



## **AGENDA**

### **Regular Meeting of Council of the Village of Bawlf in the Province of Alberta Wednesday, December 21, 2016 – 7:00 pm Council Chambers**

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

#### **2. DELEGATIONS**

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

- a) Agenda December 21, 2016

**Motion** to adopt as presented

- b) Minutes of the Regular Meeting of Council November 16, 2016

**Motion** to adopt as presented

- c) Accounts Payable – November 1, 2016 to November 30, 2016

**Motion** to accept as information

- d) Financial Statements – November 2016

**Motion** to accept for information

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

- a) Current Policy Review
- b) Lucky Highway 13 Motorcycle Route Commitment
- c) Approval of Two New Library Board Members
- d) Fire Department Expansion RFP's

#### **5. STANDING REPORTS**

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

**Motion**

#### **CORRESPONDENCE**

- Parkland Regional Library Board Talk Newsletter
- Municipal Exercise Report/MEP (Municipal Emergency Plan) Report
- Minutes of the SMRWSC Committee Meeting-November 30, 2016

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

- Labor

#### **7. ADJOURNMENT**



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

In the Province of Alberta held on  
Wednesday November 16, 2016 at 7:00 p.m.  
In the Bawlf Village Office

### **PRESENT:**

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

### **Regrets:**

Deputy Mayor J. Tessari

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

Mayor L. Thompson called the meeting to order at 6:58 pm.

### **2. DELEGATIONS**

CDSS 2017 Budget

**Motion 161/16 Moved By** Mayor L. Thompson to approve the 2017 CDSS Global Budget and to affirm our commitment to direct our 2017 provincial FCSS grant of \$11,471 along with our required municipal match of \$2,867.75 for a total of \$14,338.75 to CDSS.

**CARRIED**

### **3. GENERAL GOVERNMENT**

#### **a) AGENDA**

**Motion 162/16 Moved By** Councillor J. Buchanan to adopt the agenda as presented.

**CARRIED**

#### **b) MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OCTOBER 19, 2016**

**Motion 163/16 Moved By** Councillor B. Wells to adopt the Minutes of the Organizational Meeting of Council of October 19, 2016.

**CARRIED**

#### **c) MINUTES OF THE REGULAR MEETING OF COUNCIL OCTOBER 19, 2016**

**Motion 164/16 Moved By** Councillor R. Mohan to adopt the Minutes of the Regular Meeting of Council of October 19, 2016.

**CARRIED**

#### **d) MINUTES OF THE SPECIAL MEETING OF COUNCIL NOVEMBER 10, 2016**

**Motion 165/16 Moved By** Mayor L. Thompson to adopt the Minutes of the Special Meeting of Council of November 10, 2016.

**CARRIED**

#### **e) ACCOUNTS PAYABLE REGISTERS – OCTOBER 2016**

General Cheques 2016040420160419, 20160425-20160453, 20160464 and Payroll Cheques 20160420-20160424, 20160454-20160463.

**Motion 166/16 Moved By** Councillor B. Wells to accept the Accounts Payable register for October 2016, General Cheques and Payroll Cheques as information.

**CARRIED**

f) *FINANCIAL STATEMENT – OCTOBER 2016*

g) **Motion 167/16 Moved By** Mayor L. Thompson to accept the October 2016 Financial Statements for information.

**CARRIED**

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

a) *BYLAW 613/16 – LAND USE BYLAW 526/04 AMENDMENT-FINAL READING*

**Motion 168/16 Moved By** Council B. Wells to approve third and final reading of Bylaw 526/04, Land Use Bylaw amendment.

**CARRIED**

b) *BYLAW 614/16 – POULTRY AND LIVESTOCK BYLAW-FINAL READING*

**Motion 169/16 Moved By** Mayor L. Thompson to approve third and final reading of Bylaw 614/16 Poultry and Livestock Bylaw.

**CARRIED**

c) *2016 CHRISTMAS GREETING FOR THE DECEMBER VILLAGE VOICE*

**Motion 170/16 Moved By** Mayor L. Thompson to direct Administration to insert a similar greeting as December 2015 in the Village Voice .

d) *2016 CHRISTMAS DECORATION CONTEST*

**Motion 171/16 Moved By** Councillor J. Buchanan to hold the judging on December 15, 2016 and the prize amounts will remain the same as previous years.

**CARRIED**

e) *JANUARY 2017 VILLAGE GENERAL MEETING*

**Motion 172/16 Moved By** Councillor B. Wells to hold a General Meeting on Wednesday January 18, 2017 in lieu of a Regular Council meeting.

f) *2017 SERVICE LEVEL AMENDMENT(S)*

**Motion 173/16 Moved By** Mayor L. Thompson to approve the amended 2017 Service Levels.

**CARRIED**

g) *POLICY NO. 38, EMPLOYEE ATTITUDE AND CONDUCT AMENDMENT*

**Motion 174/16 Moved By** Councillor J. Buchanan to approve the amendment(s) to Policy No. 38, Employee Attitude and Conduct.

**CARRIED**

h) *POLICY NO. 17 FIRE DEPARTMENT ANNUAL HONORARIUMS AMENDMENT*

**Motion 175/16 Moved By** Mayor L. Thompson to approve Policy No. 17, Fire Department Annual Honorariums amendment.

**CARRIED UNANIMOUSLY**

i) *BAWLFI FIRE DEPARTMENT SERVICE LEVELS AND SOG's (Standard Operating Guidelines) AMENDMENTS*



**Motion 176/16 Moved By** Mayor L. Thompson to adopt the amendment(s) to the Bawlf Fire Department Service Levels and SOG's.

**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 177/16 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 8:14 pm.

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

\_\_\_\_\_  
CAO – TRACY M. STEWART

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE



# VILLAGE OF BAWLF

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## Cheque Listing For Council

2016-Dec-14  
1:11:00PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20160465	2016-11-09	AMSC, (ALBERTA MUNICIPAL SERVICES CORP)	16-1015513	PAYMENT POWER TO OCT 2016	3,054.11	3,054.11
20160466	2016-11-09	PITNEYWORKS	OCT16REFILL OCTTOJAN	PAYMENT POSTAGE REFILL METER RENT OCT TO JAN	420.00 56.54	476.54
20160467	2016-11-09	UFA	110671528 201080201 201080221 201080231 201080244 201080249 300801618 300802353	PAYMENT CARDLOCK GREASE & OIL OIL PROPANE FOR 2 TON TESTER ANTIFREEZE OIL FOR SKIDSTEER UTILITY TARP FOR SAND PILE SHOP SUPPLIES	373.94 67.10 227.46 159.86 1.05 146.30 35.68 168.56	1,179.95
20160469	2016-11-11	MILESTONE PAVING & BASE WORX LTD.	GRADER	PAYMENT PURCHASE OF GRADER (2016)	18,900.00	18,900.00
20160470	2016-11-14	BAWLF COUNTRY STORE	2016CAMPGR OCT2016	PAYMENT 10% OF ANNUAL CAMPGROUND CREAMER	133.25 12.45	145.70
20160471	2016-11-14	BO'S WELDING LTD.	172672	PAYMENT DRAINAGE-REPAIR BEAVER SCI	275.63	275.63
20160472	2016-11-14	CAMROSE BOOSTER	08455 DA640019 DA640109	PAYMENT BUSINESS CARDS-STEWART PW AD -COUNTRY BOOSTER PW AD	90.93 309.58 267.91	668.42
20160473	2016-11-14	CAMROSE COUNTY	20161785 20161895	PAYMENT 2016 SHARE OF TRAINING EXP OCTOBER BYLAW PATROLS	55.15 798.00	853.15
20160474	2016-11-14	CAMROSE CYCLE	173401 173498	PAYMENT BOBCAT-REPAIRS BOBCAT-PIN PIVOT TAPER	1,556.89 146.90	1,703.79
20160475	2016-11-14	CAMROSE MACHINE & WELDING	09162	PAYMENT BEAVER GRATE-DRAINAGE LAC	36.75	36.75
20160476	2016-11-14	CLEARTECH INDUSTRIES INC.	683355	PAYMENT WATER CHEMICALS	513.73	513.73
20160477	2016-11-14	DENNIS, JAYCE	NOV14-16	PAYMENT MILEAGE TO PICK UP GRADER	415.12	415.12
20160478	2016-11-14	DENNIS, MACKENZIE	NOV2016	PAYMENT FIRE DEPT-MNTING HDWR FOR	18.10	18.10
20160479	2016-11-14	EMCO CORPORATION	75418615-00	PAYMENT COTTER PINS	18.02	18.02
20160480	2016-11-14	FOR LANDS SAKE ENVIRONMENTAL INC.	17-145	PAYMENT GST ON PROGRESS INVOICE 17	199.96	199.96
20160481	2016-11-14	FOSSEN, EINAR	OCT2016	PAYMENT OCT 2016 WATER CONTRACT	1,600.00	1,600.00
20160482	2016-11-14	HAUSER HOME HARDWARE	545262	PAYMENT WELL HOUSE KEYS CUT	9.98	9.98
20160483	2016-11-14	IRON CREEK TRUCK & TRAILER LTD	9281	PAYMENT CVI-COUNTY SNUFFER	433.13	433.13

# VILLAGE OF BAWLF

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## Cheque Listing For Council

2016-Dec-14

1:11:00PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20160484	2016-11-14	STAPLES ADVANTAGE	NOV2016	PAYMENT OFFICE SUPPLIES	177.08	177.08
20160485	2016-11-14	STREBS AUTO IND SUPPLY	625-207832	PAYMENT HEADLIGHT & WIPER BLADE-200	37.86	37.86
20160486	2016-11-14	TOWN OF BASHAW	2016-19	PAYMENT CC VALVE NAHAJOWICH & WTP	327.22	327.22
20160487	2016-11-14	WINDWOODGROUP	1040	PAYMENT MUL-T-LOCK KEY & KEY RINGS	132.56	132.56
20160493	2016-11-28	A-1 RENTALS	10116.1.2	PAYMENT HIGH DECK 8' X 20'	84.00	84.00
20160494	2016-11-28	A-1 SUPPLY	25-030355	PAYMENT SHOP SUPPLIES	96.33	96.33
20160495	2016-11-28	AMSC INSURANCE SERVICES LTD.	28164 DECEMBER 20	PAYMENT AMEND & DELETE INSURANCE F COVERAGE MONTH - DECEMBE	205.60 803.39	1,008.99
20160496	2016-11-28	BURKARD TRUCKING	3559	PAYMENT 1 LOAD OF 3/4 GRAVEL TO VILL	618.90	618.90
20160497	2016-11-28	COTTAGE COMPUTERS	34288	PAYMENT TECHNICAL SUPPORT	88.20	88.20
20160498	2016-11-28	COUNTY ENVIRO PICKUP	6074	PAYMENT NOVEMBER GARBAGE & RECYC	2,395.91	2,395.91
20160499	2016-11-28	EXOVA	16-920203	PAYMENT LAGOON WATER TESTING FOR	1,973.14	1,973.14
20160500	2016-11-28	GEN3 SIGNS & GRAPHICS	4728	PAYMENT FIRE DEPT. SIGN	696.15	696.15
20160501	2016-11-28	MUNIWARE	20161521	PAYMENT UTILITIES TRAINING	105.00	105.00
20160503	2016-11-28	SCHNELL & BARRIE LTD.	04219A	PAYMENT 20LB BAG FLEECE RAGS & BRAI	36.17	36.17
20160504	2016-11-28	SS AUTOWORKS	2720	PAYMENT 1997 FORD F700 R&R BRAKE LIN	343.43	343.43
20160505	2016-11-28	WRANGLER HEATING & SERVICES	1177	PAYMENT EXHAUST FAN & THERMOFLEX	585.71	585.71
20160516	2016-11-30	BROCK ROCK AGGREGATE	2786A	PAYMENT ONE LOAD OF ICE CHIPS	109.72	109.72
20160517	2016-11-28	TELUS COMMUNICATIONS INC.	NOV2016 NOV2016-2174	PAYMENT TELEPHONE PHONE BILL 2174	542.59 97.13	639.72
20160518	2016-11-30	ANKERTON GAS CO-OP	1289126 1289499 1289605 1289620 1289625	PAYMENT NATURAL GAS-RURAL PUMP HC NATURAL GAS-FIRE HALL NATURAL GAS-LIFT STATION NATURAL GAS-WATER HOUSE NATURAL GAS-OFFICE	39.76 166.54 86.43 92.85 97.18	482.76

# VILLAGE OF BAWLF

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## Cheque Listing For Council

2016-Dec-14  
1:11:00PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice	Cheque
Cheque #	Date				Amount	Amount

Total 40,440.93

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



# VILLAGE OF BAWLF

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## Cheque Listing For Council

2016-Dec-14  
1:11:20PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20160468	2016-11-10					500.00
20160488	2016-11-15					2,748.85
20160489	2016-11-15					1,009.81
20160490	2016-11-15					1,676.58
20160491	2016-11-15					514.69
20160492	2016-11-15					748.43
20160506	2016-11-30					2,671.32
20160507	2016-11-30					495.58
20160508	2016-11-30					1,870.94
20160509	2016-11-30					160.00
20160510	2016-11-30					390.00
20160511	2016-11-30					190.00
20160512	2016-11-30					190.00
20160513	2016-11-30					110.00
20160514	2016-11-30					479.59
20160515	2016-11-30					748.43

**Total 14,504.22**

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

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	November 2016 Actual	2016 YTD Actual	2016 Budget	2016 Budget Remaining \$	November 2016 Budget
<b>TAX REVENUE</b>						
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	0.00	(11,873.04)	9,500.00	21,373.04	791.67
*	TOTAL TAX REVENUE	0.00	(342,571.02)	9,500.00	352,071.02	791.67
<b>INVESTMENT REVENUE</b>						
1-00-550	RETURN ON INVESTMENTS	(37.58)	(519.77)	1,500.00	2,019.77	125.00
*	TOTAL INVESTMENT REVENUE	(37.58)	(519.77)	1,500.00	2,019.77	125.00
<b>GENERAL REVENUE</b>						
1-12-410	SALE OF SERVICES	(140.00)	(2,165.34)	2,000.00	4,165.34	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	(140.00)	(2,165.34)	3,100.00	5,265.34	258.34
<b>GRANTS</b>						
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	November 2016 Actual	2016 YTD Actual	2016 Budget	2016 Budget Remaining \$	November 2016 Budget
<b>FIRE REVENUE</b>						
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	(634.00)	(15,185.37)	5,000.00	20,185.37	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	(634.00)	(27,149.10)	23,925.00	51,074.10	1,993.74
<b>BYLAW REVENUE</b>						
1-26-525	DOG LICENSES	(60.00)	(2,610.00)	2,100.00	4,710.00	175.00
1-26-530	BYLAW FINES	0.00	(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	(60.00)	(3,469.00)	2,300.00	5,769.00	191.67
<b>ROADS &amp; STREETS</b>						
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	(928.06)	(9,781.27)	11,800.00	21,581.27	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	(928.06)	(9,781.27)	12,300.00	22,081.27	1,025.00



# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	November 2016 Actual	2016 YTD Actual	2016 Budget	2016 Budget Remaining \$	November 2016 Budget
<b>WATER REVENUE</b>						
1-41-410	MONTHLY WATER FEES	(6,743.67)	(72,997.33)	86,000.00	158,997.33	7,166.67
1-41-412	BULK WATER SALES	(1,314.36)	(1,314.36)	2,700.00	4,014.36	225.00
1-41-511	WATER PENALTIES	16.05	(2,937.37)	2,500.00	5,437.37	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	(8,041.98)	(77,249.06)	91,200.00	168,449.06	7,600.00
<b>SEWER REVENUE</b>						
1-42-410	MONTHLY SEWER FEES	(6,076.07)	(65,755.13)	70,630.00	136,385.13	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	(6,076.07)	(65,509.05)	73,130.00	138,639.05	6,094.16
<b>WASTE MANAGEMENT REVENUE</b>						
1-43-410	MONTHLY GARBAGE FEES	(2,232.40)	(24,123.60)	24,500.00	48,623.60	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	(2,232.40)	(24,123.60)	24,500.00	48,623.60	2,041.67
<b>CAMROSE &amp; DISTRICT SUPPORT SER</b>						
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
<b>CEMETERY REVEUE</b>						
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	November 2016 Actual	2016 YTD Actual	2016 Budget	2016 Budget Remaining \$	November 2016 Budget
<b>DEVELOPMENT REVENUE</b>						
1-61-410	DEVELOPMENT PERMITS & CHARGES	(100.00)	(250.00)	500.00	750.00	41.67
*	TOTAL DEVELOPMENT REVENUE	(100.00)	(250.00)	500.00	750.00	41.67
<b>LAND SALES</b>						
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
<b>PARKS &amp; RECREATION REVENUE</b>						
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	133.25	(1,199.25)	5,000.00	6,199.25	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	133.25	(1,199.25)	5,000.00	6,199.25	416.67
<b>CULTURE REVENUE</b>						
1-74-560	HALL RENTALS	(1,275.00)	3,135.00	0.00	(3,135.00)	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	(1,275.00)	3,135.00	2,400.00	(735.00)	200.00
<b>RESERVE TRANSFERS</b>						
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	(19,391.84)	(631,492.80)	313,437.00	944,929.80	26,119.75

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	November 2016 Actual	2016 YTD Actual	2016 Budget	2016 Budget Remaining \$	November 2016 Budget
<b>COUNCIL EXPENSES</b>						
2-11-130	COUNCIL - PAYROLL DEDUCTIONS	0.00	0.00	0.00	0.00	0.00
2-11-150	COUNCIL REMUNERATION	1,040.00	7,760.00	8,500.00	740.00	708.33
2-11-211	COUNCIL TRAVEL & SUBSISTENCE	0.00	135.72	200.00	64.28	16.67
2-11-214	COUNCIL PROFESSIONAL DEVT	0.00	35.00	100.00	65.00	8.33
*	TOTAL COUNCIL EXPENSES	1,040.00	7,930.72	8,800.00	869.28	733.33
<b>ADMINISTRATION EXPENSE</b>						
2-12-110	ADMINISTRATION - SALARIES	12,070.06	118,262.32	120,000.00	1,737.68	10,000.00
2-12-130	ADMINISTRATION - PAYROLL DEDUCTIONS	387.81	7,351.32	12,000.00	4,648.68	1,000.00
2-12-131	EMPLOYEE BENEFITS	1,078.51	15,710.77	14,441.00	(1,269.77)	1,203.42
2-12-211	TRAVEL & SUBSISTENCE	0.00	816.99	600.00	(216.99)	50.00
2-12-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	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	13,536.38	144,733.07	149,206.00	4,472.93	12,433.84
<b>OFFICE OPERATIONS</b>						
2-12-215	FREIGHT & POSTAGE	461.83	2,561.16	3,300.00	738.84	275.00
2-12-217	TELEPHONE/INTERNET	373.88	4,421.94	4,700.00	278.06	391.67
2-12-220	ADVERTIZING & PRINTING	381.60	712.20	500.00	(212.20)	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	55.15	55.15	0.00	(55.15)	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	557.82	954.81	500.00	(454.81)	41.67
2-12-253	TECHNICAL SUPPORT	184.00	3,476.30	4,324.00	847.70	360.33
2-12-258	OFFICE JANITORIAL CONTRACT	0.00	900.00	1,600.00	700.00	133.33
2-12-274	INSURANCE	109.25	13,830.27	11,800.00	(2,030.27)	983.33
2-12-341	LAND TITLES SERVICES	0.00	245.24	0.00	(245.24)	0.00
2-12-510	OFFICE SUPPLIES	701.49	2,817.60	3,400.00	582.40	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	November 2016 Actual	2016 YTD Actual	2016 Budget	2016 Budget Remaining \$	November 2016 Budget
2-12-540	UTILITIES - GAS	667.69	(119.16)	800.00	919.16	66.67
2-19-150	ELECTION FEES	0.00	0.00	0.00	0.00	0.00
*	TOTAL OFFICE OPERATIONS	3,492.71	33,970.06	44,674.00	10,703.94	3,722.84
<b>ADMIN-CAPITAL</b>						
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
<b>REQUISITIONS</b>						
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
<b>FIRE EXPENSES</b>						
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	40.00	80.00	200.00	120.00	16.67
2-23-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	434.17	500.00	65.83	41.67
2-23-215	FREIGHT & POSTAGE	(40.00)	54.00	500.00	446.00	41.67
2-23-217	TELEPHONE	152.48	1,916.24	1,800.00	(116.24)	150.00
2-23-220	ADVERTIZING & PRINTING	0.00	0.00	500.00	500.00	41.67
2-23-225	PUBLIC RELATIONS & PROMOTIONS	539.00	1,052.98	500.00	(552.98)	41.67
2-23-250	FIREHALL REPAIRS & MAINTENANCE	680.24	1,162.57	3,200.00	2,037.43	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	412.50	458.70	1,000.00	541.30	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	0.00	4,798.36	2,000.00	(2,798.36)	166.67
2-23-274	INSURANCE-FF'S, BUILDINGS	4.10	2,029.41	1,400.00	(629.41)	116.67
2-23-510	GOODS & SUPPLIES	0.00	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	0.00	51.77	400.00	348.23	33.33
2-23-521	FUEL & LUBE	97.96	617.82	500.00	(117.82)	41.67
2-23-540	FIRE HALL GAS	400.74	1,130.59	1,700.00	569.41	141.67
2-23-541	FIRE HALL POWER	(129.90)	1,020.64	2,300.00	1,279.36	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	November 2016 Actual	2016 YTD Actual	2016 Budget	2016 Budget Remaining \$	November 2016 Budget
2-23-751	MUTUAL AIDE RESPONSE CHARGES	0.00	0.00	500.00	500.00	41.67
2-23-920	TRANSFER TO RESERVES	0.00	0.00	0.00	0.00	0.00
2-00-910	GAIN/LOSS ON DISPOSAL OF ASSETS	0.00	0.00	0.00	0.00	0.00
*	TOTAL FIRE EXPENSES	2,157.12	26,067.84	43,710.00	17,642.16	3,642.54
<b>BYLAW ENFORCEMENT</b>						
2-26-270	BYLAW ENFORCEMENT OFFICER	760.00	8,787.58	6,000.00	(2,787.58)	500.00
2-26-234	LEGAL SERVICES	0.00	0.00	400.00	400.00	33.33
2-26-510	BYLAW SUPPLIES	0.00	0.00	300.00	300.00	25.00
*	TOTAL BYLAW ENFORCEMENT	760.00	8,787.58	6,700.00	(2,087.58)	558.33
<b>FIRE - CAPITAL</b>						
2-23-762	CAPITAL PURCHASES	0.00	35,000.00	0.00	(35,000.00)	0.00
2-23-790	FIRE - AMORTIZATION	0.00	0.00	10,177.00	10,177.00	848.08
*	TOTAL FIRE - CAPITAL	0.00	35,000.00	10,177.00	(24,823.00)	848.08

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	November 2016 Actual	2016 YTD Actual	2016 Budget	2016 Budget Remaining \$	November 2016 Budget
<b>PUBLIC WORKS SALARIES &amp; WAGES</b>						
2-32-110	PW - SALARIES	2,428.02	40,549.22	45,000.00	4,450.78	3,750.00
2-32-130	PW - PAYROLL DEDUCTIONS	273.59	2,974.54	4,500.00	1,525.46	375.00
2-32-131	EMPLOYEE BENEFITS	0.00	3,403.68	5,576.00	2,172.32	464.67
*	TOTAL PUBLIC WORKS SALARIES &	2,701.61	46,927.44	55,076.00	8,148.56	4,589.67
<b>PUBLIC WORKS OPERATIONS</b>						
2-32-217	TELEPHONE	40.44	456.11	515.00	58.89	42.92
2-32-230	PROFESSIONAL CONSULTING	0.00	0.00	0.00	0.00	0.00
2-32-250	ROADWAY REPAIRS & MAINTENANCE	50,337.41	76,580.42	40,500.00	(36,080.42)	3,375.00
2-32-270	CONTRACTED SERVICES	0.00	2,466.92	2,600.00	133.08	216.67
2-32-274	INSURANCE	40.09	2,149.90	1,600.00	(549.90)	133.33
2-32-510	GOODS & SUPPLIES	321.70	1,618.21	5,000.00	3,381.79	416.67
2-32-511	MISCELLANEOUS GENERAL SERVICES	0.00	199.65	0.00	(199.65)	0.00
2-32-521	FUEL & LUBE	1,233.75	4,807.30	4,000.00	(807.30)	333.33
2-32-540	UTILITIES - STREET LIGHTS	1,198.65	11,445.46	13,500.00	2,054.54	1,125.00
2-32-762	CAPITAL	(67,643.48)	(18,000.00)	0.00	18,000.00	0.00
2-32-790	PUBLIC WORKS AMORTIZATION	0.00	0.00	0.00	0.00	0.00
*	TOTAL PUBLIC WORKS OPERATIONS	(14,471.44)	81,723.97	67,715.00	(14,008.97)	5,642.92
<b>DRAINAGE</b>						
2-37-250	DRAINAGE - REPAIRS & MAINTENANCE	297.50	3,062.42	1,000.00	(2,062.42)	83.33
2-37-230	PROFESSIONAL & CONSULTING SERVICES	0.00	0.00	0.00	0.00	0.00
2-37-750	REQUISITION - DRAINAGE	0.00	1,497.25	1,497.00	(0.25)	124.75
*	TOTAL DRAINAGE	297.50	4,559.67	2,497.00	(2,062.67)	208.08
<b>WATER OPERATIONS</b>						
2-41-110	SALARIES & WAGES - WATER	1,038.44	6,644.46	20,000.00	13,355.54	1,666.67
2-41-130	CPP, EI CONTRIBUTIONS - WATER	75.58	483.65	2,000.00	1,516.35	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	182.63	1,249.08	0.00	(1,249.08)	0.00
2-41-224	MUNICIPAL MEMBERSHIP	0.00	0.00	0.00	0.00	0.00
2-41-230	PROFESSIONAL & CONSULTING SERVICES	0.00	200.00	2,900.00	2,700.00	241.67



# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	November 2016 Actual	2016 YTD Actual	2016 Budget	2016 Budget Remaining \$	November 2016 Budget
2-41-240	CUSTOMER BILLING	0.00	370.44	700.00	329.56	58.33
2-41-250	REPAIRS & MAINTENANCE	392,818.44	410,560.41	30,000.00	(380,560.41)	2,500.00
2-41-270	WATER - CONTRACT	(111.59)	15,404.35	19,000.00	3,595.65	1,583.33
2-41-274	INSURANCE PREMIUMS	0.58	6,091.94	6,420.00	328.06	535.00
2-41-510	GOODS & SUPPLIES	0.00	94.99	1,000.00	905.01	83.33
2-41-540	UTILITIES-GAS	126.30	450.80	11,413.00	10,962.20	951.08
2-41-750	REQUISITION - SMRWSC	0.00	9,571.00	10,500.00	929.00	875.00
2-41-762	CAPITAL PURCHASES	(392,348.15)	0.00	0.00	0.00	0.00
2-41-790	WATER SYSTEM - AMORTIZATION	0.00	0.00	0.00	0.00	0.00
*	TOTAL WATER OPERATIONS	1,782.23	451,374.69	104,783.00	(346,591.69)	8,731.91
<b>SEWER OPERATIONS</b>						
2-42-000	OTHER - DAYS/AND DRAINAGE	0.00	0.00	0.00	0.00	0.00
2-42-110	SALARIES & WAGES - SEWER	349.21	2,171.81	10,000.00	7,828.19	833.33
2-42-130	CPP, EI CONTRIBUTIONS - WATER	25.37	155.04	1,000.00	844.96	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	92.53	967.24	1,160.00	192.76	96.67
2-42-230	PROFESSIONAL & CONSULTING - SEWER	1,879.18	24,718.03	3,600.00	(21,118.03)	300.00
2-42-240	CUSTOMER BILLING	0.00	370.43	0.00	(370.43)	0.00
2-42-250	REPAIRS & MAINTENANCE - SEWER	0.00	3,917.44	2,900.00	(1,017.44)	241.67
2-42-270	SEWER - CONTRACT	1,711.59	1,711.59	3,000.00	1,288.41	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	82.31	288.58	4,900.00	4,611.42	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	0.00	0.00	0.00	0.00	0.00
2-74-790	AMORTIZATION	0.00	0.00	14,500.00	14,500.00	1,208.33
*	TOTAL SEWER OPERATIONS	4,140.19	35,101.44	42,710.00	7,608.56	3,559.16
<b>WASTE MANAGEMENT</b>						
2-43-270	GARBAGE - CONTRACT	1,166.20	13,459.75	13,500.00	40.25	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	November 2016 Actual	2016 YTD Actual	2016 Budget	2016 Budget Remaining \$	November 2016 Budget
2-43-350	LANDFILL FEES	386.00	4,754.82	3,700.00	(1,054.82)	308.33
2-43-510	GOODS & SUPPLIES	0.00	0.00	0.00	0.00	0.00
2-44-350	RECYCLING CHARGES	748.00	8,024.00	8,570.00	546.00	714.17
*	TOTAL WASTE MANAGEMENT	2,300.20	26,238.57	25,770.00	(468.57)	2,147.50
<b>CAMROSE &amp; DISTRICT SUPPORT SER</b>						
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
<b>CEMETERY OPERATIONS</b>						
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
<b>PLANNING &amp; DEVELOPMENT</b>						
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
<b>PARKS &amp; RECREATION</b>						
2-72-110	RECREATION & PARKS - SALARIES	(3,967.43)	332.97	5,700.00	5,367.03	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	(295.00)	0.00	200.00	200.00	16.67
2-72-250	REPAIRS & MAINTENANCE	15.00	1,071.99	1,000.00	(71.99)	83.33
2-72-270	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
2-72-510	GOODS & SUPPLIES	0.00	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	1,234.05	(96.15)	1,600.00	1,696.15	133.33

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	November 2016 Actual	2016 YTD Actual	2016 Budget	2016 Budget Remaining \$	November 2016 Budget
2-72-274	INSURANCE PREMIUMS	51.58	934.23	750.00	(184.23)	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		(2,961.80)	3,087.08	15,970.00	12,882.92	1,330.83
<b>CULTURE</b>						
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
<b>GENERAL</b>						
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		14,774.70	964,217.01	600,858.00	(363,359.01)	50,071.53
*** SURPLUS/DEFICIT		(4,617.14)	332,724.21	914,295.00	581,570.79	76,191.28

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



## VILLAGE OF BAWLF

### Request for Decision (RFD)

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>Wednesday, December 21, 2016</b>
<b>Originated By:</b>	<b>Tracy M. Stewart, CAO</b>
<b>Title:</b>	<b>Annual Policy Review</b>

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

Village of Bawlf policies are to be reviewed by Council on an annual basis to ensure that they are current and meet with the ever changing requirements of the Village.

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

To maintain a certain level of stability, all Village policies should be reviewed and amendments should be made accordingly.

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

n/a

#### **RECOMMENDED ACTION:**

That Bawlf Council approve amendments as made by Administration to Policy No.'s 3, 6, 8, 11, 14, 15, 19, 20, 22 & 24 and to approve as is with no amendments required, Policy No.'s 1, 2, 9, 10, 12, 13, 16, 18, 21, 25, 26, 27, 28, 29 & 30.

## POLICY NO. 1

**Municipal Government Act, Section 248(2)**

To establish procedures to authorize expenditures not included in a budget.

### In this Policy:



- (a) “**Unbudgeted Expenditure**” means an expenditure not included in the interim operating budget, the operating budget or the capital budget for the year.
- (b) “**Emergency**” means an occurrence or situation which could jeopardize the safety, health or welfare of people or the protection of property in the municipality.

If a proposed unbudgeted expenditure is not of an emergency nature and

- (a) the expenditure will not exceed the budget for the program or function, the Municipal Administrator may approve the expenditure.
- (b) the expenditure will exceed the budget for the program or function, Council must approve the expenditure.

If the proposed unbudgeted expenditure is **for an emergency** as determined by the Mayor or the Municipal Administrator

- (a) the Mayor or
- (b) the Municipal Administrator, a Designated Officer or employee delegated by him
- may approve the expenditure.

Date November 17/97 Resolution Number 129/97  
  
 MAYOR   
 MUNICIPAL ADMINISTRATOR

Title

**PUBLIC NOTICE OF COUNCIL AND POLICY NO. 2  
COUNCIL COMMITTEE MEETINGS**

Legislation Reference

**Municipal Government Act, Sections 195-196**

Purpose

To provide procedures for public notice of council and council committee meetings.

Policy Statement and Guidelines

The Municipal Administrator will prepare a public notice for each council and council committee meeting.

The notice will include:

- the name of the body which is meeting.
- the date, time, location of the meeting.
- a general description of the purpose of the meeting.
- where to direct inquiries regarding the meeting.
- the date of posting the notice.

Notice of a council or council committee meeting will be posted in the Village Office.

In addition to the official notice, informal notice of a meeting may be provided through other types of media.

Date November 17/97

Resolution Number 130/97

  
MAYOR

  
ADMINISTRATOR





<b>Signed Date:</b> November 17, 1997	<b>Motion:</b> 131/97 <b>Date:</b> November 17, 1997
<b>Amended Signed Date:</b> December 21, 2016	<b>Motion:</b> /16 <b>Date:</b> December 21, 2016
<b>Title:</b> Road Maintenance	<b>Policy No. 3</b>

**Purpose:**

To establish maintenance standards for Village roadways.

**Principles/Guidelines:**

1. Hard surfaced roads will be patched and crack-sealed annually as required. More roads will be hard surfaced as grants are acquired. as infrastructure rehabilitation is completed.
2. Gravel surfaces will be graded and repaired as required and an annual gravelling program will be carried out where necessary.
3. Winter grading will be done by the County of Camrose No. 22 when deemed necessary by the Village Council. Village Public Works staff when required. Camrose County grades Railway Avenue south of the campground and Vrolson Road to just north of Railway Avenue when necessary.
4. Signage will be installed where necessary at the discretion of Council and/or the CAO.
5. Inspections will be carried out as follows:
  - Culverts at least once annually monthly or as required.
  - Roads on an ongoing basis by Council and Staff.
  - Signage at least once annually and at all times, all Councillors and Staff will watch and report any instances where signage has been damaged.

The Mayor, Committee Chairperson or the Municipal Administrator CAO and Council are authorized to approve all routine maintenance operations within the approved budget. Construction projects require Council approval.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO



Date: September 21, 2004  
Date: December 21, 2016

Motion: 103/04  
Motion: /16

Title: Culvert Policy

Policy No. 6

**Purpose:** To set out the standards for culverts installed for an approach.

**Policy Statement and Guidelines:**

The maximum width **length** of a culvert supplied by the Village of Bawlf for an approach will be twenty four (24) feet. **Would like Council to clarify under what circumstances the Villages supplies said culvert**

If the owner of the property wants a culvert wider than twenty four (24) feet, they will pay the difference.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CAO



<b>Signed Date:</b> June 19, 2007  <b>Amended Signed Date:</b> December 21, 2016	<b>Motion:</b> 131/07 <b>Date:</b> June 19, 2007  <b>Motion:</b> /16 <b>Date:</b> December 21, 2016
<b>Title:</b> Operation of Skid Steer	<b>Policy No. 8</b>

**Purpose:**

To establish standards for the operation of the Skid Steer.

**Principles/Guidelines:**

No unauthorized personal shall run the Skid Steer unless authorized **in writing** by the Director of Public Works **CAO**.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO



**Title: Rental Rates**

**Policy No. 9**

**Legislation Reference:** Municipal Government Act Section 18

**Purpose:**


To set out rental rates with an operator for the Village of Bawlf's equipment.

**Policy Statement and Guidelines:**

All rental rates will be based on the equipment rental rates as prepared by the Alberta Roadbuilders and Heavy Construction Association minus 20%.

**Date: June 19, 2007**

**Motion Number:**

  
MAYOR

  
ADMINISTRATOR

## Interpreting The Guide

This Equipment Rental Rates Guide has been prepared by the Alberta Roadbuilders and Heavy Construction Association. Current information was compiled from manufacturers, equipment dealers, and contractors. Using mathematical formulas and historical records, as well as the cooperation of representatives from all segments of the industry, these rental rates have been produced.

It is important to understand that these rates have been established as a guide for the rental of construction equipment under average conditions in the province of Alberta.

When using the guide, consideration must be given to conditions that may be unique to various locations, such as:

- Cost of fuel and lubrication products
- Utilization of the equipment
- Costs due to isolation (e.g. operator's travel and/or use of vehicle)
- Equipment wear if working in adverse conditions
- Equipment availability
- Allowance for operators' overtime if used during premium times, such as Sundays or holidays
- Transporting of equipment may be extra
- Handling charges may apply on equipment obtained from a third party
- Standby time

Rates listed will apply to mobile equipment while travelling to and from the site. Trucking will be charged when moving track mounted equipment, or where conditions require transporting.

The ARHCA Rental Rates Committee recommends consulting local rental companies or local contractors for rental rates on small equipment not listed in the Guide.

The rental rates do not include GST.

## How The Rates Are Calculated

The following is a brief outline of the data used to calculate the rental rates published in this guide.

### Ownership:

- 1) Capital cost based on current value, less a residual amount, depreciated by the straight line method, over the expected life of each classification.
- 2) Cost of financing and insurance based on average yearly investment, over average yearly hours of use.

### Operation:

- 1) Fuel cost, based on consumption as a factor of horsepower, at current fuel prices plus delivery and an average seasonal fluctuation factor.
- 2) Oil, grease and filters as a percentage of fuel.
- 3) Tires - replacement cost over estimated life.
- 4) Undercarriages - Repairs or replacement on track mounted machines.
- 5) Repairs - based on actual experience and is a percentage of hourly depreciation.
- 6) Operator's Wage - at current rates, with all applicable burdens, and an overtime allowance based on an industry average 60 hour work week.

These rates are intended as a guide only to indicate a practical rate for the use of the equipment listed under average conditions. Rates which are not shown may be interpolated.



## LOADERS

### Skid Steer

#### CURRENT MODELS

More Loaders - Skid Steer - Current Models on following page.

ASV	BOBCAT	CASE	CAT	JOHN DEERE
	463, MT52 MT55			
	553			
RC30*	S130	410	216B	
RC30TE	T140	40XT	226B	
RC50*	S150, S160	420	232B	317
RC50TE	S175, S185	60XT		320
	T180*	70XT		CT322
RC60*	S205, S220	430, 435	236B, 242B	325
RC60TE	S250	440	246B, 247*	
SR70	T190*, T200*	445	247B*, 248B	
		75XT	252B, 257*, 257B*	
		85XT	262B	
SR80	5330	450, 465	267B*	328
	A300**	90XT, 95XT	268B	CT332
	S300		277B*	
	T250*, T300*		287B*	
RC85*				332
RC100*				
RCV*				

#### NOTES:

- Mobilization is not included in rates
- \* Denotes track mounted - add 15%
- \*\* Denotes all-wheel steer - add 8%

#### ATTACHMENTS:

- Standard Bucket - included in rates above
- Post Hole Auger (up to 12" dia.) - add 10%
- Backhoe Attachment - add 15%
- Grader Attachment - add 15%
- Breaker - add 20%
- Sweeper - add 15%
- Planer - to be negotiated
- Retro-fit Crawler mounted unit - rate to be negotiated

## TRACTORS

### Farm/Industrial - Wheel

ENGINE HP	DOZER ADD-ON	LOADER ADD-ON
UP TO 40	\$8.00	\$15.00
41 - 80	\$8.00	\$15.00
81 - 120	\$8.00	\$15.00
121 - 165	\$8.00	\$15.00
166 - 200	\$11.00	\$18.00
201 - 275	\$11.00	\$18.00
276 - 350	\$11.00	\$18.00
351 - 425	\$11.00	\$18.00
426 - 500	\$11.00	\$18.00
Over 501	\$11.00	\$18.00

#### NOTES:

- For dual tires, add 5%.
- For triple tires, add 10%.
- To convert drawbar horsepower to engine horsepower multiply drawbar horsepower by 1.26.



## TRACTOR ATTACHMENTS Schedule of Rental Rates

Type of Equipment	Rate Per Hour
Flailing & Rotary Mowers - 5' - 7'	\$9.00
Flailing & Rotary Mowers - 8'	\$10.00
Flailing & Rotary Mowers - 9'	\$11.00
Flailing & Rotary Mowers - 10'	\$12.00
Flailing & Rotary Mowers - 11' - 12'	\$13.00
Flailing & Rotary Mowers - 13' - Up	\$15.00
Harrows - 4 Section	\$9.00
Heavy Duty Cultivator	\$8.00
Hydraulic Two-Way Disc Plows - 10'	\$15.00
Hydraulic Two-Way Disc Plows - 12'	\$18.00
Hydraulic Two-Way Disc Plows - 14'	\$21.00
Post Driver	\$7.00
Rock Picking Device	\$13.00
Sickle Mowers	\$9.00
Subsoiler - 4 leg	\$28.00
Subsoiler - 5 leg	\$31.00
Subsoiler - 6 leg	\$34.00
Subsoiler - 7 leg	\$37.00
Trailer Mounted Post Pounder	\$8.00
Weed Sprayer Attachment	\$7.00
Broom Attachment	\$14.00

→ Use for the following attachment

- disk
- rotavator
- waddy packer

## TRUCKING EQUIPMENT

### Light Vehicles

Light Delivery: 1/2 ton - 3/4 ton	RATE PER HOUR \$11.00
Light Delivery: 1/2 ton - 3/4 ton - 4 X 4	RATE PER HOUR \$12.00
Truck - 1 Ton	RATE PER HOUR \$24.00
Crew Cab	RATE PER HOUR \$24.00
Passenger Van - Capacity 12 people	RATE PER HOUR \$24.00
Passenger Van - Capacity 15 people	RATE PER HOUR \$22.00

#### NOTE:

- Driver is NOT included in the Light Vehicle rates.

### Light Vehicles Accessories

Dump Body	RATE PER HOUR \$1.00
Equipment Trailer	RATE PER HOUR \$9.00
Front Blade	RATE PER HOUR \$5.00
Slide-in Sander	RATE PER HOUR \$10.00

### Miscellaneous

Snowmobile - 450cc	RATE PER HOUR \$2.00
Quad 4X4 - 450cc	RATE PER HOUR \$2.00

#### NOTE:

- Driver is NOT included in the Miscellaneous rates.

### Snow Plow Sander Trucks

Single Axle c/w Plow	RATE PER HOUR \$18.00
Tandem Axle c/w Plow	RATE PER HOUR \$18.00

### Utility Trucks

Tandem Hydro Vac Truck c/w 2-man Crew & Boiler	RATE PER HOUR \$28.00
Single Axle Hydro Vac Truck c/w 2-man Crew & Boiler	RATE PER HOUR \$22.00
Tandem Vacuum Truck c/w Driver	RATE PER HOUR \$14.00

#### NOTE:

- Rates include an allowance for handling on vehicles normally obtained from a third party source.

DATE: *November 27, 2007*

MOTION:

TITLE: Christmas Decoration Contest

POLICY NO: *10*

PURPOSE: To encourage Village Residents to decorate their property.

POLICY STATEMENT AND GUIDELINES:

- Must live within Village limits
- Judging be within five days before Christmas
- Judges to include
  - One Village Councillor
  - One Village Ratepayer
  - One County Ratepayer

PRIZE:	1 <sup>st</sup>	\$75.00
	2 <sup>nd</sup>	\$50.00
	3 <sup>rd</sup>	\$25.00

Review within 3 to 5 years





<b>Date:</b> December 18, 2007 June 20, 2012 December 21, 2016	<b>Motion:</b> 184/07 <b>Motion:</b> 115/12 <b>Motion:</b> /16
<b>Title:</b> Communications Policy	<b>Policy No.</b> 11

### 1. Purpose

- 1.1. The purpose of this policy is to establish minimum standards with regard to the frequency and type of communication between Village of Bawlf Council and Administration and the residents of Bawlf.

### 2. Background

- 2.1. The level of communication between Village Council and Administration has heretofore been uneven and selective. Village residents have expressed clearly in a number of public forums that they wish to be kept abreast of issues and events pertaining to municipal government in Bawlf. Regular communication engenders a sense of community and belonging among residents.

### 3. Village Entrance Sign

- 3.1. Administration to compile a set of events for the coming month on the first business day of that month; information to be provided by any source, including Councillors, other members of Administration, or the community at large.
- 3.2. Public Works or whomever the CAO designates shall be responsible for changing the sign.
- 3.3. Sign must be changed by the end of the next business day after the previous event.
- 3.4. List of events for the month can be amended by either Council or Administration if new information comes to light during the month; information shall be submitted to the CAO.
- 3.5. In the event of disagreement regarding the sign's content, CAO and/or Council shall have final say on the matter.
- 3.6. The sign should **never** be blank: long periods with no events to announce should either show the Village's website or include some sort of generic greeting.



#### **4. Website**

- 4.1. The Village website is often the first interaction that visitors have with the Village and is to be considered one of the primary methods for Village Council and Administration to communicate with both residents and non-residents. As such, it must be maintained to the highest standard.
- 4.2. Website maintenance is an inherently administrative task. However, the CAO can designate anyone he/she sees fit to maintain the Village's website. In the absence of in-house expertise, the Village shall retain professional website design services.
- 4.3. The CAO shall have final say on matters of form and design. Council shall have final say on matters of editorial/policy content.
- 4.4. The designated web maintenance person shall ensure that agendas of regular Village Council meetings are posted to the Village's website **no later** than the Friday immediately prior to the said meeting. Items added to the agenda at the time of the Council meeting in question shall be included thereon for information purposes only; motions pertaining thereto can be made only at subsequent meetings.
- 4.5. The designated web maintenance person shall ensure that minutes of Council meetings are posted to the Village's website as soon as is practical after the said minutes have been approved.
- 4.6. The designated web maintenance person shall post Village newsletters and or any other periodic or occasional communications emanating from the Village as soon as is practical after said communications have been approved by Council.
- ~~4.7. The Village of Bawlf shall join appropriate social media sites, including but not restricted to, Facebook and Twitter as a means to relay information to residents between newsletter publications and to direct online traffic to the bawlf.com website.~~

#### **5. Written Communications from the Village**

- 5.1. All non-billing communications with either residents or non-residents (except for mass-mail items such as newsletters) shall be issued on coloured letterhead and be sent in envelopes clearly displaying a coloured Village of Bawlf logo.
- 5.2. All mass-mail types of correspondence **must** be approved by the CAO and/or Council.

#### **6. Village Newsletter**

- ~~6.1. A regular newsletter is one of the main methods for Village Council and Administration to communicate with the residents of Bawlf and, in the absence of a motion rescinding this policy, must continue to be issued indefinitely.~~

~~6.2. The CAO shall have final say on matters of form and design. Council shall have final say on matters of editorial content.~~

~~6.3. The Village of Bawlf must publish a newsletter at least quarterly and more often if it is deemed necessary by either Council or Administration.~~

Removing Section 6. Village Newsletter as it has a separate Policy No. 28

## **Village of Bawlf**

**Name:** Tangible Capital Assets-  
Classification/Capitalization Threshold/Amortization

**Policy:** Policy No. 12

**Department:** All

**Responsibility:** CAO

**Approved by  
Council:** Date: October 22, 2008 Resolution #: 116/08

### **Purpose:**

The purpose of the policy is to provide direction for recognizing and recording Tangible Capital Assets (TCA) on a consistent basis and in accordance with Public Sector Accounting Board (PSAB) 3150.

A number of recommendations for TCA have been established by Alberta Municipal Affairs & Housing (AMAH). These recommendations will be adopted by the village.

### **Tangible Capital Asset:**

Tangible Capital Assets are non-financial assets having physical substance that:

- are used on a continuous basis by the Village
- have useful economic lives extending beyond one year
- are not for resale in the ordinary course of operations

Subsequent expenditures on a recorded TCA that:

- increase output or service capacity
- increase the service life
- lower associated operating costs
- improve the quality of the output

should be classified as betterments and capitalized accordingly. Any other expenditure should be considered a repair or maintenance and should be expensed in the period.



**Authority:**

Internal decisions shall be carried out as indicated in the following table:

<b>ACTION</b>	<b>WHO</b>	<b>By when</b>
Develop Policy	CAO in consultation with auditor	September 19, 2008
Approve Policy	Council	September 23, 2008
Prepare Implementation plan	CAO	September 30, 2008
Record Tangible Capital Assets as per Policy	CAO in consultation with auditor	December 31, 2008
Ensure policy is followed	CAO	Ongoing
Policy amendments	CAO - draft Council - approve	As needed

**Amortization:**

The cost, less any residual value of a TCA with a limited life should be amortized over its useful life in a rational and systematic manner. The amortization method and estimate of useful life of the remaining unamortized portion should be reviewed on a regular basis (as outlined in the table below or more frequently if needed) and revised when the appropriateness of a change can be clearly demonstrated.

**Scope:**

This policy addresses the following:

- Asset classifications (major & minor)
- Capitalization threshold for each asset classification
- Amortization method to be used
- Maximum Useful Life (see Schedule A)
- Review schedule
- Recording Assets & Maintaining records
- Asset Disposal
- Financial Reporting and Budgets

The following table shows the classes, capitalization thresholds and amortization method to be used:

<b>Major Asset Class</b>	<b>Minor Asset Class</b>	<b>Capitalization Threshold</b>	<b>Amortization Method</b>	<b>Review Schedule</b>
Land		All land will be recorded	N/A	N/A
Land Improvements		\$ 2,000	Straight Line	Every 3 years
Buildings		\$5,000	Straight Line	Every 5 years
Engineered Structures	Roadway System	\$5,000	Straight Line	Every 5 years
	Water System	\$5,000	Straight Line	Every 5 years
	Wastewater System	\$5,000	Straight Line	Every 5 years
	Storm System	\$5,000	Straight Line	Every 5 years
Machinery & Equipment		\$2,000	Straight Line	Every 3 years
Vehicles		\$2,000	Straight Line	Every 3 years
Cultural & Historical		\$2000	Straight Line	Every 3 years

*\*Where the above table cannot be used, the auditor for the village will be consulted to assist in establishing the correct accounting procedures for a TCA.*

## **Classification of Assets:**

### **1. Major Asset Classifications:**

- a) Land** - Includes land purchased or acquired for value for parks, recreation, building sites, infrastructure, and other program use, but NOT land held for resale.
- b) Land Improvements** - All improvements of a permanent nature to land such as parking lots, landscaping, lighting, pathways, and fences.
- c) Buildings** - Permanent, temporary or portable building structures, such as offices, garages, warehouses, recreation



facilities intended to shelter persons, machinery, equipment and working space.

- d) Engineered Structures** - permanent structural works such as roads, water and sewer, utility distribution systems.
- e) Machinery & Equipment** - Heavy equipment, fire-fighting equipment, smaller equipment in buildings and offices, furnishings, computer hardware and software. This does not include stationary equipment used in the engineered structures class.
- f) Vehicles** - Rolling stock that is used primarily for transportation purposes, including rescue van.
- g) Cultural and Historical Assets**- Works of art and historical treasures that have cultural, aesthetic or historical value that are worth preserving perpetually. These are not recognized as tangible capital assets in the financial statements, but the existence of such property should be disclosed. Buildings declared as heritage sites may be included in this classification.

## **2. Engineered Structures - minor classes**

- a) Roadway System** - Assets intended for the direct purpose of vehicle or pedestrian travel. Includes roads, bridges, lights, sidewalks and signage.
- b) Water System** - Systems for the provision of water through pipes or other constructed convey. Normally comprised of assets for the intake, distribution, storage and treatment of safe potable water. Includes mains, services, pump and lift stations, plants and equipment, reservoirs, fire hydrants, and wells.
- c) Wastewater System** - Assets used for the collection and treatment of non-potable water intended for return to a natural water system. Includes mains, services, pump and lift stations, septic tanks, plants, equipment, and lagoons.
- d) Storm System** - Assets used for collection, storage and transfer of water as a result of rain, snow or other external source to a natural water system. Includes mains, ditches, services, catch basins, pump and lift stations, outfalls, and retention ponds.



## **Recording Assets and Maintaining Records:**

1. The CAO shall be responsible to ensure that asset records are current, accurate and complete.
2. The CAO and Director of Public Works should conduct asset inventories annually at year-end.
3. Asset improvements, additions, retirements and disposals shall be recorded in the general ledger.
4. All supporting documentation which relates to asset improvements, additions, retirements and disposals shall be retained in a permanent Tangible Capital Assets file. Documentation will include information on how the useful life and value of assets was determined.
5. TCAs shall be recorded in the Tangible Capital Assets spreadsheets.

## **Asset Disposal:**

1. An asset shall be defined as surplus when:
  - (a) it has been replaced by an asset which will fulfill the same purpose, and/or
  - (b) it has not been used for Village purposes for at least one year, and/or
  - (c) Council declares it to be surplus.
2. When an asset has been defined as surplus, it should be disposed of as soon as possible by one of the following means:
  - (a) if it is deemed to have a residual value over \$1000, it shall be sold by tender, or
  - (b) if deemed to have a residual value less than \$1,000, it may be sold by Council resolution.
3. Upon disposal of an asset, all bills of sale, invoices, and other information regarding the disposal shall be retained in the TCA File.
4. Proceeds of disposals shall be recorded in the general ledger as a reduction of TCAs.

## **Financial Reporting and Budgets:**

The format for reporting amortization and tangible capital assets in the financial reports shall be disclosed as follows:

- a) Cost at the beginning and end of the period;
- b) Additions in the period;
- c) Disposals in the period;
- d) The amount of any write-downs in the period;
- e) The amount of amortization of the costs of the tangible capital assets for the period;
- f) Accumulated amortization at the beginning and end of the period; and
- g) Net carrying amount at the beginning and end of the period.

Each tangible capital asset will also require the following information to be disclosed:

- a) The amortization method used, including the amortization period for each major category of tangible capital asset; and
- b) The net book value of tangible capital assets not being amortized.

The annual budget shall include amortization expense as a line item.

## SCHEDULE A

### Recommended Useful Life

Asset Classes		Maximum Useful Life
Major	Minor	
	Sub-Class One	
	Sub-Class Two	
	Sub-Class Three	
<b>LAND</b>		
	Right-of-Way	
	Undeveloped Right-of-Way	
	Parks	
	General	
<b>LAND IMPROVEMENTS</b>		
	Parking Lots:	
	Gravel	15
	Asphalt	25
	Playground Structures	10
	Landscaping	25
	Fences	20
	Lakes/Ponds	25
	Retaining Walls	20
	Outdoor Ice Rink	15
	Outdoor Lighting	20
	Ball Diamond	15
	Bike/Jogging Paths:	
	Gravel	15
	Asphalt	20
	Landfill:	
	Pits	volume
	Pads	volume
	Transfer Stations	25
	Construction in Progress	
<b>BUILDINGS</b>		
	Permanent Structures:	
	Frame	50
	Metal	50
	Concrete	50
	Portable Structures:	
	Metal	25
	Frame	25
	Leasehold Improvements	variable
	Construction in Progress	



Major	Asset Classes			Maximum Useful Life
	Minor			
		Sub-Class One		
		Sub-Class Two	Sub-Class Three	
ENGINEERED STRUCTURES				
	Roadway Systems:			
		Curb and gutter		30
		Roads and Streets ( <i>*subject to weather conditions</i> )		
		Lanes/Alleys:		
		ACP – Hot Mix		20*
		Gravel		15*
		Non-Conforming		20*
		Local/Collector/Arterial/Major Arterial:		
		Concrete		30*
		ACP – Hot Mix		20*
		ACP – Cold Mix		10*
		Chip Seal		10*
		Oil		5*
		Gravel		15*
	Road Signs:			
		Traffic Control		30
		Information		30
	Lights:			
		Decorative		30
		Street		30
	Sidewalks and Para Ramps			20
	Construction in Progress			
	Water System:			
		Distribution System:		
		Mains		75
		Services		75
		Pump, Lift and Transfer Stations		35
		Plants and Facilities:		
		Structures		40
		Treatment Equipment		
		Mechanical		40
		Electrical		40
		General		40
		Pumping Equipment		40
		Hydrants/Fire Protection		40
		Reservoirs		40
		Construction in Progress		

Major		Asset Classes			Maximum Useful Life
Minor					
		Sub-Class One			
		Sub-Class Two			
		Sub-Class Three			
<b>Wastewater System:</b>					
Collection System:					
Mains					75
Services					75
Pump, Lift and Transfer Stations					35
Plants and Facilities:					
Structures					40
Treatment Equipment:					
Mechanical					40
Electrical					40
General					40
Pumping Equipment					40
Lagoons					40
Construction in Progress					
<b>Storm System:</b>					
Collection System					30
Plants and Facilities					40
Other					
<b>MACHINERY AND EQUIPMENT</b>					
Heavy Construction Equipment					variable
Inventory (Stores)					25
Agricultural Equipment					variable
Fire Equipment					12
Fitness and Wellness					10
Control Systems:					5
Communication Links					20
SCADA System?					10
Communications:					
Radios					10
Telephone Systems					10
Tools, Shop and Garage Equipment					15
Scales					15
Bins					15
Meters					20
Water					40
Parking Meters and Splitters					20
Turf Equipment					10
Ice Re-Surfacers					10

Asset Classes		Maximum Useful Life
Major	Minor	
	Sub-Class One	
	Sub-Class Two	
	Sub-Class Three	
	<b>Office Furniture and Equipment:</b>	
	Furniture	20
	Office Equipment:	5
	Audio/Visual	10
	Photocopiers	5
	<b>Computer Systems:</b>	
	Hardware	5
	Software	10
	Construction in Progress	
	<b>VEHICLES</b>	
	Light Duty	10
	Medium Duty	10
	Heavy Duty	10
	Fire Trucks	25
	Construction in Progress	
	<b>CULTURAL AND HISTORICAL</b>	
	Public Art	
	Historical	
	Heritage Site	





<b>Date:</b> December 18, 2007	<b>Motion:</b> 188/07
<b>Title:</b> Christmas Holiday Policy	<b>Policy No.</b> 13

**Purpose:**

The purpose of this policy is to establish the closure of the Bawlf Village Office during the Christmas Holidays.

The Bawlf Village Office will be closed <sup>from</sup> ~~form~~ December 24 until January 2 inclusive.

This policy will be reviewed every three years.



**Date: January 22, 2009**

**Motion: 12/09**

**Amended Date: December 21, 2016**

**Motion: /16**

**Title: Council/Administration  
Photograph**

**Policy No. 14**

**Purpose:**

The purpose of this policy is to ensure that a group photograph of the Council and the Administration serving during the Council's ~~three~~ **four** year term in office is taken once every ~~three~~ **four** years.

**Procedure:**

The photograph will be scheduled to be taken just prior to the conclusion of the elected officials' ~~three~~ **four** year term of office.

The Administration will be responsible for coordinating the group photograph, to be scheduled on a mutually agreeable date and time.

Each member in the photograph shall be entitled to one 8" x 10" photograph free of charge and one copy shall be framed and displayed in the Village Administration Office.

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MAYOR

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CAO



Date: **March 18, 2009**  
**October 15, 2014**

Motion: **39/09**  
Motion: **234/14**

Title: **Snow Clearing, Removal and  
Sanding on Municipal Roadways**

**Policy No. 15**

**Purpose:** To provide for the efficient and safe movement of vehicular and pedestrian traffic along municipal roadways and sidewalks during the winter period.

**Background:**

Municipal Roadways:

**A. Snow Clearing and Removal:**

1. Snow will be cleared according to the priorities outlined in Schedule A.
2. 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 Schedule A.
3. Roadways are to be cleared of snow when two-lane traffic cannot be safely maintained for Priorities 1 and 2 (see Schedule A).
4. Windrows on both sides of the street and avenue adjacent to the school property will be removed within one week, in ordinary circumstances.
5. Snow will be removed up to the curbs on residential roadways as required.
6. The Village will contract snow clearing services if required after a substantial snowfall and wherein the Village equipment is unable to clear the areas in order of priority.
7. If the contracted snow clearing service leaves a windrow in front of a residential driveway or around a parked vehicle on the street or avenue, the Public Works staff will assist the homeowner with removing the windrow.
8. Residential driveways will only be cleared in the event of a medical emergency.
9. 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.

**B. Sanding:**

1. In order to provide for the safe movement of vehicular and pedestrian traffic, sanding will occur, if required, as soon as possible after snow clearing and will be dependent on road and weather conditions.
2. Sanding will occur according to the priorities outlined in Schedule A.
3. 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).



Municipal Sidewalks:

1. Municipal sidewalks that are normally used by the public will be cleared. Sidewalks and trails infrequently used by the public will not be cleared of snow.

Notification to Residents:

1. Whenever possible, residents will be notified in advance when snow clearing will be expected to occur in their area, via the Village of Bawlf Website, notices on the Bawlf Public Bulletin Board and in the Bawlf Country Store, 12 – 24 hours prior to the commencement of clearing. On extraordinary occasions, notification in advance may not be possible.

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Mayor

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Interim Acting CAO

## Schedule A

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

Snow Clearing Priority	Roadway Description	cm of snow (prior to plowing)	plowing to occur within 'X' hours of snowfall	Sanding Priority
1	a) Vrolson Road from Highway 13 to the northern Camrose County boundary ----- b) Railway Avenue from Vrolson Road to Jamieson Street ----- c) Fire Hall driveways	7.5	12-18	----- 3 4 -----
2	a) Around the School - Alberta Avenue from Vrolson Road to King Street AND King Street between Alberta and Molstad Avenues ----- b) Hanson Street from Railway Avenue to Molstad Avenue	7.5	18	----- 4 5 -----
3	Depending on the day of the week of the snowfall or drifting, either a) or b) first and the other second: a) the back alleys (to be cleared before garbage collection day) <u>OR</u> b) all residential streets and avenues with the priority being the roadways most drifted in	7.5 – 15	18 – 24	
4	Municipal parking lots (ie. Village shop and Administration Office)	15	When other priorities are completed.	
5	Residential driveways		When other priorities are completed.	
	Railway crossing on Vrolson Road (as per CP Rail Guidelines)			1
	All intersections			5 3



Date: **May 13, 2009**  
**May 22, 2013**

Motion: **70/09**  
**Motion 129/13**

Title: **Use of Council Chambers**

**Policy No. 16**

**Purpose:** To provide guidelines for the use of the Council Chambers after hours and weekends.

**Procedure:**

The Council Chambers/Staff Room in the Village of Bawlf Administration Office will be available to be used by volunteer groups and organizations for evening or weekend meetings.

Groups or organizations wishing to hold a meeting in this location, must call the Village Office in advance of the meeting to book the appropriate date and time.

There will be no charge for the use of the Council Chambers/Staff Room under the conditions mentioned above.

Users will be expected to leave the room in a clean and tidy state (ie. wash all coffee pots, cups and cutlery used, remove all materials off the council table, turn off all lights, etc.)

The Village Administration or Village Council in attendance will be expected to disarm the building on arrival and arm the building again on departure.

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Mayor

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Village Manager





<b>Date Approved:</b>	<b>Motion:</b>
January 19, 2011	08/11
May 22/13	121/13
December 18, 2013	255/13
November 18, 2015	170/15

<b>Title:</b>	<b>Policy No.</b>
Fire Department Hourly Honorariums	18

**Purpose:**

To provide policy guidance for awarding fire department hourly honorariums.

**Background:**

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

**Procedures:**

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

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

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

It will be the responsibility of the Fire Chief or Deputy Fire Chief to summarize the details of each fire or emergency call and each individual firefighter's hours spent at the scene as well as attendance at meetings/practices. This summary is to be submitted to the Village Office for processing and cheques will be mailed to each individual firefighter on an annual basis within the month of December.

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MAYOR

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ACTING CAO

**Date Approved:**

January 19, 2011  
May 22/13  
December 18, 2013  
December 21, 2016

**Motion:**

09/11  
122/13  
255/13  
/16

**Title:**

Fire Department Practice Compensation

**Policy No.**

19

**Purpose:**

To provide policy guidance for providing compensation for participation in fire department practices.

**Background:**

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

**Procedures:**

Volunteer firefighters will receive hourly honorariums (rounded to the next full hour) for participating in fire practices at a rate of:

\$14.00 per hour to a maximum of two hours per practice and a maximum of two practices per month unless authorized by the CAO to go over allotted practices per month for training purposes.

It will be the responsibility of the Fire Chief or Deputy Fire Chief to summarize the details of the activities of each fire practice and each individual firefighter's hours. Schedule "A", as attached to this policy, will be the report form used for this purpose. This summary is to be submitted to the Village Office for processing and cheques will be mailed to each individual firefighter. Honorariums will be paid out based on when the Fire Chief or Deputy Fire Chief submits Schedule "A" but no more often than quarterly after March 31, June 30, September 30 and December 31.

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MAYOR

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CAO



<b>Date:</b> January 19, 2011 December 21, 2016	<b>Motion:</b>  10/11 /16
<b>Title:</b> Fire Department Training Compensation	<b>Policy No.</b>  20

**Purpose:**

To provide policy guidance for providing compensation for the successful completion of fire department training courses.

**Background:**

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

**Procedures:**

Volunteer firefighters shall be responsible for registering for training courses after obtaining approval from the Fire Chief. The Village of Bawlf will cover the cost of registration through the Fire Department budget. The Fire Chief shall be responsible for including all training costs in the annual budgets.

Volunteer firefighters will be compensated at a rate of \$200.00 for the successful completion of each fire department training course. It will be the responsibility of the Fire Chief or Deputy Fire Chief to submit a photocopy of the firefighter's certificate to the Village Office for processing.

~~Firefighters will be expected to utilize the suburban for travel to and from the course. If the suburban is not available,~~ Firefighters will be eligible to claim mileage at the standard rate approved by the Village Council. Firefighters will also be eligible to claim the actual cost of meals occurring within the advertized timeframe of the training course (receipts are required). Example: If the course timeframe is 8:00 a.m. – 5:00 p.m., the attendee would be eligible to claim actual expenses for lunch.

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MAYOR

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CAO





<b>Date Approved:</b> February 20, 2013 February 16, 2011 (original)	<b>Motion:</b>
<b>Title:</b> Council Code of Conduct and Values	<b>Policy No.</b> 21

**Purpose:**

The purpose of this Code of Conduct and Values is to outline certain basic rules for elected municipal government officials in Bawlf so that they may carry out their entrusted duties with impartiality and dignity, recognizing that the function of Council members is, at all times, service to their community and the public.

To further these objectives, certain principles should govern the conduct of Council members of the Village of Bawlf in order that they shall maintain the highest standards in public office and faithfully discharge the duties of office.

**Background:**

The proper operation of democratic local government requires that elected officials be independent, impartial and duly responsible to the residents. The residents of the Village of Bawlf have a right to expect that its local Municipal Government will conduct its business with integrity and in a professional manner. Therefore, it is imperative that there not be, nor appear to be, any conflict between the private interests of elected officials and appointed board members and their duty to the public. Furthermore, local government decision and policies are to be made through the proper channels of government structure.

**Policy:**

Council Members of the Village of Bawlf shall abide by the following rules and principles, known as the Code of Conduct:

1. GOVERN their conduct in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta (Municipal Government Act);
2. COMMIT to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as Council members;
3. AVOID the use of foul language during any and all business when acting as Council members;
4. REPRESENT, as a primary obligation superseding all other interests, the best interests of the community;
5. SERVE in a liaison role when appointed as members of committees or boards;
6. AVOID conflict of interest, by refraining from any conduct of private business or personal services between any Council members and the corporation, except as provided by the Municipal Government Act;
7. NOT USE their positions to obtain employment with the corporation for themselves, family members or close associates;

8. NOT USE confidential information for the personal profit of themselves or any other person;
9. DISCLOSE their affiliations or interest with an organization that may affect their decision making on matters before Council regarding that organization;
10. NOT ATTEMPT TO EXERCISE individual authority over the corporation;
11. RECOGNIZE, when interacting with the Chief Administrative Officer or with staff, the lack of authority vested in a Councillor except when explicitly Council authorized;
12. RECOGNIZE, when interacting with the public, press or other entities, the same limitation and the inability of any Council member to speak for the Council except to repeat explicitly stated Council decisions;
13. AVOID publicly degrading staff, Council members and past Councils;
14. DIRECT any comments on staff performance to the Chief Administrative Officer;
15. AVOID public comment on staff performance;
16. DIRECT any questions regarding staff duties, hours of work, coffee breaks, etc. to the Chief Administrative Officer, not the staff members themselves;
17. RESPECT the confidentiality of issues that are determined by policy of Council to be confidential and not communicate confidential information to anyone not entitled to receive same;
18. PRESERVE the integrity and impartiality of Council;
19. For a period of twelve (12) months after leaving office, abide by the applicable standards of conduct listed above, except those related to confidential information, which shall apply in perpetuity;
20. Members of Council shall not assume that any unethical activities not covered by or specifically prohibited by this Code of Conduct and Values, or any legislation, are therefore condoned.

Council members of the Village of Bawlf shall abide by the following Values:

1. respect for individuals and each other
2. honesty and integrity
3. openness
4. willingness to listen
5. willingness to participate
6. commitment to the task at hand
7. receptive to new ideas
8. dedication to preparation
9. mutual support through positive feedback
10. speak with one voice

#### **Procedures for Handling Complaints:**

The Village of Bawlf takes breaches of the Code of Conduct and Values seriously and expects any member of Council who perceives a breach to take action immediately.

In the event that a member of Council believes that one (or more) of the clauses written above has been breached by another member of Council, the following steps shall be taken:

1. Any member who perceives that a violation has occurred shall advise the offending member. This advice should be in writing and copied to the Mayor. If the complaint is about the actions of the Mayor, then the complaint should be lodged with the Deputy Mayor.
2. The Mayor (or Deputy Mayor) shall call a special Council Meeting for the purpose of considering the complaint in camera.



3. If a majority vote of the members of Council, who are present, at the Council Meeting where the complaint is considered, determines that the complaint is a valid complaint against the member then any or all of the following sanctions may be imposed by the Council at a public Council Meeting:
- Verbal reprimand provided by the Mayor or Deputy Mayor.
  - Written censure.
  - Initiate legal action to remove the Councillor from Council as per Section 175 of the Municipal Government Act if the breach relates to a conflict of interest pursuant to Sections 169-173 of the Municipal Government Act and if the Councillor refuses to resign immediately.
  - Termination of the Councillor's appointment to committees.
  - Council may request that an inquiry be conducted under Section 572 of the Municipal Government Act into the conduct of a Councillor.

It is essential that strict confidentiality be maintained in the handling of any potential violations of the Code of Conduct and Values for the Village of Bawlf.

By our signatures below, we vow to subscribe to the above Council Code of Conduct and Values as adopted at the \_\_\_\_\_, 20\_\_ Village of Bawlf Regular Council Meeting.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Deputy Mayor

\_\_\_\_\_  
Councillor

\_\_\_\_\_  
Councillor

\_\_\_\_\_  
Councillor

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.





<b>Date:</b> April 26, 2011	<b>Motion:</b> 49/11
December 21, 2016	/16
<b>Title:</b> Council Recognition Policy	<b>Policy No.</b> 22

**Purpose:**

The purpose of this Council Recognition Policy is to recognize council members for their years of service on Village Council.

**Policy:**

Each council member who has served a minimum of a full ~~three~~ four-year term on the Village of Bawlf Council shall be recognized upon his/her retirement, resignation or not being re-elected to Council.

The recognition will be in the form of a suitable gift valued at ten (10) dollars per year served on Council.

A council member who has not completed a full term of office, may be recognized by Council at the discretion of Council.

The gift will be presented at a Village of Bawlf meeting or function.

This policy shall be retroactive to October 2004.

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MAYOR

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CAO



**Date:** April 17, 2013  
December 21, 2016

**Motion:** 98/13  
**Motion:** /16

**Title:** Acting Appointment Policy

**Policy No. 24**

**Purpose:**

To provide procedures for appointing employees to a higher classification on an acting basis.

**Procedure:**

Appropriate, permanent employees may be appointed to a higher classification on an acting basis to fill an absence or vacancy. The appointments shall not be assumed and must be made formally, in writing, with a copy to be filed in the employee's Personnel File.

Acting Appointments are not mandatory and recommendations shall be approved by the Village Manager **CAO and/or Council**. Acting Appointments shall not apply when an employee is designated only limited additional duties.

Appointments approved by the Village Manager **CAO and/or Council** for a minimum of five consecutive working days shall receive 110% of their regular salary or wage for that period.

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MAYOR

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CAO



**Signed Date:** August 20, 2014

**Motion:** 47/14

**Date:** March 18, 2014

**Title:** Tendering Policy

**Policy No.** 25

## TENDERING POLICY

### Policy:

1. When the Village of Bawlf has a project estimate to be of a value larger than \$15,000.00 (but less than \$250,000.00\*) to be contracted, the project must be tendered to offer all possible contractors and opportunity to bid on the project. This tendering process will be advertised for two consecutive weeks in locally circulating newspapers. The advertisement will provide:
  - A brief description of the project contemplated,
  - The place where a person may obtain further information and tender documents,
  - Any conditions for obtaining the tender documents,
  - The place where the tenders are to be sent,
  - The date and time limit for submitting tenders, and
  - The time and place of the opening of the tenders in the event of a public opening.
2. Administration will prepare a formal "Tender Document". The document will give a specific outline of the project to be completed, is as much detail as is possible. The document will require that those bidding on the project provide a detailed outline of what services are to be provided, what equipment is to be utilized. The tender document must clearly identify the requirements of the project, the criteria that will be used in the evaluation of bids and the methods of weighting and evaluating the criteria.
3. The tender document shall contain a privilege clause in a format similar to the following:

"The Municipality reserves the right to accept or reject any or all tenders and to waive irregularities and informalities at its discretion. The Municipality reserves the right to accept a tender other than the lowest tender without stating reasons. By the act of submitting its bid, the Bidder waives any right to contest in any legal proceeding or action the right of the municipality to award the work to whomever it chooses in its sole and unfettered discretion, and for whatever reasons the Municipality deems appropriate. Without limiting the generality of the foregoing, the Municipality may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision, including but not limited to the following: [list of criteria]."
4. The form will outline a financial format in which the tender document/bid is to be submitted. (see attached sample)
5. As the norm, tenders are to be received at the Village of Bawlf in sealed envelopes and will remain sealed until the end of the period of time set out for receipt of tender documents. In specific cases



of urgency or short time frame, as determined by the Chief Administrative Officer, tenders may be accepted by fax.

6. Once the period for submission of tenders is closed, the Chief Administrative Officer will open all tenders in the presence of **at least** one other person – Administrative staff, Public Works Foreman and/or a member of Council. All present will initial the tender documents to signify that the documents were reviewed in their presence.
7. For submission to Council, the Chief Administrative Officer will present the information from the tender documents in a spread sheet format which will provide the following information:
  - Name of firm submitting tender,
  - Itemized details which are required by Council, and
  - Financial information based on the format approved.

The original tender documents will be made available at the Council meeting should Council feel that they require additional information.

8. A decision shall be made by Council based on the information provided – spread sheet document and review of the original form if necessary. Evaluation of the bids may take into account the submitted price, delivery, servicing, the capacity of the supplier to meet the requirements of the project and any other criteria relevant to the project. No questions should be asked of those who submitted tenders if they are present.
9. Where only one supplier is available to meet the requirements, the rules of the tendering policy do not have to be followed, however, Council must be notified of this situation.

\*(If the value of the project exceeds \$250,000.00, the Municipality shall follow the regulations set out in the Agreement on International Trade (AIT) and utilize the MERX internet system for posting the project.)

#### **Background:**

Council wishes to ensure that all local contractors are given an equal opportunity to provide services to the Municipality. A formal Tendering Policy will ensure that all tenders are received in similar formats to better enable Council to make an informed decision.

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Mayor

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Interim Acting CAO

## TENDER

The Village of Bawlf is tendering (NAME OF PROJECT). Enclosed please find a description of the work to be completed, (ANYTHING ELSE BEING INCLUDED, E.G. MAP, DIAGRAM) and a Stipulated Price Bid and Contract Form.

The Town requires those bidding to provide a detailed outline of what services are to be provided, what equipment is to be utilized and what building materials are to be used.

The Municipality reserves the right to accept or reject any or all tenders and to waive irregularities and informalities at its discretion. The Municipality reserves the right to accept a tender other than the lowest tender without stating reasons. By the act of submitting its bid, the Bidder waives any right to contest in any legal proceeding or action the right of the Municipality to award the work to whomever it chooses in its sole and unfettered discretion, and for whatever reasons the Municipality deems appropriate. Without limiting the generality of the foregoing, the Municipality may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision, including but not limited to the following: [list of criteria].

The Tenders are to be received at the Village of Bawlf in sealed envelopes by TIME AND DATE and will remain sealed until the end of the period of time set out for receipt of tender documents.

Notification will be given to the chosen Bidder by (DATE AFTER COUNCIL MEETING WHERE CHOICE IS MADE) by mail.

THIS DOCUMENT WILL ACCOMPANY THE JOB DESCRIPTION, ANY MAPS OR DIAGRAMS, AS WELL AS REQUIRED STANDARDS OF MATERIALS, IF ANY, AND THE STIPULATED PRICE BID AND CONTRACT FORM.

This bid is open to acceptance by the Village of Bawlf until 35 days after the bid closing time. This "Bid and Contract Form", together with the provisions of the Bid Documents shall when accepted and signed by the Owner, constitute a binding contract between the contractor and Owner.



Executed this \_\_\_\_\_ day of \_\_\_\_\_.

BIDDER:

\_\_\_\_\_  
(business name – print or type)

\_\_\_\_\_  
(address)  
\_\_\_\_\_

\_\_\_\_\_  
signature of Bidder's authorized representative

\_\_\_\_\_  
name and status of person signing above

\_\_\_\_\_  
Date

Accepted and executed this \_\_\_\_\_ day of \_\_\_\_\_  
by the Owner or Owner's authorized representative.

\_\_\_\_\_  
signature

\_\_\_\_\_  
name and title



**Signed Date:** September 17, 2014

**Motion:** 47/14

**Date:** September 17, 2014

**Title:** Council Electronic Device Policy

**Policy No.** 26

## **COUNCIL ELECTRONIC DEVICE POLICY**

### **POLICY STATEMENT:**

**WHEREAS**, the Council of the Village of Bawlf, being both cognizant of the cost and environmental impact of receiving paper packets of the regular meetings of Council and Committees, together with paper copies of general Village information; and,

**WHEREAS**, the Council of the Village of Bawlf desire to eliminate as much as possible the provision of paper packets by providing an electronic device (e-reader, tablet, etc.) to Village Councillors for their use on Village business; and,

**WHEREAS**, the Village of Bawlf will make said device available to all elected officials following the administration of the Oath of Office after each municipal election; and,

**NOW THEREFORE BE IT RESOLVED**, that the Village Council in Bawlf Alberta hereby declares that at the beginning of each term for elected officials, an electronic device will be issued to each member of Council based on the following understandings and conditions:

- i. It is the elected official's responsibility to take appropriate precautions to prevent damage to or loss/theft of the electronic device and of any of the private Village information contained therein.
- ii. Councillors are encouraged to reduce the need for paper -based information packages for Council meetings except where electronic copies of necessary documents are not available.
- iii. The Village of Bawlf will provide internet connections at the Municipal Office only.
- iv. The Village of Bawlf will provide necessary upgrades and maintenance during the 3 year term.
- v. The laptop/tablet belongs to the position, not the person.
- vi. Use of the electronic device for personal purposes will be strictly prohibited and shall be used for the sole purpose of acquiring and reviewing Council Agenda Packages.

BE IT FURTHER RESOLVED, that the Village Council hereby delegates that administration of this policy to the Chief Administrative Officer.

\_\_\_\_\_  
Mayor

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



**Signed Date:** May 20, 2015

**Motion:** 29/15

**Date:** February 18, 2015

**Title:** Vacant Land/Lot Sale Policy

**Policy No.** 27

## **VACANT LAND/LOT SALE POLICY**

### **Policy:**

The Village of Bawlf currently has numerous vacant lots for sale around the Village. Guidelines are required to be in place so that the Chief Administrative Officer is able to proceed with the sale of Village owned lots without having to organize a Special Meeting to take the offer(s) to Council.

Motion 29/15 from the February 18, 2015 Regular Council meeting, allows for the Chief Administrative Officer to sell a Village owned vacant lot with up to a maximum of a 10% decrease on the listed price on land/lots valued at under \$50,000 and to sell a Village owned vacant lot with up to a maximum of a 5% decrease on land/lots valued at over \$50,000 based on the current list price of said land/lot.

\_\_\_\_\_  
Mayor

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





<b>Signed Date:</b> March 18, 2015	<b>Motion:</b> 38/15 <b>Date:</b> March 18, 2015
<b>Title:</b> Village Voice Publication Policy	<b>Policy No.</b> 28

## **Village Voice Publication Policy**

### **Purpose:**

Administration needs to have some basic guidelines to determine content for the Village Voice.

### **Background:**

There is currently no policy governing the Village Voice Newsletter.

### **Policy:**

The Village of Bawlf will publish a newsletter for the community monthly. This publication will be distributed via mail at the Bawlf Post Office, at the Bawlf Country Store, at the Village Office as well as being posted on the Village of Bawlf Website.

To be included in each issue:

- 1) Council Meeting dates.
- 2) Recycle dates
- 3) Fire Department meetings and practices.
- 4) Village of Bawlf Contact information.
- 5) Village of Bawlf Council members and their contact information.
- 6) Reminders of upcoming Village deadlines. Eg. Village taxes due or dog licenses due.
- 7) Communication information from Council and/or Administration in regards to Village projects, maintenance, etc.
- 8) Local community events.
- 9) Submission deadline for subsequent issue.

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MAYOR

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CAO



<b>Signed Date:</b> September 16 , 2015	<b>Motion:</b> 132 /15 <b>Date:</b> September 16 , 2015
<b>Title:</b> Council Remuneration Policy	<b>Policy No. 29</b>

**Purpose:**

The purpose of this Council Remuneration Policy is to provide policy guidance and to ensure standardized and fair compensation for members of the Bawlf Council.

**Policy:**

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

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

Additional/Special Council 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

\_\_\_\_\_  
Mayor

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



<b>Signed Date:</b> November 18 , 2015	<b>Motion:</b> 180/15 <b>Date:</b> November 18 , 2015
<b>Title:</b> Records Retention and Disposition Policy	<b>Policy No. 30</b>

**Purpose:**

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

**Policy:**

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

\_\_\_\_\_  
Mayor

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



## **VILLAGE OF BAWLF**

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

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>Wednesday December 21, 2016</b>
<b>Originated By:</b>	<b>Tracy M. Stewart - CAO</b>
<b>Title:</b>	<b>Lucky Highway 13 Motorcycle Route Project</b>

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

On November 18<sup>th</sup>, Mayor Thompson and myself attended a Tourism Camrose/Economic Development meeting at Flagstaff County in regards to being a part of the "Lucky Highway 13 Motorcycle Route" tour. The name came about as there are 13 communities between Wetaskiwin and Provost along Highway 13. The goal is to bring more economic development into our area by promoting our Village and surrounding areas.

Hazel Cail, Executive Director of Camrose Tourism in conjunction with "Belt Drive Betty" and all of the participating communities, will be working together for planning, activities and to build a website (which will have a link on Belt Drive Betty's site) with a digital route map and information on all of the participating Villages, Towns and Cities along the route.

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

There is a fair amount of work for Administration to complete at the start up but once all information is uploaded to Belt Drive Betty then she is able to start building the website and digital map.

This motorcycle route project is a great way to bring more people to our communities which in turn can increase our economic development for not only the Village but current business owners.

The Village's financial commitment is \$300.00/yr for three years with possible small increases in years 2 and 3 for website maintenance, etc.

The "13 communities" work in conjunction with each other to determine contest information along the route and to assist each other with promoting our area.

I would encourage you to do some extra research by visiting Belt Drive Betty's website so you can see all that she is involved in and how having her on board is a huge asset to this project.

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

Year One - \$300.00

Years Two & Three - \$300.00-\$500.00

#### **RECOMMENDED ACTION:**

That Bawlf Council approve the "Lucky Highway 13 Motorcycle Route" project for a 3 year commitment.

## Lucky Highway 13 Motorcycle Route - Three - year Marketing Plan

Definitions used below:

- Lucky Highway 13 Motorcycle Route -> Lucky Hwy 13;
- Belt Drive Betty -> BDB ;
- the partnering communities along Highway 13 -> "13 Communities"
- Tourism Camrose -> TC

YEAR ONE Plan and Activities are highlighted in GREEN

Roles and Responsibilities of "13 communities" are highlighted in BLUE

Belt Drive Betty responsibilities are highlighted in GREY

Look and feel content of the Website is highlighted in YELLOW

Year two and three are highlighted in PINK

**Year ONE:** Build a Website with Digital Route map for a cost of \$6,500.00 plus tax - (Renee says this must be the first step in order to have something to market the route and to promote any contest. And a contest is really the very best way to create interest and excitement for our route).

Website could be called something like motorcyclehighway13.com.

It is Renee's strong recommendation to own our own website domain because, if we own it we could in future years move it to another website-hoster if we ever choose to do so. Tourism Camrose (TC) has agreed to apply for the domain names we need and to pay for them, so they will belong to "13 communities" and can't be taken or used by anyone else. Cost is about \$20.00 per domain.

### Suggested STEPS for Year One:

1. Build a website with Digital route map
2. Determine contest information and get it going
3. Launch project possibly at the May 13 Nisku Ride for Moms
4. Have contest happening throughout riding season of 2017

### "13 Communities" Role and To Dos for Year ONE:

- Agree to participate in this unique niche marketing idea - notice back to Tourism Camrose by **deadline December 2<sup>nd</sup>** as agreed at November 18 meeting.
- Contribute to the \$6,500.00, as to the agreed formulae at the meeting on November 18 as:
  - Designated as Cities - \$1,000.00 each (Camrose and Wetaskiwin have both committed)
  - Designated as Towns - \$500.00 each (Provost has committed)



- other communities - \$300.00 - *Bawlf*
  - The County of Flagstaff has now also committed \$1,000.
  - Tourism Camrose (TC) agrees to be the 'banker as such' for the "13 Communities" - and will invoice and collect the "13 communities" fees; and will issue payment to BDB.
- supply BDB with photos and information on each community - this needs to be in to BDB no later than **deadline December 15<sup>th</sup>, 2016**. This will be the basic content that BDB uses to build the website and digital map.
- Provide contest guidelines and content to BDB for the first blog posts by **deadline December 30<sup>th</sup>, 2016**.
- All Communities must register at [www.riderfriendly.com](http://www.riderfriendly.com) and set up your own online ad in the digital directory **deadline ASAP**. Each "13 communities" will get this free digital ad. BDB uses your addresses and information from the digital book to print the printed book - Each "13 communities" also gets a single line ad in the printed directory to promote your community free of charge. Please note that BDB owns the trademark for Rider Friendly Business - and we can all use it for as long as we are partnered with her.
- Each "13 communities" would be made a manager of the social media headers, special Facebook Page & Twitter Feed, so managers can promote the route and contest and promote all the events on Highway 13.
- Social media sharing is a must - all "13 communities" should share once per week minimum.
- Each "13 communities" will get a free digital ad in BDB's online directory as well. [www.riderfriendly.com](http://www.riderfriendly.com).
- Each "13 communities" brings in 3 businesses to partner in this project - The businesses' cost will be \$129.95 per business plus tax and this covers their membership in the Rider Friendly Businesses Association, which gives them their digital ad in BDB's online directory and the business's printed single line ad in the printed version of the directory.

#### **Belt Drive Betty (BDB) responsibilities for Year ONE :**

- build our motorcycle tourism website. This cost of \$6,500 will include work for Belt Drive Betty for all the components needed to build the website and the digital map
- build the photo galleries for the contest, build registration forms online and get people interested and wanting to ride the route.
- build photo Galleries for the communities
- build Blog, FACEBOOK page, Twitter Feed, for motorcyclehighway13.com
- all graphics and memes for sharing for motorcyclehighway13.com
- build a digital map with all of the provided information as points of interest.
- promote all of the communities and their nominations in her Canada's MOST Rider Friendly Community Contest on our motorcycle tourism website, and invite the riding community to rate and review the businesses and communities in the on-line directory as well.
- build a blog (each Lucky Highway 13 community will be invited to submit content that she can print in her digital newspaper and newsletter as well as the blog).
- Every community partner will get a free digital ad in Belt Drive Bettys online directory (Communities must register then provide finished ad). This is a \$129.95 value.
- will share the photos etc through social media and will build the awareness of the route and the contest.



- will build the social media headers, a special Facebook Page and Twitter Feed ( BDB and TC will admin).
- will start promoting at the January Bike Shows with a card that has a QR Code to the site/contest.
- has already arranged for a complimentary launch booth space for us at the Ride for Moms in Nisku (13 committees only cost will be a give-away prize or silent auction item).
- will promote all of "13 communities" regional events on [www.canadianmotorcycleevents.com](http://www.canadianmotorcycleevents.com) for free.
- Proto Type Web Site will be ready for viewing and approval by December 20, 2016 if we get all the material that is our responsibilities to BDB by deadline dates .

### Look and Feel Content of the WEBSITE :

#### Home Page

- About Us
- Our Communities
  - Points of Interest
  - Events in our Region
- Our Rider Friendly Businesses

#### The Route - Digital Map with Points of Interest

#### The Contest

- The Prizes
- The Rules
- Registration
- 2017 Entries

#### Photos

#### Videos

#### Blog

#### Events in our Communities

#### Contact Us

### CONTEST: Steps involved:

#### "13 Communities" needs to decide on contest rules and regulations:

- need to get prizes for 2017 contest - through business partners
- need to determine the rules for the contest
- and how the contest will be judged
- bring in businesses for contest partnership no later than **deadline April 1/2017**. NOTE from BDB - Would be nice to be able to promote a top prize at least by mid December 2016, but not imperative.

### **Belt Drive Betty's role for the Contest:**

- will design the registration form and put it up on the digital site
- create contest entry form
- will promote the site and the contest at all the trade shows she participates in as well as events she attends.

### **Years two and three Plan:**

- Website hosting and all Updates including security patches, component updates and content updates for each subsequent year costs \$50 per month + taxes (or \$600.00 +taxes for the year), to keep the digital map, any contest or place to have an event notification and website live.
- If we choose to still go the route of a hardcopy map - this would be the time to build the traditional print map in the printed directory ...this will probably involve a second amount of at least \$6,500.00 plus taxes from the "13 communities".
- The map artwork would be supplied by "13 communities" ... Wetaskiwin has a person proficient in hard copy map making. The map would be 8.5 X 11, full colour, folded in half.
- Each "13 communities" would have a membership in the Rider Friendly Business Association, and that includes a digital ad in BDB's online version of the printed directory ([www.riderfriendly.com](http://www.riderfriendly.com))
- Each business gets a single line ad in the printed phone book to go along with their ads on our map.
- we could look at expanding the marketing.
- we could look at expanding the places to visit and tour to be more than the highway - so it would include a couple of things to do around your community to make them stay in your community longer.
- host and do all updates including security patches, component updates and content updates for each subsequent year.

## Tracy M. Stewart

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**From:** Jennifer Fossen <jennifer.fossen@wetaskiwin.ca>  
**Sent:** Sunday, November 27, 2016 5:02 PM  
**To:** Hazel  
**Cc:** Benchmark; Bernadette Logozar; Brenda McDermott; CAO BAWlf (Tracy); edo@townofprovost.ca; Hardisty; Kristy Jackson; Mayor of Bawlf  
**Subject:** Re: Lucky Highway 13 Motorcycle Route Plan for 3 years

Good Evening Everyone,

I have a few points to follow up to Hazel's email we received on Friday in regards to the Lucky 13 Tourism Project.

First, Thank you Hazel for all your work you have done to bring this amazing opportunity to the rest of us and help promote Highway 13!

Second, I strongly feel we need to go with Renee's recommendation, this is her "world" and I think she knows how to make this project role out and be effective and successful. Look at her past history and if we want this to have a blast off start, we take it.

Third, I wanted to clear up one thing in regards to map work, we (the City of Wetaskiwin) could provide in house if we would be needing the work done very quickly and for PRINT only. I would like us to utilize Renee and her work for the launch of this project.

Thanks and have a great week everyone.

Jennifer  
City of Wetaskiwin

Sent from my iPad

On Nov 25, 2016, at 5:35 PM, Hazel <[hazel@tourismcamrose.com](mailto:hazel@tourismcamrose.com)> wrote:

Hi Everyone:

I had a thorough chat with Renee, Belt Drive Betty, after our meeting last Friday. She clarified a couple of areas that I wasn't clear enough on.

Renee strongly advises that we do a website and digital map first - not the print map. Renee says a digital must be the first step in order to have something to market the route and to promote any contest. And a contest is really the very best way to create interest and excitement for our route. The print map can't create the contest.

Therefore, I have put together notes on what a three year project could be for us... outlining the roles for the communities, and the role that Belt Drive Betty will take. It is attached here for your review and sharing with other communities that you wish to talk with.



I would like to hear back from each of you by December 2, as to whether this approach is agreeable to your community.

Thank you so much – I think it is going to be an exciting project for all of us.

***Hazel Cail***

Executive Director, Tourism Camrose

<image002.png>

Physical Location: Centennial Museum 4522- 53 Street, Camrose

Mailing Address: Box 1483, Camrose, AB T4V 1X4

TEL: 780-672-4255

EMAIL: [hazel@tourismcamrose.com](mailto:hazel@tourismcamrose.com)

WEB: [www.tourismcamrose.com](http://www.tourismcamrose.com)

Find Us on Facebook and Twitter

<https://www.facebook.com/pages/Tourism-Camrose>

Click to view the [2016 Camrose & Area Travel Guide](#)

*Did You Know...* In a report by Mary Meeker's 2015 Internet Trend Reports - 87% of millennials say they're never without their smartphone. On the survey question of -> *My smartphone never leaves my side, night or day.*



This email has been checked for viruses by Avast antivirus software.

[www.avast.com](http://www.avast.com)

<Lucky Highway 13 Motorcycle Route Three year plan .docx>

## Tracy M. Stewart

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**From:** Hazel <hazel@tourismcamrose.com>  
**Sent:** Wednesday, December 07, 2016 3:09 PM  
**To:** Amisk; Bernadette Logozar; Brenda McDermott; CAO BAwlf (Tracy);  
edo@townofprovost.ca; Hardisty; Hazel Cail; Jennifer Fossen; Kim Borgel; Kristy  
Jackson; Marie; Mayor of Bawlf  
**Subject:** Lucky Highway 13 Motorcycle Route reporting in  
**Attachments:** Partners Commitment & To Dos.pdf  
**Importance:** High

Hi Everyone:

I am very excited to report that we have nine communities joining the project thus far. I've attached the list for your records, and if you have been speaking with any community not on the list, please send me their contact information so I can add them to my email database.

1. Your invoices as indicated on the list will be mailed out today from Tourism Camrose.
2. I have paid Belt Drive Betty. She has started to build our website now.
3. She needs your community pictures and logo as soon as possible as these have to go on to the website.

I have shared your email addresses with Belt Drive Betty just now, and she is creating a link dropbox invitation to collaborate, and then you will be able to add all your community pictures and logo, etc directly into that dropbox – so emails don't get lost or over whelming and missed.

Cheers!

*Hazel Cail*

Executive Director, Tourism Camrose



*Welcome to the Experience*

Physical: Centennial Museum 4522- 53 Street, Camrose Mailing Address: Box 1483, Camrose, AB T4V 1X4

TEL: 780-672-4255 / EMAIL: [hazel@tourismcamrose.com](mailto:hazel@tourismcamrose.com) / WEB: [www.tourismcamrose.com](http://www.tourismcamrose.com)

Find Us on Facebook and Twitter / <https://www.facebook.com/pages/Tourism-Camrose>

Click to view the [2016 Camrose & Area Travel Guide](#)

*Did You Know...* After two years of a rocky economy, signs of recovery appear to be coming to the surface in Alberta's tourism industry. The news come from a report from the Conference Board of Canada that says that tourism is expected to increase in 2017.

Americans are expected to lead the way in tourism to Canada, rising by eight percent, while there is a 6.4 percent increase forecasted for international visitors.

## Lucky Highway 13 Motorcycle Route Project

COMMUNITY	PARTNERSHIP AMOUNT	Invoiced date/ paid date	AD IN / PICTURES IN/ LOGO IN	MONTHLY INTERACTION
TOURISM CAMROSE	\$1,400.00	Invoice mailed December 7		
WETASKIWIN	\$1,400.00	Invoice mailed December 7		
FLAGSTAFF COUNTY	\$1,400.00	Invoice mailed December 7		
TOWN OF PROVOST	\$500.00	Invoice mailed December 7		
<del>TOWN OF BAWLF</del> Village	<del>\$500.00</del> \$300.00	Invoice mailed December 7		
TOWN OF HARDISTY	\$500.00	Invoice mailed December 7		
TOWN OF KILLAM	\$500.00	Invoice mailed December 7		
TOWN OF DAYSLAND	\$500.00	Invoice mailed December 7		
VILLAGE OF AMISK	\$300.00	Invoice mailed December 7		



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

<b>Meeting:</b>	Regular Council
<b>Meeting Date:</b>	December 21, 2016
<b>Originated By:</b>	Tracy M. Stewart-CAO
<b>Title:</b>	Request for Approval of Two New Bawlf Public Library Board Members

**BACKGROUND/PROPOSAL:**

Letter request to approve two new Board Members for the Bawlf Public Library – Leonard Thompson and Denise Blatz.

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

n/a

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

n/a

**RECOMMENDED ACTION:**

That Bawlf Council pass a motion to approve both Leonard Thompson and Denise Blatz as new Board Members for the Bawlf Public Library.

Bawlf Public Library  
Box 116  
Bawlf, AB T0B 0J0

November 28, 2016

Mayor Leonard Thompson and Council Members  
Box 40  
Village of Bawlf  
Bawlf, AB T0B 0J0

RE: REQUEST FOR APPROVAL OF BAWLF A PUBLIC LIBRARY BOARD MEMBER

Dear Mayor Thompson and Council:

I am writing on behalf of the Bawlf Public Library Board to request Council's approval for adding Denise Blatz to the Library Board.

Mrs. Blatz is a resident of Bawlf and would be an asset to our board and volunteer in the community.

Upon receiving her application on June 15, 2016 the library board agreed that she would make a great addition to our team.

Please accept our recommendation and advise of your decision in writing at your earliest convenience.

Sincerely,

A handwritten signature in blue ink, appearing to read 'H. Taylor'.

Heather Taylor  
Secretary  
Bawlf Public Library Board

Bawlf Public Library  
Box 116  
Bawlf, AB T0B 0J0

November 28, 2016

Mayor Leonard Thompson and Council Members  
Box 40  
Village of Bawlf  
Bawlf, AB T0B 0J0

RE: REQUEST FOR APPROVAL OF BAWLF A PUBLIC LIBRARY BOARD MEMBER

Dear Mayor Thompson and Council:

I am writing on behalf of the Bawlf Public Library Board to request Council's approval for adding Leonard Thompson to the Library Board.

Mr. Thompson is a resident of Bawlf and the Mayor and would be an asset to our board and volunteer in the community.

Upon receiving his application on June 15, 2016 the library board agreed that he would make a great addition to our team.

Please accept our recommendation and advise of your decision in writing at your earliest convenience.

Sincerely,

A handwritten signature in blue ink, appearing to read 'H. Taylor'.

Heather Taylor  
Secretary  
Bawlf Public Library Board



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

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>Wednesday December 21, 2016</b>
<b>Originated By:</b>	<b>Tracy M. Stewart - CAO</b>
<b>Title:</b>	<b>Fire Department Expansion RFP's</b>

**BACKGROUND/PROPOSAL:**

The Mayor, Fire Chief and Administration have been looking into options for expanding the existing fire hall due to shortage of space.

With the purchase of the new Fort Gary Pumper truck this past year, space is tight and the old pumper/water truck is having to be left outside.

Public Works is also requiring storage space for equipment and vehicles that are also being stored outside where there is always the chance of vandalism and theft.

With the tank site remediation program completed and the area deemed "safe", we are now able to expand to the south side of the property.

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

The 39' x 40' expansion would include two more bays with 12' overhead doors with an 8' x 40' "lean to" on the west side for Public Works usage.

The far north two bays of the existing fire hall will also be used for Public Works storage. With the expansion, the pumper/water truck will be kept indoors out of the elements and all Fire Department plus some Public Works vehicles/equipment will be housed indoors.

The Mayor and myself held a "by invite only" site meeting at the Fire Department on November 24<sup>th</sup> for invited contractors to submit a RFP (request for proposal).

All RFP's are attached for your review.

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

Funding for the expansion would consist of monies from the sale of the old hall (24,000), fire department reserves that are held at Camrose County from any Alberta Transportation MVA fire call billings (\$4,000), Village fire department reserves (\$21,000) and then the balance coming from general revenue/GIC's.

**RECOMMENDED ACTION:**

That Bawlf Council discuss the probability of the expansion and which RFP will be accepted.

**226041 ALBERTA LTD.**

**P.O. BOX 69, BAWLF, ALBERTA T0B 0J0  
(780)373-2411**

**Proposal - Extension on Bawlf Fire Hall**

**Electrical Permit**

- Subpanel
- Wire in overhead doors
- 6 Fluorescent fixtures
- 12 Receptacles
- Wire in furnace
- Note: if LED fixtures wanted add \$1,200.00

**Front Doors X 2**

- 12' X 12' Solid front
- 3" Roller
- 3" Tension spring
- Weather stripping

**Hoists with chain X 2**

**Note: if 14' doors wanted add \$550.00**

**4' X 8" Concrete Foundation Wall**

- 8" X24" Footing
- 4 Rows 10 mm in wall
- 2 Rows 10 mm in footing
- Anchor bolts to bolt down treated plate foam sealed
- Concrete ledge for floor
- Concrete 3500 psi

**Excavate Foundation area**

- Back fill & compact
- Outside & inside



**Building Erection**

- 14' wall on 16" centres
- Perling on walls & roof
- Roof rafters on 24" centres
- Metal to match existing
- Soffet & Fascia
- Trim in front doors
- Insulation Roxul R22 wall & vapor barrier
- Blown-in in attic
- Bright white interior metal
- 1/2" Plywood front wall to make rigid

**Concrete floor & 3500 mpa**

- Front drives
- Grid out into sections

**Eaves trough & down spouts**

- Front & back of building
- Front of lean-to

**Sumps**

- Two compartment tanks with steel tops to be connected to corner sump bucket with lid
- One sump pump with extension to outside

**Gravel**

- 3/4 Crush for slab and front drives
- Along wall on south side for water station

**Heating Permit**

- 100,000 BTU Reznor unit heater
- Includes piping and venting

**Water Extension - 2" Galvanized pipe with roof hangers**

- Hot and cold water taps
- Valve for external water station
- Move existing door

**Inside Slab**

- 3/4 Crush gravel compacted
- Rebar 10 mm 16" centres
- Drill rebar into existing concrete wall perimeter to sit on wall ledge with rebar drilled in
- 6" floor 3500 mps smooth finish & sealed

**Outside Drives**

- 16' X 30' X 2
- Rebar 16" centers
- Drop front 1" for water runoff
- 3/4 gravel compacted
- 6" slab 3500 mpa broomed



- **Lean-to - 5 Piles 12' X 12" with 4' of sauna tube for frost**
- **35 mpa concrete - rebar 2 rows**
- **6X 6 post**
- **2 X 10 Headers**
- **2 X 6 Rafters**
- **Metal to match**
- **Metal on fascia line**

**Remove wall for opening**

- **Cut down grade beam**
- **Cap in opening**

City Permits

Plans and Engineer

Building Insurance

Compensation & Liability as per job requirements

Total.....\$164,000

(GST not included)

\*in the event of a winter build add \$6,000.00 for heat and excavation costs

This estimate is based floor levels same height as existing  
Due to dropping down to keep roof height the same will result in foundation too low  
and driveways too low to get proper drainage. Therefore this addition will be raised  
higher than existing to maintain 14' height.

Timeline will depend on availability of blue prints and engineering approval.

Does not include any extra costs if ground is deemed to be contaminated or soil  
conditions unstable

Unknown if tower on south side is to be removed or replaced.



---

Ben Gendreau

Dec. 5, 2016



**Align Builders Ltd.**  
4113A 44ave  
Camrose, AB T4V 5H2  
780-672-5667  
Ben@AlignBuilders.ca

## Proposal – Bawlf Fire Hall Addition

December 5, 2016

Attn: Tracy Stewart

Project: Bawlf Fire Hall 39'x 40 Addition

Align Builders Ltd. is pleased to provide a project proposal for the construction of a 39' x 40 building addition based on the information provided.

Align Builders Ltd. will supply labor, material and equipment for the construction of the above mentioned project including:

### Building

- Project coordination and supervision
- COR certified safety program
- Building permit
- Remove existing radio tower
- Remove 6" subgrade to accommodate concrete floor subbase
- Excavation for foundation
- Grade and compact foundation backfill
- 6" ICF concrete foundation wall on 24" x12" strip footing
- 12" concrete piling foundation for attached lean-to
- 2x8 Exterior wall framing with 2x4 purlins 24" O/C inside and out
- Engineered truss system with 2x6 purlins 24" O/C
- 6x6 Treated posts for lean to support
- 6" Concrete floor with 15mm rebar 12" O/C E/W
- Concrete floor finish to be natural power trowel finish
- 29ga Metal clad exterior wall finish
- 29ga Metal clad exterior wall roof finish
- Aluminum eavestrough and downspouts
- R28 Exterior wall insulation\*
- R40 Blown in ceiling insulation
- 2-12'x12' TD134 overhead doors with powered operators\*\*
- White 29ga metal liner on interior walls and ceiling
- 900sqft of Exterior 6" concrete pad with 15mm rebar 12" O/C E/W
- Waste removal and general site cleanup



Alberta Construction  
Safety Association  
MAKING SAFETY A WAY OF LIFE



EDMONTON  
CONSTRUCTION  
ASSOCIATION



2404 – 57 Street  
Camrose, AB T4V 1V6  
780-672-5667

Info@AlignBuilders.ca

www.AlignBuilders.ca



## Electrical

- Electrical permit
- 8-T8 8' Surface mount fixtures controlled by occupancy sensors\*
- 10- 20A 120v interior receptacles
- 1- 20A 120 v GFCI exterior receptacles
- 1- Emergency light

## Mechanical

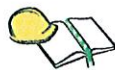
- Plumbing & gas permits
- 1- V200 2 compartment sump (175 gallon working capacity)
- 36' - Sioux Chief 6" trench drain c/w ductile iron frame and grating
- 1 - Meyers sump pump
- All ABS pipe and fittings to complete DWV system
- 1 -Reznor UDAS 125,000-unit heater c/w all venting material and thermostat
- 1" Gas line to unit heater piped from meter
- 1 -1/2" Non-freeze hose bib installed on west wall of addition
- All material and labor to move bulk water fill to south side of addition. Schedule 80 CPVC pipe and fittings would be used for new piping. Tie on to exiting galvanized piping

## Exclusions

- Engineering and consulting fees if required
- Exterior site services and site work
- Exterior sidewalks retaining walls

## General

- Building permit fees are included
- A detailed construction schedule will be provided prior to construction start up
- Building, mechanical and electrical permit fees are included. Development fees are not included
- Work will be performed according to Align Builders safety program and OH&S regulations. A copy of the Align Builders safety manual will be provided prior to construction start up.
- Commercial general liability insurance will be provided for the duration of the project. All risk insurance is not included. A certificate of insurance will be provided before the start of construction.
- Project change orders and additional work will be cost plus 10% overhead and 5% profit.
- One year warranty on workmanship and materials is included
- \$5,000.00 Winter heating allowance is included
- Due to changes required for design compliance with unforeseen conditions and authority having jurisdiction, Align Builders reserves the right to negotiate the final design- build price with the village of Bawlf after final building approvals have been accepted
- \* Denotes items that are required by the national energy code
- \*\* Denotes items that do not conform with the national energy code. Additional costs or design changes may occur to bring items to conformance



Alberta Construction  
Safety Association  
MAKING SAFETY A WAY OF LIFE



EDMONTON  
CONSTRUCTION  
ASSOCIATION



Price to complete the above scope of work is: **\$219,953.00**

**(Two hundred nineteen thousand nine hundred fifty-three)**

Government sales tax not included

Quote is valid for 15 days

We appreciate your interest in our company. Should you have any questions please call the undersigned.  
Regards,



---

Ben Paulson  
Align Builders Ltd.



Alberta Construction  
Safety Association  
MAKING SAFETY A WAY OF LIFE



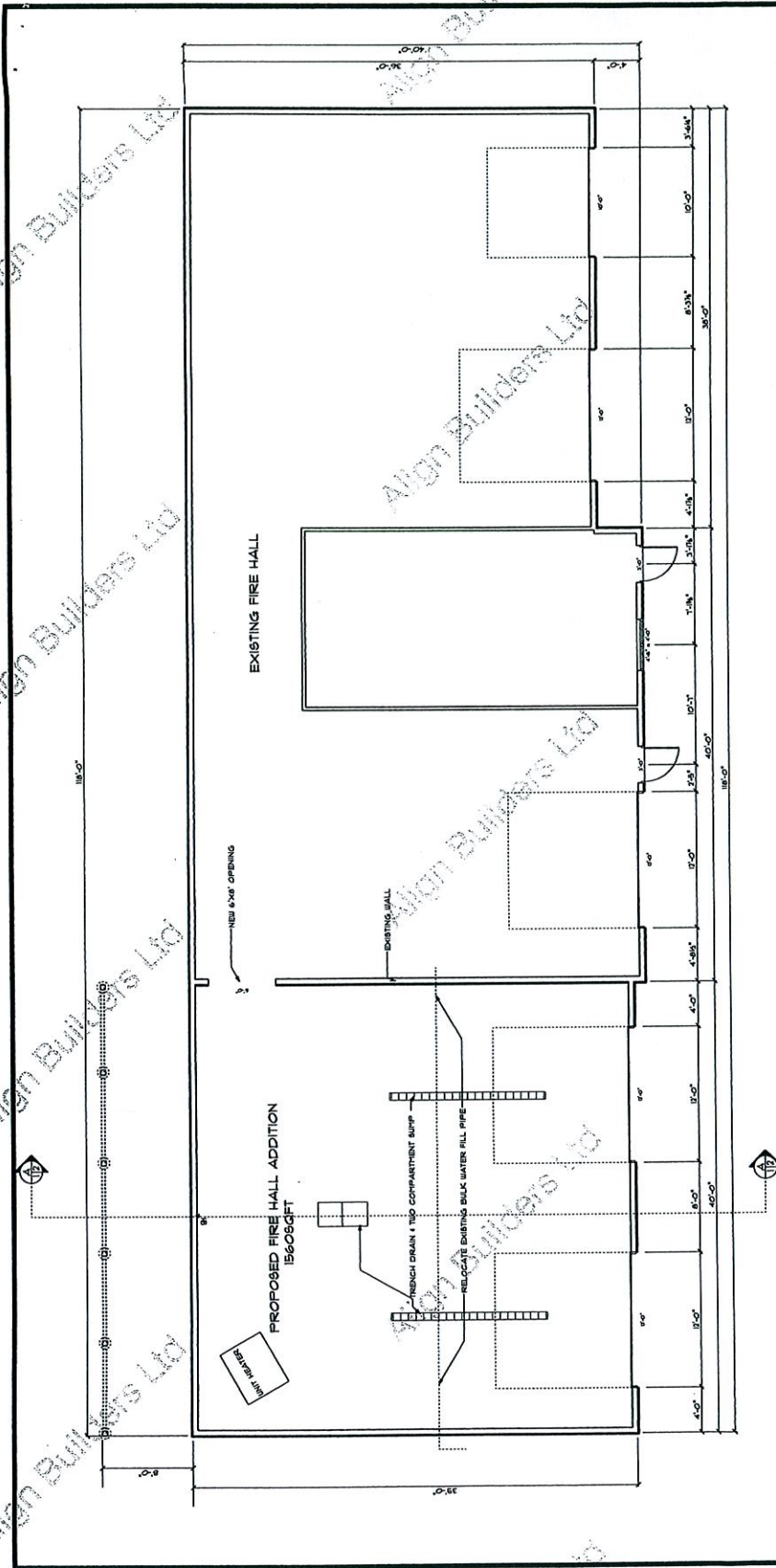
EDMONTON  
CONSTRUCTION  
ASSOCIATION



2404 – 57 Street  
Camrose, AB T4V 1V6  
780-672-5667

[Info@AlignBuilders.ca](mailto:Info@AlignBuilders.ca)

[www.AlignBuilders.ca](http://www.AlignBuilders.ca)



# **MAIN FLOOR**

SCALE: 0.1144" = 1'-0"



**Align Builders Ltd**  
 4113A 44 ave  
 Camrose  
 AB  
 T4V 5H2  
 PHONE:   
 FAX: ben@alignbuilders.ca



SECTION  
 LETTER

PAGE  
 NUMBERS

## **Bawlfire Hall Addition**

PHONE:

FAX:

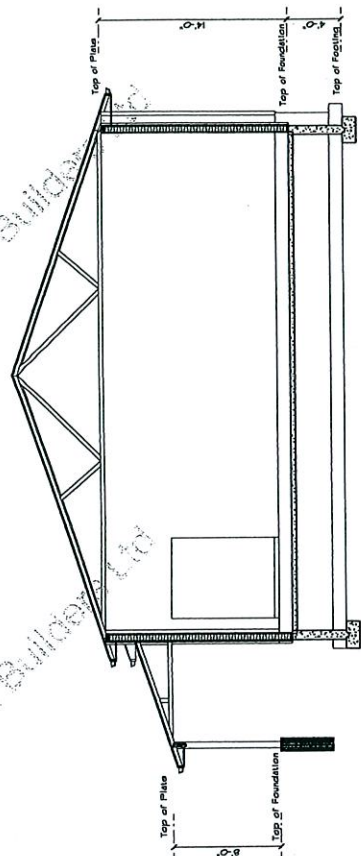
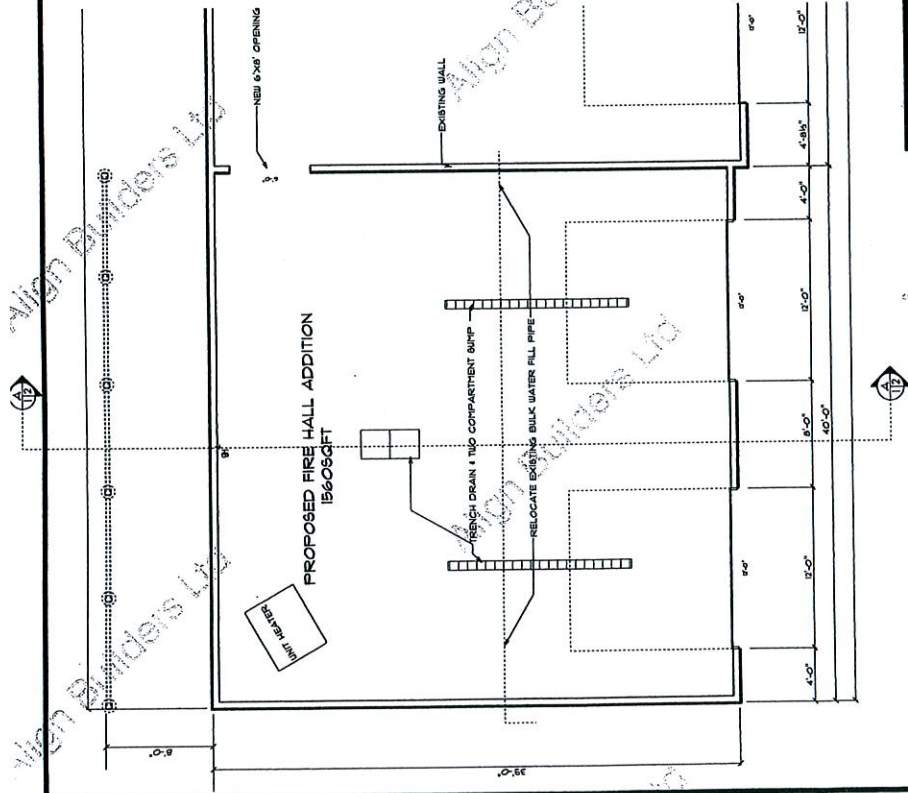
DRAWN BY:

PAGE:

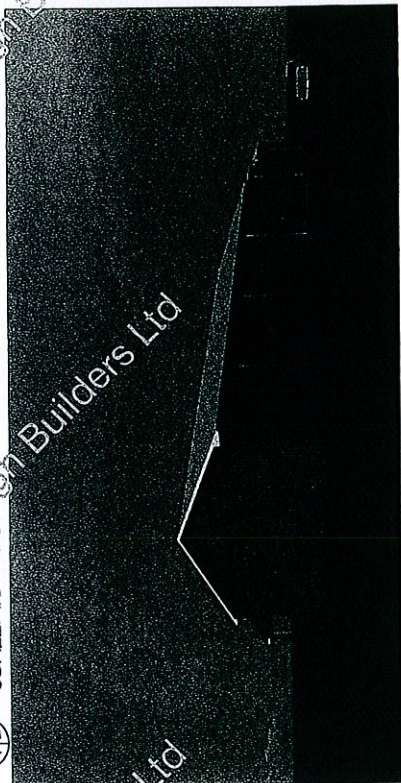
SCALE: 0.1144" = 1'-0"

DATE: Monday, December 05, 2016 MAINFLOOR



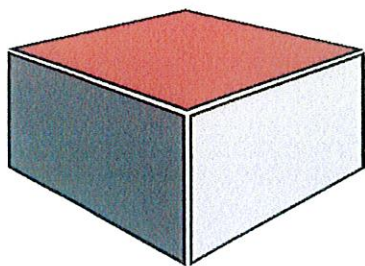


**SECTION A-A**  
SCALE: 1/8" = 1'-0"



**MAIN FLOOR**  
SCALE: 1/8" = 1'-0"

<b>Align Builders Ltd</b> 4113A 44 ave Camrose AB T4V 5H2 PHONE: FAX: ben@alignbuilders.ca		<b>Align Builders Ltd</b> PHONE: FAX: ben@alignbuilders.ca		<b>Bawlf Fire Hall Addition</b> PHONE: FAX: DRAWN BY: SCALE: 1/8" = 1'-0" DATE: Monday, December 05, 2016		SECTION LETTER <b>A</b> PAGE NUMBERS <b>11</b>	PAGE: SECTIONS
---	--	---	--	--	--	---	-------------------



# **ALIGN BUILDERS**

## **Project Schedule**

Align Builders is committed to completing projects in an efficient manner. It is our intention to meet the following project mile stone dates.

- |                          |  |
|--------------------------|--|
| • January 9              | Project start up                       |
| • January 9-10           | Demo                                   |
| • January 10-16          | Foundation                             |
| • January 16-25          | Framing                                |
| • January 25- February 3 | Exterior cladding                      |
| • February 6-10          | Electrical rough in                    |
| • February 13-15         | Insulation                             |
| • February 21- 28        | Concrete floor                         |
| • March 6-7              | Overhead doors                         |
| • March 1-10             | Interior cladding                      |
| • March 8-17             | Plumbing & mechanical                  |
| • March 10- 17           | Electrical finishes                    |
| • March 20-24            | Substantial completion                 |
| • March 27               | Project turn over and final inspection |
| • Spring 2017            | Exterior Concrete                      |

A detailed construction schedule will be provided at construction start up.



Alberta Construction  
Safety Association  
MAKING SAFETY A WAY OF LIFE



EDMONTON  
CONSTRUCTION  
ASSOCIATION



4113A – 44 Avenue  
Camrose, AB T4V 5H2  
780-672-5667

[Info@AlignBuilders.ca](mailto:Info@AlignBuilders.ca)

[www.AlignBuilders.ca](http://www.AlignBuilders.ca)



788526

RECEIVED

BAWIF FIRE HALL.

Dec. 5/16

DATE DE LIVRAISON APPROXIMATIVE  
ESTIMATED DELIVERY DATE

CONDITIONS  
TERMS

NOUS VOUS REMERCIONS DE NOUS DONNER L'OCCASION DE PRÉSENTER LES SPÉCIFICATIONS ET LES PRIX SUIVANTS.  
WE THANK YOU FOR THE OPPORTUNITY TO SUBMIT THE FOLLOWING PRICES AND SPECIFICATIONS.

DEVIS/PROPOSITION DE PRIX  
QUOTATION/PROPOSAL



DUSTIN RATTAY  
P.O. Box 349  
BAWLW, AB  
T0B 0J0

780-632-8881

672499

A TO  
VILLAGE OF BAWLF  
FIRE HALL ADDITION  
ATTN: TRACY STEWART

DATE DEC 05, 2016
NUMÉRO DE DEMANDE DE RENSEIGNEMENTS INQUIRY NUMBER
DATE DE LIVRAISON APPROXIMATIVE ESTIMATED DELIVERY DATE
CONDITIONS TERMS

NOUS VOUS REMERCIONS DE NOUS DONNER L'OCCASION DE PRÉSENTER LES SPÉCIFICATIONS ET LES PRIX SUIVANTS.  
WE THANK YOU FOR THE OPPORTUNITY TO SUBMIT THE FOLLOWING PRICES AND SPECIFICATIONS.

QUANTITÉ QUANTITY	DESCRIPTION	PRIX UNITAIRE UNIT PRICE	MONTANT AMOUNT
	40' x 39' ADDITION TO EXISTING & 8' x 40' LEAN-TO (WEST SIDE)		
	- CONCRETE FOOTING W/ GRADE BEAM 2' & LABOUR INC.		2975 00
	- ICF FORMS WITH CONCRETE & LABOUR INC.		4760 00
	MAIN BUILDING: (EXTERIOR)		
	<u>MATERIALS</u> : FRAMING, TRUSSES, SHEETING <sup>ROOF</sup> 1/2 PLY, FASCIA BOARD, O.S.B SHEETS (WALLS), UNDERLAY FOR ROOF METAL, TYVEK (WALLS) METAL FOR WALLS, ROOF, SOFFIT/FASCIA		19759 00
	LEAN-TO:		
	<u>MATERIALS</u> : FRAMING, RAFTERS, HANDBARS, 1/2 PLYWOOD, METAL ROOF SHEETS, CONCRETE FOR 4x4 POSTS		2985 00
VEUILLEZ MENTIONNER LE NUMÉRO DE PROPOSITION DE PRIX CI-DESSUS QUAND VOUS PASSEZ UNE COMMANDE. PLEASE REFER TO THE ABOVE QUOTATION NUMBER WHEN PLACING YOUR ORDER.		TPS / GST TVH / HST	
LES PRIX CI-DESSUS SONT VALIDES PENDANT _____ JOURS.		TVP / PST	
ABOVE PRICES GOOD FOR _____ DAYS.		TOTAL	
SIGNATURE			

DEVIS/PROPOSITION DE PRIX  
QUOTATION/PROPOSAL

STAPLES 84B



DUSTIN RATTRAY

P.O. Box 349

BAWLFI, AB  
T0B 0S0

780-632-8881

672500

A TO	VILLAGE OF BAWLFI
	FIRE HALL ADDITION
	ATTN: TRACY STEWART

DATE	DEC 05, 2016
NUMÉRO DE DEMANDE DE RENSEIGNEMENTS INQUIRY NUMBER	
DATE DE LIVRAISON APPROXIMATIVE ESTIMATED DELIVERY DATE	
CONDITIONS TERMS	

NOUS VOUS REMERCIONS DE NOUS DONNER L'OCCASION DE PRÉSENTER LES SPÉCIFICATIONS ET LES PRIX SUIVANTS.  
WE THANK YOU FOR THE OPPORTUNITY TO SUBMIT THE FOLLOWING PRICES AND SPECIFICATIONS.

QUANTITÉ QUANTITY	DESCRIPTION	PRIX UNITAIRE UNIT PRICE	MONTANT AMOUNT
	MAIN BUILDING: INTERIOR MATERIALS:		
	- INSULATION, POLY (WALLS / CEILING) R-20 R-40+		4480 00
	- 5/8" FIRE GUARD DRYWALL WALLS / CEILING		3080 00
	- METAL CEILING / WALLS		4785 00
	LABOUR ON ADDITION / LEAN-TO		
	- FRAME, <sup>SHEET</sup> INSTALL METAL IN <sup>1</sup> OUT, DRYWALL, MUD / TAPE INSULATE, POLY		38300 00
	- RELOCATE BULK WATER LINE w/ MATERIALS & LABOUR		1800 00
	- INSTALL HEATER & RUN GAS LINE - MATERIALS / LABOUR		8000 00
	- INSTALL FLOOR DRAINS w/ SUMP PUMP		1750 00
	- INSTALL 2 - 12' x 12' O.H. DOOR w/ OPENERS		6300 00
	- CUT WALK WAY 6' x 8' BETWEEN NEW / EXISTING, <sup>INSTALL</sup> HEADER		1000 00
	- HOT / COLD TAPS w/ WASH BASIN IN NEW		1500 00
	- LIGHTING FOR NEW BUILDING / PLUGS / SWITCHES		2100 00
	- CEILING FAN FOR AIR MOVEMENT		350 00
VEUILLEZ MENTIONNER LE NUMÉRO DE PROPOSITION DE PRIX CI-DESSUS QUAND VOUS PASSEZ UNE COMMANDE. PLEASE REFER TO THE ABOVE QUOTATION NUMBER WHEN PLACING YOUR ORDER.		TPS / GST TVH / HST	
LES PRIX CI-DESSUS SONT VALIDES PENDANT _____ JOURS.		TVP / PST	
ABOVE PRICES GOOD FOR _____ DAYS.		TOTAL	
SIGNATURE			

DEVIS/PROPOSITION DE PRIX  
QUOTATION/PROPOSAL

STAPLES 84B



DUSTIN RATTRAY

P.O. Box 349

Bawlf, AB

TOB 050

780-622-8881

536351

A  
TO

VILLAGE OF BAWLF

FIRE HALL ADDITION

ATTN: TRACY STEWART

DATE DEC 05, 2016

NUMÉRO DE DEMANDE DE RENSEIGNEMENTS  
INQUIRY NUMBER

DATE DE LIVRAISON APPROXIMATIVE  
ESTIMATED DELIVERY DATE

CONDITIONS  
TERMS

NOUS VOUS REMERCIONS DE NOUS DONNER L'OCCASION DE PRÉSENTER LES SPÉCIFICATIONS ET LES PRIX SUIVANTS.  
WE THANK YOU FOR THE OPPORTUNITY TO SUBMIT THE FOLLOWING PRICES AND SPECIFICATIONS.

QUANTITÉ QUANTITY	DESCRIPTION	PRIX UNITAIRE UNIT PRICE	MONTANT AMOUNT
	~ INTERIOR CONCRETE FLOOR / WITH SEALER		
	~ 1560 ft <sup>2</sup> WITH 16" O.C. REBAR, SEALER,		
	POWER TROWEL FINISH, LABOUR		18720 00
	- OPTIONAL 2" STYROFOAM BASE (INSULATION)		2570 00
	SUBTOTAL: MATERIALS / LABOUR		125144 00
			125144 00
VEUILLEZ MENTIONNER LE NUMÉRO DE PROPOSITION DE PRIX CI-DESSUS QUAND VOUS PASSEZ UNE COMMANDE. PLEASE REFER TO THE ABOVE QUOTATION NUMBER WHEN PLACING YOUR ORDER.		TPS / GST TVHSD / HST	6257 20
LES PRIX CI-DESSUS SONT VALIDES PENDANT _____ JOURS.		TVP / PST	
ABOVE PRICES GOOD FOR _____ DAYS.			
SIGNATURE		TOTAL	131401 20

DEVIS/PROPOSITION DE PRIX  
QUOTATION/PROPOSAL

STAPLES 84B





# PRL BOARD TALK

## Highlights of the Parkland Regional Library Board Meeting

NOVEMBER 10, 2016

### Executive Committee Appointments

The November meeting is PRL Board's organizational meeting. A vote was held to determine the PRL Board Chair and Executive Committee members:

Board Chair: Deb Smith, Village of Loughheed

Executive Committee:

- Deb Cryderman, City of Camrose
- Don Church, Red Deer County
- Tammy Burke, Town of Rocky Mtn. House
- Linda Haarstad-Petten, Town of Bentley
- Janine Stannard, Paintearth County
- Leona Dickau, Town of Daysland
- Ray Olfert, Town of Blackfalds
- Bob Green, Town of Carstairs
- Michael Wells, Summer Villages of Sylvan Lake

### PRL 2017 Budget

Parkland Regional Library's 2017 budget was very nearly rejected by member municipalities.

Based on Parkland's master agreement with the municipalities, once the budget is passed by the PRL

Board in September, it must then be approved by 2/3 of the member municipalities representing 2/3 of the population. For 2017, Parkland was only asking for a 2% increase in the municipal requisition. This amounted to \$33,600 above the 2016 requisition. Spread out over Parkland's 210,092 service population, this amounted to sixteen cents per capita.

Despite this modest increase, twelve member municipalities with a combined population of 69,981 rejected the budget. While a clear majority of 52 of the municipalities approved the budget, the budget passed by a mere 50 populations. PRL budget pressures include wages, the cost of eContent, and the drop in the value of the Canadian dollar in relation to the U.S. dollar.

It is significant to note that next to Yellowhead Regional Library, Parkland continues to receive the second lowest level of gross revenue per capita compared to the other regional library systems.

### ALTA Update

The Alberta Library Trustee's Association held an intensive planning session in October. Many issues were discussed including communicating with members, purpose, vision and mission of the association, relationship building with relevant provincial bodies, funding, board orientation, and committee restructuring. The current board is committed to completing the tasks identified for action.

### Provincial Library Meetings

Chair Deb Smith attended Nodes and Rural and Regional Library Sustainability meetings in October. Good news for public libraries is that SuperNet funding will be stable until 2018. The Public Library Services Branch (PLSB) is evaluating government courier service, which is a significant departmental expense. Major themes that emerged from the Sustainability meeting include the changing role of regional libraries, demographic shifts in

rural populations, and capital funding concerns for regional library headquarters' facilities. The Branch stressed that there will be no new provincial funding.

PLSB is hosting a Symposium on Indigenous Populations in Alberta February 23 & 24, 2017. It is open to all library trustees, staff, and volunteers; the branch encourages broad attendance.

## Consulting Services Update

2016 Summer Reading Club was very successful. 38 member libraries participated, registering 2,497 children (not all libraries require program registration) and delivering programs to 12,206 children throughout the summer.

PRL's fall conference, *Where Magic Happens*, was a resounding success drawing 140 registrants. Evaluations were positive and praised the interesting and informative sessions available.

PRL has improved services to print-disabled citizens through the creation of a centralized shared collection, requestable in the catalogue on a per item basis and as blocks to libraries for local browsing access.

PRL's first Little Free Library, in partnership with the City of Lacombe and Terrace Ridge School opened in the schoolyard in early September.

## Communications Update

Across the region library cardholders increased by 1537 comparing September 2015 to September 2016. This is a 5% increase; the strategic plan aims to increase cardholders by 20% annually.

A search for a new Communication Coordinator is underway. Meredith Bratland left PRL in October to accept an exciting new position with the University of Alberta Libraries.

## Community News from Trustees

**Stettler** Library Board has eliminated card fees, recognizing that this can pose a barrier to many individuals and families affected by the current economic downturn.

**Sedgewick** Public Library distributed free library cards to all kindergarten students. Trustees were delighted by the enthusiastic response; this is an investment in the community.

**Coronation** Library Board has removed card fees in a move towards barrier-free access to library services and resources.

**Sylvan Lake** Library was this year's recipient of the Chamber of Commerce's Visitor Friendly Award.

**Sundre** Library Board hosted a successful community engagement event as the first step in developing their new Plan of Service, welcoming 25 participants who donated a full Saturday to discussing community strengths and needs.

**Olds** Municipal Library created a special event that paired with a local fundraiser, "Chase for Nate", and achieved great success.

**Didsbury** Library has seen membership grow since removing card fees in 2015. Also the library will be expanded to double its current size, providing much needed space to better serve the growing community.

**Rimbey** Library is looking forward to an expanded facility, too, as they move into the Rimoka Lodge after renovations have been completed.

**Penhold** Library staff wished to publicly commend Parkland Regional Library staff for their exceptional service and facilitating an excellent Parkland Libraries Council meeting.

**Carstairs** Library has recorded a 20% increase in cardholders and a 9% increase in circulation since removing card fees a year ago.

**Next Meeting: February 16, 2017, 1:00 PM.**





## MUNICIPAL EXERCISE REPORT

**Municipality:** Village of Bawlf

**File No.:** 16305-D07-0018 V01

**Exercise Date:** November 16, 2016

**Activity:** Municipal Tabletop Exercise – Polar Vortex

**Participants:** **Lead: Camrose County:** Mike Kuzio, Manager of Protective Services – DEM  
See attached sign-in sheet of 21 participants.

**Report Date:** November 27, 2014

### Exercise Notes:

Camrose County hosted a Tabletop Training Exercise on the aforementioned date at the Camrose County Administration Offices - organized by Mike Kuzio (DEM). Two consultants (Ken Kendall & Murray Castle) presented a hypothetical exercise with a practical focus on Incident Command System (ICS) functions and procedures used in an activation of an ECC during a major winter storm that had impacted the region. Participants were engaged in discussions regarding notification, activation / setup procedures, operation of an ECC, as well as the responsibilities facing administrations & elected officials of the impacted municipalities. Discussions also included such topics as mutual aid, possible declaration of SOLE, and assistance of other GOA departments such as AEMA & AHS.

The objectives of the exercise were as follows: to practice the basic concepts of utilizing ICS to manage an incident; to test the Communities Municipal Emergency Plan; to check the effectiveness of the ECC team and integrating with all agencies and communities to manage an incident requiring a significant response.

The scenario was developed for participants to manage a response to support citizens and communities who had encountered accumulations of snow over 1 meter, falling temperatures, and additional snow fall being predicted for the next 24 hours. Communities in region were requesting help as they became isolated and had concerns for their citizens who required medical access.

Overall feedback was very positive. Participating Communities included Camrose & Flagstaff County, the City of Camrose, and the Villages of Bawlf, Bittern Lake, Edberg, Ferintosh, Hay Lakes, Heisler, and Rosalind.

Regards,

*John Lamb*

*AEMA Emergency Management Field Officer, East Central AB*

☎ Office: (780) 679-1271 for long distance, dial 310-0000, then enter office number including area code

☎ After hours: 1-866-618-2362 📞 Cell: (587) 322-6481 📠 Fax: (780) 679-1254

🌐 Web page: <http://www.aema.alberta.ca>



**MINUTES OF THE SHIRLEY MCCLELLAN REGIONAL WATER SERVICES COMMISSION  
(SMRWSC) COMMITTEE MEETING HELD ON WEDNESDAY, NOVEMBER 30, 2016  
COMMENCING AT 6:45 P.M. AT THE COUNTY OF STETTLE NO. 6 OFFICE, STETTLE,  
ALBERTA**

---

**PRESENT:** Wayne Nixon, County of Stettler (Vice Chairperson)  
Rod McDermid, Lacombe County  
Rocky Dahmer, County of Paintearth (Alternate Executive Board Member)  
Rod Zinger, Town of Castor  
John Tessari, Village of Bawlf  
Asaph Johnson, Village of Big Valley  
Paul McKay, Village of Donalda  
Dale Kent, Village of Halkirk  
James McTavish, Village of Rosalind  
Patrick Gorcak, Village of Veteran (Chairperson)  
Jay Byer, Summer Village of Rochon Sands  
Lorne Thurston, Summer Village of White Sands

**Other:** Tim Fox - County of Stettler (SMRWSC Manager)

Owen Francis, Director of Municipal Services, Special Areas  
Doris Cordel, Village of Halkirk CAO  
Monique Jeffrey, Village of Consort CAO  
Quinton Flint, Village of Consort Interim CAO  
Steve Lockhart, County of Stettler Assistant Utilities Foreman

**REGRETS:** Don Gregorwich, Camrose County  
Bonnie Sansregret, Special Areas  
Mark Stannard, Town of Coronation  
Tony Owens, Village of Consort

**CALL TO ORDER**

Tim Fox called the meeting to order at 6:45 p.m.

**ADOPTION OF AGENDA**

**42.11.30.16**

**Moved by John Tessari**

"that the agenda for the November 30, 2016 Shirley McClellan Regional Water Services Commission Committee be approved with the addition of:

- Owen Francis, Director of Municipal Services for Special Areas' Verbal Report,
- Administration Fee and

- Approve the 2017 Interim Budget."

Carried Unanimously

**ORGANIZATIONAL ITEMS**

Voting:

**43.11.30.16**

**Moved by Rocky Dahmer**

"that all voting be conducted by show of hands."

Carried Unanimously

Election of Chairperson:

Tim Fox called for nominations of Chairperson.

Wayne Nixon nominated Patrick Gorcak.

**44.11.30.16**

**Moved by Dale Kent**

"that the nominations for Chairperson of the Shirley McClellan Regional Water Services Commission Committee cease."

Carried Unanimously

**45.11.30.16**

**Manager Tim Fox declared**

"Patrick Gorcak as Chairperson of the Shirley McClellan Regional Water Services Commission Committee."

Pat Gorcak took the Chair.

Election of Vice Chairperson:

Pat Gorack called for nominations of Vice Chairperson.

Paul McKay nominated Wayne Nixon.

**46.11.30.16**

**Moved by Rod McDermand**

"that the nominations for Vice Chairperson of the Shirley McClellan Regional Water Services Commission Committee cease."

Carried Unanimously

**47.11.30.16**

**Pat Gorcak declared**

"that Wayne Nixon be appointed as Vice Chairperson of the Shirley McClellan Regional Water Services Commission Committee."

Appointing Alternate Executive Board Member:

Pat Gorcak called for nominations of Alternate Executive Board Member.

Wayne Nixon nominated Rocky Dahmer.

**48.11.30.16**

**Moved by Jay Byer**

"that the nominations for Alternate Executive Board Member of the Shirley McClellan Regional Water Services Commission Committee cease."

Carried Unanimously

**49.11.30.16**

**Pat Gorcak declared**

"that Rocky Dahmer be appointed as Alternate Executive Board Member of the Shirley McClellan Regional Water Services Commission Committee."

Signing Authority:

**50.11.30.16**

**Moved by Paul McKay**

"that Shirley McClellan Regional Water Services Commission's Signing Authority be the Chairperson Patrick Gorcak or Vice Chairperson Wayne Nixon or Alternate Executive Board Member Rocky Dahmer with the SMRWSC Manager Tim Fox or SMRWSC Assistant Manager Yvette Cassidy."

Carried Unanimously

Remuneration:

**51.11.30.16**

**Moved by Dale Kent**

"that Shirley McClellan Regional Water Services Commission's remuneration for the Chairperson be \$500.00 per month and that all commission members' expenses and per diem be paid by their representative municipalities;

and

that the Shirley McClellan Regional Water Services Commission pay all expenses incurred by the Chairperson related to travel other than regularly scheduled commission meetings."

Carried Unanimously

Introductions were done.



### **ADOPTION OF MINUTES**

**52.11.30.16**

**Moved by Rod Zinger**

"that the July 6, 2016 Shirley McClellan Regional Water Services Commission Committee minutes be approved as circulated." Carried Unanimously

**53.11.30.16**

**Moved by Rocky Dahmer**

"that the August 17, 2016 Shirley McClellan Regional Water Services Commission Committee minutes be approved as circulated." Carried Unanimously

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

Special Areas Consort to Monitor Project:

**54.11.30.16**

**Moved by John Tessari**

"that the Shirley McClellan Regional Water Services Commission approve the Special Areas Consort to Monitor Project RE: Approval of New Scope item, attached and forming part of these minutes." Carried Unanimously

**55.11.30.16**

**Moved by Jay Byer**

"that the Shirley McClellan Regional Water Services Commission accept for information Owen Francis, Director of Municipal Services for Special Areas' verbal report." Carried Unanimously

Administrative/Financial Policy 1.3 – Signing Authority:

**56.11.30.16**

**Moved by Paul McKay**

"that the Shirley McClellan Regional Water Services Commission approve the Shirley McClellan Regional Water Services Commission Policy Manual's Administrative/Financial Policy 1.3 – Signing Authority, as presented." Carried Unanimously

Administration Fee:

**57.11.30.16**

**Moved by Dale Kent**

"that the Shirley McClellan Regional Water Services Commission acknowledge that:

**Whereas** the Village of Halkirk has been paying an amount of the Administration Fee that is very high compared to their population and to their water consumption;

And

**Whereas** the intent of the Shirley McClellan Regional Water Services Commission is that all members shall pay for water at an equal rate;

**Therefore** be it resolved that Bylaw #6-11 be revised so that the Administration Fee is calculated based on the Water Volume of each member."

- 58.11.30.16 Moved by Rocky Dahmer**  
"that **resolution 57.11.30.16** be tabled until the March 8, 2016 Shirley McClellan Regional Water Services Commission Meeting."  
Carried Unanimously

- Approve the 2017 Interim Budget:  
**59.11.30.16 Moved by Asaph Johnson**  
"that the Shirley McClellan Regional Water Services Commission approve the 2016 SMRWSC Budget as the 2017 Interim Budget."  
Carried Unanimously

#### **REPORTS**

- Chairperson and SMRWSC – Manager Tim Fox:  
**60.11.30.16 Moved by James McTavish**  
"that the Shirley McClellan Regional Water Services Commission Chairperson and Manager's Report be approved as presented."  
Carried Unanimously

Engineering:  
None

- Financial:  
**61.11.30.16 Moved by Rod McDermand**  
"that the Accounts Payable Cheque Register (cheque 1178 to 1202) and Accounts Payable Direct Debit Register for the months of July, August, September and October, 2016, attached and forming part of these minutes, be approved as presented."  
Carried Unanimously

- 62.11.30.16 Moved by Paul McKay**  
"that the Year to Date Budget Report for the period ending October 31, 2016, attached and forming part of these minutes, be approved as presented."  
Carried Unanimously

- 63.11.30.16 Moved by Rod McDermand**  
"that the Bank Reconciliation – Operating for June, July, August, September and October, 2016; and the Phase II and III Bank Reconciliations for June, July, August and September, 2016, attached and forming part of these minutes, be approved as presented."  
Carried Unanimously

#### **CORRESPONDENCE**

None

**NEXT MEETING DATE**

Next meeting of the Shirley McClellan Regional Water Services Commission Committee will be held on March 8, 2017 at the County of Paintearth Office at 6:00 p.m.

**ADJOURNMENT**

**64.11.30.16**

**Moved by Rocky Dahmer**

"that the Shirley McClellan Regional Water Services Commission Committee Meeting adjourned at 7:30 p.m."

Carried Unanimously

---

Chairperson (Patrick Gorcak)

---

Manager (Tim Fox)