



AGENDA

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

Thursday January 14, 2016 – 7:00 pm

Council Chambers

- 1. CALL TO ORDER**
- 2. DELEGATIONS**
- 3. GENERAL GOVERNMENT**
 - a) Agenda January 21, 2016
Motion to adopt as presented
- 4. NEW BUSINESS**
 - a) Business Development Permit Application
 - b) Assessor Agreement
 - c) January 20, 2016 General Meeting Agenda
 - d) Budget Review
- 5. STANDING REPORTS**
- 6. CORRESPONDENCE**
- 7. In Camera**
Labor-Acting CAO Performance Review
- 8. ADJOURNMENT**

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Special Council
Meeting Date:	January 14, 2016
Originated By:	Tracy M. Stewart-Acting CAO
Title:	Business Development Permit Application

BACKGROUND/PROPOSAL:

It has come to the attention of the Village Office, via numerous bylaw complaints and Facebook advertising, that the resident at Lot 3, Block 2, Plan LVII, is running a dog grooming business out of their home without an approved Business Development Permit Application from the Development Officer at the Village of Bawlf. A letter (attached) was mailed out to the client along with a Permit Application that has now been submitted to the Village Office for approval. (This was done after a discussion with Anjah Howard, Development Manager, at Camrose County.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Development Officer is seeking some direction from Council in regards to any stipulations that they would like included in this Business Permit. The bylaw complaints that were submitted were solely to do with the owner's personal dogs and not the dogs of the grooming business. I had asked the owner to send me an email (attached) to submit to Council so you would have a better understanding of how she runs her business. I do not foresee any reasons why this permit should not be approved with possible stipulations/guidelines.

COSTS/SOURCE OF FUNDING (if applicable)

n/a

RECOMMENDED ACTION:

That Bawlf Council discuss the proposed Business Permit stipulations, if any, and direct the Development Officer to proceed with the approval process based on certain guidelines or credentials requested by Council.

Tracy M. Stewart

From:
Sent: January-04-16 1:43 PM
To: tmstewart@bawlf.com
Subject: Grrrooming by

Hi Tracy,

I have successfully ran a home based grooming business in Camrose for over 2 years with no complaints. We moved to Bawlf in October and I am wishing to continue this business here. Basically my day goes like this. My first client usually arrives around 8:30 or 9 am to my back door located on the north side of my home. I take their dog from them go directly down to my grooming room and groom the dog. this takes approximately 1.5 hours depending on the breed of dog. The owner is then informed of their dog being done and they come to the same door to pick them up. My client dogs are not allowed out until their owner arrives to pick them up. I have poop bags available for all clients and a shovel if they do have a poop which I clean up immediately. All my clients have been asked to please bring their dog on a leash as I do not want to offend the neighbors. I work normally from 8:30-4:30 occasionally a bit later but never past 7. I am the sole earner in my household and would like to continue living here and being a part of this community. Thank you

As for my own dogs. I never let them out by themselves. I make sure they stay in my backyard and try to keep the poop picked up on a regular basis.

Please let me know if you have any questions. Thanks

Sent from my iPhone

... is also fully insured.

December 30, 2015

Bawlf, AB TOB OJO

Re: Dog Grooming Business, Licensing of Dogs, Complaints

Dear

It has been brought to our attention via bylaw complaints and advertising on Facebook, that you are running a dog grooming business out of your home without having applied for a Business License. Technically, you are not allowed to advertise this as a business prior to obtaining a Development/Business Permit which I have enclosed for your completion.

Keep in mind that this application is discretionary as per Bylaw 526/04, Schedule B, item 2.3 and that adjacent landowners have 14 days to object or appeal to the proposed Business Development Permit.

Please submit the enclosed application along with the appropriate permit fee of \$50.00 prior to January 15, 2016 so that the approval process can commence immediately. Should you require assistance or have any questions, please contact me directly.

We also recognize that you have not licensed any of your personally owned dogs. As per Bylaw 608/15, Dog Control and Licensing, you must have licenses for all dogs living in the Village of Bawlf. We would also like to note that in Bylaw 608/15, there is a limit of three (3) dogs per residence. As we are not asking for you to re-home any dogs over the limit, we are asking that you keep this bylaw in mind for the future. I recommend that you read this bylaw in its entirety to avoid any further bylaw complaints and/or fines.

The fees for licensing are in this bylaw as well as noted in the January Village Voice. Please have your licenses purchased by January 31, 2016 with the appropriate documentation if they are neutered/spayed to receive the reduced rates. All current bylaws are available on our website at www.bawlf.com.

Should you have any further questions or concerns, please do not hesitate to contact me during Village Office hours, Mon-Wed, 8:30-12:00, 1:00-4:30.

Regards,

Tracy M. Stewart
Acting Cao/Development Officer

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Special Council
Meeting Date:	January 14, 2016
Originated By:	Tracy M. Stewart-Acting CAO
Title:	Assessor Agreement

BACKGROUND/PROPOSAL:

Paul Laslop, who has been our Village Assessor since at least 2012, will no longer be an assessor due to his accreditation expired December 2015. Paul has recommended a new assessor who is also the programmer who built and currently maintains the Camelot Assessment System. Paul firmly believes that the Village would benefit from his assessment experience coupled with his extensive knowledge of the Camelot system.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Attached are Paul Laslop's Agreement to compare with Compass Municipal Services Inc. Agreement for comparison. The only real difference would be the rate charged; Compass will be charging \$1.00 more per parcel.

COSTS/SOURCE OF FUNDING (if applicable)

Annual: \$ 4,482

RECOMMENDED ACTION:

That Bawlf Council direct Administration to sign the Contract for Services Agreement with Compass Municipal Services Inc. for the Villages' future assessment services.

Tracy M. Stewart

From: todd@camalot.ca
Sent: November-27-15 3:47 PM
To: tmstewart@bawlf.com
Cc: Paul Laslop
Subject: Property Assessment Services

Hello Tracy,

I am writing to introduce myself and our company. Paul Laslop has mentioned to you that we are interested in taking over the assessment duties for your municipality as he is retiring.

Our company provides the software known as CAMAlot to most of the municipalities in Alberta. Although we haven't been actively preparing assessments, we have been active in producing tools that assessors use to prepare assessments. We are very familiar with what needs to be done. Prior to working for Compass Municipal Services, I spent 10 years as an assessor working for Municipal Affairs, the City of Wetaskiwin and Strathcona County.

My daughter (Nicole) graduated from Lakeland College with a diploma in Appraisal and Assessment a couple of years ago and has been working as an assessor for the past couple of years. She is working on completing her demonstration report in preparation for receiving her AMAA designation in the future.

Our company also includes two computer programmers (Stephane and Anatoli) who won't be actively involved in preparing your assessments, but are around to answer phone calls should we be away.

Our motivation to do your assessment is multifaceted. Firstly we want to provide you with a quality product and exceptional service. Our motivation is also to get ourselves using the tools we produce in a production environment. We feel this will help us to keep our product current and improve it for our clients. Also, while my daughter has been learning assessment, most of her experience has been doing field work (as with most beginning assessors). My hope is to teach her how to use all our analysis tools including those used to provide data to ASSET so that she can become a well rounded assessor and will be more able to assist me in running the company in the future.

Our plan is not to take on very much assessment work. We want to do a few smaller places, just to keep active preparing assessments and to make our products better.

I am confident that you will be happy with what we can do for you.

If this appeals to you and you would like to utilize our services, I can send you a contract proposal. Paul sent me what he has used in the past and we will use it. From talking to other assessors, the rate that Paul was charging you is a bit below what most are paying. We would increase his rate by \$1/parcel (From \$15 to \$16/parcel/year).

Looking forward to discussing this with you in the near future. If you would like me to send you draft contract, let me know.

Sincerely,

Todd Brasseur, A.M.A.A.
Compass Municipal Services Inc.

This AGREEMENT dated this 1st day of March, A.D. 2012.

Between:

PAUL LASLOP.

(hereinafter called "the Assessor")

and

THE VILLAGE OF BAWLF

(hereinafter called "the Village")

CONTRACT FOR SERVICES

The Assessor shall perform the services described in Schedule A for the fees and expenses set out in Schedule B.

The Village shall from time to time provide information and materials to assist the Assessor to complete the services as set out in Schedule C.

Schedule A

Duties of the Assessor:

Annual Assessment of Real Property:

1. Conduct an on-site inspection of all properties issued a building permit.
2. Assess new land subdivisions.
3. Yearly report to the Alberta Assessment Equalization Board.
4. Assessment report and summary to the Village
5. One Assessment Review Board hearing.
6. Yearly updating of assessment of all land and improvements within the Village when necessary.
7. Yearly update of the Provincial ASSET program.

In all cases in this Schedule A, the Assessor shall provide qualified personnel and insured vehicle to conduct the services.

The Assessor will conduct all assessment related duties in accordance with all Provincial Acts and Regulations in a professional manner.

The Assessor will not be involved in tax collecting matters.

All assessment information collected belongs to the Village.

Schedule B

Obligations of the Village:

The Village agrees to pay the Assessor for the provision of annual assessment services for the assessment years 2012, 2013, 2014 and 2015 as follows:

2012 Year

1) \$15 per parcel on January 31, 2013 plus CAMALOT charges at \$1.12 per parcel (2012 estimate 264 parcels x \$15 = \$3960; CAMALOT charges 264 x \$1.12 = \$295.68; GST \$14.78; Total estimate \$4270.46)

2013 Year

2) \$15 per parcel on January 31, 2014 plus CAMALOT charges at \$1.12 per parcel (2013 estimate 264 parcels x \$15 = \$3960; CAMALOT charges 264 x \$1.12 = \$295.68; GST \$14.78; Total estimate \$4270.46)

2014 Year

3) \$15 per parcel on January 31, 2015 plus CAMALOT charges at \$1.12 per parcel (2014 estimate 264 parcels x \$15 = \$3960; CAMALOT charges 264 x \$1.12 = \$295.68; GST \$14.78; Total estimate \$4270.46)

2015 Year

4) \$15 per parcel on January 31, 2016 plus CAMALOT charges at \$1.12 per parcel (2015 estimate 264 parcels x \$15 = \$3960; CAMALOT charges 264 x \$1.12 = \$295.68; GST \$14.78; Total estimate \$4270.46)

The Village agrees to pay the Assessor \$ 175 a day for preparation and appearing at the Alberta Municipal Government Board for assessment appeal hearing.

The Village agrees to pay the Assessor at the rate of \$ 40.00 per hour for Assessment Equalization Appeal hearing to the maximum of \$ 2,000.00.

The Village agrees to pay the Assessor at the rate of \$ 40.00 per hour for assessment changes due to changes in Legislation.

Schedule C

The Village shall provide photocopies of property ownership information from the Land Title Office to the Assessor or provide access to the Land Title Office by way of internet services provided to the Village.

The Village shall provide all subdivision plans, zoning map and index map to the assessor.

The Village undertakes and agrees to pay legal costs of any solicitors in representing the Town on any appeals of assessment.

Termination of Contract

Either party may terminate the Contract by providing to the other party three months written notice prior to the end of the then current assessment year.

The Village agrees that the Assessor is entitled to all fees earned by the Assessor up to the date of termination.

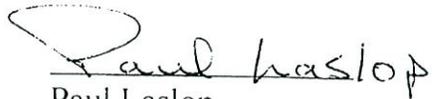
Amendment of Contract

Any amendment to this contract must be in writing and mutually agreed on.

Signed and sealed at the Village of Bawlf this 1st day of March, 2012.

Paul Laslop, AMAA Assessor.

Per:


Paul Laslop.

Village of Bawlf

Per:


Mayor.


Administrator.

This AGREEMENT dated this 1st day of March, A.D. 2016.

Between:

Compass Municipal Services Inc..
(hereinafter called "the Assessor")

and

THE VILLAGE OF BAWLF
(hereinafter called "the Village")

CONTRACT FOR SERVICES

The Assessor shall perform the services described in Schedule A for the fees and expenses set out in Schedule B.

The Village shall from time to time provide information and materials to assist the Assessor to complete the services as set out in Schedule C.

Schedule A

Duties of the Assessor:

Annual Assessment of Real Property:

1. Conduct an on-site inspection of all properties issued a building permit.
2. Assess new land subdivisions.
3. Yearly report to the Alberta Assessment Equalization Board.
4. Assessment report and summary to the Village
5. One Assessment Review Board hearing.
6. Yearly updating of assessment of all land and improvements within the Village when necessary.
7. Yearly update of the Provincial ASSET program.

In all cases in this Schedule A, the Assessor shall provide qualified personnel and insured vehicle to conduct the services.

The Assessor will conduct all assessment related duties in accordance with all Provincial Acts and Regulations in a professional manner.

The Assessor will not be involved in tax collecting matters.

All assessment information collected belongs to the Village.

Schedule B

Obligations of the Village:

The Village agrees to pay the Assessor for the provision of annual assessment services for the assessment years 2016, 2017, 2018 and 2019 as follows:

Price Per Parcel	\$16.00
CAMALot	<u>\$1.15</u>
	\$17.15/parcel/year

Based on 259 parcels the annual fee would be:

$$259 \times \$17.15 = \$4,441.85 + \text{GST}$$

I will invoice you 50% on July 1st of each Assessment Year and the other 50% on January 31st of the following year when the assessments are completed.

The Village agrees to pay the Assessor \$ 175.00 a day for preparation and appearing at the Alberta Municipal Government Board for assessment appeal hearing.

The Village agrees to pay the Assessor at the rate of \$ 50.00 per hour for Assessment Equalization Appeal hearing to the maximum of \$ 2,500.00.

The Village agrees to pay the Assessor at the rate of \$ 50.00 per hour for assessment changes due to changes in Legislation.

Schedule C

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The Village undertakes and agrees to pay legal costs of any solicitors in representing the Town on any appeals of assessment.

Termination of Contract

Either party may terminate the Contract by providing to the other party three months written notice prior to the end of the then current assessment year.

The Village agrees that the Assessor is entitled to all fees earned by the Assessor up to the date of termination.

Amendment of Contract

Any amendment to this contract must be in writing and mutually agreed on.

Signed and sealed at the Village of Bawlf this ____ day of _____ 2016.

Compass Municipal Services Inc.
Todd Brasseur
Per:

Todd Brasseur, A.M.A.A., Director

Village of Bawlf
Per:

Mayor.

Administrator

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Special Council
Meeting Date:	January 14, 2016
Originated By:	Tracy M. Stewart-Acting CAO
Title:	January 20, 2016 General Meeting

BACKGROUND/PROPOSAL:

At the October 21, 2015 Regular Council meeting, motion 154/15 was passed to hold a Village General Meeting on Wednesday January 20, 2016 at 7:00pm at the Community Hall.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Council to discuss items for the agenda for the General Meeting.

COSTS/SOURCE OF FUNDING (if applicable)

RECOMMENDED ACTION:

That Bawlf Council discuss what items they would like placed on the agenda and any back up materials/documentation they would like and to direct Administration to prepare said documentation for the January 20, 2016 Village General Meeting.

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Special Council
Meeting Date:	January 14, 2016
Originated By:	Tracy M. Stewart-Acting CAO
Title:	2016 Operating and Capital Budget Review

BACKGROUND/PROPOSAL:

The Village of Bawlf is required to pass an annual Operating and Capital Budget.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Some questions and notes to Council to consider prior to a Draft Budget being presented for review:

1. Does Council want Administration to include an approximate expense for dust control on Vrolson Road and Railway Avenue that would be administered by Camrose County?
2. Does Council deem it necessary to re-gravel any particular roads in the Village besides regular maintenance? (Public Works does not think this is required for 2016)
3. Do we purchase a proper grader blade for the Bobcat this year, at approximately \$11,000.00, which would then enable us to maintain all of our roadways vs. incurring the cost (approx. \$3,600 for one time) of Border Paving grading just the main roadways?
4. Over the past prior years, it was typically considered in the budget to replace x amount of cc valves within the Village on an annual basis. The approximate cost to replace one cc valve would be \$1,700.00. Does Council want to start replacing more cc valves and how many for 2016?
5. The fire hydrant at Hanson Street and Alberta Avenue will need to be replaced. It is currently out of commission. The cost to replace one hydrant is approximately \$9,000.00.
6. The lagoon should be de-sludged this year at an approximate cost of \$30,000.00.
7. The Village spent approximately \$25,000.00-\$30,000.00 in 2015 in emergency water expenses due to old cc valves, fire hydrants, damages, etc. How much money does Council want to allocate to the water repairs and maintenance account, over and above any stipulated repairs, for 2016?
8. What other items would Council like to see in the budget?
9. Council should review the Public Works Equipment list from the October 29, 2015 Special Meeting to determine what is feasible to include in the 2016 budget.

COSTS/SOURCE OF FUNDING (if applicable)

RECOMMENDED ACTION:

That Bawlf Council discuss items noted above and direct Administration in the allocating of expenses for the budget process.