



AGENDA

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

Thursday January 11, 2017 – 7:00 pm

Council Chambers

1. CALL TO ORDER
2. DELEGATIONS
3. GENERAL GOVERNMENT
 - a) Agenda January 11, 2017
Motion to adopt as presented
4. NEW BUSINESS
 - a) January 18, 2017 Winter General Meeting Agenda
 - b) Village Office Hours Extension
5. STANDING REPORTS
6. CORRESPONDENCE
7. IN CAMERA
8. ADJOURNMENT

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Special Council
Meeting Date:	January 11, 2017
Originated By:	Tracy M. Stewart-CAO
Title:	January 20, 2016 General Meeting

BACKGROUND/PROPOSAL:

At the November 16, 2016 Regular Council meeting, motion 172/16 was passed to hold a Village General Meeting on Wednesday January 18, 2017 at 7:00pm at the Community Hall.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

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

COSTS/SOURCE OF FUNDING (if applicable)

RECOMMENDED ACTION:

That Bawlf Council discuss what items they would like placed on the agenda and any back up materials/documentation they would like and to direct Administration to prepare said documentation for the January 18, 2017 Village General Meeting.



Village of Bawlf General Meeting

Wednesday January 18, 2017 @ 7:00 pm

Bawlf Community Centre

Agenda

1. Mayor's Address
2. CAO Briefing
3. 5 Year Plan
4. Community Involvement
5. Development
6. Questions & Feedback

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Special Council
Meeting Date:	January 11, 2017
Originated By:	Tracy M. Stewart-CAO
Title:	Village Office Hours Extension

BACKGROUND/PROPOSAL:

Administration has been contemplating approaching Council about extending the office hours. With the current amount of work load as well as numerous new requirements that will be implemented in the amended MGA this year, I would like to suggest that the Village Office also be open on the first Thursday of each month. This extra day will allow for all month end procedures, Utility maintenance and billing and new procedures to continue to be completed in a timely manner by the appropriate staff.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

There would be two employees working this extra day, myself included. My goal is to also be able to start training/moving some responsibilities from my desk to up front which in turn will allow for myself to not work as many extra hours as I currently do. The extra day through the spring, summer and fall will also assist with staff shortages as well as can benefit the residents around tax time.

COSTS/SOURCE OF FUNDING (if applicable)

The added expenditure for the year would be approximately \$4,900 in payroll expenses plus the extra day of lights, etc.

RECOMMENDED ACTION:

That Bawlf Council approve the Village Office Hours to include being open the first Thursday of each month effective the first month following replacement Administrative staff hire.