



AGENDA

Regular Meeting of Council of the Village of Bawlf in the Province of Alberta Wednesday, November 16, 2016 – 7:00 pm Council Chambers

1. CALL TO ORDER

2. DELEGATIONS

Margaret Holliston – CDSS Budget Presentation

3. GENERAL GOVERNMENT

a) Agenda November 16, 2016

Motion to adopt as presented

b) Minutes of the Organizational Meeting of Council October 19, 2016

Motion to adopt as presented

c) Minutes of the Regular Meeting of Council October 19, 2016

Motion to adopt as presented

d) Minutes of the Special Meeting of Council November 10, 2016

Motion to adopt as presented

e) Accounts Payable – October 1, 2016 to October 31, 2016

Motion to accept as information

f) Financial Statements – October 2016

Motion to accept for information

4. NEW BUSINESS

a) Bylaw 613/16 – Land Use Bylaw 526/04 Amendment-Final Reading

b) Bylaw 614/16 – Poultry and Livestock Bylaw-Final Reading

c) 2016 Christmas Greeting for the December Village Voice

d) 2016 Christmas Decoration Contest

e) January 2017 Village General Meeting

f) 2017 Service Levels Amendment(s)

g) Policy No. 38, Employee Attitude and Conduct Amendment

h) Policy No. 17 Fire Department Annual Honorariums Amendment

i) Bawlf Fire Department Service Levels and SOG's (Standard Operating Guidelines) Amendments

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 – Groundwater Monitoring Program

6. In Camera

7. ADJOURNMENT



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

in the Province of Alberta held on
Wednesday October 19, 2016 – 7:00 p.m.
Village of Bawlf Council Chambers

PRESENT:

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

1. CALL TO ORDER

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

2. ADOPTION OF THE AGENDA

Motion 130/16 Moved By Mayor L. Thompson to accept the Agenda as presented.

CARRIED

3. OATH OF OFFICE

4. NOMINATIONS FOR MAYOR

Councillor J. Buchanan nominated Leonard Thompson for Mayor. Leonard Thompson accepted the nomination.

The CAO called for further nominations.

Deputy Mayor R. Mohan nominated John Tessari for Mayor. John Tessari accepted the nomination.

The CAO called for further nominations and after hearing none, a vote took place.

Vote: 4 to 1 for Leonard Thompson

5. NOMINATIONS FOR DEPUTY MAYOR

Councillor R. Mohan nominated Councillor J. Tessari for Deputy Mayor. Councillor J. Tessari accepted the nomination.

The CAO called for further nominations.

Councillor B. Wells nominated Councillor J. Buchanan. Councillor J. Buchanan declined the nomination.

Councillor J. Tessari nominated Councillor R. Mohan. Councillor R. Mohan declined the nomination.

The CAO called for further nominations and after hearing none, Councillor J. Tessari was nominated Deputy Mayor.

CAO T.M. Stewart passed the meeting over to Mayor L. Thompson.

6. MEETINGS

Motion 131/16 Moved By Deputy Mayor J. Tessari that Council meetings will be changed to the third Thursday of the month at 7:00 pm.

CARRIED

7. REMUNERATION

Motion 132/16: Moved By 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

Will stay as currently in place with Councillor J. Tessari and Mayor L. Thompson both having signing authority.

9. BOARD REPRESENTATIVES

MOTION 133/16: MOVED BY that Bawlf Council accept the Boards and Committee appointments as follows:

Boards & Committees	Member	Alternate
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
Parkland Regional Library Board	Mayor Thompson	

Camrose County Fire Services Committee	Councillor Wells	Mayor Thompson
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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 7:17pm.

These minutes were approved at the Regular Meeting of Council held *November 16, 2016*.

MAYOR

CAO

DATE

DATE



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

In the Province of Alberta held on
Wednesday October 19, 2016 at 7:00 p.m.
In the Bawlf Village Office

PRESENT:

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

1. CALL TO ORDER

Mayor L. Thompson called the meeting to order at 7:18 pm.

2. DELEGATIONS

3. GENERAL GOVERNMENT

a) AGENDA

Motion 134/16 Moved By Councillor R. Mohan to adopt the agenda as presented.

CARRIED

b) *MINUTES OF THE REGULAR MEETING OF COUNCIL SEPTEMBER 21, 2016*

Motion 135/16 Moved By Councillor J. Buchanan to adopt the Minutes of the Regular Meeting of Council of September 21, 2016.

CARRIED

c) *ACCOUNTS PAYABLE REGISTERS – SEPTEMBER 2016*

General Cheques 20160368-20160391 and Payroll Cheques 20160392-20160402

Motion 136/16 Moved By Councillor R. Mohan to accept the Accounts Payable register for September 2016, General Cheques and Payroll Cheques as information.

CARRIED

d) *FINANCIAL STATEMENT – SEPTEMBER 2016*

Motion 137/16 Moved By Mayor L. Thompson to accept the September 2016 Financial Statements for information.

CARRIED

4. NEW BUSINESS

a) *ADOPT 2016 OPERATING AND CAPITAL BUDGET AS INTERIM 2017 BUDGET*

Motion 138/16 Moved By Deputy Mayor J. Tessari to adopt the 2016 Operating and Capital Budget as the interim 2017 budget.

CARRIED

- b) *DRAFT 2017 OPERATING FIRE DEPARTMENT BUDGET*
Motion 139/16 Moved By Mayor L. Thompson to approve the Draft 2017 Operating Fire Department Budget. **CARRIED**
- c) *2017 FORTIS FRANCHISE FEES*
Motion 140/16 Moved By Mayor L. Thompson to not increase the 2017 Fortis Franchise Fees. **CARRIED**
- d) *JOINT QUALITY MANAGEMENT PLAN (QMP)*
Motion 141/16 Moved By Councillor B. Wells to adopt the updated Joint Quality Management Plan for safety codes inspection in the building, electrical, plumbing and gas disciplines. **CARRIED**
- e) *PARKLAND REGIONAL LIBRARY 2017 BUDGET*
Motion 142/16 Moved By Councillor R. Mohan to approve the Parkland Regional Library 2017 Budget as presented. **CARRIED**
- f) *BYLAW 613/16 LAND USE BYLAW AMENDMENT*
Motion 143/16 Moved By Mayor L. Thompson to approve first reading of Bylaw 613/16, Land Use Bylaw Amendment. **CARRIED**
Motion 144/16 Moved By Deputy Mayor J. Tessari to approve second reading of Bylaw 613/16, Land Use Bylaw Amendment. **CARRIED**
- g) *BYLAW 614/16, POULTRY AND LIVESTOCK*
Motion 145/16 Moved By Mayor L. Thompson to approve first reading of Bylaw 614/16, Poultry and Livestock. **UNANIMOUSLY CARRIED**
Motion 146/16 Moved By Councillor B. Wells to approve second reading of Bylaw 614/16, Poultry and Livestock. **UNANIMOUSLY CARRIED**
- h) *CDSS NEW VILLAGES REPRESENTATIVE*
Motion 147/16 Moved By Mayor L. Thompson to approve the appointment of Heather Leslie, CAO for Ferintosh and Edberg, as the new Villages Representative on the CDSS Board of Directors. **CARRIED**
- i) *OLD MACDONALD KENNELS AND POSSIBLE CAT BYLAW*
Motion 148/16 Moved By Councillor R. Mohan to not employ the services of Old MacDonald Kennels at this time or create a cat Bylaw for within the Village of Bawlf. **CARRIED**
- j) *EMPLOYEE ATTITUDE AND CONDUCT POLICY NO. 38*
Motion 149/16 Moved By Mayor L. Thompson to approve Policy No. 38, Employee Attitude and Conduct policy. **CARRIED**

- k) *EMPLOYMENT FILES POLICY NO. 39*
Motion 150/16 Moved By Deputy Mayor J. Tessari to approve Policy No. 39, Employment Files policy. **CARRIED**
- l) *ACCOUNTS PAYABLE MANAGEMENT POLICY NO.41*
Motion 151/16 Moved By Councillor B. Wells to approve Policy No. 41, Accounts Payable Management policy. **CARRIED**
- m) *ACCOUNTS RECEIVABLE MANAGEMENT POLICY NO. 42*
Motion 152/16 Moved By Councillor J. Buchanan to approve Policy No. 42, Accounts Receivable Management policy. **CARRIED**
- n) *SEMI-MONTHLY PAYROL POLICY NO. 43*
Motion 153/16 Moved By Deputy Mayor J. Tessari to approve Policy No. 43 Semi-Monthly Payroll policy. **CARRIED**
- o) *STAFF TRAINING AND DEVELOPMENT POLICY NO. 40*
Motion 154/16 Moved By Mayor L. Thompson to approve Policy No. 40, Staff Training and Development policy. **CARRIED**

5. STANDING REPORTS

- a) Mayor's Report
b) CAO's Report
c) Public Works/Water & Sewer Report-n/a
d) Administration Report – n/a
e) Board Reports:
- Bawlf & District Recreation Association
 - Shirley McClellan Regional Water Services Commission
 - Regional Emergency Management Services Liaison
 - Fire Services Committee

Motion 155/16 Moved By Councillor J. Buchanan to accept the Standing Reports for the month of October as information.

CARRIED

6. CORRESPONDENCE

7. IN CAMERA

8. ADJOURNMENT

Being that the agenda matters have been concluded, the meeting was adjourned at 8:22 pm.

MAYOR- LEONARD THOMPSON

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 November 10, 2016 at 7:00 p.m.
In the Bawlf Village Office

PRESENT:

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

Regrets:

Councillor J. Buchanan

1. CALL TO ORDER

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

2. DELEGATIONS

3. GENERAL GOVERNMENT

a) *AGENDA*

Motion 156/16 Moved By Deputy Mayor J. Tessari to adopt the agenda as presented. **CARRIED**

4. NEW BUSINESS

a) *COUNCIL MEETING DATE CHANGE*

Motion 157/16 Moved By Councillor B. Wells to rescind Motion 131/16 made by Deputy Mayor J. Tessari at the October 19, 2016 Organizational Meeting, to change the Regular Council Meetings from the 3rd Wednesday of each month to the 3rd Thursday of each month.

FOR: Mayor L. Thompson
Deputy Mayor J. Tessari
Councillor B. Wells

AGAINST: Councillor R. Mohan

b) *2017-2021 AUDIT RFP'S (REQUEST FOR PROPOSAL)*

Motion 158/16 Moved By to accept the 2017-2021 Audit Proposal from Brian King Professional Corporation with the following conditions:

- 1) the Villages' Audit is completed and ready for presentation at the April Council meeting of each year;
- 2) the Villages' audit is completed and forwarded to Municipal Affairs by the May 1st deadline of each year; and
- 3) Brian King attends our June annual general meeting.

CARRIED

c) 2017 BUDGET & PLANNING DISCUSSIONS

Motion 159/16 Moved By Mayor L. Thompson to authorize the purchase of a grader for up to \$20,000.00 using 2016 funds. **CARRIED**

Motion 160/16 Moved By Mayor L. Thompson to moved forward with the proposed Bawlf Fire Department expansion using funds from the sale of the Old Hall, Fire Department Reserves and general revenue. Mayor L. Thompson will work with CAO T.M. Stewart for organizing a possible site meeting for the request for proposal process.

CARRIED

5. CORRESPONDENCE

6. IN CAMERA

7. ADJOURNMENT

Being that the agenda matters have been concluded, the meeting was adjourned at 8:13 pm.

MAYOR- LEONARD THOMPSON

CAO – TRACY M. STEWART

DATE

DATE

VILLAGE OF BAWLF

Cheque Listing For Council

Cheque			Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date	Vendor Name				
<i>20160403 Cancelled Cg - Landtitles</i>						
20160404	2016-10-03	BATTLE RIVER WATERSHED ALLIANCE	2016:116	PAYMENT 2017 BATTLE RIVER WATERSHE	201.00	201.00
20160405	2016-10-03	BHP MECHANICAL LTD	C46467-P7	PAYMENT PROGRESS PAYMENT TO SEPT	6,774.27	6,774.27
20160406	2016-10-03	CAMROSE & DISTRICT VICTIM SERVICES	SEPT 7, 2016	PAYMENT 2016 DONATION	1,000.00	1,000.00
20160407	2016-10-03	CAMROSE COUNTY	20161604	PAYMENT CDSS - 2016	2,628.75	2,628.75
20160408	2016-10-03	CITY OF CAMROSE	267969 268566 268701	PAYMENT LANFILL FEES JULY LANFILL FEES FOR AUGUST OPENED SEWER MAIN BLOCKA	2.00 7.20 1,443.75	1,452.95
<i>2016409 - Cancelled Cg - Family Violence Society</i>						
20160410	2016-10-03	HAUSER HOME HARDWARE	533978	PAYMENT LOCKSETS FOR OFFICE BATHR	57.83	57.83
20160411	2016-10-03	MUNIWARE	20161135	PAYMENT SUPPORT - OCTOBER 2016	308.31	308.31
20160412	2016-10-03	PARKLAND REGIONAL LIBRARY	160020	PAYMENT 4TH QUARTER REQUISITION PA	833.61	833.61
20160413	2016-10-03	RECEIVER GENERAL	SEPT16DED	PAYMENT SEPT 2016 SOURCE DED	2,556.41	2,556.41
20160414	2016-10-03	STERLING WATER CONDITIONING LTD.	17088	PAYMENT 12% 20L CHLORINE 8 CC	739.20	739.20
20160415	2016-10-03	STREBS AUTO IND SUPPLY	625-201946	PAYMENT BATTERIES FOR VILLAGE PUMP	369.37	369.37
20160416	2016-10-03	CAMROSE & DISTRICT SUPPORT SERVICES	OCTWORKSHC	PAYMENT COMPASSION WELLNESS WOR	105.00	105.00
20160417	2016-10-04	GOVERNMENT OF ALBERTA	PREPAYOCT20	PAYMENT PAYMENT ON ACCOUNT	100.00	100.00
20160418	2016-10-04	GIBSON, NANCY, SMITH, RON	201610041	PAYMENT CREDIT BALANCE PAID	100.00	100.00
20160419	2016-10-03	ANKERTON GAS CO-OP	1285225 1285595 1285699 1285714 1285719	PAYMENT NATURAL GAS RURAL PUMP HC NATURAL GAS FIRE HALL NATURAL GAS LIFT STATION NATURAL GAS WATER HOUSE NATURAL GAS OFFICE	32.91 49.41 30.70 35.32 36.78	185.12
20160425	2016-10-17	A-1 SUPPLY	25-028488	PAYMENT SAND BAGS AND OIL ABSORBAI	67.62	67.62
20160426	2016-10-17	AMSC INSURANCE SERVICES LTD.	NOV2016	PAYMENT NOVEMBER BENEFITS	803.39	803.39
20160427	2016-10-17	BAWLF COUNTRY STORE	SEPT2016	PAYMENT CREAMER & DEBIT FEES	21.05	21.05
20160428	2016-10-17	CAMROSE BOOSTER		PAYMENT		964.07

VILLAGE OF BAWLF

Cheque Listing For Council

2016-Nov-9
10:10:46AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20160428	2016-10-17	CAMROSE BOOSTER	08058 638115 638139 639103	2 CANADIAN FLAGS AD FOR P/W AD P/W FOR COUNTRY BOOSTER AD FOR P/W	118.67 267.91 309.58 267.91	964.07
20160429	2016-10-17	CAMROSE COUNTY	20161746	PAYMENT SEPTEMBER PATROLS	1,197.03	1,197.03
20160430	2016-10-17	COTTAGE COMPUTERS	33834	PAYMENT TECHNICAL SUPPORT	31.50	31.50
20160431	2016-10-17	COUNTY ENVIRO PICKUP	5917	PAYMENT OCTOBER GARBAGE & RECYCL	2,512.41	2,512.41
20160432	2016-10-17	D&G DISTRIBUTORS	0064721	PAYMENT BELT FOR GRASSHOPPER	62.99	62.99
20160433	2016-10-17	DAYS LAND AUTO & FARM	1-12676	PAYMENT SHOP SUPPLIES	30.92	30.92
20160434	2016-10-17	DAYS LAND DRAINAGE DISTRICT #4	2016104	PAYMENT DRAINAGE DISTRICT FEE	1,497.25	1,497.25
20160435	2016-10-17	ELECTRO TEL	111059 111061 111062	PAYMENT MONTHLY MAINT-B&W MONTHLY MAINT-COLOUR COLOUR METER USAGE	157.50 252.00 40.15	449.65
20160436	2016-10-17	FOR LANDS SAKE ENVIRONMENTAL INC.	17-147	PAYMENT GST ON PROGRESS INVOICE 17	260.46	260.46
20160437	2016-10-17	FOSSON, EINAR	SEPT2016	PAYMENT WATER CONTRACT & MOUSE P	2,326.24	2,326.24
20160438	2016-10-17	MUNIWARE	20161331	PAYMENT SUPPORT NOVEMBER 2016	308.31	308.31
20160439	2016-10-17	AMSC, (ALBERTA MUNICIPAL SERVICES CORP)	16-1015070	PAYMENT POWER TO SEPT 2016	2,926.79	2,926.79
20160440	2016-10-17	ANKERTON GAS CO-OP	1287171 1287546 1287651 1287667 1287672	PAYMENT NATURAL GAS RURAL PUMP HC NATURAL GAS FIRE HALL NATURAL GAS LIFT STATION NATURAL GAS WATER HOUSE NATURAL GAS OFFICE	33.33 85.77 41.64 47.29 48.63	256.66
20160441	2016-10-17	TELUS COMMUNICATIONS INC.	OCT2016 OCT20162174	PAYMENT TELEPHONE TELEPHONE 2174	521.23 91.88	613.11
20160442	2016-10-17	UFA	110628053	PAYMENT CARDLOCK INVOICE	272.18	272.18
20160443	2016-10-26	AMSC INSURANCE SERVICES LTD.	25537A	PAYMENT WATER & OLD PUMPER TRUCK	252.54	252.54
20160444	2016-10-26	CAMROSE COUNTY	20161775	PAYMENT REGIONAL FIRE AGREEMENT 20	2,063.36	2,063.36
20160445	2016-10-26	CAMROSE CYCLE	5401	PAYMENT BA156 2015 BOBCAT HS8 SPREA	5,085.66	5,085.66
20160446	2016-10-26	CAMROSE DYNAMIC	32149	PAYMENT OIL FILTERS HH15032430	33.77	33.77
20160447	2016-10-26	ELECTRO TEL	111430	PAYMENT WIRELESS HEADSETS	1,193.85	1,193.85
20160448	2016-10-26	MUNIWARE		PAYMENT		105.00

VILLAGE OF BAWLF

Cheque Listing For Council

2016-Nov-9
10:10:46AM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20160448	2016-10-26	MUNIWARE	20161358	ONLINE TAX TRAINING OCTOBE	105.00	105.00
20160449	2016-10-26	STERLING WATER CONDITIONING LTD.	17161	PAYMENT 20L 12% CHLORINE 8CC	831.60	831.60
20160450	2016-10-26	THOMPSON, LEONARD R	538022	PAYMENT SUPPLIES PURCHASED FOR SIC	38.15	38.15
20160451	2016-10-26	TOWN OF BASHAW	2016-17	PAYMENT LIFT STATION - CLEAN PIT	439.41	439.41
20160452	2016-10-26	WSP CANADA INC.	0595461	PAYMENT FOR SERVICES UP TO & INCLUC	10,500.53	10,500.53
20160453	2016-10-26	YUHA, JODY	1048128	PAYMENT COST FOR REPLACEMENT FAN	70.00	70.00
20160464	2016-10-31	RECEIVER GENERAL	OCTOBER PAY	PAYMENT SOURCE DEDUCTIONS OCTOBE	4,467.27	4,467.27

Total 57,094.59

*** End of Report ***

VILLAGE OF BAWLF

Cheque Listing For Council

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20160420	2016-10-17					2,869.22
20160421	2016-10-17					852.84
20160422	2016-10-17					1,160.27
20160423	2016-10-17					866.01
20160424	2016-10-17					654.95
20160454	2016-10-31					2,748.85
20160455	2016-10-31					1,009.81
20160456	2016-10-31					1,697.09
20160457	2016-10-31					110.00
20160458	2016-10-31					310.00
20160459	2016-10-31					110.00
20160460	2016-10-31					110.00
20160461	2016-10-31					110.00
20160462	2016-10-31					601.17
20160463	2016-10-31					748.43

Total 13,958.64

*** End of Report ***

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	October 2016 Actual	2016 YTD Actual	2016 Budget	2016 Budget Remaining \$	October 2016 Budget
TAX REVENUE						
1-00-110	TAXES - RESIDENTIAL	0.00	(296,084.04)	0.00	296,084.04	0.00
1-00-111	TAXES - RESIDENTIAL VACANT	0.00	0.00	0.00	0.00	0.00
1-00-112	TAXES - COMMERCIAL	0.00	(31,145.94)	0.00	31,145.94	0.00
1-00-113	TAXES - COMMERCIAL VACANT	0.00	0.00	0.00	0.00	0.00
1-00-114	TAXES - INDUSTRIAL	0.00	0.00	0.00	0.00	0.00
1-00-115	TAXES - AGRICULTURE	0.00	0.00	0.00	0.00	0.00
1-00-116	GRANTS IN LIEU	0.00	0.00	0.00	0.00	0.00
1-00-120	ASFF SCHOOL REQUISITION	0.00	0.00	0.00	0.00	0.00
1-00-190	TAXES - LINEAR	0.00	(3,468.00)	0.00	3,468.00	0.00
1-00-240	GRANTS IN LIEU	0.00	0.00	0.00	0.00	0.00
1-00-510	PENALTIES & COSTS ON TAXES	4.14	(11,873.04)	9,500.00	21,373.04	791.67
*	TOTAL TAX REVENUE	4.14	(342,571.02)	9,500.00	352,071.02	791.67
INVESTMENT REVENUE						
1-00-550	RETURN ON INVESTMENTS	(40.43)	(482.19)	1,500.00	1,982.19	125.00
*	TOTAL INVESTMENT REVENUE	(40.43)	(482.19)	1,500.00	1,982.19	125.00
GENERAL REVENUE						
1-12-410	SALE OF SERVICES	(100.00)	(2,025.34)	2,000.00	4,025.34	166.67
1-12-590	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00
1-12-595	LIBRARY BOARD UTILITY RECOVERY	0.00	0.00	1,100.00	1,100.00	91.67
1-12-741	MISCELLANEOUS FEES	0.00	0.00	0.00	0.00	0.00
*	TOTAL GENERAL REVENUE	(100.00)	(2,025.34)	3,100.00	5,125.34	258.34
GRANTS						
1-12-730	FEDERAL UNCONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
1-12-740	PROVINCIAL UNCONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
1-12-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
1-12-840	PROVINCIAL CONDITIONAL GRANTS	0.00	(54,223.00)	54,223.00	108,446.00	4,518.58
1-12-850	COUNTY CONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
*	TOTAL GRANTS	0.00	(54,223.00)	54,223.00	108,446.00	4,518.58

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	October 2016 Actual	2016 YTD Actual	2016 Budget	2016 Budget Remaining \$	October 2016 Budget
FIRE REVENUE						
1-23-110	SPECIAL TAX - FIRE	0.00	0.00	0.00	0.00	0.00
1-23-410	FIRE FIGHTING FEES CHARGED	0.00	0.00	0.00	0.00	0.00
1-23-411	MOTOR VEHICLE ACCIDENT FEES CHARGED	0.00	0.00	3,700.00	3,700.00	308.33
1-23-412	MUTUAL AIDE PROVIDED	0.00	0.00	500.00	500.00	41.67
1-23-430	FIRE EXPENSES RECOVERED	(1,768.00)	(14,551.37)	5,000.00	19,551.37	416.67
1-23-530	FIRE EXPENSES RECOVERED	0.00	0.00	0.00	0.00	0.00
1-23-570	FIRE DEPARTMENT DONATIONS	0.00	0.00	0.00	0.00	0.00
1-23-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
1-23-850	COUNTY GRANT - SHARED SERVICE	0.00	(9,150.00)	9,625.00	18,775.00	802.08
1-23-851	FIRE TRAINING - SHARED	0.00	0.00	1,000.00	1,000.00	83.33
1-23-852	PAGER MAINTENANCE - SHARED	0.00	0.00	500.00	500.00	41.67
1-23-853	FIREFIGHTER INSURANCE - SHARED	0.00	0.00	100.00	100.00	8.33
1-23-854	PROTECTIVE EQUIPMENT - SHARED	0.00	(2,813.73)	2,500.00	5,313.73	208.33
1-23-855	COUNTY OWNED TRUCK	0.00	0.00	1,000.00	1,000.00	83.33
1-23-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00
1-23-921	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00
1-23-940	TRANSFER FROM CAPITAL RESERVES	0.00	0.00	0.00	0.00	0.00
*	TOTAL FIRE REVENUE	(1,768.00)	(26,515.10)	23,925.00	50,440.10	1,993.74
BYLAW REVENUE						
1-26-525	DOG LICENSES	0.00	(2,550.00)	2,100.00	4,650.00	175.00
1-26-530	BYLAW FINES	(495.00)	(859.00)	200.00	1,059.00	16.67
1-26-845	PROVINCIAL GRANT OPERATING	0.00	0.00	0.00	0.00	0.00
*	TOTAL BYLAW REVENUE	(495.00)	(3,409.00)	2,300.00	5,709.00	191.67
ROADS & STREETS						
1-32-110	SPECIAL TAX - STREET IMPROVEMENT	0.00	0.00	0.00	0.00	0.00
1-32-410	SALE OF GOODS & SERVICES	0.00	0.00	500.00	500.00	41.67
1-32-590	FRANCHISE FEES FORTIS	(961.52)	(8,853.21)	11,800.00	20,653.21	983.33
1-32-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
1-32-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
1-32-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00
1-37-840	PROVINCIAL CAPITAL GRANT	0.00	0.00	0.00	0.00	0.00
*	TOTAL ROADS & STREETS	(961.52)	(8,853.21)	12,300.00	21,153.21	1,025.00

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	October 2016 Actual	2016 YTD Actual	2016 Budget	2016 Budget Remaining \$	October 2016 Budget
WATER REVENUE						
1-41-410	MONTHLY WATER FEES	(6,764.66)	(66,253.66)	86,000.00	152,253.66	7,166.67
1-41-412	BULK WATER SALES	0.00	0.00	2,700.00	2,700.00	225.00
1-41-511	WATER PENALTIES	(350.43)	(2,953.42)	2,500.00	5,453.42	208.33
1-41-845	PROVINCIAL GRANT - OPERATING	0.00	0.00	0.00	0.00	0.00
1-41-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00
*	TOTAL WATER REVENUE	(7,115.09)	(69,207.08)	91,200.00	160,407.08	7,600.00
SEWER REVENUE						
1-42-410	MONTHLY SEWER FEES	(6,095.26)	(59,679.06)	70,630.00	130,309.06	5,885.83
1-42-511	SEWER PENALTIES	0.00	246.08	2,500.00	2,253.92	208.33
1-42-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
1-42-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
1-42-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00
*	TOTAL SEWER REVENUE	(6,095.26)	(59,432.98)	73,130.00	132,562.98	6,094.16
WASTE MANAGEMENT REVENUE						
1-43-410	MONTHLY GARBAGE FEES	(2,227.60)	(21,891.20)	24,500.00	46,391.20	2,041.67
1-43-845	PROVINCIAL GRANT - OPERATING	0.00	0.00	0.00	0.00	0.00
1-43-412	MONTHLY RECYCLING FEES	0.00	0.00	0.00	0.00	0.00
*	TOTAL WASTE MANAGEMENT REVENUE	(2,227.60)	(21,891.20)	24,500.00	46,391.20	2,041.67
CAMROSE & DISTRICT SUPPORT SER						
1-51-590	REVENUE - OWN SOURCES	0.00	0.00	0.00	0.00	0.00
1-51-840	PROVINCIAL CONDITIONAL GRANT	0.00	0.00	9,559.00	9,559.00	796.58
*	TOTAL CAMROSE & DISTRICT SUPPO	0.00	0.00	9,559.00	9,559.00	796.58
CEMETERY REVEUE						
1-56-410	SALE OF CEMETERY PLOTS	0.00	(100.00)	200.00	300.00	16.67
1-56-570	CEMETERY DONATIONS	0.00	(1,000.00)	100.00	1,100.00	8.33
1-56-571	CEMETERY MAINTENANCE REVENUE	0.00	0.00	0.00	0.00	0.00
*	TOTAL CEMETERY REVEUE	0.00	(1,100.00)	300.00	1,400.00	25.00

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	October 2016 Actual	2016 YTD Actual	2016 Budget	2016 Budget Remaining \$	October 2016 Budget
DEVELOPMENT REVENUE						
1-61-410	DEVELOPMENT PERMITS & CHARGES	0.00	(150.00)	500.00	650.00	41.67
*	TOTAL DEVELOPMENT REVENUE	0.00	(150.00)	500.00	650.00	41.67
LAND SALES						
1-66-410	LAND SALES	0.00	(25,318.34)	0.00	25,318.34	0.00
*	TOTAL LAND SALES	0.00	(25,318.34)	0.00	25,318.34	0.00
PARKS & RECREATION REVENUE						
1-72-110	SPECIAL TAX - RECREATION & PARKS	0.00	0.00	0.00	0.00	0.00
1-72-410	SALE OF SERVICES - FEES & CHARGES	0.00	0.00	0.00	0.00	0.00
1-72-560	PARK & CAMPGROUND RENTALS	0.00	(1,332.50)	5,000.00	6,332.50	416.67
1-72-570	PARK DONATIONS	0.00	0.00	0.00	0.00	0.00
1-72-590	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00
1-72-595	REC. BOARD UTILITIES RECOVERY	0.00	0.00	0.00	0.00	0.00
1-72-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
1-72-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
1-72-850	COUNTY CONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
*	TOTAL PARKS & RECREATION REVEN	0.00	(1,332.50)	5,000.00	6,332.50	416.67
CULTURE REVENUE						
1-74-560	HALL RENTALS	(325.00)	4,410.00	0.00	(4,410.00)	0.00
1-74-570	HALL DONATIONS	0.00	0.00	0.00	0.00	0.00
1-74-590	INSURANCE RECOVERY	0.00	0.00	2,300.00	2,300.00	191.67
1-74-593	SPECIAL EVENT REVENUES	0.00	0.00	100.00	100.00	8.33
*	TOTAL CULTURE REVENUE	(325.00)	4,410.00	2,400.00	(2,010.00)	200.00
RESERVE TRANSFERS						
1-97-920	TRANSFER FROM RESERVES	0.00	0.00	0.00	0.00	0.00
*	TOTAL RESERVE TRANSFERS	0.00	0.00	0.00	0.00	0.00
**	TOTAL REVENUE	(19,123.76)	(612,100.96)	313,437.00	925,537.96	26,119.75

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	October 2016 Actual	2016 YTD Actual	2016 Budget	2016 Budget Remaining \$	October 2016 Budget
COUNCIL EXPENSES						
2-11-130	COUNCIL - PAYROLL DEDUCTIONS	0.00	0.00	0.00	0.00	0.00
2-11-150	COUNCIL REMUNERATION	750.00	6,720.00	8,500.00	1,780.00	708.33
2-11-211	COUNCIL TRAVEL & SUBSISTENCE	0.00	135.72	200.00	64.28	16.67
2-11-214	COUNCIL PROFESSIONAL DEVT	35.00	35.00	100.00	65.00	8.33
*	TOTAL COUNCIL EXPENSES	785.00	6,890.72	8,800.00	1,909.28	733.33
ADMINISTRATION EXPENSE						
2-12-110	ADMINISTRATION - SALARIES	12,573.65	106,192.26	120,000.00	13,807.74	10,000.00
2-12-130	ADMINISTRATION - PAYROLL DEDUCTIONS	434.94	6,963.51	12,000.00	5,036.49	1,000.00
2-12-131	EMPLOYEE BENEFITS	1,078.51	14,632.26	14,441.00	(191.26)	1,203.42
2-12-211	TRAVEL & SUBSISTENCE	0.00	816.99	600.00	(216.99)	50.00
2-12-214	MEMBERSHIPS & PROFESSIONAL DEVT	35.00	2,591.67	2,165.00	(426.67)	180.42
2-12-600	BAD DEBTS	0.00	0.00	0.00	0.00	0.00
*	TOTAL ADMINISTRATION EXPENSE	14,122.10	131,196.69	149,206.00	18,009.31	12,433.84
OFFICE OPERATIONS						
2-12-215	FREIGHT & POSTAGE	37.52	2,099.33	3,300.00	1,200.67	275.00
2-12-217	TELEPHONE/INTERNET	358.54	4,048.06	4,700.00	651.94	391.67
2-12-220	ADVERTIZING & PRINTING	0.00	330.60	500.00	169.40	41.67
2-12-225	VILLAGE PROMOTIONS	0.00	786.06	500.00	(286.06)	41.67
2-12-230	PROFESSIONAL & CONSULTING SERVICES	0.00	0.00	0.00	0.00	0.00
2-12-231	AUDITING SERVICES	0.00	0.00	7,450.00	7,450.00	620.83
2-12-232	ASSESSMENT SERVICES	0.00	2,220.93	4,500.00	2,279.07	375.00
2-12-233	ASSESSMENT REVIEW BOARD	0.00	0.00	0.00	0.00	0.00
2-12-234	LEGAL SERVICES	0.00	225.00	500.00	275.00	41.67
2-12-237	COMPUTER SOFTWARE	0.00	364.47	300.00	(64.47)	25.00
2-12-250	OFFICE REPAIRS & MAINTENANCE	55.08	396.99	500.00	103.01	41.67
2-12-253	TECHNICAL SUPPORT	423.63	3,292.30	4,324.00	1,031.70	360.33
2-12-258	OFFICE JANITORIAL CONTRACT	0.00	900.00	1,600.00	700.00	133.33
2-12-274	INSURANCE	0.00	13,721.02	11,800.00	(1,921.02)	983.33
2-12-341	LAND TITLES SERVICES	95.24	245.24	0.00	(245.24)	0.00
2-12-510	OFFICE SUPPLIES	1,677.80	2,116.11	3,400.00	1,283.89	283.33
2-12-511	MISCELLANEOUS	0.00	518.09	500.00	(18.09)	41.67
2-12-519	OTHER SERVICES	0.00	0.00	0.00	0.00	0.00

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	October 2016 Actual	2016 YTD Actual	2016 Budget	2016 Budget Remaining \$	October 2016 Budget
2-12-540	UTILITIES - GAS	(156.41)	(786.85)	800.00	1,586.85	66.67
2-19-150	ELECTION FEES	0.00	0.00	0.00	0.00	0.00
*	TOTAL OFFICE OPERATIONS	2,491.40	30,477.35	44,674.00	14,196.65	3,722.84
ADMIN-CAPITAL						
2-12-762	CAPITAL PURCHASES	0.00	0.00	0.00	0.00	0.00
2-12-790	ADMINISTRATION-AMORTIZATION	0.00	0.00	0.00	0.00	0.00
*	TOTAL ADMIN-CAPITAL	0.00	0.00	0.00	0.00	0.00
REQUISITIONS						
2-13-750	REQUISITION - SCHOOL	0.00	58,892.17	0.00	(58,892.17)	0.00
2-13-759	DAVE KNIPE MEMORIAL LIBRARY	0.00	0.00	0.00	0.00	0.00
*	TOTAL REQUISITIONS	0.00	58,892.17	0.00	(58,892.17)	0.00
FIRE EXPENSES						
2-23-148	IN-SERVICE TRAINING	0.00	0.00	2,000.00	2,000.00	166.67
2-23-159	HONORARIUMS - ANNUAL & HOURLY	0.00	112.00	15,000.00	14,888.00	1,250.00
2-23-211	TRAVEL & SUBSISTENCE	0.00	40.00	200.00	160.00	16.67
2-23-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	434.17	500.00	65.83	41.67
2-23-215	FREIGHT & POSTAGE	0.00	94.00	500.00	406.00	41.67
2-23-217	TELEPHONE	147.48	1,763.76	1,800.00	36.24	150.00
2-23-220	ADVERTIZING & PRINTING	0.00	0.00	500.00	500.00	41.67
2-23-225	PUBLIC RELATIONS & PROMOTIONS	0.00	513.98	500.00	(13.98)	41.67
2-23-250	FIREHALL REPAIRS & MAINTENANCE	36.33	482.33	3,200.00	2,717.67	266.67
2-23-251	VILLAGE TRUCK REPAIRS	0.00	2,023.41	1,300.00	(723.41)	108.33
2-23-252	COUNTY TRUCK REPAIRS	0.00	46.20	1,000.00	953.80	83.33
2-23-253	PAGER REPAIRS	0.00	0.00	200.00	200.00	16.67
2-23-254	PROTECTIVE EQUIPMENT & REPAIRS	0.00	7,410.90	6,500.00	(910.90)	541.67
2-23-270	CONTRACTED SERVICES	2,063.36	4,798.36	2,000.00	(2,798.36)	166.67
2-23-274	INSURANCE-FF'S, BUILDINGS	252.54	2,025.31	1,400.00	(625.31)	116.67
2-23-510	GOODS & SUPPLIES	25.05	505.28	500.00	(5.28)	41.67
2-23-511	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
2-23-512	SMALL EQUIPMENT PURCHASES	(50.00)	51.77	400.00	348.23	33.33
2-23-521	FUEL & LUBE	45.73	519.86	500.00	(19.86)	41.67
2-23-540	FIRE HALL GAS	128.75	729.85	1,700.00	970.15	141.67
2-23-541	FIRE HALL POWER	103.86	1,150.54	2,300.00	1,149.46	191.67
2-23-750	DISPATCH AGREEMENT	0.00	1,209.00	1,210.00	1.00	100.83

VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

General Ledger	Description	October 2016 Actual	2016 YTD Actual	2016 Budget	2016 Budget Remaining \$	October 2016 Budget
	MUTUAL AIDE RESPONSE CHARGES	0.00	0.00	500.00	500.00	41.67
	TRANSFER TO RESERVES	0.00	0.00	0.00	0.00	0.00
	GAIN/LOSS ON DISPOSAL OF ASSETS	0.00	0.00	0.00	0.00	0.00
*	TOTAL FIRE EXPENSES	<u>2,753.10</u>	<u>23,910.72</u>	<u>43,710.00</u>	<u>19,799.28</u>	<u>3,642.54</u>
BYLAW ENFORCEMENT						
	BYLAW ENFORCEMENT OFFICER	1,140.00	8,027.58	6,000.00	(2,027.58)	500.00
	LEGAL SERVICES	0.00	0.00	400.00	400.00	33.33
	BYLAW SUPPLIES	0.00	0.00	300.00	300.00	25.00
*	TOTAL BYLAW ENFORCEMENT	<u>1,140.00</u>	<u>8,027.58</u>	<u>6,700.00</u>	<u>(1,327.58)</u>	<u>558.33</u>
FIRE - CAPITAL						
	CAPITAL PURCHASES	0.00	35,000.00	0.00	(35,000.00)	0.00
	FIRE - AMORTIZATION	0.00	0.00	10,177.00	10,177.00	848.08
*	TOTAL FIRE - CAPITAL	<u>0.00</u>	<u>35,000.00</u>	<u>10,177.00</u>	<u>(24,823.00)</u>	<u>848.08</u>

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	October 2016 Actual	2016 YTD Actual	2016 Budget	2016 Budget Remaining \$	October 2016 Budget
PUBLIC WORKS SALARIES & WAGES						
2-32-110	PW - SALARIES	4,059.90	38,121.20	45,000.00	6,878.80	3,750.00
2-32-130	PW - PAYROLL DEDUCTIONS	291.81	2,700.95	4,500.00	1,799.05	375.00
2-32-131	EMPLOYEE BENEFITS	0.00	3,403.68	5,576.00	2,172.32	464.67
*	TOTAL PUBLIC WORKS SALARIES &	4,351.71	44,225.83	55,076.00	10,850.17	4,589.67
PUBLIC WORKS OPERATIONS						
2-32-217	TELEPHONE	40.44	415.67	515.00	99.33	42.92
2-32-230	PROFESSIONAL CONSULTING	0.00	0.00	0.00	0.00	0.00
2-32-250	ROADWAY REPAIRS & MAINTENANCE	0.00	26,243.01	40,500.00	14,256.99	3,375.00
2-32-270	CONTRACTED SERVICES	(200.00)	2,466.92	2,600.00	133.08	216.67
2-32-274	INSURANCE	0.00	2,109.81	1,600.00	(509.81)	133.33
2-32-510	GOODS & SUPPLIES	131.83	1,296.51	5,000.00	3,703.49	416.67
2-32-511	MISCELLANEOUS GENERAL SERVICES	0.00	199.65	0.00	(199.65)	0.00
2-32-521	FUEL & LUBE	213.49	3,573.55	4,000.00	426.45	333.33
2-32-540	UTILITIES - STREET LIGHTS	1,160.67	10,246.81	13,500.00	3,253.19	1,125.00
2-32-762	CAPITAL	0.00	49,643.48	0.00	(49,643.48)	0.00
2-32-790	PUBLIC WORKS AMORTIZATION	0.00	0.00	0.00	0.00	0.00
*	TOTAL PUBLIC WORKS OPERATIONS	1,346.43	96,195.41	67,715.00	(28,480.41)	5,642.92
DRAINAGE						
2-37-250	DRAINAGE - REPAIRS & MAINTENANCE	0.00	2,764.92	1,000.00	(1,764.92)	83.33
2-37-230	PROFESSIONAL & CONSULTING SERVICES	0.00	0.00	0.00	0.00	0.00
2-37-750	REQUISITION - DRAINAGE	1,497.25	1,497.25	1,497.00	(0.25)	124.75
*	TOTAL DRAINAGE	1,497.25	4,262.17	2,497.00	(1,765.17)	208.08
WATER OPERATIONS						
2-41-110	SALARIES & WAGES - WATER	336.44	5,606.02	20,000.00	14,393.98	1,666.67
2-41-130	CPP, EI CONTRIBUTIONS - WATER	24.06	408.07	2,000.00	1,591.93	166.67
2-41-211	TRAVEL & SUBSISTENCE - WATER	0.00	0.00	100.00	100.00	8.33
2-41-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	253.57	750.00	496.43	62.50
2-41-217	TELEPHONE	105.38	1,066.45	0.00	(1,066.45)	0.00
2-41-224	MUNICIPAL MEMBERSHIP	0.00	0.00	0.00	0.00	0.00
2-41-230	PROFESSIONAL & CONSULTING SERVICES	200.00	200.00	2,900.00	2,700.00	241.67

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	October 2016 Actual	2016 YTD Actual	2016 Budget	2016 Budget Remaining \$	October 2016 Budget
2-41-240	CUSTOMER BILLING	0.00	370.44	700.00	329.56	58.33
2-41-250	REPAIRS & MAINTENANCE	0.00	17,741.97	30,000.00	12,258.03	2,500.00
2-41-270	WATER - CONTRACT	2,300.00	15,515.94	19,000.00	3,484.06	1,583.33
2-41-274	INSURANCE PREMIUMS	0.00	6,091.36	6,420.00	328.64	535.00
2-41-510	GOODS & SUPPLIES	94.99	94.99	1,000.00	905.01	83.33
2-41-540	UTILITIES-GAS	141.76	324.50	11,413.00	11,088.50	951.08
2-41-750	REQUISITION - SMRWSC	0.00	9,571.00	10,500.00	929.00	875.00
2-41-762	CAPITAL PURCHASES	16,452.20	392,348.15	0.00	(392,348.15)	0.00
2-41-790	WATER SYSTEM - AMORTIZATION	0.00	0.00	0.00	0.00	0.00
*	TOTAL WATER OPERATIONS	19,654.83	449,592.46	104,783.00	(344,809.46)	8,731.91
SEWER OPERATIONS						
2-42-000	OTHER - DAYSLAND DRAINAGE	0.00	0.00	0.00	0.00	0.00
2-42-110	SALARIES & WAGES - SEWER	37.44	1,822.60	10,000.00	8,177.40	833.33
2-42-130	CPP, EI CONTRIBUTIONS - WATER	2.50	129.67	1,000.00	870.33	83.33
2-42-211	TRAVEL & SUBSISTENCE	0.00	0.00	0.00	0.00	0.00
2-42-214	MEMBERSHIPS & PROFESSIONAL DEVELOPMENT	0.00	253.57	750.00	496.43	62.50
2-42-217	TELEPHONE	87.53	874.71	1,160.00	285.29	96.67
2-42-230	PROFESSIONAL & CONSULTING - SEWER	200.00	22,838.85	3,600.00	(19,238.85)	300.00
2-42-240	CUSTOMER BILLING	0.00	370.43	0.00	(370.43)	0.00
2-42-250	REPAIRS & MAINTENANCE - SEWER	1,793.49	3,917.44	2,900.00	(1,017.44)	241.67
2-42-270	SEWER - CONTRACT	0.00	0.00	3,000.00	3,000.00	250.00
2-42-274	INSURANCE PREMIUMS	0.00	547.71	400.00	(147.71)	33.33
2-42-410	BANK LOAN	0.00	0.00	0.00	0.00	0.00
2-42-510	GOODS & SUPPLIES	0.00	0.00	500.00	500.00	41.67
2-42-540	UTILITIES-GAS	68.90	206.27	4,900.00	4,693.73	408.33
2-42-762	CAPITAL	0.00	0.00	0.00	0.00	0.00
2-42-790	WASTE & SEWER AMORTIZATION	0.00	0.00	0.00	0.00	0.00
2-42-830	LAGOON DEBENTURE PAYMENTS	0.00	0.00	0.00	0.00	0.00
2-42-831	LAGOON DEBENTURE INTEREST	0.00	0.00	0.00	0.00	0.00
2-42-832	DEBENTURE PRINCIPAL PMT MACRAE STREET AMORTIZATION	0.00	0.00	0.00	0.00	0.00
2-74-790		0.00	0.00	14,500.00	14,500.00	1,208.33
*	TOTAL SEWER OPERATIONS	2,189.86	30,961.25	42,710.00	11,748.75	3,559.16
WASTE MANAGEMENT						
2-43-270	GARBAGE - CONTRACT	1,166.20	12,293.55	13,500.00	1,206.45	1,125.00
2-43-260	RENTAL OF MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00

VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

General Ledger	Description	October 2016 Actual	2016 YTD Actual	2016 Budget	2016 Budget Remaining \$	October 2016 Budget
2-43-350	LANDFILL FEES	511.70	4,368.82	3,700.00	(668.82)	308.33
2-43-510	GOODS & SUPPLIES	0.00	0.00	0.00	0.00	0.00
2-44-350	RECYCLING CHARGES	748.00	7,276.00	8,570.00	1,294.00	714.17
*	TOTAL WASTE MANAGEMENT	2,425.90	23,938.37	25,770.00	1,831.63	2,147.50
CAMROSE & DISTRICT SUPPORT SER						
2-51-750	REQUISITION - CDSS	0.00	2,628.75	2,629.00	0.25	219.08
2-51-770	GRANTS TO ORGANIZATIONS	0.00	0.00	0.00	0.00	0.00
2-51-840	CONDITIONAL GRANTS TO CDSS	0.00	0.00	9,559.00	9,559.00	796.58
*	TOTAL CAMROSE & DISTRICT SUPPO	0.00	2,628.75	12,188.00	9,559.25	1,015.66
CEMETERY OPERATIONS						
2-56-250	CEMETERY REPAIRS & MAINTENANCE	0.00	48.56	300.00	251.44	25.00
2-56-510	GENERAL GOODS & SERVICES	0.00	0.00	0.00	0.00	0.00
*	TOTAL CEMETERY OPERATIONS	0.00	48.56	300.00	251.44	25.00
PLANNING & DEVELOPMENT						
2-61-237	MAPPING	0.00	0.00	0.00	0.00	0.00
2-61-750	REQUISITION - PLANNING	0.00	1,206.75	1,200.00	(6.75)	100.00
2-66-120	COSTS - LAND SALES	0.00	1,000.00	0.00	(1,000.00)	0.00
2-66-230	PROFESSIONAL & CONSULTING	0.00	0.00	0.00	0.00	0.00
*	TOTAL PLANNING & DEVELOPMENT	0.00	2,206.75	1,200.00	(1,006.75)	100.00
PARKS & RECREATION						
2-72-110	RECREATION & PARKS - SALARIES	0.00	4,300.40	5,700.00	1,399.60	475.00
2-72-115	CSJ & STEP WAGES	0.00	0.00	0.00	0.00	0.00
2-72-130	RECREATION & PARKS - PAYROLL DEDUCTIONS	0.00	296.89	570.00	273.11	47.50
2-72-131	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
2-72-211	TRAVEL & SUBSISTENCE	0.00	0.00	0.00	0.00	0.00
2-72-220	ADVERTIZING & PRINTING	0.00	295.00	200.00	(95.00)	16.67
2-72-250	REPAIRS & MAINTENANCE	29.99	1,056.99	1,000.00	(56.99)	83.33
2-72-270	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
2-72-510	GOODS & SUPPLIES	49.99	536.43	1,500.00	963.57	125.00
2-72-521	FUEL & LUBE	0.00	10.72	600.00	589.28	50.00
2-72-540	UTILITIES - GAS	(246.04)	(1,330.20)	1,600.00	2,930.20	133.33

VILLAGE OF BAWLF REVENUE/EXPENSE REPORT

General Ledger	Description	October 2016 Actual	2016 YTD Actual	2016 Budget	2016 Budget Remaining \$	October 2016 Budget
2-72-274	INSURANCE PREMIUMS	0.00	882.65	750.00	(132.65)	62.50
2-72-750	REQUISITIONS - RECREATION	0.00	0.00	0.00	0.00	0.00
2-72-762	CAPITAL PURCHASES	0.00	0.00	0.00	0.00	0.00
2-72-770	GRANTS TO ORGANIZATIONS	0.00	0.00	4,050.00	4,050.00	337.50
2-72-780	RECREATION TRAIL RESERVE	0.00	0.00	0.00	0.00	0.00
2-72-790	RECREATION - AMORTIZATION	0.00	0.00	0.00	0.00	0.00
2-13-770	GRANTS TO ORGANIZATIONS	0.00	0.00	0.00	0.00	0.00
*	TOTAL PARKS & RECREATION	(166.06)	6,048.88	15,970.00	9,921.12	1,330.83
CULTURE						
2-74-250	REPAIRS & MAINTENANCE	0.00	1,860.00	0.00	(1,860.00)	0.00
2-74-274	INSURANCE PREMIUMS	0.00	0.00	0.00	0.00	0.00
2-74-510	GOODS & SUPPLIES - NEW HALL	0.00	212.25	75.00	(137.25)	6.25
2-74-540	UTILITIES	0.00	0.00	0.00	0.00	0.00
2-74-584	SPECIAL EVENTS	0.00	0.00	500.00	500.00	41.67
2-74-750	REQUISITION - PARKLAND LIBRARY	0.00	3,175.64	3,000.00	(175.64)	250.00
2-74-761	CONTRIBUTED TO OTHER OPERATING FNC.	0.00	406.76	2,807.00	2,400.24	233.92
2-74-770	TRANSFER TO OTHER ORGANIZATIONS	0.00	(10,716.00)	0.00	10,716.00	0.00
2-74-775	BAWLF PUBLIC LIBRARY APPROPRIATION	0.00	0.00	3,000.00	3,000.00	250.00
2-74-831	DEBENTURE INTEREST	0.00	0.00	0.00	0.00	0.00
*	TOTAL CULTURE	0.00	(5,061.35)	9,382.00	14,443.35	781.84
GENERAL						
2-97-990	GENERAL CONTINGENCY	0.00	0.00	0.00	0.00	0.00
*	TOTAL GENERAL	0.00	0.00	0.00	0.00	0.00
**	TOTAL EXPENSES	52,591.52	949,442.31	600,858.00	(348,584.31)	50,071.53
***	SURPLUS/DEFICIT	33,467.76	337,341.35	914,295.00	576,953.65	76,191.28

*** End of Report ***

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	November 16, 2016
Originated By:	Tracy M. Stewart - CAO
Title:	Bylaw 613/16 – Land Use Bylaw 526/04 Amendment-Final Reading

BACKGROUND/PROPOSAL:

The following motions were made at the October 19, 2016 Regular Council meeting:

a) *BYLAW 613/16 LAND USE BYLAW AMENDMENT*

Motion 145/16 Moved By Mayor L. Thompson to approve first reading of Bylaw 613/16, Land Use Bylaw Amendment.

CARRIED

Motion 146/16 Moved By Deputy Mayor J. Tessari to approve second reading of Bylaw 613/16, Land Use Bylaw Amendment.

CARRIED

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

To move forward with approving third and final reading.

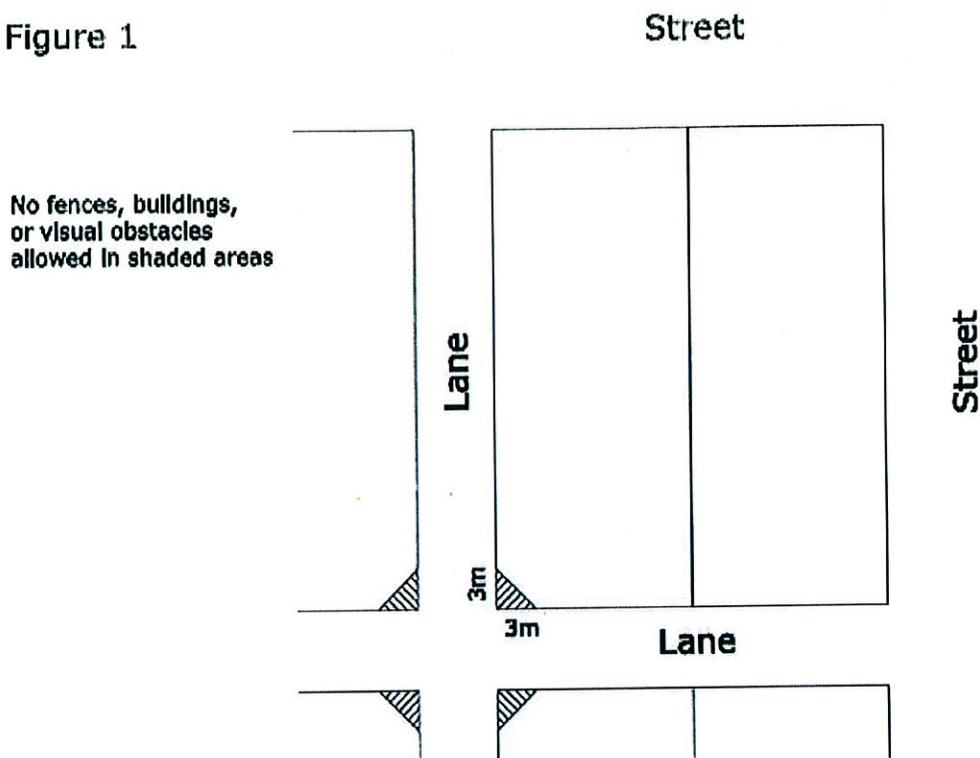
COSTS/SOURCE OF FUNDING (if applicable)

n/a

RECOMMENDED ACTION:

That Bawlf Council proceed with third and final reading of the amended Land Use Bylaw, 613/16.

Figure 1



4.8 Subject to the foregoing, no development permit is required for fences or gates.

5. GARAGES

In front of the vehicle doors of every garage there shall be a parking area entirely located on the lot, as shown in Figure 1.

6. GRADING OF LOTS

- 6.1. No land shall be filled or raised, and no grading or drainage shall be undertaken, unless a development permit has been issued for the work.
- 6.2. In no case shall the water from one lot drain on to another lot unless this is explicitly allowed in a development permit AND the person whose lot is being drained has the written permission of the person whose land will receive the water.
- 6.3. An application for a development permit application for a new building shall include a lot grading and drainage plan showing existing and proposed ground levels on the lot in question and on neighbouring lots, roads, and lanes, and shall normally provide for a minimum 4% slope away from buildings.

7. LIVESTOCK

7.1. No livestock other than normal domestic pets shall be kept in any district except UX.

~~7.2. This section does not apply to auction marts or veterinary clinics.~~

8. MOVED IN BUILDINGS

- 8.1 Existing buildings may be moved on to a lot in the municipality where this is explicitly allowed in the regulations for the particular land use district.
- 8.2 A person wishing to move an existing building on to a lot shall make an application for a development permit in the usual way and shall also provide:
- 8.2.1. photographs showing all sides of the building;
 - 8.2.2. a statement of the type of construction, condition, and age of the building; and
 - 8.2.3. a statement of proposed improvements with an estimate of costs.
- 8.3 The Development Authority may inspect the building which is proposed to be moved in, or have another qualified person do so, and in either case the expenses of such inspection, including the inspector's time, shall be paid by the applicant before any development permit is issued.
- 8.4 The Development Authority shall consider whether the building is compatible with the character of the neighbourhood in which it is proposed to be set, and may refuse a development permit if, in his opinion, the building is unsuitable.
- 8.5 The Development Authority may issue a development permit subject to such conditions as he believes necessary to bring the building up to a suitable standard within 12 months from the date of issuance of the development permit.
- 8.6 The Development Authority may also require a performance bond under Section 11.9 of the Bylaw.
- 8.7 This section does not apply to new storage sheds, or to temporary buildings authorized under Section 7.9 of the bylaw, or to new manufactured houses being moved in to a district where they are a permitted or discretionary use.

9. OVERHANGS AND ENCROACHMENTS WITHIN A LOT

- 9.1. Balconies and decks may encroach into yards by the following distances:
- 9.1.1. 1.5 metres (5 feet) into yards of 4 metres (13 feet) or more, and
 - 9.1.2. 60 cm (2 feet) into yards of less than 4 metres (13 feet).
- 9.2. Other features attached to a building such as bay windows, chimneys, eaves, open steps, and sills may encroach into the yards required by Schedule B by the following distances:
- 9.2.1. 60 cm (2 feet) into yards of 1.5 metres (5 feet) or more, and
 - 9.2.2. 45 cm (18 inches) into yards of less than 1.5 metres (5 feet).

10. PROHIBITED OBJECTS IN YARDS

- 10.1 In a residential district, no person shall keep a vehicle weighing greater than 4500 kg for longer than is reasonably necessary to unload the vehicle.
- 10.2 Despite section 10.1, a motor home or other recreational vehicle may be stored on a lot.

23. REPEAL OF EXISTING BYLAWS

Bylaw 526/04 and any amendments thereto are repealed.

24. DATE OF COMMENCEMENT

This bylaw comes into effect upon the date of third reading.

First reading	19 October 2016
Second reading	19 October 2016
Third reading	16 November 2016

"original signed by"

Mayor

"original signed by"

CAO

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	November 16, 2016
Originated By:	Tracy M. Stewart - CAO
Title:	Bylaw 614/16 – Poultry and Livestock Bylaw-Final Reading

BACKGROUND/PROPOSAL:

At the October 19, 2016 Regular Council meeting the following motions were made:

- a) *BYLAW 614/16, POULTRY AND LIVESTOCK*
Motion 143/16 Moved By Mayor L. Thompson to approve first reading of Bylaw 614/16, Poultry and Livestock.
UNANIMOUSLY CARRIED
Motion 144/16 Moved By Councillor B. Wells to approve second reading of Bylaw 614/16, Poultry and Livestock.
UNANIMOUSLY CARRIED

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

To move forward with third and final reading.

COSTS/SOURCE OF FUNDING (if applicable)

n/a

RECOMMENDED ACTION:

That Bawlf Council proceed with third and final reading for Bylaw 614/16, Poultry and Livestock.

BYLAW NUMBER 614/16

BYLAW NUMBER 614/16 OF THE VILLAGE OF BAWLF IN THE PROVINCE OF ALBERTA, BEING A BYLAW TO REGULATE THE KEEPING OF POULTRY AND LIVESTOCK WITHIN THE VILLAGE OF BAWLF CORPORATE LIMITS.

WHEREAS, pursuant to section 7 of the *Municipal Government Act* the Council of a municipality , may pass Bylaws for municipal purposes, respecting the safety, health and welfare of people and the protection of people and property, wild and domestic animals and activities in relation to them; and the enforcement of Bylaws; and

WHEREAS pursuant to Section 8 of the *Municipal Government Act*, the Council of a municipality may, in a Bylaw, regulate or prohibit and to provide for a system of licenses, permits and approvals

NOW THEREFORE, the municipal council of the Village of Bawlf, in the Province of Alberta, enacts a bylaw referred to as the "Poultry and Livestock" Bylaw.

1. Citation

This Bylaw may be cited as the "Poultry and Livestock Bylaw"

2. Definitions

- a) "**Animal Control Officer**" means a person employed under the contract between the Village and its Contractor to enforce the provisions of this Bylaw.
- b) "**Caged Bird**" means any bird normally kept confined to a cage within a residence, but does not include chickens or any other poultry as described in Section 2.
- c) "**Coop**" means a henhouse and run.
- d) "**Council**" means the municipal Council of the Village of Bawlf.
- e) "**Hen**" means a female chicken over four months of age.
- f) "**Livestock**" includes, but is not limited to
 - i. a horse, mule, ass, swine, emu, ostrich, camel, llama, alpaca, sheep or goat;
 - ii. domestically reared or kept deer, reindeer, moose, elk or bison;
 - iii. farm bred, fur bearing animals including rabbits, foxes, weasels or minx;
 - iv. animals of the bovine species;
 - v. all other animals that are kept for agricultural purposes,

vi. but does not include cats, dogs or other domesticated household pets.

- g) **"Municipal Administrator"** means the person appointed as Chief Administrative Officer by the Council of the Village of Bawlf, or his or her designate.
- h) **"Municipal Tag"** means a document alleging an offence issued pursuant to a Bylaw of the Village.
- i) **"Owner"** includes any person, partnership, association or corporation:
 - i) owning, possessing, having charge of or control over any Livestock or Poultry;
 - ii) harboring any Livestock or Poultry;
 - iii) suffering or permitting any Livestock or Poultry to remain about his or her house or premises.
- j) **"Peace Officer"** means a member of the Royal Canadian Mounted Police, a County Officer or Community Peace Officer, a Constable appointment pursuant to the provision of the Police Act (Alberta), or a Bylaw Enforcement Officer.
- k) **"Poultry"** includes, but is not limited to:
 - i) animals of the avian, aquatic and wildfowl species, including chickens, roosters, turkeys, ducks, geese, pigeons, pheasants, peacocks, partridge, quail, peafowl, doves, swans, cranes and all other species; or
 - ii) wild bird of any kind.
- l) **"Rooster"** means a male chicken
- m) **"Village"** means the Village of Bawlf in the Province of Alberta

3. Prohibitions

- (a) No person shall keep within the Village:
 - i. a Rooster;
 - ii. any other Poultry and Livestock as described in Section 2 of this Bylaw;

4. **General**

- (a) Animals participating in an authorized parade or procession and under the care and supervision of a qualified handler are exempt from this bylaw for the duration of the event.
- (b) Any Poultry and Livestock Operations currently in existence at the time of the passing of this bylaw will be exempt.

5. **Responsibilities**

- (a) The Village of Bawlf shall arrange for a Contractor that is employed by the Village in a contractual agreement, to impound any Poultry or Livestock as described in Section 2.
- (b) The Animal Control Officer, Peace Officer or Contractor may seize any Poultry or Livestock that is found to be in contravention of this Bylaw.
- (c) In the active pursuit of any Poultry or Livestock that is in contravention of this Bylaw, the Animal Control Officer, Peace Officer or Contractor is empowered to apprehend such animal under this Part and is hereby authorized to enter upon any lands surrounding any building at all reasonable times.
- (d) No Person, whether the Owner of such Poultry or Livestock which is being or has been pursued or captured shall:
 - i. Interfere with or attempt to obstruct a Peace Officer, Animal Control Officer or Contractor who was attempting to capture or who has captured any such animal in accordance with the provisions of this Bylaw;
 - ii. Unlock or unlatch or otherwise open the motor vehicle or trailer in which such animals captured for impounding have been placed;
 - iii. Remove or attempt to remove any such animal from the possession of the Animal Control Officer, Peace Officer or Contractor.

6. **Notice of Violation**

- (a) If the Chief Administrative Officer, Animal Control Officer or Peace Officer believes that a person has violated any provision of the Bylaw, the Animal Control Officer or Peace Officer may serve upon such person, a written notice requiring such person to abate the same within a time to be specified in the notice and to execute such works and do such things as may be necessary for that purpose.
- (b) Service of a notice shall be sufficient if it is:
 - i. personally served;
 - ii. served by mail; or

- iii. left with a competent person residing with the person alleged to have violated a provision of this Bylaw.
- c) Such notice shall be deemed to have been received five days from the date of mailing.
- d) Each notice shall;
 - i. describe the location at which a violation of any provision of this Bylaw occurs by its municipal address and legal description;
 - ii. state the contravention of this Bylaw;
 - iii. give reasonable particulars of the actions required to be made;
 - iv. state the time within which the actions are to be done;
 - v. state that if the required actions are not done within the time specified, the Village may;
 - 1) carry out the action required and charge the cost thereof against the owner; or
 - 2) have a Peace Officer or Animal Control Officer issue a Municipal Tag to any person whom the Peace Officer or Animal Control Officer has a reasonable and probable grounds to believe has contravened any provision of this Bylaw.

7. Release of Impounded Livestock and Poultry

- a) The Contractor shall keep all impounded Poultry and Livestock as described in Section 5 for a period of no less than three days, not including the day of impounding. Saturdays, Sundays and holidays shall not be included in the computation of the three day period. During this period, any healthy Livestock or Poultry may be redeemed by its Owner, upon payment to the Contractor of:
 - i. impounding and boarding fees as per the contract rate; and
 - ii. any penalties associated with this Bylaw.
- b) At the expiration of the three day period, any Poultry or Livestock as described in Section 5 may be destroyed or sold.
- c) The Peace Officer, Animal Control Officer or Contractor shall report any apparent illness, communicable disease, injury or unhealthy condition of any Poultry or Livestock as described in Section 5 to a veterinarian and act upon his/her recommendation. The Owner, if known, shall be held responsible for all expenses so incurred.
- d) Any fees or penalties described in Section 7 (a) that are unpaid by the Owner will be added to the tax roll of the Property where violation of this Bylaw occurred.

8. Violation Tag

- a) A Person who contravenes any provision of this Bylaw is guilty of an offence and is liable on summary conviction to a penalty of not less than \$300.00.
- b) Notwithstanding Section 1 of this Part of this Bylaw, any Person who commits a second or subsequent offence under this Bylaw within twelve months of committing a first offence under this Bylaw, may be liable to an increased fine of not less than \$500.00.
- c) A Peace Officer, Animal Control Officer or Contractor is hereby authorized and empowered to issue a Municipal Tag to any Person whom the Peace Officer, Animal Control Officer or Contractor has a reasonable and probable ground to believe has contravened any provision of this Bylaw.
- d) A Municipal Tag may be issued to such person:
 - i. either personally;
 - ii. or by mailing a copy to such person at his or her last know post office address.
- e) The Municipal tag shall be in a form approved by the Chief Administrative Officer and shall state:
 - i. the name of the Person;
 - ii. the offence;
 - iii. the specified penalty established by this Bylaw for the offence;
 - iv. that the penalty shall be paid within 14 days of the Municipal tag; and
 - v. any other information as may be required by the Chief Administrative Officer.

9. Payment in Lieu of Prosecution

- (a) Where a Municipal Tag is used pursuant to this Bylaw, the Person to whom the Municipal Tag is issued, may, in lieu of being prosecuted for the offence, pay to the Village, the penalty specified within the time period o the Municipal Tag.
- (b) If a Person served with a Municipal Tag fails to pay the penalties associated with the Municipal Tag, the Village of Bawlf reserves the right to apply unpaid penalties to the tax roll of the property where the contravention of this Bylaw took place.

10. Severability and Coming Into Force

- (a) Should any provision of this Bylaw be invalid, then the invalid provision shall be severed and the remainder of this Bylaw shall be maintained;
- (b) This Bylaw shall come into force upon receipt of its third and final reading.

Commencement Of Enforcement

Read a first time in Open Council this 19th day of October, 2016.

Read a second time in Open Council this 19th day of October, 2016.

Read a third time in Open Council and finally passed this 16th day of November, 2016.

This Bylaw shall come into full force and effect on the

MAYOR

CAO

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	November 16, 2016
Originated By:	Tracy M. Stewart-CAO
Title:	2016 Christmas Greeting for the December Village Voice

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)

Meeting:	Regular Council
Meeting Date:	November 16, 2016
Originated By:	Tracy M. Stewart-CAO
Title:	2016 Christmas Decoration Contest

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 \$75-1st place, \$50-2nd place and \$25-3rd 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 details in the December Village Voice about the contest.

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	November 16, 2016
Originated By:	Tracy M. Stewart-CAO
Title:	January 2017 Village General Meeting

BACKGROUND/PROPOSAL:

We have been holding semi-annual general meetings. It has been a valuable way to keep the residents informed of changes, improvements and near future changes and upcoming capital projects.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Council should design the information to be included in the Agenda with assistance from Administration.
Suggested date would be January 18, 2017 in place of our regular council meeting.

COSTS/SOURCE OF FUNDING (if applicable)

Hall rental	\$100
Beverages/Snacks	\$50

RECOMMENDED ACTION:

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

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	November 16, 2016
Originated By:	Tracy M. Stewart-CAO
Title:	2017 Service Levels

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Administration has made some amendments (highlighted in yellow) and some questions (highlighted in green).

COSTS/SOURCE OF FUNDING (if applicable)

n/a

RECOMMENDED ACTION:

That Bawlf Council review and discuss the 2017 Service Levels and advise Administration of any changes they would like made.

Village of Bawlf



2017

Service Levels

Approved by Village Council: November 16, 2016

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I. Purpose of Council and Staff

The purpose of the Council and staff is to:

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

II. Legislative Services

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

The Council is responsible for:

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

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

III. Employee Empowerment

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

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

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

IV. Administration

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

These services include:

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

V. Protective Services

The Protective Services area provides services in three major areas:

A. Fire Department

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

B. Bylaw Enforcement

Bylaw Services are contracted to an external agency and include ~~twice monthly patrols~~ hourly patrols on a weekly basis determined by the time of year and follow up that may include notices, tickets, letters, etc.

C. Disaster Services

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

D. Emergency Services

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

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

VI. Roads and Public Works

The Roads and Public Works area provides the following services:

A. Roads and Sidewalks

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

B. Building, Vehicle and Equipment Maintenance

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

C. Water Services

1. The Village water is supplied through two wells. Clean, potable water is provided to Village residents at **approximately 50-60 lb (420 kpa)** pressure.
2. The Village will be connected to the Shirley McClellan Regional Water Services Commission Regional Water Line in the future.
3. The water supply is tested daily and samples are sent to the University of Alberta Laboratory on a weekly basis. Reports are forwarded to Alberta Environment.
4. Pumphouse/Reservoir:
 - a. **The building is inspected once per week.**

b. The standby generator is started four times per year.

c. The reservoir is disinfected as required (approximately every five years, if needed).

5. Hydrants:

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

6. Valves:

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

7. Water Mains:

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

D. Sewer Services

1. Lift Station:

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

2. Sewer Mains:

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

3. Wastewater Lagoon:

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

E. Surface Water Drainage

1. Ditches:

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

2. Drainage Gate (at north end):

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

F. Snow Clearing, Removal and Sanding

1. Snow Clearing and Removal:

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

2. Sanding:

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

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

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

G. Solid Waste Collection

1. Landfill:

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

Transfer Station.

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

2. Spring Clean-Up:

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

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

H. Recycling

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

I. Composting

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

VII. Planning and Development

A. Development Permits & Compliance Certificates

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

B. Building Permits and Inspections

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

C. Planning and Subdivision Services

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

VIII. Recreation, Parks, Culture and Support Services

A. Recreation and Parks

1. Grass Cutting and Weed Control

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

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

5. Recreation Board

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

6. Recreational Trail

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

B. Culture

1. Bawlf Community Centre (new hall)

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

2. Bawlf Community Hall (old hall)

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

3. Village of Bawlf Public Library

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

4. Historical Assets

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

C. Support Services

1. Camrose and District Support Services (CDSS)

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

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

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

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	Wednesday November 16, 2016
Originated By:	Tracy M. Stewart - CAO
Title:	Policy No. 38 Employee Attitude and Conduct Amendment

BACKGROUND/PROPOSAL:

In keeping with legislation that is mandated for Council in regards to the maintenance of all Village accounts, Administration would like to implement this for all employees, volunteers and delegates of the Village.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

While being employed by the Village of Bawlf in either a paying position or a volunteer position, we are representing the Village and should ensure our conduct in all areas meets the expectations of what we want our Village to be presented as. Policy No. 38 has been amended to include volunteers and item 9. has been added in. This policy will be part of, where applicable, any other standard guidelines that are in place for any Village volunteers and staff.

COSTS/SOURCE OF FUNDING (if applicable)

RECOMMENDED ACTION:

That Bawlf Council approve the amendment to Policy No. 38, Employee and Volunteer Attitude and Conduct.



Signed Date: October 19, 2016 Amended Date: November 16, 2016	Motion: 149/16 Date: October 19, 2016 Motion: /16 Date: November 16, 2016
Title: Employee and Volunteer Attitude and Conduct	Policy No. 38

Purpose:

The Village of Bawlf desires that all services and programs shall be delivered according to high standards of personal and professional conduct so that customer and employee support service is of paramount importance.

Principles/Guidelines:

When representing the Village of Bawlf, employees and volunteers "are the Village of Bawlf" to the person with whom they are conducting business. Representatives, volunteers and employees of the Village are expected to conduct themselves in accordance with the following guidelines:

1. Treat its citizens, customers, suppliers, employees and visitors in a helpful, friendly and approachable manner.
2. Value the characteristics of being trustworthy, positive, knowledgeable, courteous, friendly, helpful, dependable and punctual in all workplace activities.
3. Share in building, enhancing and preserving the Village of Bawlf's image and reputation of integrity, credibility and honesty.
4. Maintain a level of personal and professional conduct that will not reflect negatively on themselves or the Village of Bawlf.
5. Do not act in any way that will diminish the credibility of any other employee, customer, supplier or other business contacts of the Village of Bawlf.
6. Treat all employees in a fair and respectful way in order to provide a positive work environment in which all employees can contribute to a productive and professional atmosphere.
7. Treat all supervisors with respect so that Village bylaws, policies, guidelines, procedures and directions are implemented with positive action in order to achieve the goals of the Village of Bawlf.

8. Treat all equipment and its use in a responsible manner and follow all rules appropriately.
9. Any receivables owed to the Village, which includes monthly utility billing, annual taxes and any other billing from the Village, must remain paid, current and in good standing at all times.
10. Employees whose conduct compromises the integrity of the Village of Bawlf will be subject to disciplinary action including the possibility of dismissal.

Mayor

CAO

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	November 18, 2015
Originated By:	Tracy M. Stewart-Acting CAO
Title:	Policy No. 17 Fire Department Annual Honorariums Amendment

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.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Administration has been monitoring for 2016 the added services and commitment that both the Fire Chief and the Deputy Fire Chief have taken on.

We also foresee that due to the current situation where the County is in a flux with hiring a new Fire Services Coordinator, that the Fire Chief and Deputy Fire Chief will be required to take on more duties that in the past may have been managed by the Fire Services Coordinator.

Administration would like to amend the annual honorarium increase starting in 2017. This annual honorarium covers all extra duties which include, but are not limited to, administration, travel, fuel, time and any other duties outside of the volunteer fire department's regular meetings and training.

COSTS/SOURCE OF FUNDING (if applicable)

RECOMMENDED ACTION:

That Bawlf Council approve the amended Fire Department Hourly Honorariums Policy No. 17 for the 2017 budget year moving forward.



Date Approved: January 19, 2011 May 22, 2013 December 18, 2013	Motion: 07/11 120/13 255/13
Title: Fire Department Annual Honorariums	Policy No. 17

Purpose:

To provide policy guidance for providing fire department annual honorariums to the volunteer Fire Chief and Deputy Fire Chief.

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:

The Fire Chief and Deputy Fire Chief will be eligible for the following annual honorariums:

Years of Experience Fire Chief in the Position		Deputy Fire Chief
0-5 years	\$1200	\$ 600
6-10 years	\$1400	\$ 700
11-15 years	\$1600	\$ 800
16-20 years	\$1800	\$ 900
21-25 years	\$2000	\$1000

These honorariums compensate the volunteer fire chief and deputy fire chief for all administrative responsibilities and attendance at the annual fire chief's convention. (Administrative responsibilities include, but are not limited to, preparing and submitting annual fire budgets to the Village Manager by October 10th each year, monitoring the fire budgets, completing provincial and county reports, invoicing appropriate parties, submitting monthly reports to the Village Manager and/or Village Council, meeting with the Village Manager or Village Council, and other administrative duties as required.)

Prior to June 15th, the Fire Chief and Deputy Fire Chief will each submit, in writing, their preferences for one of the following payment schedules:

1. 50% on June 30th and 50% on December 31st.
2. 100% on December 31st.

MAYOR

VILLAGE MANAGER



Date Approved: January 19, 2011 May 22, 2013	Motion: 07/11 120/13
December 18, 2013	255/13
November 16, 2016	
Title: Fire Department Annual Honorariums	Policy No. 17

Purpose:

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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:

The Fire Chief and Deputy Fire Chief will be eligible for the following annual honorariums:

Years of Experience	Fire Chief	Deputy Fire Chief
0-5 years	\$1600	\$ 800
6-10 years	\$2000	\$1000
11-15 years	\$2400	\$1200
16-20 years	\$2800	\$1400
21-25 years	\$3200	\$1600

These honorariums compensate the Volunteer Fire Chief and Deputy Fire Chief for all administrative responsibilities and attendance at the annual Fire Chief's Convention. (Administrative responsibilities include, but are not limited to, preparing and submitting annual fire budgets to the Village CAO by October 10th each year, monitoring the fire budgets, completing provincial and county reports as required, submitting reports to the Village CAO and/or Village Council, meeting with the Village CAO or Village Council, and other administrative duties as required.)

The Annual Honorariums are paid out in December of each year in conjunction with the annual fire department honorarium payroll for that year.

MAYOR

CAO

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	Wednesday November 16, 2016
Originated By:	Tracy M. Stewart - CAO
Title:	Fire Department Service Levels Standard Operating Guidelines Amendments

BACKGROUND/PROPOSAL:

In keeping with the reviewing of policies, bylaws and procedures on an annual basis, the Fire Chief and I have reviewed the Fire Department's Service Levels and Standard Operating Guidelines.

The agreed upon amendments (yellow highlighted-added in, strike-thru – removing) that were made were mainly housekeeping with the exception of item 1. G) under Section 100(h), Active Firefighter Status.

We want to ensure that standard protocol is maintained throughout all Village employees and volunteers.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

COSTS/SOURCE OF FUNDING (if applicable)

RECOMMENDED ACTION:

That Bawlf Council adopt the revised Service Levels and Standard Operating Guidelines for the Bawlf Volunteer Fire Department.

Bawlf Fire Department

Service Level Recommendations

Assessment of the Bawlf Fire Department have resulted in the following recommendations.

Level of service based on the proposed levels of service contained in the action plan synopsis. (Level 2)

Service is provided as specified by a designated level 3 fire department:

- Grass/ Bush fires (wildland fires)
- First response, defensive operations and support role at structure fire situations
- Public assistance requests urgent and non-urgent.
- Traffic control as requested for incidents including motor vehicle collisions or other situations.
- Hazardous materials fire response (awareness level)
- Operational support role at motor vehicle collisions
- Mutual aid support as requested by another fire department.

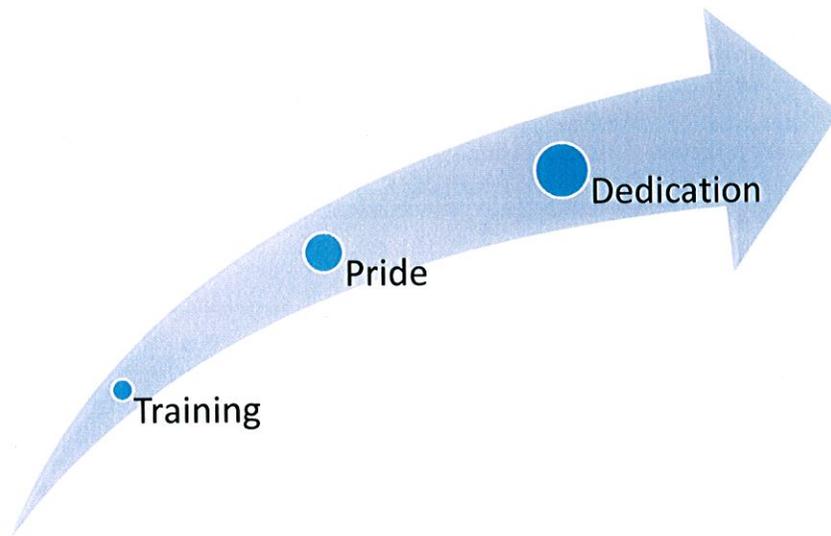
Rationale for choosing a level 2 service for the Bawlf Fire Department is based on the following areas: (Bawlf Fire Department is providing level 2 services, it's recommended they remain status quo with services provided.)

- Current training levels/ future training commitments
- Risk potential, structure fire, grass/ bush fires, primary, secondary highways and extensive rural road network
- Apparatus (trucks) and equipment
- Experience base of department members/ Member consensus of this service level
- Discussions, research and analysis of past emergency responses

Training

The Bawlf Fire Department progressively conducts fire practice nights regularly. They enthusiastically deploy members on available training courses when practically possible.

Like with all volunteer fire departments, the ability to balance family and work commitments deeply affects the amount of free time a firefighter can commit to training courses conducted in the traditional fashion. An alternative training synopsis described in further detail later in this document is one positive resolution to achieve training while remaining focused on family and work commitments.



Vehicle Extrication Services

Extrication services for the Bawlf area will be provided by the City of Camrose Fire Department. The Bawlf Fire Department will provide on-scene support at MVC incidents in their jurisdiction, complimentary to services provided by the Camrose Fire Department.

Traffic Control Services

Traffic and incident control should be delivered as traditionally accomplished for protection of emergency responders at the scene. Recommend continuation of the service as provided.

Rationale for Structure Fire Interior/ Exterior Services

Recommend exterior defensive operations at structure fires in support of a level 3 fire department. This is due in part to training and member availability during daytime hours.

Grass/ Bush Fire Services

The Bawlf Fire Department have traditionally mitigated these types of fire incidences with great success. As with all Camrose County Fire Departments these types of fire occurrences are common and will continue to be a fundamental service. Training to complement the mitigation effectiveness is being examined closely. A standalone training program related to wildland firefighting is available, and may be conducted in the spring of 2014. The 1051 Wildland firefighter standard is a separate 3 day course.

Hazardous Materials Fire Response Services

No fire department within Camrose County is suitably equipped to deal with hazardous materials situations other than air monitoring, scene isolation, and minor control procedures.

The status quo response and services to these types of incidents will remain in place. Any situation involving controlled products or situations requires technical and specialized resources to be brought in to adequately deal with the situation.

Public Assistance Services

The Bawlf Fire Department will respond to public assistance requests as deemed appropriate by the Fire Chief and/or Deputy Chief. ~~Fire Officers and/or firefighters.~~

Each assistance request will be processed according to the request made and available resources, equipment and nature of the request.

Mutual Aid Services

Mutual aid services should be provided following past practices and according to mutual aid agreements.

Training Alternative

All training related to fire services is modelled and developed after the National Fire Protection Association Standards (NFPA). The firefighter series is titled the 1001 standard. All developed NFPA standards covering a myriad of topics are considered the acceptable "norm" throughout the continent for fire related topics and issues.

The NFPA develops the standard through input from technical experts across North America. Subsequently education organizations that choose to develop firefighter training manuals and materials do so according to the 1001 standard.

Essentially 1001 level 1 equates to 5 Lakeland College Emergency Training Center (LCETC) Courses. Level 2 equates to 7 LCETC courses.

Conducting this training program will alleviate weekend demands when training courses have been traditionally conducted hence allowing for maximum participation. The Bawlf Fire Chief **has instigated this training program which started in spring of 2016 and will be concluded in spring of 2017.** ~~is enthusiastic towards participation in this training program. A program is planned by the Daysland Fire Department which Bawlf members may possibly attend in the fall of 2013.~~

Summary

Presented information and recommended level of service (based on the Action Plan Synopsis) for the Bawlf Fire Department is founded on tangible data, training completed, current department roster, existing equipment and it is the desires of the department to remain providing level two services.

The Bawlf Fire Department is composed of a strong core membership who strive to provide the highest level of service possible., ~~and the request of~~

Additional Back Ground Information

Services provided by a fire department are afforded legal protection through the *Municipal Government Act, RSA 2000, Chapter M-26, Division 2, section 535(1)*, and Bill 49 Municipal Government Amendment Act (2009).

Apprehensions surrounding services provided by fire departments have been a detriment in the past; due in part to frivolous litigation which creates an environment of fear and misunderstanding, especially in volunteer fire service organizations.

The provisions found in the cited legislative documents have been written to protect those who direct through policy, municipal councils, municipal officers and employees of a municipality liability protection for instances surrounding volunteer fire department operational activities.

STANDARD OPERATING GUIDELINES

Bawlf Fire Department

Administration Section 100

ORGANIZATION AND OPERATING GUIDELINES

100(a) CONCEPT

The Bawlf Fire Department is a Fire Department created by the Village of Bawlf, Alberta for the provisions of fire and emergency services within the corporate limits of the Village of Bawlf, Alberta and Bawlf rural fire district within Camrose County through a service agreement with Camrose County.

100(b) AUTHORITY

The Bawlf Fire Department Operating Guidelines are issued under the authority of the Village of Bawlf Council Resolution dated **November 16, 2016** ~~July 16, 2014~~, Motion #133/14

100(c) DEFINITIONS

Standard Operating Guideline 100(c)

1. Bawlf Fire Department means the Fire Department created by Village of Bawlf.
2. Bawlf Council means the elected body of the Village of Bawlf.
3. The Fire Chief or Chief means the Fire Chief appointed by the CAO and/or Council of the Village of Bawlf.
4. The Fire Ground Commander or Incident Commander means the Bawlf Fire Chief and/or Deputy Fire Chief and/or Fire Officer and/or Firefighter of the Bawlf Fire Department acting under the authority of the Fire Chief at an emergency incident.
5. Deputy Fire Chief or Deputy Chief means Deputy Fire Chief of the Bawlf Fire Department.
6. Regional Fire Services Coordinator position was created by a regional partnership of Camrose County urban and rural municipalities for the provision of assisting municipal fire chiefs of partner municipalities operationally and administratively.
7. Captain or Fire Captain means a fire officer appointed to the rank of Captain.

8. Lieutenant or Fire Lieutenant means a fire officer appointed to the rank of Lieutenant.
9. Training Officer means fire services training officer and/ or fire service instructor.
10. Safety Officer means safety officer as designated at an emergency scene or other situations as required.
11. Firefighter means a firefighter or senior firefighter.
12. Fire Department means a fire department created by the CAO and/or elected council of the Village of Bawlf through resolution, bylaw or other applicable legislation.
13. Standard Operating Guidelines (SOG's) are the administrative and operation guidelines for the Bawlf Fire Department.

100(d) FIRE DEPARTMENT UNITS:

Unit	Year	Purpose	Water	Manpower	Pump Capacity
XXXX	2002	Command (Snuffer)	N/A	Three	N/A
XXXX	2000	Fort Gary Pumper	750 gal	Three-Five	1000 gpm
XXXX	2004	Rescue Unit	160 gal	Two	N/A
XXXX	1991	Water Truck	750 gal	Two	840 gpm

100(e) MEMBERSHIP

1. Applications for the position of firefighter with the Bawlf Fire Department can be made to the Fire Chief or Deputy Fire Chief. or any authorized representative of the Fire Department.
2. Individuals interested in applying for membership with the Bawlf Fire Department must complete an application form; each application must be completed **in full** with no omitted sections, to be considered.
3. All applicants may also submit a Resume for clarification purposes with a completed department application form.
4. The Fire Chief **and/or Deputy Fire Chief and/or** designate(s) will form part of an interview panel which will be comprised of no less than two department members for review and subsequent interview of each perspective candidate for membership on the fire department.

5. Firefighters will be selected for membership with the department on an as needed basis. This determination will be based on the results from the Resume/ application, interview, review, reference checks and criminal records check.

100 (f) FIREFIGHTER MINIMUM ENTRY LEVEL STANDARD

The Applicant Shall

1. Be at least 18 years of age (Junior firefighters under the age of 18 are entitled to join the department with parental and/or legal guardian approval)
2. Hold a valid Alberta operator's license class 5.
3. Provide a driver's license abstract.
4. Be physically fit to the level required to perform all functions, tasks and/or other duties of a firefighter. (A medical examination may be requested, any costs involved with this process will be borne by the applicant.) (task and position description are provided).
5. Participate in physical testing as required or requested.
6. Provide a criminal records check from the RCMP or other accredited police agency.
7. Hold a current Standard First Aid certificate with level "C" CPR, current within one year of issue.

100(g) PROBATIONARY FIREFIGHTERS

1. Firefighters will be on probation for a period of six months, (6), after selection and can be dismissed at any time for just cause without notice during this period.
2. Probationary firefighters will undergo an orientation session conducted by the Fire Chief and/or Deputy Fire Chief or designate.
3. Probationary firefighters shall actively participate in all training sessions as required.
4. Probationary firefighters will ensure a minimum attendance level of 100% is maintained at weekly fire practice evenings. This percentage level is assessed annually. Termination may result if this level is not maintained.
5. Respond to fire/rescue/and/or other emergency assistance calls that may be requested of the department as often as possible.

6. Probationary firefighters must complete the department's 20-hour recruit training program within the probation period.
7. ~~The probationary firefighter shall complete the mandatory 20-hour training program during the probation period.~~
8. Complete firefighter training courses S300, S400 or equivalent within 36 months of joining the fire department.
9. Pass a medical/physical examination if requested to do so by the Fire Chief and/or Deputy Chief Fire Chief.

100(h) ACTIVE FIREFIGHTER STATUS

1. Membership and retention as a firefighter with the Bawlf Fire Department requires the following criteria be met:
 - A) Attendance of 75% of annual fire practice nights.
 - B) Response to fire/rescue/and other assistance calls that may be requested of the department.
 - C) Ensure completion of the following fire training courses within 36 months of joining the department. S300, S400 or equivalent.
 - D) Pass a medical/physical examination if requested to so by the Fire Chief and/ or Deputy Fire Chief.
 - E) Display professional behavior in all aspects of duties and/or when representing the Bawlf Fire Department.
 - F) As a member of the Bawlf Fire Department conduct must not bring discredit or dishonor to the Fire Department and/or Village of Bawlf and/ or Camrose County.
 - G) As a member of the Bawlf Fire Department, representing the Village, all fire department members must also abide by the Village of Bawlf's Policy No. 38, Employee and Volunteer Attitude and Conduct. Should any member not adhere to Policy 38 in conjunction with all SOG's, dismissal may be the result.
 - H) Any conduct found to be contrary to this guideline will be investigated in accordance with this guideline and dismissal may be the result of discreditable and/or dishonorable conduct. Each situation contrary to this policy will be investigated individually.
 - I) The establishment and chain of command, organizational structure shall exist within the Bawlf Fire Department. The chain of command structure shall exist throughout all Fire Department activities, processes, incidents

and emergency situations. Deviation and/or insubordination are unacceptable, and may result in discipline measures.

100(i) FIREFIGHTER AND FIRE OFFICER RESPONSIBILITIES

Policy Statement

All members of the Bawlf Fire Department, fire officers and firefighters shall perform their duties in a safe, diligent, and expedient manner within the framework of their training and documented achieved skills.

No member shall undertake and/or participate in activities, procedures and processes for which they are not properly trained to perform.

The chain of command system will be strictly adhered to during all Fire Department incidents and training situations. Insubordination will not be tolerated in any operational or training situation.

Auxiliary Members

Former members of the fire department who retire from active service and wish to remain affiliated with the Fire Department in non-operational roles are permitted with approval of the Fire Chief and/or Deputy Fire Chief.

Confidentiality

All members shall treat all observations and information pertaining to any emergency situation in which the Bawlf Fire Department responds to as strictly confidential. All members must acknowledge confidentiality regulations by signing a confidentiality agreement.

All applicable freedom of information and privacy laws shall be observed regarding the transfer of information from any incident, emergency, fire inspection, fire investigation, and personal member information.

The transfer and transmittal of any information pertaining to Fire Department operations, non-operations, administrative functions, emergency response is solely the responsibility of the Fire Chief and or Deputy Fire Chief, or designate.

General Firefighter Fire Officer Responsibilities

Firefighters and/or Fire Officers **SHALL NOT**

1. Attend a fire practice session, training course, incident, emergency situation, or represent the Bawlf Fire Department while under the influence of drugs or alcohol.
2. Response to any fire department activity while under the influence of drugs or alcohol ~~can~~ **will** result in immediate dismissal from the organization.
3. Any member who has been charged with a criminal offence under the criminal code of Canada may be suspended from the Fire Department pending the outcome of such legal action.

Any member convicted of an offence under the criminal code of Canada may be dismissed from the Fire Department. Senior fire officers in consultation with Municipal Administration will review each situation with their decision being final.

4. Prospective member(s) making application to the Bawlf Fire Department who have been convicted of a crime under the Criminal Code of Canada for which a pardon has not been granted may have their application rejected.
5. Any member who is medically precluded from participating in Fire Department duties related to training evaluations and/or emergency responses, shall inform ~~respective captains, and/or~~ the Fire Chief or Deputy Fire Chief.

Members are expected to not respond to emergency calls when medically precluded, and shall inform department administration when a medical doctor gives clearance to resume duties. A letter and/or note from the members physician indicating the member is medically cleared to resume duties is required before returning to active duty. (A list of firefighter tasks and position description will be provided to the member's physician)

100(j) TERMINATION FOR CAUSE

1. An active, probationary member(s) and fire officer(s) is subject to immediate termination for, but not limited to the following reason:
 - a) Theft;
 - b) Release of confidential material and or information without authorization;
 - c) Failure to report a criminal code conviction;
 - d) Misrepresentation of the Village and/or members of the fire department;
 - e) Failure to adhere to the drug and alcohol policy;
 - f) Hindering daily operations of the Fire Department;
 - g) Lying on the Fire Department application form;
 - h) Commits an offence that is deemed chargeable under criminal and/or civil law.

2. Records shall be kept regarding disciplinary actions concerning a member; these records shall be kept confidential and shall conform to freedom of information and privacy laws.

3. All contraventions of Fire Department Standard Operating Guidelines by any member of the department shall be dealt with in the following manner:

First Reprimand – Verbal

- a) Verbal recorded warning and counseling session, to be conducted by the Fire Chief and **Deputy Fire Chief** ~~one other fire officer~~.

- b) This recorded warning will be entered on the members file. This initial verbal recorded warning will be taken off a members file after a two year period provided no other verbal and/or other warning(s) or reprimand(s) have been recorded.

Second Reprimand – Written

- a) Written recorded warning will specify the reason for the reprimand and expected corrective actions by the member, according to Fire Department SOG's. The reprimand ~~can be~~

~~written by any Fire Officer with final review~~ will be written by the Fire Chief and/or Deputy Fire Chief.

- b) A copy of a written reprimand will be placed on the members personnel file for a period of no less than two years. If no further actions have been taken against the member, the letter can be removed from the personnel file after two years has passed. (Written reprimand will be hand delivered by the Fire Chief and ~~Deputy Fire Chief~~ ~~one other Fire Officer~~.)

Third and Final Reprimand – Written

- c) Third and final reprimand – If for any reason a third reprimand is issued to any department member within a two-year period the member will be dismissed from the department. All dismissals will be delivered by the Fire Chief and ~~Deputy Fire Chief~~ ~~one other department officer~~ in letter form.
- d) The decision for termination will be solely the Fire Chiefs', based on documented, substantiated violations of operating guidelines, and/or other applicable municipal policy and/or Federal or Provincial legislation, regulations and laws. (The dismissal letter must clearly define the reason for dismissal and be signed by the Fire Chief.)
- e) If dismissal from the Fire Department occurs, all equipment, radios, pagers, and/or other issued items shall be returned. If issued equipment and or other Fire Department property is not returned the member will be billed according to the price of the non-returned equipment and be subject to billed costs and subsequent collection actions ~~and/or the cost will be deducted off of their annual fire fighter honorarium~~.
- f) Dismissal from the Fire Department has no appeal process and the decisions exercised are final.

Reprimand(s) of the Chief Fire Officer(s) (Fire Chief and Deputy Fire Chief shall be conducted in the same manner), verbal, written, third and final reprimand administered by the Chief Administrative Officer (CAO) of the Village of Bawlf in accordance with the Municipal Government Act of Alberta.

Resignation(s)

- a) When a member of the Fire Department resigns from active service the Fire Chief shall acknowledge the resignation with a letter to the departing member.
- b) All Fire Department equipment shall be returned prior to disbursement of final honorarium.

- c) Disbursement of final honorarium is dependent on the return of all equipment in good working order. Equipment not returned will have any or the entire final honorarium applied to the purchase cost of the unreturned item(s). Outstanding amounts will be billed to the retiring member.
- d) Honors and/or years of service awards will be bestowed on the member prior to leaving the Fire Department.
- e) Honors and/or years of service awards will be withheld if equipment is not returned in a promptly.

100(k) TRAINING ATTENDANCE REQUIREMENTS

1. Training attendance applies to all members of the Fire Department.
 - a) Regular training nights commence at 19:00 hours every training night unless otherwise specified.
 - b) Holiday's and/or other rescheduling of training nights are at the discretion of the Fire Chief and/ or Deputy Fire Chief and/or designated Training Officer.
 - c) All training will fall under the direction of the Fire Department Training officer(s) and/ or other delegated fire officer or firefighter.
 - d) Members as required will attend training courses.
 - e) Members are required to maintain a minimum attendance level of **75%** annually for regular training nights.
 - f) All training attendance will be documented on members training files by the training officers or designate **and reviewed annually**.
 - g) Consideration will be given to members whose full time employment requirements preclude them from maintaining attendance requirements stated in this SOG.

100(I) DEPARTMENT POSITIONS / JOB DESCRIPTIONS

Fire Chief

General Statement of Duties:

A senior management position with the Bawlf Fire Department that is under the general direction and supervision of the Chief Administrative Officer of the Village of Bawlf. Responsible for planning, organizing and directing all Bawlf Fire Department functions including recruitment, training, fire prevention, investigations, inspections, and suppression.

Responsible for providing guidance to the Municipal Administration, Mayor and Council regarding policy development and includes short and long range planning, objectives and goals.

Position Function

Fire Chief

Reports to: Chief Administrative Officer

The Fire Chief will be the administrative and operational head of the Bawlf Fire Department.

The Fire Chief is responsible for coordination and administration of a volunteer fire service department in the Village of Bawlf.

POSITION RESPONSIBILITIES

The Fire Chief is responsible for the following major functions.

Staff

- Recruits and selects staff under his/her direction including the Deputy Fire Chief. Provides leadership and is responsible for productivity and cooperation of staff under his/her direction. Assists Deputy Fire Chief, Fire Officers when required, with recruitment and selection of volunteer firefighters.

- Models productive workplace management practices such as ongoing performance feedback and accountability, full staff participation with delegated responsibility and ownership, open sharing of information.
- Coaches and mentors staff; ensures ongoing staff development, cross-training, and succession planning.
- Maintain open communication, personal accessibility to all staff and foster a team-oriented environment.

Fire Services

- Responsible for leadership and operational effectiveness of the Fire Department with a focus on customer service, productivity, and cost-effectiveness. Ensures a focus on successful outcomes is achieved.
- Ensures adherence to all legislative requirements of the Municipal Government Act, Forest and Prairie Protection Act, and all municipalities' bylaws, policies and Fire Department Standard Operating Guidelines.

Knowledge, Education, and Experience

- Completion of technical training which may include components of NFPA 1001 Firefighter Standard, NFPA 1021 Fire Officer Standard.
- Certification as an Alberta Safety Codes Officer (SCO) Basic SCO or possess the ability to achieve this certification level.
- Training in MSDS, WHMIS, and dangerous goods emergency response practices.
- Experience as a firefighter or fire officer, including experience as an incident commander.
- Experience with emergency/disaster responses.
- Working knowledge of applicable provincial and municipal legislation, bylaws, and policies.
- Working knowledge of computers, including Microsoft office and excel.
- A valid driver's license is required for this position.

Planning and Development

- Assists and advises Municipal Administration, Mayor and Council regarding short and long-term operational and strategic planning.

Customer Service/Public Relations

- Maintains productive public relations at all times and represents the Village of Bawlf at various functions, when required.
- Exhibits behavior to the highest standard, both personally and professionally. In addition to the general position responsibilities, the Fire Chief is responsible for the following functions:

- Coordinates urban and rural fire protection functions to ensure efficient operation of the fire department and emergency response to the Village and Camrose County residents is maintained.
- Recruits, recommends appointment of firefighters and fire officers within the parameters of this SOG document.
- Responds to emergencies as required and acts as incident commander when necessary at emergency incidents.
- Ensures appropriate records are retained of emergency responses. Submits fire response incident reports in a timely manner.
- Prepares fire protection budget in consultation with the CAO and/or Regional Fire Services Coordinator and recommends operating and capital budgets to the CAO and/or Regional Fire Services Coordinator.
- Prepares long-range operating and capital plans.
- Establishes specifications for vehicles and equipment purchases.
- Maintains inventory and preventative maintenance program, including safety inspections as required.
- Initiates public awareness campaigns of fire safety, including fire prevention education. Works with industry representatives to ensure emergency response plans are in place.
- Ensures training of volunteer fire fighters and fire officers.
- Manages fire hall construction and maintenance projects.
- Issues fire permits and fireworks permits as authorized.
- Ensures effective radio communication system is maintained.
- Participates or secures individuals to perform fire investigations and fire inspections.
- Maintains current knowledge of latest technology, and firefighting standards and practices.
- Administers Fire Service awards.

Deputy Fire Chief

The Deputy Fire Chief is a senior chief fire officer for the Bawlf Fire Department. This position is operational with administrative responsibilities. The Deputy Fire Chief reports to the Fire Chief and will assume the Fire Chiefs duties in his/her absence. The Deputy Fire Chief will perform the following functions but is not limited in scope to the specified.

Deputy Fire Chief

Reports to: Fire Chief

POSITION FUNCTION

The Deputy Fire Chief is responsible to support the Fire Chief for the following major functions. In the absence of the Fire Chief, **he/she** shall assume the role of the Fire Chief.

Fire Services

- Cooperates and participates with Fire Chief as part of the operations team.
- Responsible for leadership and productivity of operations within the Fire Department with a focus on customer service, productivity, and cost-effectiveness.
- Ensures adherence to all legislative requirements of the Municipal Government Act, Forest and Prairie Protection Act, and all municipalities' bylaws and Fire Department Standard Operating Guidelines.

Competencies and Behaviors

The incumbent is expected to demonstrate the following competencies and behaviors in order to successfully meet the requirements of the position.

- A constant awareness of who the customer is, both internal and external, and recognition of the customer's needs at all times.
- Excellent interpersonal skills when dealing with staff, municipal administration, council and the public under all types of circumstances. Maintain a positive and supportive approach.
- Ability to work and communicate effectively with volunteer firefighters.
- Strong problem solving, research, and report writing skills. Proven verbal communication skills.
- Achievement oriented and capable of carrying out responsibilities in relation to each municipality's strategic priorities.
- Ability to apply knowledge of the job gained through experience or training, to ensure work is carried out competently, on deadline, and results are within acceptable standards.
- Ability to role model productive management practices and a positive team environment; sharing expertise and knowledge to support, coach, and develop staff as required.
- Ability to think analytically and conceptually, and exercise good judgment.
- A high degree of personal initiative with excellent planning and development skills. Ability to work independently and as part of a team.
- A high standard of thoroughness, accuracy, and attention to detail.
- Self-confidence and effective assertiveness.
- Ability to provide leadership through personal example.
- Maintain confidentiality at all times.

Desired Knowledge, Education, and Experience

- Completion of technical training which may include components of NFPA 1001 Professional Firefighter, and preferably NFPA 1021 Fire Officer Professional.

- Certification as an Alberta Safety Codes Officer (SCO) Basic SCO or possess the ability to achieve this certification level.
- Training in MSDS, WHMIS, and dangerous goods emergency response.
- Experience as a firefighter or fire officer, including experience as an Incident Commander.
- Experience with emergency/disaster responses.
- Working knowledge of applicable Provincial and municipal legislation, bylaws, and Standard Operating Guidelines.
- Working knowledge of computers, including Microsoft office and excel.
- A valid driver's license is required for this position.

The Deputy Fire Chief will assist the Fire Chief in the following functions:

- Coordinates urban and rural fire protection functions to ensure efficient operation of the fire department and emergency response to Village and Camrose County residents is maintained.
- Recruits, recommends appointment of firefighters, fire officers and other department positions.
- Responds to emergencies as required, and acts as Incident Commander when necessary.
- Ensures appropriate records are kept of emergency responses. Calculates fire response billings and ensures issuance in a timely manner.
- Develops a fire protection budget in consultation with the Fire Chief and CAO and/or Regional Fire Services Coordinator and recommends operating and capital budgets to the CAO and/or Regional Fire Services Coordinator.
- Prepares long-range operating and capital plans.
- Establishes specifications for vehicles and equipment purchases. Maintains inventory and preventative maintenance program, including safety inspections as required. Investigates Fire Department vehicle and equipment accidents.
- Initiates public awareness campaigns of fire protective function and operations, including fire prevention education. Works with industry representatives to ensure effective emergency response plans are in place where necessary.
- Ensures training of volunteer fire fighters.
- Manages fire hall construction and maintenance projects.
- Ensures required provincial fire reporting is completed for all dollar loss fires as required by law, within thirty (30) days from occurrence date.
- Issues fire permits and fireworks permits as authorized.
- Ensures effective radio communication system is maintained with deficiencies corrected as soon as possible.
- Participates or secures individuals to perform fire investigations and fire inspections.
- Maintains current knowledge of latest technology, and firefighting standards and practices.

- Reviews major land development issues and recommends development standards for optimal fire protection.
- Administers Fire Service awards

Captain

- In the absence of the Fire Chief or the Deputy Chief will assume the Chief's position in an acting role.
- Responsible for assigned crew.
- Responsible for equipment maintenance and cleanliness.
- Participates in pre-emergency planning.
- Participates in public fire safety education.
- Responsible to ensure safe work practices are adhered to for all firefighters working under his/her command.
- Performs other functions as required.
- Ensures the highest level of professional service is provided at all times.

Lieutenant

- In the absence of the Captain, will assume the duties of the Captain in an acting role.
- Performs all other duties of firefighters.
- Responsible for assisting crew Captains with crew management.
- Responsible for equipment maintenance and cleanliness.
- Participates in pre-emergency planning.
- Participates in public fire safety education.
- Responsible to ensure safe work practices are adhered to for all firefighters working under his/her command.
- Performs other functions as required.
- Ensures the highest level of professional service is provided at all times.

Training Officer

- Provide direction to the Fire Chief regarding training needs.
- Coordinate weekly training session, in absence, delegate an officer to conduct training sessions.
- Provide logistical coordination of all training courses conducted.
- Act as a Fire Service Instructor when required.
- Maintain training data base of all training conducted.
- Maintain training data base for each department member.
- Participate as require in operational firefighting activities as directed.
- Ensure pre-job hazards are identified and explained to all participating in training evolutions.
- Complete all other duties as requested by the Fire Chief.
- Ensures the highest level of professional service is provided at all times.

Firefighter

- Understands and abides by Bawlf Fire Department standard operating guidelines.
- Operates all fire equipment and apparatus safely.
- Works as a team member in all operational tasks.
- Works as a team member in all training activities.
- Functions as a Dangerous Goods First Responder.
- Monitors and assist in ensuring apparatus and equipment preparedness.
- Works as a team member ensuring fire hall, apparatus and equipment cleanliness in maintained at a high standard.
- Assists in providing public fire safety education and fire prevention activities.
- Works as a team member to deliver fire prevention programs and activities as required.
- Understands and abides by the Bawlf Fire Department Confidentiality Agreement.
- Ensures the highest level of professional service is provided at all times.

Statement

Each position within the Bawlf Fire Department will be staffed according to need. Not all positions identified in this SOG document may exist within the fire department.

Fire Chief and Deputy Chief Selection

- The Fire Chief position for the Bawlf Fire Department shall be an appointment made by the CAO and/or Village of Bawlf Council with input from the fire fighters.
- The Deputy Fire Chief position will be an internally elected position by all members of the department with ratification through appointment by the Fire Chief.

100(m)CODE OF ETHICS

The Bawlf Fire Department shall be committed to a work place that maximizes each member's contributions to the success of the organization.

The members of the Bawlf Fire Department are committed to:

- Providing a safe and healthy work place that values diversity and is free of discrimination and harassment,
- Treating each individual with dignity and respect,
- Communicating openly and honestly at all times,
- Continuously seeking opportunities to learn and improve,
- Setting high goals and accepting responsibility,

- Evaluating performance and providing positive feedback for improvement for all members,
- Dealing with conflicts between parties in a post-incident environment positively,
- Having such conflicts dealt with by the individuals involved and an impartial mediator if necessary,
- Maintain and protect confidentiality regarding business and personal information from the Bawlf Fire Department,
- Being Nice **respectful by** providing the highest level of customer service to those we serve, assist or come in contact with through Fire Department activities.

100(n) USE OF FIRE DEPARTMENT EQUIPMENT

- The Fire Chief shall approve the use of Fire Department equipment or the Fire Hall for purposes other than firefighting, in his/her absence the Deputy Fire Chief in advance.

100(o) STANDARD OPERATING GUIDELINE REVIEW

The Fire Chief of the Bawlf Fire Department shall collectively review the standard operating guidelines annually **with the CAO and will then review any amendments** with the Fire Department Membership.

The Fire Chief will ensure that a meeting is conducted to review and suggest revisions if necessary. If situations or other circumstances merit additional meetings to review the SOG document they shall be conducted as needed.

Any proposed changes, amendments, and/or additions can be completed at any time as required and shall be forwarded to the Municipal Administration for council ratification.

Suppression Division

- The Suppression division shall be headed by the Fire Chief and will be responsible for safe effective mitigation efforts to be utilized at each emergency situation.
- The following chain of command will be in affect at all emergency incidents.
 - Fire Chief, in absence
 - Deputy Chief, in absence
 - Captain, in absence
 - Lieutenant, in absence
 - Senior firefighter, in absence
 - Firefighter

- The following sectoring, operational work groups, may occur at incidents where applicable and/or required.
 - Suppression sector
 - Rescue Sector
 - Ventilation sector
 - Salvage & Overhaul sector
 - Rehabilitation sector
 - Triage (as directed by Emergency Medical Services)
 - Traffic Control
 - Scene Safety
 - Investigation
 - Other not specified sector or work group, which may be required
- All operational sectors will be supervised by either a, Captain, Lieutenant or Senior Firefighter.

Training Division

- The **Fire Chief and/or** Deputy Fire Chief will head the training division. The training division is responsible for all training conducted for Bawlf Fire Department.
- The training division will comprise of fire officers who will coordinate training for fire practice nights and in consultation with the Fire Chief and/or the Deputy Fire Chief.
- Complete all logistical requirements for training courses. The Fire Chief will select the fire officers responsible for training.
- Training needs will be identified and coordinated by the Fire Chief and fire officers responsible for or assigned to oversee district fire training.
- The officer in charge of training will complete training files.
- Pre-job hazards shall be completed prior to the commencement of training evolutions.
- A copy of the completed pre-job hazard shall be kept on file at the fire hall.

Fire Prevention Division

The Fire Chief, in consultation with the Deputy Fire Chief, will head the fire prevention division.

Fire Prevention may include but not be limited to the following:

- a) Fire prevention school tours
- b) Lectures to community groups

- c) Junior firefighter program
- d) Industry fire prevention program development and implementation
- e) Home fire safety awareness
- f) Cooperative initiatives with neighboring Municipalities.

Fire prevention activities will be initiated by the Fire Chief and Deputy Fire Chief and require the efforts of all Bawlf Fire Department members.



THURBER ENGINEERING LTD.

November 3, 2016

File: 16080

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

Attention: Ms. Tracy M Stewart
Acting Chief Administrative Officer

**PROPOSAL
BAWLF WASTEWATER SYSTEM GROUNDWATER MONITORING PROGRAM
2016/2017**

Dear Madam:

Further to our recent email correspondence, Thurber Engineering Ltd. (Thurber) is pleased to submit this proposal to carry out a groundwater monitoring program at the Village of Bawlf's Wastewater System Sewage Lagoon ("Site") located in NE ¼ 25-45-18 W4M approximately one kilometre southwest of the Village of Bawlf.

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

1. BACKGROUND

Thurber conducted a hydrogeological program in 2016, Alberta Environment and Parks (AEP) reviewed Thurber's report¹. In their August 4, 2016 letter², AEP outlined that the groundwater wells are to be monitored twice per year, one spring and one fall season with water chemistry once per year.

2. SCOPE OF WORK

Thurber's proposed scope of work is as follows,

- Monitor depth to water in five groundwater wells in fall of 2016
- Monitor depth to water in spring and fall of 2017 in five groundwater wells
- Obtain groundwater samples for chemical analyses in fall of 2017
- Submit report summarizing water levels for 2016
- Submit report summarizing historical water levels up to fall of 2017 as well as a summary of groundwater chemical analyses for 2016 and 2017.

¹ Thurber Engineering Ltd, March 4, 2016. *Hydrogeological Assessment Village of Bawlf Sewage Lagoon. File 19-6835-1*
² Alberta Environment and Parks, August 11, 2016, *Bawlf Wastewater System groundwater monitoring Environmental Protection and Enhancement Act Registration No. 0000400-02-00*



3. METHODOLOGY

3.1 Water levels

Groundwater level measurements will be completed at all five (5) monitoring wells at the Site. Water level will be measured by water level tape in the fall of 2016 and then in the spring and fall of 2017. All measurements will be done from the top of casing of monitoring wells with reference to ground elevation.

3.2 Groundwater Chemistry

Groundwater samples for chemical analyses will be collected from all five (5) monitoring wells in the fall of 2017. Prior to the collecting samples all wells will be purged until dry and water will be collected using dedicated disposable bailers in each well. Groundwater samples will be placed in laboratory bottles supplied by the chemical laboratory and then stored in an ice chilled cooler for transportation to a CALA certified laboratory. Five groundwater samples (if water is present in all five wells) plus a duplicate sample will be analyzed for:

- Routine Potability
- Total Kjeldahl Nitrogen
- Chemical Oxygen Demand
- Total and Fecal Coliforms.

3.3 Report

The 2016 report will summarize the depth to groundwater from 2016 and provide the analytical data from Thurber's 2016 report. The 2017 report will provide a summary table of water levels and groundwater chemical analyses and include an interpretation of the groundwater flow direction and interpretation of the groundwater chemistry analytical testing.

4. PRICE ESTIMATE

The estimated price to carry out this project is summarized in Table 4.1 not including GST. Thurber's invoice will be based on time and materials of our professional and technical staff as per the attached 2016 Schedule of Rates.

5. SCHEDULE

We are available to undertake this investigation as soon as authorized. Thurber's 2016 groundwater report will be provided approximately two to three weeks after completion of the groundwater level measurements.



6. CLOSURE

We trust this proposal meets with your approval. If you have any questions or require further information, please contact us at your convenience.

Yours very truly,
Thurber Engineering Ltd.
Neal Fernuik, M.Sc., P. Biol., P.Eng. 
Review Principal


Milan Butorac, B.Sc., P. Geol.
Project Hydrogeologist
/lg

Attachments

- Statement of Limitations and Conditions
- Table 4.1 – Price Estimate
- Thurber 2016 Schedule of Rates



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.



SCHEDULE OF RATES FEBRUARY 2016

Professional Services	Hourly Rate
Professional 7 (Chief Engineer & Specialist)	\$250
Professional 6	\$230
Professional 5	\$200
Professional 4	\$180
Professional 3	\$160
Professional 2	\$140
Professional 1	\$120

Technical Services	Hourly Rate
Technician 6	\$140
Technician 5	\$125
Technician 4	\$110
Technician 3	\$100
Technician 2	\$90
Technician 1	\$75

Disbursements	
Office Disbursements (communications, printing, engineers local travel, cameras, handheld GPS)	8% of Fees
External Disbursements	Cost plus 10%
Rental vehicles where off-road use is required	Cost plus 25%
Subconsultants	Cost plus 10%
Company Vehicle Use	\$65/day + \$0.65/km
Specialized Field Equipment	Project Specific Rates
Colour Printing and Plotting	\$3.50/ft ²

Notes

- A 15% premium on the above rates will be charged for overtime when technician field work is requested on Saturdays, Sundays and Statutory Holidays.
- Fees and disbursements will be invoiced monthly. Payment is due within 30 days of the invoice date.
- Interest at 1.5% per month will be charged on overdue accounts.
- These rates do not include G.S.T.



**TABLE 4.1
PRICE ESTIMATE
BAWLF WASTEWATER SYSTEM GROUNDWATER MONITORING PROGRAM**

Item	Fees	Disb'ts	Subs	Total
2016 Water Level (Fall)	\$ 550	\$ 400		\$ 950
2017 Water Level and Samples (Spring/Fall)	\$ 1,500	\$ 850	\$ 1,100	\$ 3,450
Report (Project Management 2016/2017)	\$ 4,100	\$ 350		\$ 4,450
Total (not including GST)	\$ 6,150	\$ 1,600	\$ 1,100	\$ 8,850