitoring wells will be used to assess insitu hydraulic conductivity, groundwater levels and provide groundwater samples for chemical analyses.

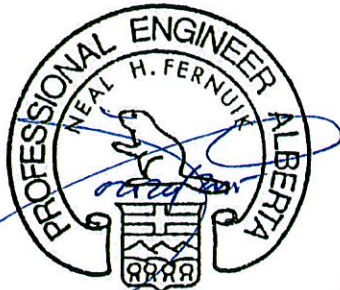




#### 4. CLOSURE

We trust that this information meets your current requirements. Should you have any questions, please contact the undersigned at your convenience.

Yours truly,  
Thurber Engineering Ltd.  
Neal Fernuik, M.Sc., P.Biol., P.Eng.  
Principal / Environmental Scientist



Milan Butorac, P. Geo.  
Hydrogeologist  
/ric

<b>PERMIT TO PRACTICE</b> <b>THURBER ENGINEERING LTD.</b>
Signature _____
Date <u>Oct 26 / 2015</u>
<b>PERMIT NUMBER: P 5186</b> The Association of Professional Engineers, Geologists and Geophysicists of Alberta

#### Attachment:

- Statement of Limitations and Conditions
- Appendix A – Drawings
- Appendix B – Selected Photographs

## STATEMENT OF LIMITATIONS AND CONDITIONS

### 1. STANDARD OF CARE

This Report has been prepared in accordance with generally accepted engineering or environmental consulting practices in the applicable jurisdiction. No other warranty, expressed or implied, is intended or made.

### 2. COMPLETE REPORT

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

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

### 3. BASIS OF REPORT

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

### 4. USE OF THE REPORT

The information and opinions expressed in the Report, or any document forming part of the Report, are for the sole benefit of the Client. NO OTHER PARTY MAY USE OR RELY UPON THE REPORT OR ANY PORTION THEREOF WITHOUT THURBER'S WRITTEN CONSENT AND SUCH USE SHALL BE ON SUCH TERMS AND CONDITIONS AS THURBER MAY EXPRESSLY APPROVE. Ownership in and copyright for the contents of the Report belong to Thurber. Any use which a third party makes of the Report, is the sole responsibility of such third party. Thurber accepts no responsibility whatsoever for damages suffered by any third party resulting from use of the Report without Thurber's express written permission.

### 5. INTERPRETATION OF THE REPORT

- a) Nature and Exactness of Soil and Contaminant Description: Classification and identification of soils, rocks, geological units, contaminant materials and quantities have been based on investigations performed in accordance with the standards set out in Paragraph 1. Classification and identification of these factors are judgmental in nature. Comprehensive sampling and testing programs implemented with the appropriate equipment by experienced personnel may fail to locate some conditions. All investigations utilizing the standards of Paragraph 1 will involve an inherent risk that some conditions will not be detected and all documents or records summarizing such investigations will be based on assumptions of what exists between the actual points sampled. Actual conditions may vary significantly between the points investigated and the Client and all other persons making use of such documents or records with our express written consent should be aware of this risk and the Report is delivered subject to the express condition that such risk is accepted by the Client and such other persons. Some conditions are subject to change over time and those making use of the Report should be aware of this possibility and understand that the Report only presents the conditions at the sampled points at the time of sampling. If special concerns exist, or the Client has special considerations or requirements, the Client should disclose them so that additional or special investigations may be undertaken which would not otherwise be within the scope of investigations made for the purposes of the Report.
- b) Reliance on Provided Information: The evaluation and conclusions contained in the Report have been prepared on the basis of conditions in evidence at the time of site inspections and on the basis of information provided to Thurber. Thurber has relied in good faith upon representations, information and instructions provided by the Client and others concerning the site. Accordingly, Thurber does not accept responsibility for any deficiency, misstatement or inaccuracy contained in the Report as a result of misstatements, omissions, misrepresentations, or fraudulent acts of the Client or other persons providing information relied on by Thurber. Thurber is entitled to rely on such representations, information and instructions and is not required to carry out investigations to determine the truth or accuracy of such representations, information and instructions.
- c) Design Services: The Report may form part of design and construction documents for information purposes even though it may have been issued prior to final design being completed. Thurber should be retained to review final design, project plans and related documents prior to construction to confirm that they are consistent with the intent of the Report. Any differences that may exist between the Report's recommendations and the final design detailed in the contract documents should be reported to Thurber immediately so that Thurber can address potential conflicts.
- d) Construction Services: During construction Thurber should be retained to provide field reviews. Field reviews consist of performing sufficient and timely observations of encountered conditions in order to confirm and document that the site conditions do not materially differ from those interpreted conditions considered in the preparation of the report. Adequate field reviews are necessary for Thurber to provide letters of assurance, in accordance with the requirements of many regulatory authorities.

### 6. RELEASE OF POLLUTANTS OR HAZARDOUS SUBSTANCES

Geotechnical engineering and environmental consulting projects often have the potential to encounter pollutants or hazardous substances and the potential to cause the escape, release or dispersal of those substances. Thurber shall have no liability to the Client under any circumstances, for the escape, release or dispersal of pollutants or hazardous substances, unless such pollutants or hazardous substances have been specifically and accurately identified to Thurber by the Client prior to the commencement of Thurber's professional services.

### 7. INDEPENDENT JUDGEMENTS OF CLIENT

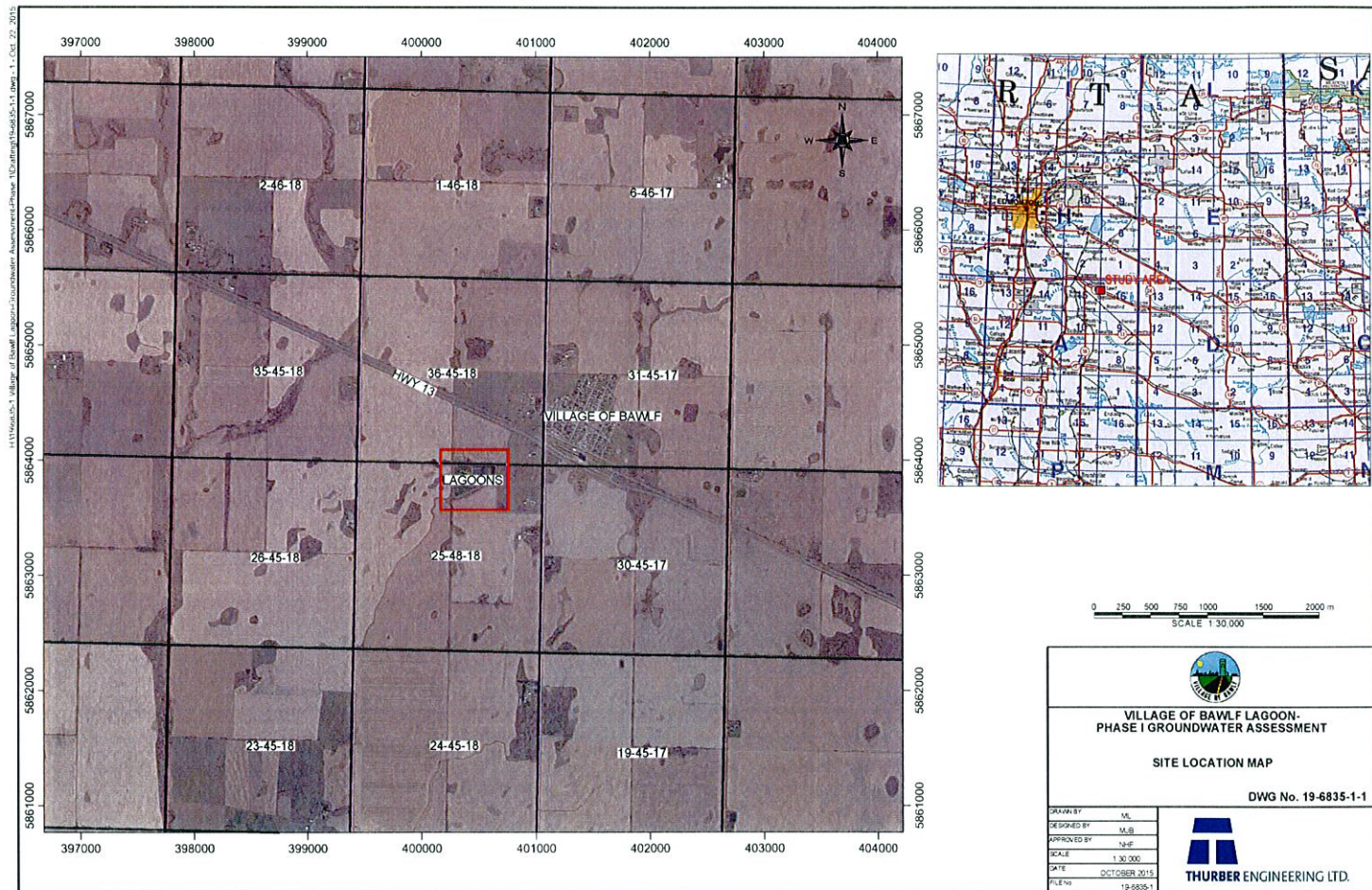
The information, interpretations and conclusions in the Report are based on Thurber's interpretation of conditions revealed through limited investigation conducted within a defined scope of services. Thurber does not accept responsibility for independent conclusions, interpretations, interpolations and/or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



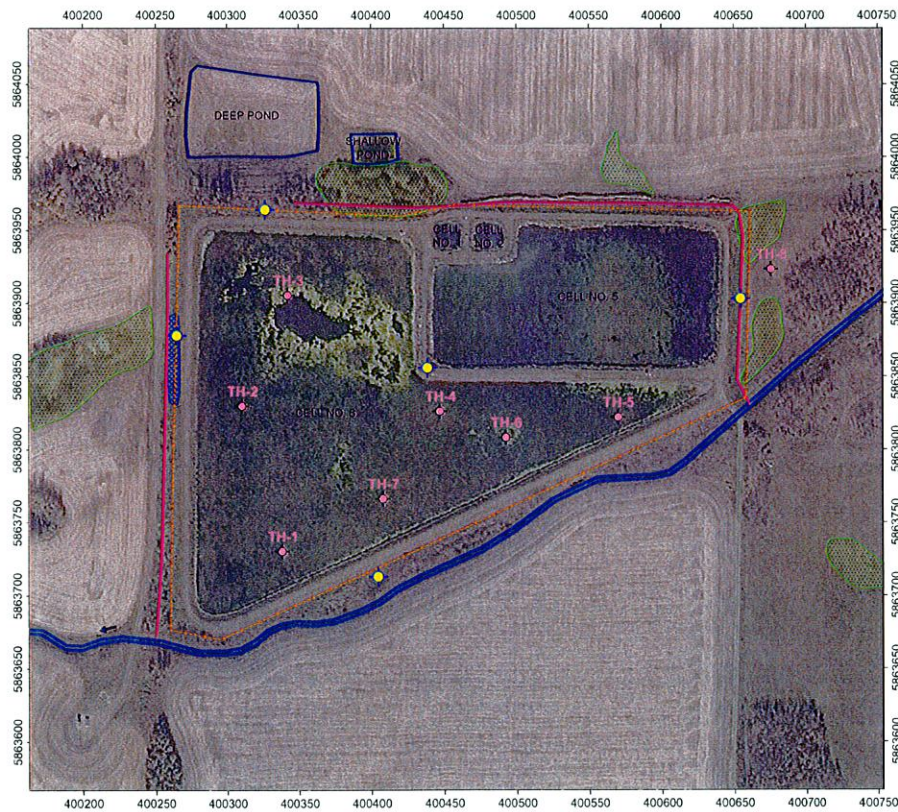
## **APPENDIX A**

Drawings





11 Village of Bawlf Lagoon Groundwater Assessment Phase 1 Groundwater Map 19-5835-1-2.dwg 22-Oct-2019



LEGEND

-  WETLAND
-  CREEK
-  TRENCH
-  FENCE
-  POTENTIAL LEAKAGE
-  TEST-HOLES DRILLED BEFORE THE LAGOON WAS BUILT
-  PROPOSED MONITORING WELLS



0 25 50 75 100 125 150m  
SCALE 1:2500



VILLAGE OF BAWLF LAGOON-  
PHASE I GROUNDWATER ASSESSMENT

LAGOON MAP

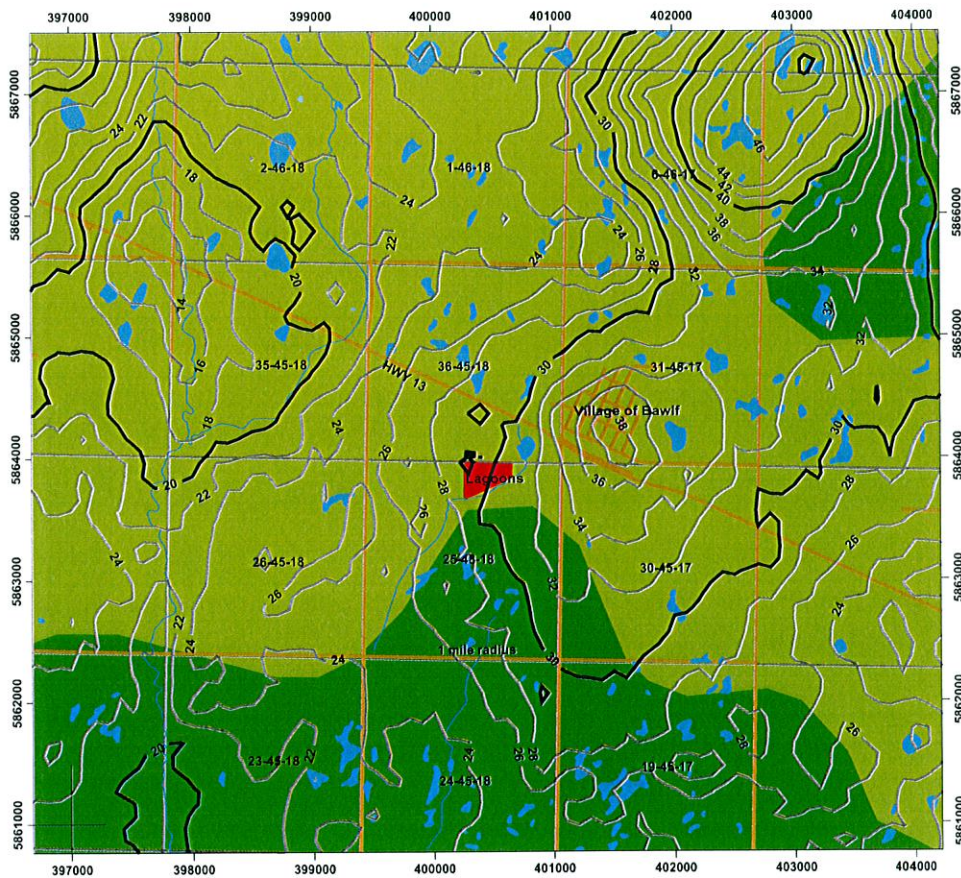
DWG No. 19-5835-1-2

DRAWN BY	ML
DESIGNED BY	MLB
APPROVED BY	JGP
SCALE	1:2500
DATE	OCTOBER 2019
FILE No	19-5835-1



THURBER ENGINEERING LTD.





**LEGEND**

- FLUTED MORaine: TILL MIXTURE OF CLAY, SILT AND SAND WITH LOCALLY INCLUDED STRATIFIED GLACIOCLASTIC AND GLACIOFLUVIAL SILT AND SAND
- STAGNANT ICE MORaine: TILL MIXTURE OF CLAY, SILT AND SAND WITH LOCALLY INCLUDED STRATIFIED GLACIOCLASTIC AND GLACIOFLUVIAL SILT AND SAND
- SURFICIAL DEPOSITS THICKNESS (CONTOURS INTERVAL 2 METERS)

REFERENCE MAP FOR SURFICIAL DEPOSITS THICKNESS  
S.R. SLATTERY AND A.A. BAKER, MAP 548, THICKNESS OF QUATERNARY AND NEOGENE SEDIMENTS IN THE EDMONTON-CALGARY CORRIDOR, ALBERTA GEOLOGICAL SURVEY, PUBLISHED 2010

REFERENCE MAP FOR SURFICIAL GEOLOGY UNITS  
ALBERTA GEOLOGICAL SURVEY MAP 601, SURFICIAL GEOLOGY OF ALBERTA, ALBERTA GEOLOGICAL SURVEY, 2013



**VILLAGE OF BAWLF LAGOON-  
PHASE I GROUNDWATER ASSESSMENT**

**SURFICIAL GEOLOGY MAP**

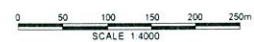
DWG No. 19-6835-1-3

DRAWN BY: M.C.  
DESIGNED BY: M.C.B.  
APPROVED BY: M.C.B.  
SCALE: 1:30,000  
DATE: OCTOBER 2015  
FILE No: 19-6835-1



**THURBER ENGINEERING LTD.**



VILLAGE OF BAWLF LAGOON-  
PHASE I GROUNDWATER ASSESSMENT

## HISTORICAL AIR PHOTOGRAPHS

DWG No. 19-6835-1-4

DRAWN BY	ML
DESIGNED BY	MJB
APPROVED BY	NHF
SCALE	1/4" = 1'-0"
DATE	OCTOBER 2011
FILE NO	19-5835



**THURBER ENGINEERING LTD.**



## **APPENDIX B**

Selected Photographs





PHOTO 1 CELL NO. 6 FROM EAST CORNER



PHOTO 2 CREEK FROM LAGOON GATE

**VILLAGE OF BAWLF LAGOON-  
PHASE I GROUNDWATER ASSESSMENT**

**SELECTED SITE PHOTOGRAPHS**

**PLATE 1**



DRAWN BY	ML
DESIGNED BY	MJB
APPROVED BY	NHF
SCALE	N.T.S.
DATE	OCTOBER 2015
FILE No.	19-6835-1



**THURBER ENGINEERING LTD.**





PHOTO 3 NORTH BERM



PHOTO 4 WEST BERM

**VILLAGE OF BAWLF LAGOON-  
PHASE I GROUNDWATER ASSESSMENT**

**SELECTED SITE PHOTOGRAPHS**

**PLATE 2**



DRAWN BY	ML
DESIGNED BY	MJB
APPROVED BY	NHF
SCALE	N.T.S.
DATE	OCTOBER 2015
FILE No.	19-6835-1



**THURBER ENGINEERING LTD.**





PHOTO 5 DEEP POND



PHOTO 6 SHALLOW POND

**VILLAGE OF BAWLF LAGOON-  
PHASE I GROUNDWATER ASSESSMENT**

**SELECTED SITE PHOTOGRAPHS**

**PLATE 3**



DRAWN BY	ML
DESIGNED BY	MJB
APPROVED BY	NHF
SCALE	N.T.S.
DATE	OCTOBER 2015
FILE No.	19-6835-1



**THURBER ENGINEERING LTD.**

## Tracy M. Stewart

---

**From:** municipalservicesandlegislation@gov.ab.ca  
**Sent:** October-30-15 2:55 PM  
**To:** Tracy Stewart  
**Subject:** Official 2016 Equalized Assessment  
**Attachments:** Instructions.pdf; Provincial 2016 EA Report.pdf

To All Chief Administrative Officers and Appointed Assessors

This is to notify you that the official 2016 Provincial Equalized Assessment Report and your municipality's official 2016 equalized assessment are now available in the ASSET system.

The 2016 provincial equalized assessment has been prepared in accordance with the *Municipal Government Act* and shows an increase of 8.9 per cent from the 2015 equalized assessment.

A municipality may make a complaint on the amount of an equalized assessment to the Municipal Government Board within 30 days of the date the Minister distributes the provincial equalized assessment report.

As you may be aware, Budget 2015 eliminated the grants in place of property taxes (GIPOT) paid out by Alberta Seniors (through housing management bodies) to municipalities for government owned and supported social housing properties. This will have an impact on the 2016 equalized assessments for some municipalities and Municipal Affairs will work with affected municipalities and appointed assessors to address this issue.

During the 30 day Equalized Assessment (EA) complaint period the 2014 revised assessment reporting feature in ASSET will be locked. Once it is reopened the liability assessment coding changes made to these properties can be reported into ASSET and the municipality's 2016 EA will be revised.

To access the 2016 Provincial Equalized Assessment Report and your municipality's equalized assessment please log in to the *milenet* system at [www.milenet.ca](http://www.milenet.ca) and follow the attached instructions.

The 2016 Provincial Equalized Assessment Report is also available on the Ministry's website at [http://www.municipalaffairs.gov.ab.ca/mc\\_property\\_assessment\\_and\\_taxation\\_reports](http://www.municipalaffairs.gov.ab.ca/mc_property_assessment_and_taxation_reports).

Yours truly,

Janice Romanyshyn  
Executive Director  
Grants and Education Property Tax

Enclosure



**Provincial 2016 Equalized Assessment Report**

Municipality Type	Municipality	Residential	Farmland	Non Residential (Non Regulated)	NR Linear Property	NR Railway	NR Co-generating M&E	Machinery and Equipment	Grand Total
	Two Hills	70,497,933	7,160	10,404,908	2,441,590			27,140	83,378,731
	Valleyview	124,678,491	70,800	76,437,418	4,864,860			124,800	206,176,369
	Vauxhall	68,815,422	71,340	10,590,336	2,002,370			1,313,460	82,792,928
	Vegreville	526,760,334	60,410	214,540,175	20,618,200	128,820		1,950,660	764,058,599
	Vermilion	405,635,629	65,590	126,922,478	19,712,820	168,520		1,712,690	554,217,727
	Viking	74,420,129	710	18,910,433	1,860,050	349,080		772,600	96,313,002
	Vulcan	165,487,731	111,460	36,637,615	3,271,430	83,240		658,320	206,249,796
	Wainwright	595,255,695	19,690	188,061,442	10,840,510	971,620		9,256,490	804,405,447
	Wembley	142,619,169	113,280	27,280,200	2,398,760	254,150		673,230	173,338,789
	Westlock	423,390,725	497,950	125,580,755	7,734,830	61,320		6,129,030	563,394,610
	Whitecourt	1,127,811,929	46,100	675,646,104	20,759,210	172,200		123,203,450	1,947,638,993
		<b>58,091,677,173</b>	<b>17,046,290</b>	<b>13,318,732,091</b>	<b>958,616,830</b>	<b>23,933,120</b>	<b>573,290</b>	<b>741,727,930</b>	<b>73,152,306,724</b>
Village	Acme	49,569,072	50,170	6,868,325	1,072,400				57,559,967
	Alberta Beach	157,182,968	16,950	8,436,773	1,947,580			103,680	167,687,951
	Alix	64,919,486	42,080	12,726,456	1,314,680	66,080		27,134,390	106,203,172
	Alliance	5,828,404		2,065,411	244,580	25,280		155,440	8,319,115
	Amisk	11,696,348		450,901	345,640	29,280			12,522,169
	Andrew	27,050,778		4,086,278	1,029,440				32,166,496
	Arrowwood	11,497,613	370	2,815,211	145,460			54,800	14,513,454
	Barnwell	72,888,789	13,390	2,308,380	573,940	150,810			75,935,309
	Barons	15,787,865		1,868,260	385,620	185,370		263,630	18,490,745
	Bawlf	27,511,420		2,515,700	298,970	13,510			30,339,600
	Beiseker	69,272,994	93,370	22,921,612	4,466,970			55,180	96,810,126

**Report Date: October 30, 2015**

### Provincial 2015 Equalized Assessment Report

Municipality Type	Municipality	Residential	Farmland	Non Residential (Non Regulated)	NR Linear Property	NR Railway	NR Co-generating M&E	Machinery and Equipment	Grand Total
	Valleyview	120,062,977	72,700	71,585,843	4,754,090			123,900	196,599,510
	Vauxhall	70,987,691	71,340	11,048,288	1,995,100			1,345,590	85,448,009
	Vegreville	518,799,567	60,410	202,437,610	20,188,770	123,790		1,972,940	743,583,087
	Vermilion	367,036,266	86,470	110,607,018	19,949,460	128,740		1,924,950	499,732,904
	Viking	72,816,716	710	17,822,285	1,843,150	335,440		658,870	93,477,171
	Vulcan	158,872,465	112,730	35,374,524	3,148,980	79,990		653,510	198,242,199
	Wainwright	562,710,637	19,690	171,070,061	10,763,150	933,660		9,199,530	754,696,728
	Wembley	122,623,722	118,070	10,723,638	2,329,110	229,020		167,460	136,191,020
	Westlock	398,509,960	497,440	125,075,068	7,703,810	58,930		1,793,310	533,638,518
	Whitecourt	1,009,007,048	46,100	584,049,014	20,608,330	165,500		123,803,260	1,737,679,252
		<b>54,025,986,927</b>	<b>17,295,180</b>	<b>12,239,092,630</b>	<b>940,722,300</b>	<b>22,281,580</b>	<b>592,330</b>	<b>732,672,470</b>	<b>67,978,643,417</b>
Village	Acme	46,076,613	50,170	6,071,887	1,132,790				53,331,460
	Alberta Beach	159,324,959	16,890	7,805,890	1,882,190			107,390	169,137,319
	Alix	65,699,721	42,080	12,621,988	1,286,800	63,500		27,284,420	106,998,509
	Alliance	5,812,442		1,983,267	245,060	24,290		37,670	8,102,729
	Amisk	10,689,560		437,710	342,620	28,140			11,498,030
	Andrew	25,650,276		3,814,160	1,018,570				30,483,006
	Arrowwood	11,510,461		2,525,450	146,570			55,760	14,238,241
	Barnwell	70,136,280	15,680	1,962,000	541,710	145,210			72,800,880
	Barons	16,462,465		1,736,035	383,800	183,270		259,280	19,024,850
	Bawlf	26,991,444	26,980	2,378,960	308,430	12,990			29,718,804
	Beiseker	62,183,289	93,370	20,659,200	4,417,020			54,730	87,407,609

Prepared: October 23, 2014