



## **AGENDA**

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

**Wednesday, September 20, 2017 – 7:00 pm**

#### **Council Chambers**

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

#### **2. DELEGATIONS**

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

a) Agenda September 20, 2017

**Motion** to adopt as presented

b) Minutes of the Regular Meeting of Council August 16, 2017

c) **Motion** to adopt as presented

d) Accounts Payable –August 2017

**Motion** to accept as information

e) Financial Statements – August 2017

**Motion** to adopt as presented

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

a) Walking Trail

b) Bylaw 626/17, Boulevard/Alley Maintenance

c) Policy 47, Personnel Policy

d) Advanced Polling

e) Fortis Franchise Fees

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

a) Mayor's Report

b) CAO's Report

c) Public Works/Water-Sewer Report-Incl. in CAO Report

d) Action List

e) Board Reports:

- Bawlf & District Recreation Association
- Shirley McClellan Regional Water Services Commission
- Regional Emergency Management Services Liaison
- Fire Services Commission

**Motion** to accept as information

#### **CORRESPONDENCE**

- Action List

#### **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 August 16, 2017 at 7:00 p.m.  
In the Bawlf Village Office

**PRESENT:**

Mayor L. Thompson  
Deputy Mayor J. Tessari  
Councillor R. Mohan  
Councillor B. Wells  
CAO T. M. Ormsbee  
Fire Chief D. Dennis

**Regrets:**

Councillor J. Buchanan

**1. CALL TO ORDER**

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

**2. DELEGATIONS**

Clarence Hastings – CDSS Annual Report-arrived at 7:05-did presentation after agenda item 4a) was completed

**3. GENERAL GOVERNMENT**

a) *AGENDA*

**Motion 130/17 Moved By** Deputy Mayor J. Tessarai to adopt the agenda for August 16, 2017 as presented. **CARRIED**

b) *MINUTES OF THE REGULAR MEETING OF COUNCIL JULY 19, 2017*

**Motion 131/17 Moved By** Councillor B. Wells to adopt the Minutes of the Regular Meeting of Council of July 19, 2017 as presented. **CARRIED**

c) *ACCOUNTS PAYABLE REGISTERS – JULY 2017*

**Motion 132/17 Moved By** Mayor L. Thompson to accept the Accounts Payable register for July 2017, General Cheques 20170289-20170306, 20170313-20170337 and Payroll Cheques 20170307-20170312, 20170317, 20170338-20170348 as information. **CARRIED**

d) *FINANCIAL STATEMENT – JULY 2017*

**Motion 133/17 Moved By** Deputy Mayor J. Tessari to accept the July 2017 Financial Statements for information. **CARRIED**

#### 4. NEW BUSINESS

a) *CAMROSE COUNTY REGIONAL FIRE SERVICES COORDINATOR*

**Motion 134/17 Moved By** Mayor L. Thompson to support the decisions of the CAO and Bawlf Fire Chief in respect to the future position of the RFSC. A meeting will be held at Camrose County for the review of the RFSC position where more information may become available as to what the future holds for this position and it's feasibility to the Village of Bawlf Volunteer Fire Department.

**CARRIED**

b) *EMERGENCY CALL SYSTEM*

**Motion 135/17 Moved By** Councillor R. Mohan to approve the proposal for the One Call Now Automated Emergency Call System.

**CARRIED**

c) *BYLAW 626/17, BOULEVARD-ALLEY MAINTENANCE*

**Motion 136/17 Moved By** Mayor L. Thompson to amend the bylaw to reflect, where applicable, that it is the property owners responsibility to ensure this bylaw is abided by.

**CARRIED**

d) *POLICY NO. 47, PERSONNEL POLICY*

**Motion 137/17 Moved By** Mayor L. Thompson to remove sections 2 b and c and resubmit for approval at the next regular council meeting to be held on September 20, 2017.

**CARRIED**

e) *POLICY NO. 20, FIRE DEPARTMENT TRAINING COMPENSATION AMENDMENT*

**Motion 138/17 Moved By** Councillor B. Wells to approve the amendments that were made for clarification of expense reimbursements.

**CARRIED**

f) *BYLAW 627/17, DOG CONTROL AND LICENCE*

**Motion 139/17 Moved By** Mayor L. Thompson to approve first reading of Bylaw 627/17, Dog Control and Licence amendments.

**CARRIED**

**Motion 140/17 Moved By** Deputy Mayor J. Tessari to approve second reading of Bylaw 627/17, Dog Control and Licence amendments.

**CARRIED**

**Motion 141/17 Moved By** Councillor B. Wells to proceed to third and final reading of Bylaw 627/17, Dog Control and Licence amendments.

**CARRIED**

**Motion 142/17 Moved By** Councillor R. Mohan to approve third and final reading of Bylaw 627/17, Dog Control and Licence amendments.

**CARRIED**

Break: 8:06-8:17

g) *GENERAL MUNICIPAL PLAN DISCUSSION*

**Motion 143/17 Moved By** Mayor L. Thompson to table the discussion until the Special Meeting to be held on Wednesday September 13, 2017 at 7:00pm.

**CARRIED**



## 5. STANDING REPORTS

- a) Mayor's Report - Verbal
- b) CAO's Report
- c) Public Works/Water & Wastewater Report – part of CAO report
- 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 144/17 Moved By** Deputy Mayor J. Tessari to accept the Standing Reports for the month of August as information.

**CARRIED**

## 6. CORRESPONDENCE

## 7. IN CAMERA

Labor

**Motion 145/17 Moved By** Mayor L. Thompson to go in-camera at 8:46

**Motion 146/17 Moved By** Mayor L. Thompson to come out of in-camera at 8:54.

**Motion 147/17 Moved By** Mayor L. Thompson to accept the amended CAO contract as approved at the July 19, 2017 Council Meeting.

**CARRIED**

## 8. ADJOURNMENT

Being that the agenda matters have been concluded, the meeting was adjourned at 8:56pm.

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

\_\_\_\_\_  
CAO – TRACY M. ORMSBEE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE



# VILLAGE OF BAWLF

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## Cheque Listing For Council

2017-Sep-14  
10:23:46AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20170350	2017-08-03	BOYD, SHAWN	JULY2017	PAYMENT REIMBURSE MEAL EXPENSES F	106.51	106.51
20170351	2017-08-03	CAMROSE BOOSTER	DA727075	PAYMENT TENDER, FIRE HALL CONSTRUCT	79.38	79.38
20170352	2017-08-03	CAMROSE MACHINE & WELDING	W010747	PAYMENT REPAIRED PIPE OF WEEDEATER	33.07	33.07
20170353	2017-08-03	COUNTY ENVIRO PICKUP	7055	PAYMENT AUGUST GARBAGE & RECYCLIN	2,798.66	2,798.66
20170354	2017-08-03	D&G DISTRIBUTORS	0066594	PAYMENT WORKLAMP FOR GRASSHOPPE	28.77	28.77
20170355	2017-08-03	DALEN, MATTHEW	JULY 2017	PAYMENT MEAL REIMBURSEMENT FOR S3	35.57	35.57
20170356	2017-08-03	DAYS LAND AUTO & FARM	118597	PAYMENT PARTS FOR WATER TRUCK	856.28	856.28
20170357	2017-08-03	HI-WAY 9 EXPRESS LTD.	STR358501	PAYMENT FREIGHT FOR KAN SUPPLY WA	79.39	79.39
20170358	2017-08-03	IRON CREEK TRUCK & TRAILER LTD	10164 10173	PAYMENT REPAIR BRAKES AND MUDFLAP MIRROR AND LIGHT REPAIR FOF	789.51 446.25	1,235.76
20170359	2017-08-03	KANN SUPPLY WATERWORKS	7340143800 7340158500	PAYMENT FIRE HYDRANT REPAIRS PARTS PARTS FOR WATER REPAIR @ 2	633.47 1,185.09	1,818.56
20170360	2017-08-03	RECEIVER GENERAL	JULY2017	PAYMENT JULY 2017	5,646.46	5,646.46
20170361	2017-08-03	SCHNELL & BARRIE LTD.	12686A 12735A 12736A 12803A 13102A	PAYMENT PARTS FOR WATER TRUCK RETURNING WATER TRUCK PAR PARTS FOR WATER TRUCK WATER TRUCK PARTS PARTS FOR WATER TRUCK	970.47 (67.73) 63.40 249.94 72.26	1,288.34
20170362	2017-08-03	STREBS AUTO IND SUPPLY	625243748	PAYMENT SHOP SUPPLIES (COTTER PINS,	27.48	27.48
20170363	2017-08-08	GOVERNMENT OF ALBERTA	AUG2017	PAYMENT LAND TRANSFER 4311AJ-184000	96.00	96.00
20170364	2017-08-08	FOUNTAIN TIRE	036I145819	PAYMENT TIRE REPAIR	46.88	46.88
20170365	2017-08-08	BAWLF FIRE DEPARTMENT	AUG2017	PAYMENT FUNDING FOR APPAREL/EMERG	5,000.00	5,000.00
20170373	2017-08-16	6S ENTERPRISES INC.	157 158 160	PAYMENT REPAIR AT MACRAE & RAILWAY CC VALVE OLD HALL (HANSON) REPAIR MACRAE & MARTIN	1,911.00 1,291.50 1,449.00	4,651.50
20170374	2017-08-16	A-1 SUPPLY	25-046843	PAYMENT BOBCAT SWEEPER ATTACHMEN	13.99	13.99
20170375	2017-08-16	ALBERTA HOTEL & LODGING ASSOC.	450086	PAYMENT 2017 CAMPGROUND LISTING FE	414.75	414.75
20170376	2017-08-16	ALBERTA TRAFFIC SUPPLY	1120-50002945 1120-50003186	PAYMENT LOCAL TRAFFIC SIGN, NO PARK CHANNEL POST FOR SIGNS	268.30 44.89	313.19
20170377	2017-08-16	AMSC INSURANCE SERVICES LTD.	HSJUL2017-3	PAYMENT HEALTH SPENDING ACTIVITY JU	632.51	632.51
20170378	2017-08-16	BREITKREUZ AUTO REPAIR LTD.		PAYMENT		33.94



# VILLAGE OF BAWLF

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## Cheque Listing For Council

2017-Sep-14  
10:23:46AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20170378	2017-08-16	BREITKREUZ AUTO REPAIR LTD.	5132	JOHN DEERE TRACTOR TIRE RE	33.94	33.94
20170379	2017-08-16	CAMROSE COUNTY	20171257 20171270	PAYMENT JULY 2017 PATROLS REGIONAL FIRE AGREEMENT-91	1,197.04 1,209.00	2,406.04
20170380	2017-08-16	CAMROSE GLASS & OVERHEAD DOORS	79346	PAYMENT HISTORICAL SIGN-LARGE & SMA	591.53	591.53
20170381	2017-08-16	CLEARTECH INDUSTRIES INC.	71543	PAYMENT WATER TESTING CHEMICALS	191.86	191.86
20170382	2017-08-16	COTTAGE COMPUTERS	37744	PAYMENT SERVICE CALL-LAPTOP TO PRIN	34.65	34.65
20170383	2017-08-16	DAYSLAND AUTO & FARM	1-19705	PAYMENT OIL & LINE FOR WEEDEATER, QI	87.19	87.19
20170384	2017-08-16	FRIEND, KEITH	JULY2017	PAYMENT WEEKEND WATER TESTING	250.00	250.00
20170385	2017-08-16	HI-WAY 9 EXPRESS LTD.	31113844	PAYMENT FREIGHT FROM KANN SUPPLY	79.39	79.39
20170386	2017-08-16	ISL ENGINEERING AND LAND SERVICES LTD.	080638	PAYMENT SERVICES JUNE10 TO JULY7	6,564.73	6,564.73
20170387	2017-08-16	KANN SUPPLY WATERWORKS	73401438-01 73401741-00	PAYMENT HYDRANT REPAIR PARTS WATERWORKS PARTS	124.93 931.46	1,056.39
20170388	2017-08-16	KAPLER'S HARDWARE LTD.	31590	PAYMENT BROOM, CUTTING WHEEL & SAV	83.64	83.64
20170389	2017-08-16	MUNIWARE	20170954	PAYMENT SUPPORT SEPT 2017	311.40	311.40
20170390	2017-08-16	STREBS AUTO IND SUPPLY	625-245563	PAYMENT GRADER-HYDRAULIC FILTER	31.48	31.48
20170391	2017-08-21	BUTTNER, SHANE & DAWN	LAND4311AJ	PAYMENT LAND PURCHASED 4311AJ	94,500.00	94,500.00
20170392	2017-08-21	TUPECHKA, GRANT & WANDA	LAND4311AJ	PAYMENT LAND PURCHASED 4311AJ	94,500.00	94,500.00
20170393	2017-08-23	AMSC, (ALBERTA MUNICIPAL SERVICES CORPC	17-1019725	PAYMENT POWER TO JULY	3,187.73	3,187.73
20170394	2017-08-23	ANKERTON GAS CO-OP	1306663 1307033 1307137 1307153 1307158	PAYMENT RURAL PUMP HOUSE NATURAL FIRE HALL NATURAL GAS LIFT STATION NATURAL GAS WATER HOUSE NATURAL GAS OFFICE NATURAL GAS	34.28 52.16 32.13 58.92 42.93	220.42
20170395	2017-08-23	PITNEYWORKS	0040157108 FILL-AUG9	PAYMENT POSTAGE MACHINE RENT POSTAGE METER REFILL	56.54 420.00	476.54
20170396	2017-08-23	TELUS COMMUNICATIONS INC.	AUG2017 AUG2017-2174	PAYMENT PHONE BILL PHONE BILL	565.45 102.38	667.83
20170397	2017-08-23	UFA	111025511 201082030 201082086 300841274 300841278 300841279 300842409 JULYCREDITAC	PAYMENT CARDLOCK PROPANE FOR BRUSH PILE AUTO PROPANE FENCE REPAIR-ROBBINS RETURN LUMBER FENCE REPAIR-ROBBINS ANCHOR WEDGE (SEWER DUMF CREDIT FOR STATEMENT DISCR	653.03 24.00 107.46 6.35 (1.96) 3.56 46.34 (0.33)	838.45

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## Cheque Listing For Council

2017-Sep-14  
10:23:46AM

Cheque			Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date	Vendor Name				
20170408	2017-08-31	A-1 SUPPLY	25-047655	PAYMENT WHEEL NUT FOR GRADER	16.42	16.42
20170409	2017-08-31	AMSC INSURANCE SERVICES LTD.	SEPTEMBER20	PAYMENT COVERAGE FOR SEPTEMBER	1,605.55	1,605.55
20170410	2017-08-31	D&G DISTRIBUTORS	0067257	PAYMENT GRASSHOPPER PARTS	16.04	16.04
20170411	2017-08-31	D-2 ELECTRICAL LTD.	D2-03862	PAYMENT FIXED SWITCHES THAT SHORTE	131.04	131.04
20170412	2017-08-31	DAYS LAND AUTO & FARM	119399 1-20074 1-20362	PAYMENT 3" X 30' STRAP WIRE GRADER PARTS WRENCH & SHOP SUPPLIES	159.60 3.76 24.77	188.13
20170413	2017-08-31	ELECTRO TEL	118938	PAYMENT FIXING THE ALARM SYSTEM	120.75	120.75
20170414	2017-08-31	FOUNTAIN TIRE	0361149046 0361149470	PAYMENT LOOSE TIRE, REPLACED THE WI TIRE REPAIR FOR TRAILER	126.25 31.70	157.95
20170415	2017-08-31	HAUSER HOME HARDWARE	653571	PAYMENT LAWN EDGING FOR OFFICE FLO	11.54	11.54
20170416	2017-08-31	HYNDMAN, ASHLEY	AUG2017	PAYMENT TIM HORTONS FOR HIGHWAY 13	40.61	40.61
20170418	2017-08-31	RECEIVER GENERAL	AUGUST2017	PAYMENT SOURCE DEDUCTIONS FOR AUC	6,675.74	6,675.74
20170419	2017-08-31	STREBS AUTO IND SUPPLY	625-247623	PAYMENT GRADER PARTS	180.43	180.43
20170420	2017-08-31	T & K REPAIR LTD	1871	PAYMENT TO REPAIR DRIVE COUPLER ON	1,302.00	1,302.00
20170421	2017-08-31	TAXSERVICE	42919	PAYMENT POSTING OF AUCTION EXPENSE	228.22	228.22
20170422	2017-08-31	TESSARI, JOHN	AUGUST2017	PAYMENT TRAVEL TO PAINT EARTH COUNT	62.40	62.40
20170423	2017-08-31	WORKERS COMPENSATION BOARD	22322548	PAYMENT WCB PREMIUMS	713.00	713.00
20170424	2017-08-31	ZAPF, TERRY	AUG 2017	PAYMENT PHONE CASE FOR VILLAGE CEL	57.73	57.73

**Total 242,823.81**

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



# VILLAGE OF BAWLF

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## Cheque Listing For Council

2017-Sep-14  
10:24:08AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque
Cheque #	Date					Amount
20170366	2017-08-09					450.00
20170367	2017-08-16					2,552.03
20170368	2017-08-16					1,018.23
20170369	2017-08-16					759.22
20170370	2017-08-16					2,130.66
20170371	2017-08-16					1,037.78
20170372	2017-08-16					1,037.78
20170398	2017-08-31					2,497.74
20170399	2017-08-31					922.05
20170400	2017-08-31					190.00
20170401	2017-08-31					150.00
20170402	2017-08-31					110.00
20170403	2017-08-31					110.00
20170404	2017-08-31					1,079.83
20170405	2017-08-31					2,672.02
20170406	2017-08-31					1,176.19
20170407	2017-08-31					1,185.34

**Total 19,078.87**

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

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

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2017-Sep-14  
10:25:03AM

General Ledger	Description	August 2017 Actual	2017 YTD Actual	2017 Budget	2017 Budget Remaining \$	August 2017 Budget
<b>TAX REVENUE</b>						
1-00-110	TAXES - RESIDENTIAL	2.65	(316,120.50)	0.00	316,120.50	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	(33,044.74)	0.00	33,044.74	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	(3,605.40)	0.00	3,605.40	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	(8,844.14)	0.00	8,844.14	0.00
*	TOTAL TAX REVENUE	2.65	(361,614.78)	0.00	361,614.78	0.00
<b>INVESTMENT REVENUE</b>						
1-00-550	RETURN ON INVESTMENTS	(29.56)	(257.55)	0.00	257.55	0.00
*	TOTAL INVESTMENT REVENUE	(29.56)	(257.55)	0.00	257.55	0.00
<b>GENERAL REVENUE</b>						
1-12-410	SALE OF SERVICES	(1,525.34)	(1,805.34)	0.00	1,805.34	0.00
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	0.00	0.00	0.00
1-12-741	MISCELLANEOUS FEES	0.00	0.00	0.00	0.00	0.00
*	TOTAL GENERAL REVENUE	(1,525.34)	(1,805.34)	0.00	1,805.34	0.00
<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	(47,028.00)	0.00	47,028.00	0.00
1-12-850	COUNTY CONDITIONAL GRANTS	0.00	0.00	0.00	0.00	0.00
*	TOTAL GRANTS	0.00	(47,028.00)	0.00	47,028.00	0.00

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	August 2017 Actual	2017 YTD Actual	2017 Budget	2017 Budget Remaining \$	August 2017 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	0.00	0.00	0.00
1-23-412	MUTUAL AIDE PROVIDED	0.00	0.00	0.00	0.00	0.00
1-23-430	FIRE EXPENSES RECOVERED	(1,678.50)	(5,155.00)	0.00	5,155.00	0.00
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	(18,020.00)	0.00	18,020.00	0.00
1-23-851	FIRE TRAINING - SHARED	0.00	(1,000.00)	0.00	1,000.00	0.00
1-23-852	PAGER MAINTENANCE - SHARED	0.00	(500.00)	0.00	500.00	0.00
1-23-853	FIREFIGHTER INSURANCE - SHARED	0.00	0.00	0.00	0.00	0.00
1-23-854	PROTECTIVE EQUIPMENT - SHARED	0.00	(3,029.46)	0.00	3,029.46	0.00
1-23-855	COUNTY OWNED TRUCK	0.00	0.00	0.00	0.00	0.00
1-23-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00
1-23-921	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00
1-23-940	TRANSFER FROM CAPITAL RESERVES	0.00	0.00	0.00	0.00	0.00
*	TOTAL FIRE REVENUE	(1,678.50)	(27,704.46)	0.00	27,704.46	0.00
<b>BYLAW REVENUE</b>						
1-26-525	DOG LICENSES	(34.00)	(1,994.00)	0.00	1,994.00	0.00
1-26-530	BYLAW FINES	0.00	0.00	0.00	0.00	0.00
1-26-845	PROVINCIAL GRANT OPERATING	0.00	0.00	0.00	0.00	0.00
*	TOTAL BYLAW REVENUE	(34.00)	(1,994.00)	0.00	1,994.00	0.00
<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	0.00	0.00	0.00
1-32-590	FRANCHISE FEES FORTIS	(976.10)	(8,338.02)	0.00	8,338.02	0.00
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	(976.10)	(8,338.02)	0.00	8,338.02	0.00



# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	August 2017 Actual	2017 YTD Actual	2017 Budget	2017 Budget Remaining \$	August 2017 Budget
<b>WATER REVENUE</b>						
1-41-410	MONTHLY WATER FEES	(6,639.83)	(53,514.86)	0.00	53,514.86	0.00
1-41-412	BULK WATER SALES	0.00	(200.65)	0.00	200.65	0.00
1-41-511	WATER PENALTIES	(156.22)	(982.44)	0.00	982.44	0.00
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	(6,796.05)	(54,697.95)	0.00	54,697.95	0.00
<b>SEWER REVENUE</b>						
1-42-410	MONTHLY SEWER FEES	(5,981.13)	(48,211.19)	0.00	48,211.19	0.00
1-42-511	SEWER PENALTIES	0.00	0.00	0.00	0.00	0.00
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	(5,981.13)	(48,211.19)	0.00	48,211.19	0.00
<b>WASTE MANAGEMENT REVENUE</b>						
1-43-410	MONTHLY GARBAGE FEES	(2,220.80)	(17,798.40)	0.00	17,798.40	0.00
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	(2,220.80)	(17,798.40)	0.00	17,798.40	0.00
<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	0.00	0.00	0.00
*	TOTAL CAMROSE & DISTRICT SUPPO	0.00	0.00	0.00	0.00	0.00
<b>CEMETERY REVENUE</b>						
1-56-410	SALE OF CEMETERY PLOTS	0.00	(100.00)	0.00	100.00	0.00
1-56-570	CEMETERY DONATIONS	(500.00)	(650.00)	0.00	650.00	0.00
1-56-571	CEMETERY MAINTENANCE REVENUE	0.00	0.00	0.00	0.00	0.00
*	TOTAL CEMETERY REVEUE	(500.00)	(750.00)	0.00	750.00	0.00

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	August 2017 Actual	2017 YTD Actual	2017 Budget	2017 Budget Remaining \$	August 2017 Budget
<b>DEVELOPMENT REVENUE</b>						
1-61-410	DEVELOPMENT PERMITS & CHARGES	(300.00)	(650.00)	0.00	650.00	0.00
*	TOTAL DEVELOPMENT REVENUE	(300.00)	(650.00)	0.00	650.00	0.00
<b>LAND SALES</b>						
1-66-410	LAND SALES	0.00	(52,000.00)	0.00	52,000.00	0.00
*	TOTAL LAND SALES	0.00	(52,000.00)	0.00	52,000.00	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	(520.00)	(971.50)	0.00	971.50	0.00
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 REVENUE	(520.00)	(971.50)	0.00	971.50	0.00
<b>CULTURE REVENUE</b>						
1-74-560	HALL RENTALS	(1,150.00)	475.00	0.00	(475.00)	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	0.00	0.00	0.00
1-74-593	SPECIAL EVENT REVENUES	0.00	0.00	0.00	0.00	0.00
*	TOTAL CULTURE REVENUE	(1,150.00)	475.00	0.00	(475.00)	0.00
<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	(21,708.83)	(623,346.19)	0.00	623,346.19	0.00

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## REVENUE/EXPENSE REPORT

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General Ledger	Description	August 2017 Actual	2017 YTD Actual	2017 Budget	2017 Budget Remaining \$	August 2017 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	560.00	5,030.00	0.00	(5,030.00)	0.00
2-11-211	COUNCIL TRAVEL & SUBSISTENCE	330.72	936.02	0.00	(936.02)	0.00
2-11-214	COUNCIL PROFESSIONAL DEVT	0.00	367.08	0.00	(367.08)	0.00
*	TOTAL COUNCIL EXPENSES	890.72	6,333.10	0.00	(6,333.10)	0.00
<b>ADMINISTRATION EXPENSE</b>						
2-12-110	ADMINISTRATION - SALARIES	11,627.45	82,478.69	0.00	(82,478.69)	0.00
2-12-130	ADMINISTRATION - PAYROLL DEDUCTIONS	917.20	6,657.31	0.00	(6,657.31)	0.00
2-12-131	EMPLOYEE BENEFITS	1,960.95	10,638.28	0.00	(10,638.28)	0.00
2-12-211	TRAVEL & SUBSISTENCE	0.00	806.74	0.00	(806.74)	0.00
2-12-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	2,575.22	0.00	(2,575.22)	0.00
2-12-600	BAD DEBTS	0.00	(100.00)	0.00	100.00	0.00
*	TOTAL ADMINISTRATION EXPENSE	14,505.60	103,056.24	0.00	(103,056.24)	0.00
<b>OFFICE OPERATIONS</b>						
2-12-215	FREIGHT & POSTAGE	265.64	932.74	0.00	(932.74)	0.00
2-12-217	TELEPHONE/INTERNET	474.24	3,864.73	0.00	(3,864.73)	0.00
2-12-220	ADVERTIZING & PRINTING	75.60	238.74	0.00	(238.74)	0.00
2-12-225	VILLAGE PROMOTIONS	1,014.00	3,250.12	0.00	(3,250.12)	0.00
2-12-230	PROFESSIONAL & CONSULTING SERVICES	217.35	933.35	0.00	(933.35)	0.00
2-12-231	AUDITING SERVICES	0.00	0.00	0.00	0.00	0.00
2-12-232	ASSESSMENT SERVICES	0.00	4,424.43	0.00	(4,424.43)	0.00
2-12-233	ASSESSMENT REVIEW BOARD	0.00	0.00	0.00	0.00	0.00
2-12-234	LEGAL SERVICES	0.00	150.00	0.00	(150.00)	0.00
2-12-237	COMPUTER SOFTWARE	0.00	861.48	0.00	(861.48)	0.00
2-12-250	OFFICE REPAIRS & MAINTENANCE	239.80	1,703.38	0.00	(1,703.38)	0.00
2-12-253	TECHNICAL SUPPORT	329.57	2,871.56	0.00	(2,871.56)	0.00
2-12-258	OFFICE JANITORIAL CONTRACT	0.00	0.00	0.00	0.00	0.00
2-12-274	INSURANCE	713.00	15,525.47	0.00	(15,525.47)	0.00
2-12-341	LAND TITLES SERVICES	0.00	0.00	0.00	0.00	0.00
2-12-510	OFFICE SUPPLIES	210.07	2,293.66	0.00	(2,293.66)	0.00
2-12-511	MISCELLANEOUS	0.00	100.00	0.00	(100.00)	0.00
2-12-519	OTHER SERVICES	0.00	0.00	0.00	0.00	0.00



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General Ledger	Description	August 2017 Actual	2017 YTD Actual	2017 Budget	2017 Budget Remaining \$	August 2017 Budget
2-12-540	UTILITIES - GAS	38.28	343.83	0.00	(343.83)	0.00
2-19-150	ELECTION FEES	0.00	0.00	0.00	0.00	0.00
*	TOTAL OFFICE OPERATIONS	3,577.55	37,493.49	0.00	(37,493.49)	0.00
<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>						
2-13-760	REQUISITION - SCHOOL	0.00	39,261.45	0.00	(39,261.45)	0.00
2-13-759	DAVE KNIPE MEMORIAL LIBRARY	0.00	0.00	0.00	0.00	0.00
*	TOTAL REQUISITIONS	0.00	39,261.45	0.00	(39,261.45)	0.00
<b>FIRE EXPENSES</b>						
2-23-148	IN-SERVICE TRAINING	0.00	0.00	0.00	0.00	0.00
2-23-159	HONORARIUMS - ANNUAL & HOURLY	0.00	0.00	0.00	0.00	0.00
2-23-211	TRAVEL & SUBSISTENCE	142.08	142.08	0.00	(142.08)	0.00
2-23-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	0.00	0.00	0.00	0.00
2-23-215	FREIGHT & POSTAGE	0.00	40.26	0.00	(40.26)	0.00
2-23-217	TELEPHONE	157.48	1,229.84	0.00	(1,229.84)	0.00
2-23-220	ADVERTIZING & PRINTING	0.00	0.00	0.00	0.00	0.00
2-23-225	PUBLIC RELATIONS & PROMOTIONS	0.00	0.00	0.00	0.00	0.00
2-23-250	FIREHALL REPAIRS & MAINTENANCE	0.00	255.25	0.00	(255.25)	0.00
2-23-251	VILLAGE TRUCK REPAIRS	3,371.41	8,433.68	0.00	(8,433.68)	0.00
2-23-252	COUNTY TRUCK REPAIRS	0.00	47.64	0.00	(47.64)	0.00
2-23-253	PAGER REPAIRS	0.00	0.00	0.00	0.00	0.00
2-23-254	PROTECTIVE EQUIPMENT & REPAIRS	0.00	8,674.32	0.00	(8,674.32)	0.00
2-23-270	CONTRACTED SERVICES	1,209.00	4,416.50	0.00	(4,416.50)	0.00
2-23-274	INSURANCE-FF'S, BUILDINGS	0.00	2,837.93	0.00	(2,837.93)	0.00
2-23-510	GOODS & SUPPLIES	0.00	127.88	0.00	(127.88)	0.00
2-23-511	MISCELLANEOUS	0.00	22.45	0.00	(22.45)	0.00
2-23-512	SMALL EQUIPMENT PURCHASES	0.00	354.75	0.00	(354.75)	0.00
2-23-521	FUEL & LUBE	165.32	369.17	0.00	(369.17)	0.00
2-23-540	FIRE HALL GAS	45.29	1,089.22	0.00	(1,089.22)	0.00
2-23-541	FIRE HALL POWER	102.03	748.51	0.00	(748.51)	0.00
2-23-750	DISPATCH AGREEMENT	0.00	0.00	0.00	0.00	0.00

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## REVENUE/EXPENSE REPORT

General Ledger	Description	August 2017 Actual	2017 YTD Actual	2017 Budget	2017 Budget Remaining \$	August 2017 Budget
2-23-751	MUTUAL AIDE RESPONSE CHARGES	0.00	0.00	0.00	0.00	0.00
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	5,192.61	28,789.48	0.00	(28,789.48)	0.00
<b>BYLAW ENFORCEMENT</b>						
2-26-270	BYLAW ENFORCEMENT OFFICER	1,140.00	6,246.25	0.00	(6,246.25)	0.00
2-26-234	LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00
2-26-510	BYLAW SUPPLIES	0.00	0.00	0.00	0.00	0.00
*	TOTAL BYLAW ENFORCEMENT	1,140.00	6,246.25	0.00	(6,246.25)	0.00
<b>FIRE - CAPITAL</b>						
2-23-762	CAPITAL PURCHASES	0.00	0.00	0.00	0.00	0.00
2-23-790	FIRE - AMORTIZATION	0.00	0.00	0.00	0.00	0.00
*	TOTAL FIRE - CAPITAL	0.00	0.00	0.00	0.00	0.00

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General Ledger	Description	August 2017 Actual	2017 YTD Actual	2017 Budget	2017 Budget Remaining \$	August 2017 Budget
<b>PUBLIC WORKS SALARIES &amp; WAGES</b>						
2-32-110	PW - SALARIES	8,469.75	30,373.09	0.00	(30,373.09)	0.00
2-32-130	PW - PAYROLL DEDUCTIONS	604.46	2,155.81	0.00	(2,155.81)	0.00
2-32-131	EMPLOYEE BENEFITS	633.66	1,873.81	0.00	(1,873.81)	0.00
*	TOTAL PUBLIC WORKS SALARIES &	9,707.87	34,402.71	0.00	(34,402.71)	0.00
<b>PUBLIC WORKS OPERATIONS</b>						
2-32-217	TELEPHONE	143.17	566.20	0.00	(566.20)	0.00
2-32-230	PROFESSIONAL CONSULTING	6,252.12	19,293.39	0.00	(19,293.39)	0.00
2-32-250	ROADWAY REPAIRS & MAINTENANCE	0.00	1,090.02	0.00	(1,090.02)	0.00
2-32-270	CONTRACTED SERVICES	0.00	(150.00)	0.00	150.00	0.00
2-32-274	INSURANCE	0.00	2,056.68	0.00	(2,056.68)	0.00
2-32-510	GOODS & SUPPLIES	410.86	2,307.15	0.00	(2,307.15)	0.00
2-32-511	MISCELLANEOUS GENERAL SERVICES	0.00	0.00	0.00	0.00	0.00
2-32-521	FUEL & LUBE	494.99	3,479.75	0.00	(3,479.75)	0.00
2-32-540	UTILITIES - STREET LIGHTS	1,231.57	8,678.57	0.00	(8,678.57)	0.00
2-32-762	CAPITAL	0.00	0.00	0.00	0.00	0.00
2-32-790	PUBLIC WORKS AMORTIZATION	0.00	0.00	0.00	0.00	0.00
*	TOTAL PUBLIC WORKS OPERATIONS	8,532.71	37,321.76	0.00	(37,321.76)	0.00
<b>DRAINAGE</b>						
2-37-250	DRAINAGE - REPAIRS & MAINTENANCE	0.00	1,875.00	0.00	(1,875.00)	0.00
2-37-230	PROFESSIONAL & CONSULTING SERVICES	0.00	0.00	0.00	0.00	0.00
2-37-750	REQUISITION - DRAINAGE	0.00	0.00	0.00	0.00	0.00
*	TOTAL DRAINAGE	0.00	1,875.00	0.00	(1,875.00)	0.00
<b>WATER OPERATIONS</b>						
2-41-110	SALARIES & WAGES - WATER	1,706.67	7,522.16	0.00	(7,522.16)	0.00
2-41-130	CPP, EI CONTRIBUTIONS - WATER	165.81	657.29	0.00	(657.29)	0.00
2-41-211	TRAVEL & SUBSISTENCE - WATER	0.00	0.00	0.00	0.00	0.00
2-41-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	0.00	0.00	0.00	0.00
2-41-217	TELEPHONE	152.69	1,166.73	0.00	(1,166.73)	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	0.00	0.00	0.00	0.00



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## REVENUE/EXPENSE REPORT

General Ledger	Description	August 2017 Actual	2017 YTD Actual	2017 Budget	2017 Budget Remaining \$	August 2017 Budget
2-41-240	CUSTOMER BILLING	0.00	0.00	0.00	0.00	0.00
2-41-250	REPAIRS & MAINTENANCE	2,738.04	68,549.93	0.00	(68,549.93)	0.00
2-41-270	WATER - CONTRACT	250.00	8,334.46	0.00	(8,334.46)	0.00
2-41-274	INSURANCE PREMIUMS	0.00	3,328.95	0.00	(3,328.95)	0.00
2-41-510	GOODS & SUPPLIES	0.00	129.19	0.00	(129.19)	0.00
2-41-540	UTILITIES-GAS	82.13	1,070.80	0.00	(1,070.80)	0.00
2-41-750	REQUISITION - SMRWSC	0.00	4,303.35	0.00	(4,303.35)	0.00
2-41-762	CAPITAL PURCHASES	0.00	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		5,095.34	95,062.86	0.00	(95,062.86)	0.00
<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	696.80	4,828.32	0.00	(4,828.32)	0.00
2-42-130	CPP, EI CONTRIBUTIONS - WATER	50.75	341.88	0.00	(341.88)	0.00
2-42-211	TRAVEL & SUBSISTENCE	0.00	0.00	0.00	0.00	0.00
2-42-214	MEMBERSHIPS & PROFESSIONAL DEVELOPMENT	0.00	0.00	0.00	0.00	0.00
2-42-217	TELEPHONE	97.53	750.24	0.00	(750.24)	0.00
2-42-230	PROFESSIONAL & CONSULTING - SEWER	0.00	7,683.10	0.00	(7,683.10)	0.00
2-42-240	CUSTOMER BILLING	0.00	0.00	0.00	0.00	0.00
2-42-250	REPAIRS & MAINTENANCE - SEWER	0.00	4,576.87	0.00	(4,576.87)	0.00
2-42-270	SEWER - CONTRACT	0.00	0.00	0.00	0.00	0.00
2-42-274	INSURANCE PREMIUMS	0.00	509.57	0.00	(509.57)	0.00
2-42-410	BANK LOAN	0.00	0.00	0.00	0.00	0.00
2-42-510	GOODS & SUPPLIES	0.00	0.00	0.00	0.00	0.00
2-42-540	UTILITIES-GAS	30.07	575.64	0.00	(575.64)	0.00
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	0.00	0.00	0.00
* TOTAL SEWER OPERATIONS		875.15	19,265.62	0.00	(19,265.62)	0.00
<b>WASTE MANAGEMENT</b>						
2-43-270	GARBAGE - CONTRACT	1,500.65	10,469.25	0.00	(10,469.25)	0.00

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## REVENUE/EXPENSE REPORT

General Ledger	Description	August 2017 Actual	2017 YTD Actual	2017 Budget	2017 Budget Remaining \$	August 2017 Budget
2-43-260	RENTAL OF MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00
2-43-350	LANDFILL FEES	414.48	3,345.37	0.00	(3,345.37)	0.00
2-43-510	GOODS & SUPPLIES	0.00	0.00	0.00	0.00	0.00
2-44-350	RECYCLING CHARGES	770.00	6,471.00	0.00	(6,471.00)	0.00
* TOTAL WASTE MANAGEMENT		2,685.13	20,285.62	0.00	(20,285.62)	0.00
<b>CAMROSE &amp; DISTRICT SUPPORT SER</b>						
2-51-750	REQUISITION - CDSS	0.00	2,867.76	0.00	(2,867.76)	0.00
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	0.00	0.00	0.00
* TOTAL CAMROSE & DISTRICT SUPPO		0.00	2,867.76	0.00	(2,867.76)	0.00
<b>CEMETERY OPERATIONS</b>						
2-56-250	CEMETERY REPAIRS & MAINTENANCE	0.00	0.00	0.00	0.00	0.00
2-56-510	GENERAL GOODS & SERVICES	0.00	0.00	0.00	0.00	0.00
* TOTAL CEMETERY OPERATIONS		0.00	0.00	0.00	0.00	0.00
<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	1,506.75	0.00	(1,506.75)	0.00
2-66-120	COSTS - LAND SALES	96.00	96.00	0.00	(96.00)	0.00
2-66-230	PROFESSIONAL & CONSULTING	0.00	4,522.02	0.00	(4,522.02)	0.00
* TOTAL PLANNING & DEVELOPMENT		96.00	6,124.77	0.00	(6,124.77)	0.00
<b>PARKS &amp; RECREATION</b>						
2-72-110	RECREATION & PARKS - SALARIES	803.40	6,873.40	0.00	(6,873.40)	0.00
2-72-115	CSJ & STEP WAGES	0.00	0.00	0.00	0.00	0.00
2-72-130	RECREATION & PARKS - PAYROLL DEDUCTIONS	53.79	458.08	0.00	(458.08)	0.00
2-72-131	EMPLOYEE BENEFITS	0.00	19.49	0.00	(19.49)	0.00
2-72-211	TRAVEL & SUBSISTENCE	0.00	0.00	0.00	0.00	0.00
2-72-220	ADVERTIZING & PRINTING	0.00	0.00	0.00	0.00	0.00
2-72-250	REPAIRS & MAINTENANCE	70.65	1,191.23	0.00	(1,191.23)	0.00
2-72-270	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
2-72-510	GOODS & SUPPLIES	5.49	928.99	0.00	(928.99)	0.00
2-72-521	FUEL & LUBE	101.79	279.45	0.00	(279.45)	0.00

# VILLAGE OF BAWLF

## REVENUE/EXPENSE REPORT

General Ledger	Description	August 2017 Actual	2017 YTD Actual	2017 Budget	2017 Budget Remaining \$	August 2017 Budget
2-72-540	UTILITIES - GAS	0.00	0.00	0.00	0.00	0.00
2-72-274	INSURANCE PREMIUMS	0.00	1,135.86	0.00	(1,135.86)	0.00
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	4,050.00	0.00	(4,050.00)	0.00
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		1,035.12	14,936.50	0.00	(14,936.50)	0.00
<b>CULTURE</b>						
2-74-250	REPAIRS & MAINTENANCE	0.00	36.31	0.00	(36.31)	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	170.58	0.00	(170.58)	0.00
2-74-540	UTILITIES	0.00	0.00	0.00	0.00	0.00
2-74-584	SPECIAL EVENTS	0.00	0.00	0.00	0.00	0.00
2-74-750	REQUISITION - PARKLAND LIBRARY	0.00	2,430.09	0.00	(2,430.09)	0.00
2-74-761	CONTRIBUTED TO OTHER OPERATING FNC.	0.00	2,175.82	0.00	(2,175.82)	0.00
2-74-770	TRANSFER TO OTHER ORGANIZATIONS	0.00	(9,620.00)	0.00	9,620.00	0.00
2-74-775	BAWLF PUBLIC LIBRARY APPROPRIATION	0.00	0.00	0.00	0.00	0.00
2-74-831	DEBENTURE INTEREST	0.00	0.00	0.00	0.00	0.00
* TOTAL CULTURE		0.00	(4,807.20)	0.00	4,807.20	0.00
<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		53,333.80	448,515.41	0.00	(448,515.41)	0.00
*** SURPLUS/DEFICIT		31,624.97	(174,830.78)	0.00	174,830.78	0.00

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



## VILLAGE OF BAWLF

### Request for Decision (RFD)

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>Wednesday September 20<sup>th</sup>, 2017</b>
<b>Originated By:</b>	<b>Tracy M. Ormsbee - CAO</b>
<b>Title:</b>	<b>Walking Trail</b>

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

There has been quite a bit of controversy and/or mis-communication in regards to the walking trail over the past few years between the Bawlf Rec Assoc. and the Village. The understanding from the Village was that we would supply the manpower/skid steer to develop/create the walking trail and the Rec Assoc. would be maintaining it from there.

I have enclosed various motions/emails for Council to review.

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

At this point, I think Council will need to decide if this is a project that the Village should maintain.

The trail was created as is, meaning no filter cloth is underneath, so if regular spraying is not done, then the trail is more of a weed trail rather than a gravel walking trail.

If I am correct, I also thought I had heard last year that there was still gravel that was to be added????

Spraying once or twice a year when we have seasons like this past spring/summer, will not keep the weeds away.

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

#### **RECOMMENDED ACTION:**

That Bawlf Council discuss the future of the originally implemented Bawlf Recreation Association Walking Trail project.

Daysland Plumbing and Heating invoice that was submitted by Mr. Borson.

**CARRIED**

b) *Proposed Village Voice Newsletter Policy*

**Motion 38/15 Moved By** Councillor Genio to accept the Village Voice Newsletter Policy as proposed.

**CARRIED**

c) *Utility Services Bylaw No. 593/14/Sewer Backup Amendment*

**Motion 39/15 Moved By** Deputy Mayor Thompson that no amendments are required at this time to the Utility Services Bylaw No. 593/14 under "Service Connection & Maintenance/Repair".

**CARRIED**

d) *2014 Community Centre Rental Reconciliation*

**Motion 40/15 Moved By** Councillor Mohan to direct Administration to reimburse the Bawlf Lions Club \$7,402.00 to cover the operational deficits for 2014.

**CARRIED**

e) *Request for Approval of Bawlf Public Library Board Member*

**Motion 41/15 Moved By** Councillor Genio to approve Danielle Galletly-Vriend as a new Board Member for the Bawlf Public Library.

**CARRIED**

f) *Walking Trail*

**Motion 42/15 Moved By** Deputy Mayor Thompson to direct Administration to advise the Bawlf Recreation Association that the Village will supply Public Works to assist them with the construction and maintenance for the development of the new Bawlf Walking Trail.

**CARRIED**

g) *Fire Services Bylaw 596/14 Schedule A Amendment*

**Motion 43/15 Moved By** Councillor Genio to approve first reading of the Fire Services Bylaw 596/14, Schedule A Amendment.

**CARRIED**

**Motion 44/15 Moved By** Deputy Mayor Thompson to approve second reading of the Fire Services Bylaw 596/14, Schedule A Amendment.

**CARRIED**

**Motion 45/15 Moved By** Councillor Wells to proceed to third reading of the Fire Services Bylaw 596/14, Schedule A Amendment.

**CARRIED**

**Motion 46/15 Moved By** Councillor Mohan to approve third and final reading of Fire Services Bylaw 596/14, Schedule A Amendment.

**CARRIED**

## 5. STANDING REPORTS

a) MAYOR'S REPORT

b) ACTING CAO'S REPORT

c) PUBLIC WORKS DIRECTOR'S REPORT- verbal

d) Board Reports:

- Bawlf & District Recreation Association
- Shirley McClellan Regional Water Services Commission
- Regional Emergency Management Services Liaison
- Bawlf Public Library Board

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

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>March 18, 2015</b>
<b>Originated By:</b>	<b>Tracy M. Stewart-Acting CAO</b>
<b>Title:</b>	<b>Walking Trail</b>

**BACKGROUND/PROPOSAL:**

In 2001 a proposal was put forth to build a walking trail around the Village of Bawlf.

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

The Bawlf Recreation Association has been working towards putting in a walking trail around the Village of Bawlf. The Village has been approached to supply Public Works manpower as a contribution towards this project.

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

Labour for Public Works employee.

**RECOMMENDED ACTION:**

That Bawlf Council make a motion to direct Administration to advise the Bawlf Recreation Association that the Village will supply manpower from Public Works to assist in the completion of the Walking Trails Project.



**Tracy M. Stewart**

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**From:** bryan berg <berg2@outlook.com>  
**Sent:** April-09-16 11:05 AM  
**To:** tracy stewart  
**Subject:** sports ground

Revised write up attached. Reflects twice a week floating and time change for Village hours.



I was also told by an ex village employee that the Village is no longer interested in excavating the walking trail with the Village skid steer. Any truth to this rumour or is it the usual coffee shop BS? A current Village councillor was also in the coffee shop blasting the trail and what a huge waste of money it was. I told him the only investment by the Village was donated skid steer time and the Rec Board was picking the rest of the tab. He seemed unconvinced. If the Village no longer wants to be involved please advise so we can make alternate arrangements.

Bryan

## Tracy M. Ormsbee

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**From:** bryan berg <bawlfrec@outlook.com>  
**Sent:** Thursday, August 17, 2017 10:31 AM  
**To:** Tracy M. Ormsbee; ron and linda pederson  
**Subject:** Re: Council Meeting

Council Meeting

Ron Pederson is now president. We are both farmers so earliest meeting we can attend is likely November. Any discussion will be short as the Bawlf Rec Association will not be maintaining the walking trail. If the Village cannot maintain the trail let it grow back to grass.

Bryan

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**From:** Tracy M. Ormsbee <cao@bawlf.com>  
**Sent:** August 17, 2017 8:27 AM  
**To:** bawlfrec@outlook.com  
**Subject:** Council Meeting

Good Morning Ryan and Bryan;

Please see the attached letter.

Regards,

Tracy M. Ormsbee  
Village of Bawlf  
CAO  
p) 780-373-3797  
f) 780-373-3798  
Office Hours: Monday - Thursday, 8:30-4:30

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

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>Wednesday September 20<sup>th</sup>, 2017</b>
<b>Originated By:</b>	<b>Tracy M. Ormsbee - CAO</b>
<b>Title:</b>	<b>Bylaw 626/17, Boulevard/Alley Maintenance</b>

**BACKGROUND/PROPOSAL:**

c) *BYLAW 626/17, BOULEVARD-ALLEY MAINTENANCE*

**Motion 136/17 Moved By** Mayor L. Thompson to amend the bylaw to reflect, where applicable, that it is the property owners' responsibility to ensure this bylaw is abided by.  
**CARRIED**

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

Administration has amended Bylaw 626/17 to reflect the proposed action of the above motion.

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

N/A

**RECOMMENDED ACTION:**

That Bawlf Council proceed with approval of all three readings of Bylaw 626/17 Boulevard/Alley Maintenance.



## **BY-LAW 626/17**

### **A BYLAW OF THE VILLAGE OF BAWLF IN THE PROVINCE OF ALBERTA CONCERNING THE CUTTING OF THE GRASS ON BOULEVARDS, FRONTAGES, ALLEYS AND THE LIKE.**

**PURSUANT TO THE AUTHORITY PROVIDED BY THE MUNICIPAL GOVERNMENT  
ACT, RSA 2000, c.M-26 AS AMENDED OR REPEALED AND REPLACED FROM  
TIME TO TIME, the village of Bawlf, duly assembled, ENACTS as follows:**

#### **1. SHORT TITLE**

1. This Bylaw may be cited as the "Boulevard/Alley Maintenance Bylaw" of the Village of Bawlf in the province of Alberta.

#### **2. DEFINITIONS**

1. In this Bylaw, unless the context otherwise requires, the term:
  1. "Village" means the Village of Bawlf.
  2. "Boulevard" means a strip of lawn between a sidewalk and the curb or roadway.
  3. "Flankage" means the longer side of the lot abutting a roadway/alley.
  4. "Alley" means the area from the rear property line to the graveled roadway/alley.

#### **3. REGULATIONS**

1. Any person having occupation or control of a property, and whether such person is the owner, lessee, tenant or agent of the property, shall cut the grass on the constructed boulevard abutting the frontage of such property, a constructed boulevard abutting the flankage of such property as well as the grass up to the alley/roadway gravel.
2. In the event of the failure of the owner, lessee, tenant or agent of the owner to cut the boulevard, flankage or alley grass as hereinbefore set out, then the Administration personnel of the Village of Bawlf shall cause a written notice to be sent to the owner of said property such person stating that such grass requires cutting.
3. When a person having occupation and control of a property, whether such person is the owner, lessee, tenant or an agent of

the owner of the property, has failed to cut the grass on the constructed boulevard, flankage or alley of such property as requested to do so in the written notice forwarded to **the owner of said property** ~~such person~~ by Administration at the direction of the Public Works Operator or CAO stating that such grass required cutting, and the Village of Bawlf Administration has waited for a period of seven days from the date of the delivery or mailing of the notice to the premises but the grass has not been cut, then Administration will forward the issue to Bylaw Enforcement.

#### **4. PENALTIES AND FINES**

**See Schedule A**

#### **5. SEVERABILITY PROVISION**

7.1 Should any provision of this By-law be invalid, then such provision shall be severed and the remaining By-Law shall be maintained.

#### **6. EFFECTIVE DATE**

This bylaw shall take effect on the day of the final passing thereof.

Read a first time this 20th day of September, 2017.

Read a second time this 20th day of September, 2017.

Read a third time and finally passed this 20th day of September, 2017.

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**Mayor**

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**CAO**

## **SCHEDULE A**

### **Penalties**

#### **SCHEDULE A**

- (a) for a first offense, a fine in the amount of \$150.00
- (b) for a second offense, a fine in the amount of \$300.00,
- (c) for a third or subsequent offense, a fine in the amount of \$600.00



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

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>Wednesday September 20<sup>th</sup>, 2017</b>
<b>Originated By:</b>	<b>Tracy M. Ormsbee - CAO</b>
<b>Title:</b>	<b>Policy 47 – Personnel Policy</b>

**BACKGROUND/PROPOSAL:**

d) *POLICY NO. 47, PERSONNEL POLICY*

**Motion 137/17 Moved By** Mayor L. Thompson to remove sections 2 b and c and resubmit for approval at the next regular council meeting to be held on September 20, 2017. **CARRIED**

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

The above-mentioned changes have been made to Policy 47, Personnel Policy.

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

N/A

**RECOMMENDED ACTION:**

That Bawlf Council review and approve Policy No. 47, Personnel Policy.



<b>Signed Date:</b> September 20, 2017	<b>Motion</b>  <b>Date:</b> September 20, 2017
<b>Title:</b> Personnel Policy	<b>Policy No. 47</b>

## **POLICY STATEMENT:**

This policy shall apply to all Personnel of the Village of Bawlf.

## **PURPOSE:**

The purpose of this Personnel Policy is to establish the terms and conditions of employment and to provide a method of resolving grievances.

## **PROCEDURES:**

### **1. DEFINITIONS**

For the purpose of this Personnel Policy, the following definitions shall apply:

- a. **Permanent Employee** shall mean any employee filling a permanent position established by the CAO and who has successfully completed the required probationary period.
- b. **Probationary Employee** shall mean any employee filling a permanent position and serving the required probationary period.
- c. **Part-time Employee** shall mean an employee who works less than the regular hours of work of a permanent employee in the same class in the same department, section or section thereof.
- d. **Temporary or Casual Employee** shall mean an employee who is filling a seasonal or established temporary position.
- e. **Administration Employee** shall mean any employee (Permanent or Casual) whose primary duties consist of, but not limited to administrative, technical or clerical duties.
- f. **Public Works Employee** shall mean any employee (Permanent or Casual) whose primary duties consist of but not limited to public works, utilities, construction, maintenance, mechanical duties and outside manual labor.



- g. **Management** shall refer to a person whose duties mainly comprise of management of Village affairs and supervision of staff and shall include the Chief Administrative Officer (CAO) and Public Works Foreman/Director if designated by the CAO.
  - h. **Job Descriptions** shall refer to an outline of the basic duties of any employee of the Village of Bawlf, and shall be on the basis on which the evaluation of the performance of an employee is conducted.
- No term or definition shall mean a guarantee of tenure.

## 2. **REGULAR HOURS OF WORK**

- a. The average normal number of hours worked in a week shall be twenty-one (21) to forty (40) except as herein provided. This may be on a shift basis that will be determined by the Chief Administrative Officer.
  - i. Office Staff personnel normal number of hours shall be twenty-one (21) per week to twenty-eight (28).
  - ii. CAO number of hours will be based on signed contract.
  - iii. Public Works personnel normal number of hours shall be forty (40) per week or less.
- b. The above hours shall be exclusive of meal breaks, where employees shall receive a meal break each day, the time and duration of which shall be set by the supervisor.
- c. Paid Rest Period – An employee shall be permitted a rest period of fifteen minutes in both the first and second half of a shift.
- d. Reporting Pay Guarantee – A permanent employee reporting for work shall be paid his or her regular rate of pay for the actual time worked with a minimum of three hours pay unless an employee is sick or unable to work of his or her own volition. Temporary or casual employees shall be subject to Board of Industrial Regulations (Paid a minimum of two hours).

## 3. **OVERTIME**

- a. Overtime rates shall be paid to the Administrative Employees after thirty-five hours and Public Works Employees after forty hours for any work performed by permanent employees during any hours other than regular hours when such hours are authorized IN ADVANCE by the CAO or in an Emergency by the Director of Emergency Management.
- b. The Village Foreman is included in the terms of Management and therefore not entitled to overtime unless such overtime is authorized by the CAO. The Village Foreman shall not be entitled to payment or time off in lieu of



- payment for overtime unless that overtime is authorized by the CAO. Attendance at Council meetings and other meetings as directed by the CAO shall not be considered to be overtime, and as such shall be paid at the regular pay for actual hours of attendance per meeting provided such meeting is not held during regular working hours. Attendance at Council Meetings is at the discretion of the CAO.
- c. Authorized overtime shall be paid at the rate of one and one-half times the regular salary for the first four hours overtime worked in one day and at two times the regular salary for five hours or more worked during the same day.
  - d. Authorized overtime at the rate of two times the regular rate of pay shall be paid for time worked on Sundays and Statutory Holidays.
  - e. Time off in lieu of overtime worked may be given to a maximum of 35 hours for office staff and 40 hours for public works staff in each year if approved by the CAO.

#### 4. **STATUTORY GENERAL HOLIDAYS**

- a. The Village of Bawlf recognizes the following as paid Statutory Holidays:

News Year's Day	Labour Day
Alberta Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Easter Monday	Christmas Day
Canada Day	Boxing Day
Civic Holiday	

When any of the above noted holidays fall on a Saturday or Sunday, the following Monday shall be deemed to be the Statutory Holiday. Employees must have been employed by the Village of Bawlf for a term of not less than thirty (30) days to be eligible for statutory holiday pay.

#### **2.10.5 VACATIONS**

- a. For the purpose of this Section a "vacation year" is defined as the twelve (12) month period commencing on the first (1<sup>st</sup>) day of January and concluding on the thirty-first (31<sup>st</sup>) day of December in the same year.
- b. For salaried employees only, vacation entitlement is earned during each calendar year of continuous service and taken during the following calendar year.

- c. For salaried full-time employees, all of the vacation entitlement shall be taken during the vacation year; however, should extenuating circumstances prevent the employee from taking vacation leave, then prior approval in writing from the CAO or Council must be obtained to
  - i. carry over vacation entitlement to the next year OR
  - ii. request any remaining vacation entitlement be paid out at year end
- d. All hourly paid employees are paid 4% vacation pay in each pay period and are not entitled to paid vacation leave. Non-paid time off may be requested using the appropriate form and submitted to the CAO for approval.
- e. In the event of termination of an employment, salaried employees vacation entitlement earned shall be paid out in full with the final payroll in accordance with the Alberta Labour Act and Regulations thereto. Hourly paid employees are not entitled to vacation pay out.
- f. Non-Paid Vacation Entitlement (*applicable to all employees but the CAO*):  
Office Staff
  - i. Non paid time off must be co-ordinated so that no two (2) employees shall be off for a period of more than one day at a time;
  - ii. In the case of conflict in time off dates, the employee with seniority will have precedence.
- g. Non-paid time off requests shall be submitted to the CAO no less than thirty (30) days prior to date(s) requested with the exception of medical/dental appointments; delays in submitting the appropriate time off request form may result in preferences not being able to be accommodated as seniority rights shall be waived.  
Public Works, Water/Sewer Operator
- h. The Public Works Operator shall organize his vacation leave in such a manner that, during the summer months, at least two (2) other Members of the Public Works Staff are present and working during his absence if the Public Works Operator and CAO are in agreement that the summer students are capable of handling the daily tasks on their own and that the back-up water/sewer person is available during this time .
- i. The Public Works Operator may be required to reorganize his vacation leave to attend to emergent matters or in a case of emergency.

## 2. SICK LEAVE

- a. Definition – Sick leave means the period of time an employee is absent from work by virtue of being sick or disabled, exposed to a contagious disease, or under the examination or treatment of a physician, chiropractor, or dentist or an accident for



which compensation is not payable under the Worker's Compensation Act. Permanent full time employees are eligible for benefits through the group insurance plan. (please see Section 10) Hourly paid employees are not paid for sick days and/or days not worked.

### 3. LEAVE OF ABSENCE

- a. An employee shall be entitled to Compassionate Leave up to a maximum of five (5) working days with pay for serious illness, accident, or for the purpose of attending the funeral and/or making funeral arrangements on the death of an immediate relative as follows:

Spouse    Parent    Brother    Sister    Brother-in-Law    Sister-in-Law    Son  
Daughter  
Father-in-Law    Mother-in-Law    Grandparent    Grandchild    Niece    or  
Nephew

Additional leave of absence may be granted for special circumstances as approved by *the Chief Administrative Officer*.

- b. Mourner's Leave – One-half day per year, accumulative to a maximum of ten (10) days, with two days maximum allowable at one time.
- c. Jury or Court Witness Duty Leave – One day per year, with no maximum days. Staff will receive the difference between regular pay and court attendance fees.
- d. Maternity Leave – The Employment Standards Code provides mothers, fathers and adoptive parents with parental leave. In addition, birth mothers are eligible for maternity leave. These leaves are available to parents of children born or adopted on, or after December 31<sup>st</sup>, 2000.  
Employees must have 52 consecutive weeks of employment with their employer to be eligible for maternity and/or parental leave under the Code. This applies both to full-time and part-time employment.

#### Length of Leave



Birth mothers can take up to 52 weeks of unpaid, job-protected leave from employment, made up of 15 weeks of maternity leave and 37 weeks of parental leave.

Fathers and adoptive parents are eligible for 37 weeks of unpaid, job-protected parental leave. Adoptive parents can take parental leave when they adopt a child under the age of 18.

If both parents are employees, the 37 weeks of parental leave may be taken entirely by one of the parents, or can be shared between the mother and father. If the leave is to be shared, the employer must be notified.

#### Notice Requirements

Employees must give their employers at least eight weeks' written notice to start maternity leave or parental leave.

Employees must provide at least 4 weeks' written notice to return to work or to change the date they will be returning to work. This notice must be provided at least four weeks before the end of the leave to which employees are entitled.

If an employee fails to provide the required notice or fails to report to work the day after the leave ends, the employer does not have to reinstate the employee unless the failure to notify the employer is due to unforeseen or unpreventable circumstances.

- e. Personal Leave Time – The Chief Administrative Officer shall have discretion in matters to do with personal leave time with pay for Administrative staff and Public Works Staff.

### 8. PAYMENT OF WAGES

See Policy No. 43, Semi Monthly Payroll Policy

### 9. PERSONNEL

- a. Pay increases shall be based on job performance evaluations and, additional skills acquired as a result of training and education as per policy No. 32, Employee Performance Review.
- b. The CAO will complete a staff evaluation yearly. See Policy No. 32, Employee Performance Review.

## **10.EMPLOYEE BENEFITS**

Permanent employees shall be enrolled in the following benefits after the 3 month probationary period:

- a. Weekly Income Benefit (Short Term Disability): Currently, the employer pays 100% of the Weekly Income Benefit (Short Term Disability) plan premiums through the Alberta Urban Municipalities Association which provides 66% of wages paid in case of illness or disability from the first day of accident or **hospitalization or after a seven day period of illness (including weekends)** to a maximum benefit period of 17 weeks. (85 working days).
- b. Long-Term Disability: Currently, the employer pays 100% of the Long-Term Disability Plan premiums through the Alberta Urban Municipalities Association which provides for 66 2/3% of wages paid in case of illness or disability from the 120<sup>th</sup> day to age 65 or recovery, whichever occurs first, or upon death.
- c. Extended Health Coverage: Currently, the employer pays 100% for health coverage premiums for the employee and his/her family.
- d. Group Life Insurance: Currently, the employer pays 100% of the Group Life Insurance premiums through the Alberta Urban Municipalities Association, which provides double indemnity and dependent coverage insurance.
  - i. for regular employees, and accidental death and dismemberment for management.
- e. Education: The Village recognizes that educational development is becoming increasingly important and should be encouraged. Therefore, in order that permanent employees may obtain additional education or training which would improve their competence in present jobs and/or prepare for advancement with the Village, upon prior approval of the Chief Administrative Officer, the Village will reimburse costs such as tuition, materials, subsistence, and mileage. Employees must guarantee at least one-year employment following completion of the course. If the employee resigns prior to completion of one year employment, the employee will be required to reimburse the Village of Bawlf all of the costs incurred as a result of taking a course.



## **11.COMPLAINT AND GRIEVANCE PROCEDURE**

- a. A grievance is defined as any difference arising out of the interpretation, application, administration or alleged violation of this policy.
- b. The time limits specified in this policy shall not include Saturdays, Sundays, and named holidays. Time is of the essence although, the time limits may be extended by the consent of both parties in writing.
- c. The griever shall be present at each step of the grievance procedure and may request the aid of a member of the Employer/Village Council.
- d. The purpose of the grievance provisions is to insure that any grievance is processed in an expeditious manner; therefore compliance of the provisions is mandatory. If the employer fails to comply with the provisions, the grievance may be processed to the next step by the griever. If the griever fails to comply with the provisions the grievance shall be considered abandoned. An abandoned grievance will not prejudice employees in any future grievance of a similar nature.
- e. An earnest effort shall be made to settle grievances fairly and promptly in the manner hereinafter described:

### **Step 1**

The griever will first seek to settle the dispute with the employee's immediate supervisor on an informal basis within ten (10) days following the date of the occurrence-giving rise to the grievance. The supervisor shall have three (3) days in which to respond to the grievance.

### **Step 2**

Failing satisfactory settlement, and within five (5) days after the response in Step 1 from the supervisor, the grievance may be submitted to the Chief Administrative Officer.

The grievance shall be in writing and must include a statement of the following:

- (a) The name(s) of the aggrieved;
- (b) The nature of the grievance and the circumstances out of which it arose;
- (c) The remedy or correction the Employer is requested to make, and;
- (d) The Section(s) where the Policy is claimed to be violated.



A meeting between the parties shall take place, with the decision of the Department Head being rendered in writing within ten (10) days from the receipt of the submission at this step.

### **Step 3**

Failing settlement at Step 2, and within five (5) days after the receipt of the written response from the Chief Administrative Officer in Step 2, the grievance may be submitted to Village Council, in writing, as aforementioned.

A meeting between the parties and Village Council shall take place, with the decision being rendered in writing within ten (10) days following the receipt of the submission at this step. The written decision shall be forwarded to the Village Council and the Chief Administrative Officer and the griever(s).

- f. The Village Council will, at its next regularly scheduled meeting, decide whether or not to uphold the decision of the committee. Council's decision is final and binding upon the town and the griever.
- g. The committee of Council and the Village Council may vary any penalty as it deems wise and prudent.
- h. A discharge or discipline grievance may be filed in writing within ten (10) days of the event-giving rise to the same and shall commence at Step 2.

## **12. PROBATIONARY PERIOD**

- a. Any new employee shall serve a probationary period of three (3) continuous months from the date of his or her commencement of service; the Chief Administrative Officer and the Village Public Works Foreman (if said position is filled) shall serve a probationary period of six (6) months from the date of his or her commencement of service.
- i. Notwithstanding anything contained elsewhere in this policy, if a new employee is unsatisfactory in the opinion of the CAO, he or she may be discharged at any time during their probationary period, and such discharge shall not have recourse to the substantive provision of this policy.

- b. A probationary employee, who is absent on a normally scheduled day of work during their probationary period, shall have such days added to the probationary period.
- c. If a probationary employee is transferred in lieu of discharge, he/she will be required to serve a three-month probationary period in the new position to which he/she is transferred.
- d. A regular employee on full time service, who has completed his/her probationary period, and who changes his/her status to that of a permanent part-time employee shall not have to serve a further probationary period.
  - i. A part-time employee who changes his/her status to that of a regular employee, and who has previously completed a probationary period with the Village, shall not be required to serve any additional probationary period, provided he/she has only been away from full time service for less than one year.

### **13. STAFF DISCIPLINE PROCEDURE & TERMINATION FOR JUST CAUSE**

**General:** A lawyer is to be contacted to ensure insurance coverage.

#### **Staff Discipline Procedure**

- a. *Stage I - First Offence: Supervisor addresses discipline issue with the individual and seeks conformity. Personnel Committee meeting called and a letter issued with provision for proof of receipt either on the letter or a separate document or modification. This is a "freebie" but detailed notes are put in the personnel file.*
- b. *Stage II - Second Offence: Verbal warning with detailed notes put in personnel file.*
- c. *Stage III - Third Offence: Written warning. (Appendix A)*
- d. *Stage IV - Fourth Offence: Terminated. (Appendix B&C)*
- e. *The system of discipline is compound discipline. That is, the same deviance does not have to re-occur in order to advance to the next level of discipline. Rather, each separate and individual occurrence will build on one another to advance through the discipline levels with the person in question.*



## Termination of Employment – Just Cause

An employee may be terminated for just cause, without notice or pay in lieu of notice. An employee dismissed for just cause will not be allowed to return to the employment of the Village of Bawlf.

- a) It is not possible to list all the forms of behavior that are considered unacceptable in the work place, but the following are examples of infractions or rules of conduct that will result in disciplinary action, including suspension or termination of employment:
- Unsatisfactory performance or conduct
  - Unauthorized disclosure of confidential information
  - Theft or inappropriate removal or possession of Village property
  - Falsification of time-keeping records
  - Working under the influence of alcohol or illegal drugs
  - Boisterous or disruptive activity in the work place
  - Insubordination or other disrespectful conduct
  - Sexual or other unlawful harassment
  - Excessive absenteeism or absence without notice
  - Unauthorized disclosure of intellectual property
  - Misuse or abuse of Village vehicles or machinery
  - Non-conformance to the Policy Manual or Government Statutes
  - Purchase of personal items with payment by Village credit cards or Village cheques or Village cash funds
- b) No notice of employee termination is required
- c) No pay lieu of notice is required
- d) An employee shall be advised in writing of all reasons for dismissal
- e) An employee must receive all monies owing within ten (10) days of the date of dismissal
- f) An employee must receive a completed Record of Employment
- g) A Recommendation to Terminate Employment should be completed by the supervisor and approved by the Chief Administrative Officer (Appendix B )
- h) A Termination Checklist should be completed. (Appendix C )
- i) It is a condition of wrongful dismissal insurance Coverage, that a written legal opinion is obtained from a law firm prior taking steps toward dismissal.



#### **14.SENIORITY**

- a. Service Seniority relates to the total continuous length of service with the Village, beginning at the last date of hiring and is used for the computation of salary continuation during illness benefits (sick leave), for vacation entitlements, and for all other benefits.
- b. Functional Seniority is the total length of service with the Village, beginning at the last date of inclusion within a functional unit.
  - i. A functional unit is one of two groups of employees roughly defined as Administrative Employees and Public Works Employees.
- c. Functional Seniority is used as:
  1. a consideration for the right or preference for vacation periods within a functional unit.
  2. a consideration for promotion within the functional unit; lay off; recall; demotion because of lay off; and transfer within a functional unit.
- d. Service Seniority and Functional Seniority will continue to accrue during:
  - Compassionate leave;
  - Vacation period;
  - Leave of absence under thirty (30) days;
  - Workers Compensation absence under thirty (30) days;
  - Jury Duty or Court Service; and
  - Salary continuation benefits being paid.
- e. Service and Functional Seniority will not accrue, and continuity will be interrupted without loss of accrued seniority during:
  - Periods of lay off under one (1) year duration;
  - Workers Compensation in excess of thirty (30) days, but not over three hundred sixty-five (365) days;
  - Non-paid sick time; and
  - Periods of long term disability of two (2) years duration or less.

- f. Functional Seniority will accrue during temporary transfer or promotion outside the department.
- g. Functional Seniority will not accrue during periods of service outside the functional unit, or during unapproved absences.
  - 1. Functional Seniority will be resumed if an employee who was transferred or promoted to a position outside the department is returned to that department he/she was transferred or promoted from.
- h. Service Seniority and Functional Seniority shall be lost by reason of:
  - Termination of employment by the employee or employer;
  - Discharge for cause;
  - If the employee fails to report for work after lay off with five (5) days of recall;
  - If the employee fails to report for work without permission to be absent for a period exceeding forty-eight (48) hours;
  - On the expiration of one (1) year following a lay off during which time the employee has not been recalled;
  - In cases where the long term disability exceeds two (2) years; and
  - On retirement.
- i. The Village shall maintain a seniority list for both Administrative and Public Works workers showing the date upon which each employee's service commenced with the Village, and within a functional unit.

#### **15.LAY-OFFS AND RECALLS**

- a. Lay off is not a normal occurrence but may be necessary in certain circumstances.
- b. The Village will notify employees who are to be laid off, five (5) working days prior to the lay off period.
- c. Due to the nature of the work performed by the Village, the Village will have the final decision as to which employees have the required knowledge, ability and skills to perform the remaining functions. When these attributes are deemed to be relatively equal, Functional Seniority will apply.



1. Functional Seniority in this context means that the last person hired within a department shall be the first person laid off and similarly, recall will be done on the basis of the first person within a department laid off, shall be the last person recalled.
- d. In the event that the Village is unable to contact the employee personally recall shall be deemed to have been carried out five (5) days after receipt of a double registered letter to the last known address of the employee as shown on the Village's records and if returned to the Village, recall shall be deemed to have been carried out.
1. An employee who does not return from lay off as required, or has been laid off for a period of six (6) months, shall be considered having terminated his or her employment with the Village.

#### **16.EMPLOYEE JOB DESCRIPTIONS**

- a. Employee Job Descriptions shall serve as a basis upon which the Village shall determine the duties, with which each employee shall be required to perform.
- b. The Employee Job Descriptions shall also serve as a means of determining job performance, which shall in turn be used to determine applicable performance increases (as per Policy No. 32, Employee Performance Review).
- c. The Job Descriptions shall not serve as the total guide for all duties, which shall be required by the Village, and, on its behalf Department heads or management staff, for each employee to complete.
- i. Disagreements which shall arise concerning the extent of duties required to be completed by an employee shall be handled in the manner herein described (See 11. Complaint and Grievance Procedure).

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Mayor

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CAO



**APPENDIX A**

**WARNING - SAMPLE**

**Date:** \_\_\_\_\_

**Present:** \_\_\_\_\_

**Location of Meeting:** \_\_\_\_\_  
\_\_\_\_\_

**Employee:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Reason For Warning:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Action Taken:**

\_\_\_\_\_  
\_\_\_\_\_

**This form will be placed in the above named employee's personnel file and will be used as required in the future.**

\_\_\_\_\_  
**CAO's Signature**

\_\_\_\_\_  
**Employee's Signature**

**Signatures of persons present in addition to manager and employee:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPENDIX "B"****RECOMMENDATION TO TERMINATE**

<b>EMPLOYEE</b>	<b>START DATE ON PRESENT JOB</b>
<b>POSITION</b>	<b>DATE OF HIRE</b>
<b>DEPARTMENT</b>	<b>DATE OF BIRTH</b>
<b>PRESENT WAGE</b>	<b>RECOMMENDED TERMINATION DATE</b>
<b>WHAT ACTIONS HAVE CAUSED THE TERMINATION?</b>	
<b>LIST THE STEPS TAKEN TO CORRECT THE ACTIONS NOTED ABOVE &amp; THE DATES OF EACH STEP</b>	
<b>WHAT OTHER ALTERNATIVES TO TERMINATION HAVE BEEN CONSIDERED? WHY HAVE THEY NOT BEEN ADOPTED?</b>	
<b>HAS THIS PERSON RECEIVED WRITTEN NOTICE OF UNSATISFACTORY PERFORMANCE (Attach copy)</b>	
<b>HAS THIS RECOMMENDATION BEEN REVIEWED WITH OTHERS? IF SO, WHO AND WHEN?</b>	
<b>WHAT NOTICE AND/OR SEPARATION PAY, IF ANY, IS RECOMMENDED?</b> (Show calculations and reasons for recommendation)	
<b>RECOMMENDED BY:</b>	<b>AUTHORIZED BY:</b>
<b>DATE:</b>	<b>DATE:</b>

**APPENDIX "C"**  
**TERMINATION CHECKLIST**

**RECALL AND/OR OBTAIN THE FOLLOWING:**

Tools and Equipment	<input type="checkbox"/>
Cell Phone	<input type="checkbox"/>
Computers/Laptops	<input type="checkbox"/>
Personal Protective Equipment	<input type="checkbox"/>
Credit, Telephone, Identification, Security Cards	<input type="checkbox"/>
Building Entrance Keys	<input type="checkbox"/>
Desk and file Keys	<input type="checkbox"/>

**ARRANGE FOR THE RETURN OF THE FOLLOWING:**

Company Vehicles	<input type="checkbox"/>
Customer lists, files, invoices, manuals in employee possession	<input type="checkbox"/>
Cash Advances	<input type="checkbox"/>

**DETERMINE THE FOLLOWING:**

Outstanding expenses, if any	<input type="checkbox"/>
Outstanding vacation, if any	<input type="checkbox"/>
Other payments owed to the employee	<input type="checkbox"/>

**REVIEW IMPACT OF TERMINATION ON BENEFIT PLANS & ISSUE:**

Record of Employment	<input type="checkbox"/>
Final Pay	<input type="checkbox"/>
Group Life Conversion Letter	<input type="checkbox"/>

**ADVISE THE FOLLOWING PEOPLE OF TERMINATION**

Switchboard/Reception	<input type="checkbox"/>
Answering Service, if any	<input type="checkbox"/>
Benefit Plans Insurance Carriers	<input type="checkbox"/>
Computer Security Clearance	<input type="checkbox"/>

**DETERMINE EMPLOYEE'S FORWARDING ADDRESS AND TELEPHONE NUMBER**

☐



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

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>Wednesday September 20<sup>th</sup>, 2017</b>
<b>Originated By:</b>	<b>Tracy M. Ormsbee - CAO</b>
<b>Title:</b>	<b>Advanced Polling</b>

**BACKGROUND/PROPOSAL:**

It has been requested that the Village hold an advanced poll, prior to Election Day.

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

This would give residents the option to have an alternate date/time for voting if they are unavailable on October 16<sup>th</sup>.

Council is to make the decision whether the Village will offer advanced polling and as per the Local Authorities Election Act, the Returning Officer chooses the date/time in which it is held.

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

N/A

**RECOMMENDED ACTION:**

That the Bawlf Council make a decision regarding whether the Village will have an advanced vote.

# Voting Opportunities

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This section outlines the legislative options for voting opportunities available to municipalities when conducting an election. If it is the desire of the municipality to provide for these opportunities, returning officers should review the relevant sections of the *LAEA*.

## Advance Vote

*LAEA* – s. 73-74

An elected authority, by resolution, may provide for the holding of an advance vote on any vote to be held in an election. The returning officer must ensure that no advance vote is held within 24 hours of Election Day and determine the days and hours when the advance vote opportunity is to be held.

The notice of an advance vote must be provided for in the prescribed form (available on the Alberta Municipal Affairs website) by publishing a notice at least one week before the date set for the advance vote, in a newspaper or publication circulating in the area, or by mailing or delivering a notice to every residence at least one week before the date set for advance vote.

## Special Ballots

*LAEA* – s. 77.1

The special ballot provisions are established under the *LAEA* and should be reviewed if it is the desire of the municipality to make special ballots available. The information contained in this section does not contain all of the information established under the Act but is designed to provide a summary of the processes associated with special ballots.

An elected authority may, by a resolution passed prior to nomination day, provide for special ballots and provide that applications may be made by any one or more of the following methods:

- in writing;
- by telephone;
- by telecopier;
- in person; or
- by email.

If the elected authority has passed a resolution allowing special ballots, the minister must be notified of the resolution prior to nomination day.

An elector who is unable to vote at an advance vote or at the voting station on Election Day because of a physical incapacity, absence from the local

## VILLAGE OF BAWLF

### Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	Wednesday September 20, 2017
Originated By:	Tracy M. Ormsbee - CAO
Title:	Fortis Alberta Franchise Fee Optional Annual Rate Increase

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

Each year Fortis Alberta requests that every Municipality to respond in writing with their decision to either increase, decrease or remain with the current rate..

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

Each Municipality has the option to adjust their franchise fee percentage annually. The percentage increase must not go over our current Franchise Fee cap of 20% that was determined by our Council during the agreement negotiations.

In October of 2016, Council motion 159/15 was to increase the franchise fee percentage by 3% which brought the total fee up to 6%.

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

#### **RECOMMENDED ACTION:**

That Bawlf Council discuss if they would like to increase the 2018 Fortis Franchise Fees or maintain the current 6%.



## MUNICIPAL FRANCHISE FEE RIDERS

**Availability** Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to all FortisAlberta distribution tariffs, except riders and rebates, in each municipality.

**Price Adjustment** A percentage surcharge per the table below will be added to the gross distribution tariff, excluding any riders or charges that relate to deferral account amounts, calculated for each site within each municipality and will be billed to the applicable retailer.

FortisAlberta will pay to each municipality each month, in accordance with the franchise agreements between FortisAlberta and the municipalities, the franchise fee revenue collected from the retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	03-0041	Boyle	3%	2015/01/01
01-0003	Airdrie	13%	2016/01/01	03-0042	Breton	20%	2015/01/01
03-0005	Alix	18%	2015/01/01	01-0043	Brooks	12.63%	2015/01/01
03-0004	Alberta Beach	5%	2017/01/01	02-0044	Bruderheim	0%	2013/07/01
03-0007	Amisk	0%	2014/01/01	02-0047	Calmar	20%	2013/07/01
02-0011	Athabasca	6%	2013/07/01	01-0048	Camrose	10%	2016/01/01
04-0009	Argentia Beach	0%	2017/01/01	02-0050	Canmore	10%	2016/01/01
03-0010	Arrowwood	12%	2015/07/01	03-0054	Carmangay	0%	2015/04/01
02-0387	Banff	4%	2012/01/01	03-0055	Caroline	7%	2016/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	12%	2016/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	3%	2013/07/01	02-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	12.40%	2016/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	4%	2017/01/01
02-0019	Beaumont	5%	2013/10/01	03-0066	Clive	9%	2013/01/01
03-0022	Beiseker	0%	2013/07/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2013/01/01	02-0069	Coaldale	11%	2015/01/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	5%	2015/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	15%	2015/01/01
02-0030	Black Diamond	10%	2017/01/01	03-0076	Coutts	3%	2017/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0077	Cowley	5%	2016/01/01
02-0034	Bon Accord	20%	2013/07/01	03-0078	Cremona	10%	2016/01/01
02-0039	Bow Island	7%	2013/07/01	02-0079	Crossfield	0%	2015/01/01
02-0040	Bowden	15%	2017/01/01	09-0361	Crowsnest Pass	16%	2016/01/01

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FortisAlberta's Customer and Retailer Terms and Conditions of Distribution Tariff Services provide for other charges, including an arrears charge of 1.5% per month.

## MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
04-0080	Crystal Springs	0%	2016/01/01	02-0202	Legal	7%	2016/01/01
03-0081	Czar	5%	2013/10/01	03-0207	Lomond	15%	2017/01/01
02-0082	Daysland	5%	2013/07/01	03-0208	Longview	17%	2017/01/01
02-0086	Devon	13%	2013/01/01	03-0209	Lougheed	5%	2016/01/01
02-0088	Didsbury	17%	2016/01/01	02-0211	Magrath	8%	2017/01/01
02-0091	Drayton Valley	10%	2016/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
03-0093	Duchess	14%	2016/01/01	02-0215	Mayerthorpe	8%	2016/01/01
02-0095	Eckville	10%	2015/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0096	Edberg	9%	2017/01/01	02-0218	Milk River	12%	2017/01/01
03-0097	Edgerton	16%	2015/01/01	02-0219	Millet	13%	2016/01/01
02-0100	Edson	5%	2015/01/01	03-0220	Milo	20%	2017/01/01
03-0109	Ferintosh	11%	2016/01/01	02-0224	Morinville	20%	2013/07/01
03-0112	Foremost	7%	2016/01/01	04-0230	Nakamun Park	0%	2013/10/01
01-0117	Fort Saskatchewan	0%	2013/10/01	02-0232	Nanton	7%	2016/01/01
02-0124	Gibbons	10%	2013/01/01	03-0236	Nobleford	0%	2013/10/01
03-0128	Glenwood	0%	2016/02/11	03-0233	New Norway	6%	2009/01/01
04-0129	Golden Days	0%	2017/01/01	04-0237	Norglenwold	5%	2015/01/01
02-0135	Granum	5.50%	2013/07/01	04-0385	Norris Beach	0%	2016/01/01
04-0134	Grandview	0%	2016/01/01	02-0238	Okotoks	10%	2017/01/01
04-0138	Gull Lake	0%	2016/01/01	02-0239	Olds	8.59%	2015/01/01
02-0143	Hardisty	7%	2017/04/01	02-0240	Onoway	7.50%	2013/01/01
03-0144	Hay Lakes	7%	2015/01/01	04-0374	Parkland Beach	0%	2015/01/01
02-0148	High River	20%	2015/07/01	02-0248	Penhold	19%	2014/01/01
03-0149	Hill Spring	5%	2015/09/01	02-0249	Picture Butte	10%	2016/01/01
02-0151	Hinton	10.70%	2013/01/01	02-0250	Pincher Creek	13%	2017/01/01
03-0152	Holden	4%	2016/01/01	04-0253	Point Alison	0%	2017/01/23
03-0153	Hughenden	5%	2016/01/01	04-0256	Poplar Bay	0%	2016/01/01
03-0154	Hussar	12.50%	2017/01/01	02-0257	Provost	20%	2015/01/01
02-0180	Innisfail	9%	2017/01/01	02-0261	Raymond	12%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0265	Redwater	0%	2013/07/01
02-0183	Irricana	0%	2013/10/01	02-0266	Rimbey	14%	2015/01/01
04-0185	Island Lake	0%	2016/01/01	02-0268	Rocky Mtn House	12%	2017/01/01
04-0379	Jarvis Bay	0%	2015/10/08	03-0270	Rockyford	5%	2015/04/01
02-0188	Killam	8%	2017/01/01	03-0272	Rosemary	12%	2016/01/01
01-0194	Lacombe	6.20%	2013/10/01	04-0273	Ross Haven	0%	2016/01/01
04-0196	Lakeview	2%	2016/01/01	03-0276	Ryley	3%	2016/01/01
02-0197	Lamont	5%	2013/07/01	04-0279	Seba Beach	4%	2014/01/01
01-0200	Leduc	16%	2014/01/01	02-0280	Sedgewick	8%	2017/04/01

FortisAlberta's Customer and Retailer Terms and Conditions of Electric Distribution Service provide for other charges, including an arrears charge of 1.5% per month.



## MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following  
Commission approval for consumption from  
the first of the month following Commission  
approval

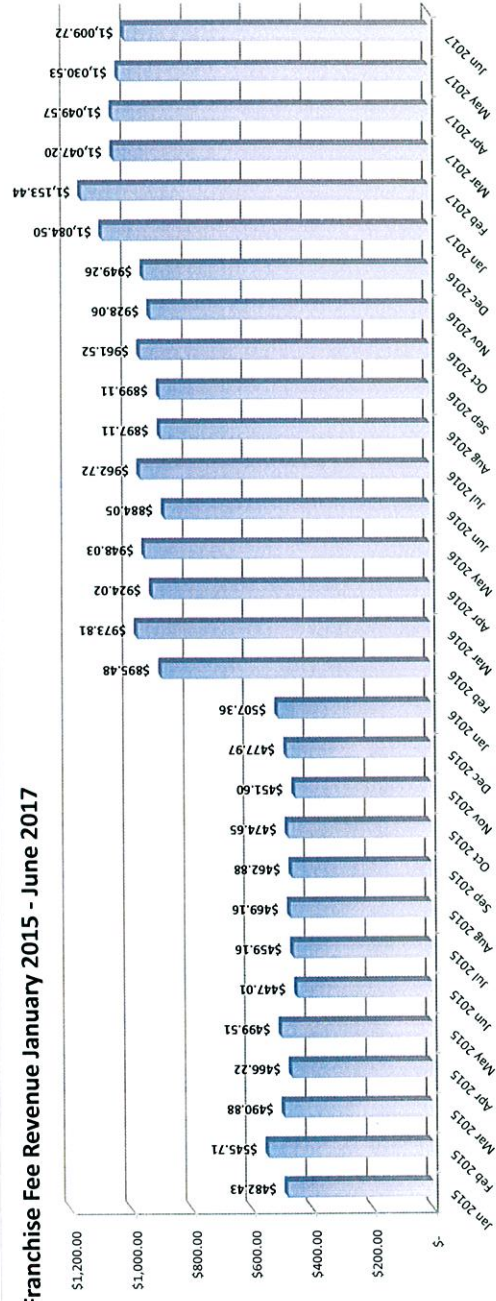
Muni Code	Municipality	Rider	Effective
04-0283	Silver Sands	3%	2008/02/01
04-0369	South Baptiste	0%	2005/05/01
04-0288	South View	0%	2008/02/01
01-0291	Spruce Grove	20%	2016/01/01
01-0292	St. Albert	0%	2016/01/01
03-0295	Standard	0%	2015/01/01
02-0297	Stavely	5%	2017/01/01
03-0300	Stirling	8%	2015/01/01
02-0301	Stony Plain	20%	2015/01/01
09-0302	Strathcona County	0%	TBD
02-0303	Strathmore	13.50%	2017/04/01
03-0304	Strome	8%	2016/01/01
02-0307	Sundre	8%	2017/01/01
04-0386	Sunrise Beach	0%	2008/08/01
04-0308	Sunset Point	10%	2017/01/01
02-0310	Sylvan Lake	12%	2016/01/01
02-0311	Taber	20%	2013/10/01
03-0315	Thorsby	20%	2015/01/01
02-0318	Tofield	5%	2015/01/01
02-0321	Turner Valley	10%	2017/01/01
04-0324	Val Quentin	0%	2016/01/01
02-0326	Vauxhall	2%	2015/01/01
02-0331	Viking	8%	2013/07/01
02-0333	Vulcan	20%	2013/10/01
03-0364	Wabamun	10%	2017/01/01
02-0335	Wainwright	5%	2017/01/01
03-0338	Warburg	10%	2015/01/01
03-0339	Warner	0%	2017/01/01
02-0345	Westlock	12%	2013/07/01
01-0347	Wetaskiwin	12%	2016/01/01
04-0371	Whispering Hills	5%	2016/10/01
02-0350	Whitecourt	2.89%	2017/01/01
04-0354	Yellowstone	3%	2016/01/01



Month	Revenue Collected
2015	
Jan 2015	\$ 482.43
Feb 2015	\$ 545.71
Mar 2015	\$ 490.88
Apr 2015	\$ 486.22
May 2015	\$ 499.51
Jun 2015	\$ 447.01
Jul 2015	\$ 459.16
Aug 2015	\$ 469.16
Sep 2015	\$ 462.88
Oct 2015	\$ 474.65
Nov 2015	\$ 451.60
Dec 2015	\$ 477.97
2016	
Jan 2016	\$ 507.36
Feb 2016	\$ 895.48
Mar 2016	\$ 973.81
Apr 2016	\$ 924.02
May 2016	\$ 948.03
Jun 2016	\$ 884.05
Jul 2016	\$ 962.72
Aug 2016	\$ 897.11
Sep 2016	\$ 899.11
Oct 2016	\$ 961.52
Nov 2016	\$ 928.06
Dec 2016	\$ 949.26
2017	
Jan 2017	\$ 1,094.50
Feb 2017	\$ 1,153.44
Mar 2017	\$ 1,047.20
Apr 2017	\$ 1,049.57
May 2017	\$ 1,030.53
Jun 2017	\$ 1,009.72

2015 Total	\$ 5,727.18
2016 Total	\$ 10,730.53
2017 Jan - June Total	\$ 6,374.96

Franchise Fee Revenue January 2015 - June 2017





Franchise Fee Estimating Tool is For Information Purposes Only

This tool is designed for the municipalities to estimate the monthly charges based on a sample fee.

Consumption **625 kWh**  
Billing Period **30 Days**

#### Existing (Current) Typical Residential Customer Monthly Costs

##### Rate 11 (Fall 2017 Distribution Tariff Estimated Rate Filing) Based on Current 6% Franchise Fee

###### Delivery Service Charge

All kWh Delivered	\$0.058351	625 kWh	\$36.47
Basic Daily Charge	\$0.7577	30 Days	\$22.73
			<u>\$59.20</u>

Current Franchise Fee	6.00%	\$3.55
GST	5.0%	\$3.14
		<u>\$65.89</u>

**Current Annual Franchise Fee Costs:  $\$3.55 \times 12 = \$42.62$**

#### Proposed Residential Customer Monthly Costs

##### Rate 11 (January 2018 Estimated Distribution Tariff) Based on Proposed 8% Franchise Fee

###### Delivery Service Charge

All kWh Delivered*	\$0.061269	625 kWh	\$38.29
Basic Daily Charge*	\$0.7956	30 Days	\$23.87
			<u>\$62.16</u>

Estimated Proposed Franchise Fee	8.00%	\$4.97
GST	5.0%	\$3.36
		<u>\$70.49</u>

**Proposed Annual Franchise Fee Cost:  $\$4.97 \times 12 = \$59.67$**

**\* Includes estimated 5% increase**



## **CAO Report – Tracy M. Ormsbee**

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

**Wednesday September 20, 2017 – 7:00 pm**

#### **Land/Property Sales**

- Old United Church Sold
- Village now owns 17.61 acres in the NE corner of Bawlf (4311AJ;A)

#### **Bylaw/Protective Services**

- Warnings and fines are still being issued

#### **Administration**

- Preparation of agenda/minutes for September Regular meeting
- Moving forward with amending/creating bylaws and producing various internal policies and procedures (WIP)- HR policies do not require Council motion (as per Municipal Affairs)
- Researching various municipalities' policy and bylaw structure
- Completed motion actions from previous Council meeting
- Continuous training for all staff
- Unsightly letters have been sent out to residents when required
- Election processes and deadlines are under way; 2 day mandatory training session for all council after election is booked for Oct. 30/31 in Camrose
- Attended 2 day Regional Municipal Affairs training on Sept 12/13; see below for Notes on MGA Amendments
- Implemented One Call Now Automated Emergency Call System as per motion 135/17

#### **HR/Payroll**

- Submitted monthly payroll government remittance; payroll processing
- Ongoing training with Tanya/Ashley to introduce more financial, governance, development and policy procedures

#### **Finance**

- Reviewed August's financial statements, vendor invoicing (payables) and accounts receivables
- Some payables are now being paid through ATB on-line banking
- Monthly journal entries
- Grant reconciliations/applications
- Account Reconciliations
- Now accepting e-transfers for payment of utility/tax & A/R



### **Planning/Development**

- Reviewing/updating Bawlf's Subdivision and Development Appeal Board (SDAB) members and status (WIP)
- Working on MDP (Municipal Development Plan)
- Working on MSP (Municipal Sustainability Plan)
- Research/discussions in regards to IDP (Intermunicipal Development Plan)

### **Fire Department**

- Fire Department 3 Bay Expansion project started on August 8<sup>th</sup> and is well under way for completion by end of September/early October
- 3 calls for 2017 – 2 MVA (1 vehicle on fire), 1 structure (barn) fire

### **Disaster/Emergency Management Services**

- Will be attending workshop on October 26<sup>th</sup>
- CP will be training the Bawlf Fire Department for Emergency Response to train derailments
- CP is planning on completing repairs in the next 2 weeks, weather permitting

### **Public Works**

#### **Water/Sewer/Drainage/Hydrants**

- Lambourne Environmental – awaiting on de-sludging (may be postponed until spring 2018)
- Hydrant at Hanson & Molstad requires repairs (hopefully not replacing) and it out of service

#### **2017 Water Repairs To Date**

- Macrae Main Break; new service saddle & replaced 4' of main
- Railway East water leak; replaced 2 couplers & 2' of main
- Macrae & Martin water leak; replaced 2 couplers
- Railway @ Macrae water leak; new valves/couplers/main & bury box
- Water well house (RR180); abandoned line was not "abandoned" properly (still under repair)

### **Community/Economic Development**

- Lucky Highway 13 promotion is well underway; seems to be many more groups of motorcyclists along the Hwy 13 corridor this year; donations and most prizes have been received for the photo scavenger hunt; prized will be awarded in October

### **Recreation/Campground**

- Sent in grant application (Battle River Community Foundation) for campground upgrade for 2018

## **Notes on MGA Amendments and Responsibilities of Council Over the Next 2 Years:**

### **Hierarchy of Plans:**

- Growth Management Plan (where applicable)**
- IDP (Intermunicipal Development Plan)**
- MDP (Municipal Development Plan)**
- ICF's (Intermunicipal Collaboration Framework)**
- ASP/ARP (Area Structure Plan/Area Redevelopment Plan)**

### **ICF's – Intermunicipal Collaboration Framework (shared services and infrastructure)**

- For integrated and strategic planning, delivery and funding of intermunicipal services
- Efficient stewardship of scarce resources in providing local services
- To ensure municipalities contribute funding to services that benefit residents
- Highlight and formalize existing collaborative work between adjacent municipalities
- Provide a forum for neighboring municipalities to work together

### **Requirements:**

- Adopt ICF bylaw
- Within 2 years of the act coming into force, adopt a framework

(we currently have agreements with Camrose County for fire, planning/development/bylaw/emergency management, etc. that may be amended to fall in line with the requirements of the ICF; SMRWSC, FCSS, County Enviro, to name a few. ICF's will have to be created between us and Rosalind for water operator back up and possibly others)

### **IDP – Intermunicipal Development Plan (land use, location of infrastructure and servicing areas – Bill 21)**

- Must contain a dispute resolution procedure, procedure to amend or repeal the plan and provisions for administering the plan
- Under Bill 21, an IDP must also address future land use within the identified area; the manner of and the proposals for development; the provision of transportation systems and environmental matters generally or specifically; the coordination of intermunicipal programs and any other matters related to the social, physical and economic development of the area that the council consider necessary

### **Linkages Between the IDP and the ICF:**

- The IDP is considered an integral part of an ICF
- Planning and service provision go hand in hand
- An incomplete IDP is treated as an incomplete ICF
- As such, the IDP would go to an arbitrator
- Timelines to complete IDP's are the same as an ICF

### **What this means:**



- IDP's are part of the ICF related to land use
- ICF's and IDP's need to be linked together

### **MDP – Municipal Development Plan**

- Mandatory to adopt by bylaw within 3 years of proclamation of Bill 8
- Must be consistent with an IDP in respect of land identified in both plans

#### **Must Address:**

- Future land use within the municipality
- Manner and proposals for future development
- Coordination of land use, future growth patterns and other infrastructure with adjacent municipalities
- Provision of transportation systems either generally or specifically
- Provision of municipal services and facilities generally or specifically
- Policies respecting provision of municipal and school reserve lands and school requirements
- Policies protecting agricultural operations and guidance with respect to location of land uses adjacent to sour gas facilities
- Allow for public input in creation and a public hearing on the bylaw to adopt the MDP

### **Statutory Plans**

When preparing new Area Structure Plans (ASP) that are within 1.6 km proximity to a provincial highway, a municipality must notify the Minister of Transportation of the plan preparation and provide opportunity for the Minister to make suggestions and representations.

### **JUPA – Joint Use and Planning Agreements**

Municipalities will be required, within 3 years, to have JUPA's with school boards that are operating within the municipalities' boundaries.

JUPA's will establish a process to discuss matters related to:

- The planning, development, use (including the matters relating to the maintenance of facilities and fields), transfer, disposal and servicing of school sites on reserve lands
- The municipality and the school board work collaboratively together including a process for resolving disputes and
- A time frame for regular review of the agreement

### **Off-site Levies**

Municipalities may collect off-site levies from new developments within their municipal boundaries to pay for all or part of the capital costs of land and new or expanded facilities for:

- Water
- Sanitary sewage
- Storm sewer drainage
- Municipal roads



- Transportation infrastructure required to connect, or to improve the connection of, municipal roads to provincial highways resulting from a subdivision or development
- Community recreation facilities
- Fire halls
- Police stations
- Libraries

Off-site levies can only be imposed and collected for the new scope facilities only if no off-site levy has been previously imposed for the same purpose for that land.

Bill 20 will hold Council accountable by bylaw, Code of Conduct, that all Councillors will sign. Our current Procedural bylaw will be repealed and a new Code of Conduct bylaw will be procured. This new bylaw will include sanctions if a Councillor does not abide by it. Councillor Duties/Role is also being amended to include items such as (some of it is just a change in wording): promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighboring municipalities; adhere to Code of Conduct; ensure the CAO appropriately performs the duties and functions and exercises the powers assigned to the CAO; clarification on meetings.

Increased Financial Planning as per Bill 20; 3 year Operating (current year plus 3 year plan), 5 year Capital. A capital budget must include the estimated amounts for capital property and the sources of funding for the calendar year. Much more in depth information available.

The above is not an exhaustive list of all that is now required, but a bit of a head's up for current and upcoming Council.

The new MGA will not be available until approximately December at which time will then be ordered for all Council/Administration.

The Municipal Affairs website as well as AUMA (Alberta Urban Municipalities Association) have any and all information in regards the to the amended MGA which has not all been proclaimed as of yet.

## Bill 20 and Bill 21 MGA Changes Affecting Planning

Section of MGA	Proposed Section of MGA Bill 20	Bill 21
Part 1 – Purposes, Powers and Capacity of Municipalities		2 - A preamble is added to the Act setting a tone within which the provisions of the Act should be interpreted and implemented. The preamble reflects a provincial recognition of the role that municipalities play in creating and sustaining safe and viable communities, as well as determining Alberta's economic, environmental and social prosperity. Additionally, the preamble recognizes "the importance of (the Province) working together with Alberta's municipalities in a spirit of partnership to co-operatively and collaboratively advance the interests of Albertans generally" and that "Alberta's municipalities have varying interests and capacity levels that require flexible approaches to support local, intermunicipal and regional needs". Preamble
Part 2 – Bylaws	Division 1 – General Jurisdiction Relationship to Provincial law 3 – Inconsistency broadened to include conflict between bylaw and MGA, as well as inconsistency - s.13	<b>Municipal Purposes</b> 6- Adds working "collaboratively with neighbouring municipalities to plan, deliver and fund municipal services" to the purposes of a municipality. s.3(d)
Part 3 – Special Municipal Powers and Limits on Municipal Powers		
Part 4 – Formation, Fundamental Change and Dissolution	Division 6 - Annexation Annexation refused 13 – Provision for Minister to make regulations respecting procedures and defining terms used in Annexation but not defined in the MGA. – s.128.1	
Part 4.1 – City Charters	Division 8 – General Provisions Location of Boundaries 14 - Entire part is added to MGA, to authorize establishment of charters to address evolving needs, responsibilities and capabilities of cities in a manner that best meets the needs of their communities.  With exceptions for MGA provisions related to regional services commissions and growth management boards, provides for a charter to govern all matters related to the administration and governance of the charter city, including, without limitation, the powers, duties and functions of the charter city and any other matter that the Lieutenant Governor in Council considers desirable". The charter prevails over the MGA or any other enactment in the case of conflict or inconsistency. s.141.1 – 141.5	
Part 5 – Councils, Councillors and Council Committees		Division 3 – Duties, Titles and Oaths of Councillors General duties of councillors 15 - Adds a new duty to the list of duties of councillors to "promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities". s.153(a.1)
Part 6 – Municipal organization and Administration		
Part 7 – Public Participation	Public participation policy 24 - All municipalities are required to establish a public participation policy.	

	<p>The Minister is enabled to make regulations regarding public participation policies respecting:</p> <ul style="list-style-type: none"> <li>• contents of public participation policies;</li> <li>• considerations to be taken into account by a council in establishing its public participation policy;</li> <li>• requirements for a council to review its public participation policy periodically and consider whether any amendments should be made; and</li> <li>• requirements to make publicly available a public participation policy and any amendments made to it.</li> </ul> <p>As well, a regulation may set a date by which every municipality must have its first public participation policy in place;</p> <p>However, nothing in such a public participation policy affects any right or obligation that a municipal authority or any person has under any other provision of the Act: nor can any resolution or bylaw of a council be challenged for noncompliance with the policy, if the policy is made by council resolution. s.216.1(1) to (5)</p>	
Part 8 Financial Administration		
Part 9 – Assessment of Property		
Part 10 – Taxation Review Boards		
Part 12 – Municipal Government Board		
Part 13 – Liability of Municipalities, Enforcement of Municipal Law and other Legal Matters		
Part 14 – General Ministerial Powers		
Part 15 – Improvement Districts		
Part 15.1 – Regional Service Commissions		
Part 16 – Miscellaneous	<p><b>Requirements for advertising</b></p> <p>56 - Enhances a municipality's options for advertising by adding the ability to publish notice of a bylaw, resolution, meeting, public hearing or other thing on the municipality's website, or by giving notice by a method, including electronic means, provided for in an advertisement bylaw prepared pursuant to new provisions contained in section 606.1 and requiring that, if the notice is being advertised on the municipality's website, it contain a copy of the proposed bylaw, resolution, and any document relating to it or to the meeting or public hearing. s.606(2) and 606(6)(e)</p> <p>57 - Provisions for the advertisement bylaw must satisfy council that the methods included in the bylaw would bring items to the attention of substantially all residents in the area the bylaw or hearing addresses. s.606.1(2)</p>	



<p><b>Part 17 - Planning and Development</b></p>	<p><b>58</b> - Documents to be served on a municipality can be received via electronic means and can be sent by a municipality through electronic means if the recipient has consented to receive electronic documents and if it is possible to make a copy of the document from the electronic transmission. s.607</p>	<p><b>Public input</b> 87 – Documents can be sent by a municipality to a person via electronic means if the recipient has consented to receive electronic documents, provided an electronic address for that purpose, and if it is possible to make a copy of the document from the electronic transmission. <b>s.608(1)(a) &amp; (b)</b></p>
<p><b>Division 2 - Land Use Policies</b></p> <p><b>Division 3 – Planning Authorities</b> <b>Appeal board established</b> 61 – The minister is enabled to make regulations regarding the qualifications of subdivision and development appeal board (SDAB) members to participate in a hearing of the board and no member may participate unless so qualified. s.627.2 &amp; 627.3(b)</p> <p><b>Division 4 – Statutory Plans</b></p>	<p><b>Definitions</b> 88 – Definitions are added/amended for:</p> <ul style="list-style-type: none"> <li>• "community recreation facilities" - means indoor municipal facilities used primarily by members of the public to participate in recreational activities conducted at the facilities; s.616(a.11) as amended by Amendment A1 R, agreed to November 30, 2016</li> <li>• "conservation reserve" - means the land designated as conservation reserve under Division 8; s.616(a.3)</li> <li>• "environmental reserve" - means the land designated as environmental reserve (ER) under Division 8; s.616(e)</li> <li>• "inclusionary housing" - means the provision of dwelling units or land, or money in place of dwelling units or land, for the purpose of affordable housing as a condition of subdivision approval or of being issued a DP; s.616(h.1)</li> <li>• "inclusionary housing regulation" - means a regulation made under section 694(1)(i); s.616(h.2)</li> <li>• "land use policies" means - the policies referred to in section 622; and s.616(i)</li> <li>• "reserve land" - means ER, conservation reserve, municipal reserve, community services reserve, school reserve or municipal and school reserve. s.616(z)</li> </ul> <p><b>Division 2 - Land Use Policies</b> <b>Land Use Policies</b> 90 - Provides for the Lieutenant Governor, on the recommendation of the Minister and by regulation, to both establish land use policies and rescind former land use policies. s.622(2) Positions an Alberta Land Stewardship Act (ALSA) regional plan to prevail over any conflict amongst it and other land use policies. s.622(3)</p> <p><b>Division 3 – Planning Authorities</b></p> <p><b>Division 4 – Statutory Plans</b> <b>Intermunicipal Development Plans</b> 94 – Requires all municipalities to engage in some form of intermunicipal planning with their neighbouring municipalities. By December 6, 2018, by bylaw and through negotiation carried out in good faith, all municipalities are required to adopt an IDP with neighbouring municipalities with which they share common boundaries, unless the municipalities are members of a growth region, where they would be party to a growth plan developed by the growth management board. s.631(1) &amp; (3), as amended by Amendment A1 T, agreed to November 30, 2016 and as amended by Bill 21 being given Royal Assent on December 6, 2016</p> <p>The Minister may, by order, exempt municipalities from the requirement to adopt an intermunicipal development plan. s.631(1.2)</p> <p>Future land use within the plan area and the manner of and proposals for future development in the</p>	<p><b>Public input</b> 87 – Documents can be sent by a municipality to a person via electronic means if the recipient has consented to receive electronic documents, provided an electronic address for that purpose, and if it is possible to make a copy of the document from the electronic transmission. <b>s.608(1)(a) &amp; (b)</b></p> <p><b>Definitions</b> 88 – Definitions are added/amended for:</p> <ul style="list-style-type: none"> <li>• "community recreation facilities" - means indoor municipal facilities used primarily by members of the public to participate in recreational activities conducted at the facilities; s.616(a.11) as amended by Amendment A1 R, agreed to November 30, 2016</li> <li>• "conservation reserve" - means the land designated as conservation reserve under Division 8; s.616(a.3)</li> <li>• "environmental reserve" - means the land designated as environmental reserve (ER) under Division 8; s.616(e)</li> <li>• "inclusionary housing" - means the provision of dwelling units or land, or money in place of dwelling units or land, for the purpose of affordable housing as a condition of subdivision approval or of being issued a DP; s.616(h.1)</li> <li>• "inclusionary housing regulation" - means a regulation made under section 694(1)(i); s.616(h.2)</li> <li>• "land use policies" means - the policies referred to in section 622; and s.616(i)</li> <li>• "reserve land" - means ER, conservation reserve, municipal reserve, community services reserve, school reserve or municipal and school reserve. s.616(z)</li> </ul> <p><b>Division 2 - Land Use Policies</b> <b>Land Use Policies</b> 90 - Provides for the Lieutenant Governor, on the recommendation of the Minister and by regulation, to both establish land use policies and rescind former land use policies. s.622(2) Positions an Alberta Land Stewardship Act (ALSA) regional plan to prevail over any conflict amongst it and other land use policies. s.622(3)</p> <p><b>Division 3 – Planning Authorities</b></p> <p><b>Division 4 – Statutory Plans</b> <b>Intermunicipal Development Plans</b> 94 – Requires all municipalities to engage in some form of intermunicipal planning with their neighbouring municipalities. 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	<p>plan area have been added to the matters that an IDP must address. In addition, other matters that an IDP must address include:</p> <ul style="list-style-type: none"> <li>• provision of transportation systems for the area;</li> <li>• co-ordination of intermunicipal programs relating to the physical, social and economic development of the area;</li> <li>• environmental matters within the area; and</li> <li>• any other matter related to the physical, social or economic development of the area that the councils consider necessary. <b>s.631(2)(a) as amended by Amendment A1 T, agreed to November 30, 2016</b></li> </ul> <p>Matters originally identified as mandatory components of an IDP and contained in s.631(2)(b) remain unchanged in Bill 21.</p> <p>Provides that, if municipalities that are required to create an intermunicipal development plan are not able to agree on a plan, provisions addressing methods of creating an intermunicipal collaboration framework (ICF), arbitration roles and procedures when unable to create an ICF or when municipalities are not able to agree that their framework remains relevant, and measures to ensure compliance with ICFs apply as if the intermunicipal development plan were an ICF. <b>s.631(1)(4)</b></p> <p><b>Municipal Development Plans</b>  <b>Municipal development plan</b>  <b>95 –</b> Requires that every municipality must, by bylaw, adopt a MDP by December 6, 2018. <b>s.632(2.1) as amended by Amendment A1 U, agreed to November 30, 2016 and as amended by Bill 21 being given Royal Assent on December 6, 2016</b></p> <p><b>General Provisions</b>  <b>Listing and publishing of policies</b>  <b>96 –</b> Requires that every municipality must compile and keep updated a list of any policies that may be considered in making decisions under Part 17. This includes policies that a council has approved by resolution or bylaw, or that have been made by a body or person to whom powers, duties or functions are delegated under section 203 or 209, and that are not part of a bylaw. <b>s.638.2(1)</b></p> <p>The municipality must publish a list and a summary of these policies and the policies themselves on the municipality's website, indicating how they relate to each other and to any statutory plans and bylaws. Additionally, any documents incorporated by reference in any bylaws passed in accordance with this Part must be published on the website. <b>s.638.2(2)</b></p> <p>A development authority, subdivision authority, SDAB, Municipal Government Board (MGB) or a court cannot pay regard to any policy noted above unless the policy is set out in the list. <b>s.638.2(3)</b></p>
<p><b>Municipal Development Plans</b>  <b>Municipal development plan</b></p> <p><b>62- Requires a MDP be consistent with an IDP for the area of land that is identified in both plans. s.632(4)</b></p> <p><b>Area Structure Plans</b>  <b>Area structure plan</b>  <b>63 –</b> Requires an ASP be consistent with a MDP and be consistent with an IDP for the area of land that is identified in both plans. <b>s.633(3)(a) &amp; (b)</b></p> <p><b>Area Redevelopment Plans</b>  <b>Area redevelopment plan</b>  <b>64 –</b> Requires that an ARP be consistent with a MDP and be consistent with an IDP for the area of land that is identified in both plans. <b>s.634(2)(a) 7 (b)</b></p> <p><b>General Provisions</b>  <b>Plans consistent</b>  <b>65 -</b> This hierarchy applies to both conflicts and inconsistencies between relevant plans. <b>s.638</b></p>	



<p><b>Division 5 - Land Use</b></p> <p><b>Land Use Bylaw</b></p> <p>97 - Allows a land use bylaw (LUB) to provide for standards and requirements for inclusionary housing in accordance with an inclusionary housing regulation. s.640(4)(s)</p> <p>98 - Provision is made for cities and other municipalities with a population of 15,000 or more to prescribe alternative time periods in a LUB for determining the completeness of and for making decisions regarding DP and subdivision applications. s.640.1(a) to (d) as amended by Amendment A1-W, agreed to November 30, 2016</p> <p><b>Permitted and discretionary uses</b></p> <p>99 - Clarifies provisions for issuing DPs for both permitted and discretionary uses to reflect that a DP application must be determined to be complete and an acknowledgement of this in the form and manner provided for in the land use bylaw must be issued before a DP can be issued. s.642(1) &amp; (2)</p> <p><b>Acquisition of land designated for public use</b></p> <p>100 - The requirement for the municipality to acquire, start proceedings to acquire, or redesignate land to another use does not apply to land designated as conservation reserve. s.644(3)</p> <p><b>Division 6 - Development Levies and Conditions</b></p> <p><b>Off-site levy</b></p> <p>101 - Expands the list of purposes that, given that no off-site levy has previously been imposed for the same purpose on that parcel, an off-site levy can be applied to, now including capital costs associated with new or expanded:</p> <ul style="list-style-type: none"> <li>• community recreation facilities;</li> <li>• fire hall facilities;</li> <li>• police station facilities;</li> <li>• libraries. s.648(2.1) &amp; (2.2)</li> </ul> <p>This provision is retroactively applied to fees or other charges imposed on a developer or through a development agreement entered into prior to December 6, 2018. s.648(8) as amended by Bill 21 being given Royal Assent on December 6, 2016</p> <p>102 - Provides for the right for any person, subject to and in accordance with the regulations, to appeal, to the MGB, the imposition of a levy for any of these new uses if:</p> <ul style="list-style-type: none"> <li>• the purpose for which the off-site levy was imposed is unlikely to benefit future occupants of the land who may be subject to the off-site levy to the extent required by the regulations;</li> <li>• the principles and criteria that must be applied by a municipality when passing the off-site levy bylaw have not been complied with;</li> <li>• the determination of the benefiting area was not determined in accordance with regulations;</li> <li>• the levy or any portion of it is not for the payment of the capital costs of the new uses;</li> <li>• the calculation of the levy is inconsistent with regulations or is incorrect;</li> <li>• an off-site levy for the same purpose has already been imposed and collected with respect to the proposed development or subdivision. s.648.1(1) as amended by amendment A1 Y, agreed to on November 30, 2016</li> </ul> <p>If an off-site levy bylaw amends the amount of a levy, an appeal may only be brought with respect to that amendment. s.648.1(3)</p>	<p>These provisions become effective January 1, 2019. s.638.2(4)</p>
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	<p><b>Condition of issuing development permit</b>  <b>69</b> – Clarifies the intent for conditions attached to a development agreement to require the developer to pay for installation of only those public utilities described in section 616(v)(i) to (ix) necessary to serve the development, whether or not the utility is located on the land being developed s.650(1)(c)  This provision is retroactively applied to fees or other charges imposed on a developer or through a development agreement entered into prior to this provision coming into effect. s.650(4)</p> <p><b>Division 7 – Subdivision of Land</b></p>	<p>After hearing the appeal, the MGB may dismiss, or declare invalid, all or a part of the appeal. If declared invalid, the MGB may determine an alternate form for the bylaw and provide that it be repassed or amended. s.648.1(2)</p> <p><b>Conditions of issuing development permit</b>  <b>103</b> - Adds the provision of inclusionary housing, in accordance with the LUB and the inclusionary housing regulation, to the conditions that can be attached to an approved DP. s.650(1)(f)</p> <p><b>Division 7 – Subdivision of Land</b>  <b>Subdivision applications</b>  <b>105</b> - Augments the current provisions for subdivision approval applications with more exhaustive provisions that detail circumstances under which applications can be determined to be complete, including providing process around how a municipality must deal with both complete and incomplete applications.  Within 20 days of receipt of an application, unless an extended time period is agreed to, the municipality must issue to the applicant, an acknowledgement that the application is either complete or incomplete. If incomplete, the acknowledgement must identify what additional information must be submitted before an identified date. Failure to submit all additional required information by the identified date will result in the application being deemed to be refused. If this is the case, the municipality must provide the applicant with a notice, in the form and manner provided for in the LUB, that the application has been refused and the reason for the refusal. s.653.1(1) – (11)</p> <p><b>Approval of subdivision</b>  <b>106</b> – Adds that a subdivision authority must not approve a subdivision application unless it conforms to a relevant growth plan, as well as any relevant statutory plan or LUB. s.645(1)(b)</p> <p><b>Conditions of subdivision approval</b>  <b>107</b> - Adds the provision of inclusionary housing, in accordance with the LUB and the inclusionary housing regulation, to the conditions attached to approval of a subdivision application. s.655(1)(b)(vii)</p> <p><b>Decision</b>  <b>108</b> – Provides for waiving LUB conditions restricting another similar DP or redesignation application to be filed within a specified time period after application refusal if the refusal was deemed incomplete s.656(4)</p> <p><b>Division 8 – Reserve Land, Land for Roads and Utilities</b>  <b>Land dedication</b>  <b>110</b> – Limits the requirement for land to be given to the Crown for ER without compensation by not requiring ER to be provided if:</p> <ul style="list-style-type: none"> <li>• one lot is being created from a quarter section;</li> <li>• the land is to be subdivided into lots that are at least 16 ha. in area and are to be used for agricultural purposes;</li> <li>• the parcel to be subdivided is less than or equal to 0.8 ha. in area; or</li> </ul>
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	<ul style="list-style-type: none"> <li>• if reserve land, an ER easement or money in place of it was already provided. s.661(a.1)</li> </ul> <p><b>Land for conservation reserve</b></p> <p>111 – Adds the requirement that the municipality may require provision of land for conservation reserve as required by the subdivision authority pursuant to new conditions added to the MGA as in section 664(2) (see Bill 21 section 114 below). s.661.1</p> <p><b>Environmental reserve</b></p> <p>112 – Removes the qualification under which ER can be taken on lands abutting the bed and shore of a body of water and clarifies that bed and shore means the natural bed and shore as determined under the <i>Surveys Act</i>. s.664(1)(c) and s.664(1)(1.2)</p> <p>Limits the purposes for taking ER to:</p> <ul style="list-style-type: none"> <li>• preserving the natural features of land that is defined as being subject to ER (s.664(1)) if the subdivision authority thinks those features should be preserved;</li> <li>• preventing pollution of the land or the bed and shore of an adjacent body of water;</li> <li>• ensuring public access to and beside the bed and shore of a body of water lying on or adjacent to the land; and</li> <li>• preventing development of land where natural features of the land would present a significant risk of personal injury or property damage occurring during development of or use of the land. s.664(1.1)</li> </ul> <p>113 – Provides for a written agreement to be reached between the land owner and the municipality, prior to either a subdivision application being made or being approved, regarding the requirement to provide ER. The agreement will stipulate if ER is required, where it is located on the land to be subdivided, and identify the boundaries of land required. Whether or not ER is required to be dedicated, the substance of the agreement cannot be changed as a condition of approving a subdivision application, unless a material change affecting the parcel occurred subsequent to the agreement being reached. s.664.1(1) to (5)</p> <p>Provides for conservation reserve to be provided if all of the following conditions exist:</p> <ul style="list-style-type: none"> <li>• the land has environmentally significant features;</li> <li>• the land does not qualify as ER;</li> <li>• taking the reserve enables the municipality to protect and conserve the land, and</li> <li>• taking the reserve is consistent with the MDP. s.664.2(1)</li> </ul> <p>The landowner must be compensated, within 30 days of a new CR certificate of title being issued, at the full market value of the land at the time the subdivision application was received. If market value cannot be agreed upon, it must be referred to the Land Compensation Board. s.664.2(2) &amp; (3)</p> <p><b>Designation of municipal land</b></p> <p>114 – Allows for conservation reserve to be assigned, through adoption of a bylaw, to municipally owned land or to land the municipality is in the process of acquiring. Once a copy of the approved bylaw is received by the registrar, a new title identified by a number suffixed by the letters CR must be issued. The new title must be free of all encumbrances. s.665(1) to (3)</p> <p><b>Municipal and school reserves</b></p> <p>115 – Requires that land required for conservation reserve, in addition to land for ER and any ER easement, be deducted from the parcel area before determining the 10% of the parcel area that can be taken as MR, SR, or MSR or before determining 10% of the appraised market value of the parcel, if money is to be taken in lieu of land for MR, SR or MSR. s.666(2) &amp; (3)</p>
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<p><b>Division 9 – Use and Disposal of Reserve Land</b></p> <p><b>Transfer of school and other reserves to municipality</b></p> <p>116 – Clarifies that it is the school building footprint rather than the school building envelope that can be designated as community services reserve and clarifies what lands constitute a school building footprint. s.672(3) &amp; (5)</p> <p><b>Disposal of municipal and school reserve</b></p> <p>117 – Stipulates that a municipality must not sell, lease or otherwise dispose of conservation reserve and must ensure that the land remains in its natural state. s.674.1</p> <p><b>Division 10 – Subdivision and Development Appeals</b></p> <p><b>Subdivision Appeals</b></p> <p>118 – Indicates that a subdivision appeal must be filed with the MGB if the land:</p> <ul style="list-style-type: none"> <li>• is within the Green Area;</li> <li>• contains, is adjacent to, or is within the prescribed distance of a highway, a body of water, a sewage treatment plant or waste management facility or a historical site; or</li> <li>• is described by any other circumstances in the regulations. s.678(a)</li> </ul> <p>Changes the date of receipt of the decision of the subdivision authority from five to seven days for purposes of determining the start of the 14 day period during which an appeal may be filed. s.678(3)</p> <p><b>Notice of hearing</b></p> <p>119 – Clarifies that if a subdivision is deemed to be refused because it was considered to be incomplete, the board hearing the appeal need only give written notice of the hearing to the applicant and the subdivision authority that made the decision. s.679(3.1)</p> <p><b>Hearing and decision</b></p> <p>120 – Requires that the board hearing a subdivision appeal must comply with the inclusionary housing provisions of the LUB and the inclusionary housing regulation. s.680(2)(a.2)</p> <p>If the appeal is for a deemed refusal, the board must determine if the documents are complete and have been received by the date specified by the municipality. In such an appeal, the board is not required to hear from the owner(s) of adjacent lands. s.680(2)(2.1) &amp; (2.2)</p> <p><b>Development Appeals</b></p> <p>121 - Repeals the heading for Section 683, replacing it with "Development Permits", effectively distinguishing DPs from development appeals in the Act. Heading preceding s.683</p> <p><b>Development applications</b></p> <p><b>Permit</b></p> <p>122 – Expands upon the current provisions for DP applications with more exhaustive provisions that detail circumstances under which applications can be determined to be complete, including providing process around how a municipality must deal with both complete and incomplete applications. Within 20 days of receipt of an application, unless an extended time period is agreed to, the municipality must issue to the applicant, an acknowledgement that the application is either complete or</p>	<p>Clarifies that land required for roads, public utilities or both, is not to be deducted from the parcel area prior to the 10% calculation. s.666(3.1)</p>
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	<p><b>Grounds for appeal</b> 73 – Provides clarity on the appeal of a (DP) in a direct control district, indicating that there is no appeal to the SDAB if the decision was made by the council, but if it was made by a development authority the SDAB may rule on whether the decision follows the directions of the council. If it finds that council directions were not followed, the SDAB may substitute its decision, which must follow the council directions. s.685(4)</p> <p><b>Hearing and decision</b> 74 – Clarifies the authority of the SDAB in determining an appeal, indicating that the board must comply with any applicable land use plans, rather than being limited to an ALSA regional plan and, given the standardized hierarchy of plans, must comply with any applicable statutory plans. s.687(3)(a.1) and (3)(a.2)</p> <p><b>Division 12 – Bylaws, Regulations</b></p>	<p>incomplete. If incomplete, the acknowledgement must identify what additional information must be submitted before an identified date. Failure to submit all additional required information by the identified date will result in the application being deemed to be refused. If the application is refused or is deemed to be refused, the municipality must provide the applicant with a notice, in the form and manner provided for in the LUB, that the application has been refused and the reason for the refusal. s.683.1(1) to (11) as amended by Amendment A1 BB, agreed to on November 30, 2016</p> <p><b>Development Appeals</b> <b>Permit deemed refused</b> 123 – Requires that the development authority must, within 40 days of receipt of a complete DP application, unless an extended time period is agreed to, make a decision on the application. If no decision is rendered, the application is deemed to be refused. s.684(1) to (3) Provides for waiving LUB conditions restricting another similar development application to be filed within a specified time period after application refusal, if the refusal was deemed incomplete. s.684(4)</p> <p><b>Grounds for appeal</b> 124 – Clarifies that an appeal exists for a DP refused because it was deemed to be incomplete. s.685(3)</p> <p><b>Appeals</b> 125 – Clarifies that, in the case of a deemed refusal, any person, other than the applicant, affected by the application is not able to appeal to the SDAB, nor does the SDAB have to provide at least 5 days notice of the appeal to adjacent owners or affected persons. s.686(4.1)</p> <p><b>Hearing and decision</b></p> <p>126 – Requires that a SDAB, in determining an appeal for a DP, must comply with the inclusionary housing provisions of the LUB and the inclusionary housing regulation. s.687(3)(a.01)</p> <p><b>Courts of Appeal</b> <b>Law, jurisdiction appeals</b> 127 – Clarifies what MGB decisions can be appealed to the Court of Appeal, including decisions respecting:</p> <ul style="list-style-type: none"> <li>• whether a proposed statutory plan or LUB amendment is consistent with a NRCB, ERCB, AEUB or AUC authorization (Section 619);</li> <li>• imposition of an off-site levy or the amount of the levy (section 648.1);</li> <li>• a decision of a subdivision authority (Section 678(2)(a)); or</li> <li>• an intermunicipal dispute (Section 690). s.688(1)(b)</li> </ul> <p><b>Division 12 – Bylaws, Regulations</b> <b>Regulations</b> 128 – Provides for the Lieutenant Governor to make regulations regarding the application of MGA provisions related to:</p> <ul style="list-style-type: none"> <li>• ICFs for the purposes of resolving the inability of two or more municipalities to create and</li> </ul>
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		<p>IDP, including:</p> <ul style="list-style-type: none"> <li>○ methods of creating ICFs,</li> <li>○ arbitration roles and procedures when municipalities are unable to create an ICF, or when municipalities are not able to agree that their framework remains relevant, or measures for ensuring compliance of frameworks;</li> <li>• Prescribing distances and circumstances regarding when a subdivision appeal must be filed with the MGB;</li> <li>• Provisions regulating the provision of inclusionary housing including: <ul style="list-style-type: none"> <li>○ standards for inclusionary housing,</li> <li>○ requirements and conditions under which a LUB may require inclusionary housing as a condition of DP or subdivision application approval,</li> <li>○ conditions when money can be accepted in lieu and purposes for which the money can be used,</li> <li>○ conditions or restrictions on the use of land provided,</li> <li>○ responsibility for management of inclusionary housing units and conditions for sale or disposal of units or land provided,</li> <li>○ ownership of dwelling units or land provided, and</li> <li>○ measures and any requirement to offset, in whole or in part, a requirement to provide inclusionary housing.</li> </ul> </li> <li>• Implementation of off-site levies, including: <ul style="list-style-type: none"> <li>○ calculation, in a bylaw, of an off-site levy for new or expanded outdoor community recreation facilities, fire halls, police stations or libraries,</li> <li>○ determining the benefitting area and the extent of the anticipated benefit of future occupants for those facilities,</li> <li>○ identifying principles and criteria that must be applied by a municipality when passing an off-site levy bylaw, or</li> <li>○ the process and procedures of an appeal, including filing a notice of appeal and the time within which an appeal may be filed. s.694(1) &amp; (4), as amended by amendment A1(DD) on November 30, 2016</li> </ul> </li> </ul>
<p><b>Part 17.1 – Growth Management Boards</b></p>		<p><b>Purpose</b> 129 – Amends the purpose of this part of the act to require growth management boards to be created for the Edmonton and Calgary regions. s.708.011(b)</p> <p><b>Division 1 – Establishment and Operation of Growth Management Boards</b> <b>Establishing growth management board</b> 130 - Requires the Lieutenant Governor to establish, by regulation, a growth management board for both the Edmonton and Calgary regions and to recognize the Capital Region Board Regulation (AR 38/2012) as the growth management board for the Edmonton region. s.708.02(1.1) &amp; (1.2)</p> <p>Requires mandatory, rather than discretionary, consideration of the following matters by a growth management board, including requiring the board to prepare a growth plan for the region and specifying for the growth plan :</p> <ul style="list-style-type: none"> <li>• its objectives;</li> <li>• contents;</li> <li>• timeline for completion;</li> <li>• form;</li> <li>• desired effect; and</li> <li>• process for establishing or amending the plan.</li> </ul> <p>Additionally, a board is required to specify regional services and the funding of those services. s.708.02(2)</p>

<p><b>Purpose</b></p> <p>131 - Part 17.2 "Intermunicipal Collaboration" is added with the purpose of requiring development of an intermunicipal collaboration framework among 2 or more municipalities to:</p> <ul style="list-style-type: none"> <li>• provide for integrated and strategic planning, delivery and funding of intermunicipal services,</li> <li>• steward scarce resources efficiently in providing local services, and</li> <li>• ensure municipalities contribute funding to services that benefit their residents. s.708.27</li> </ul> <p>A reference to "municipality" in this part includes an improvement district. s708.26(2) as amended by Amendment A1 EE, agreed to November 30, 2016</p> <p><b>Division 1 – Intermunicipal Collaboration Framework</b></p> <p><b>Framework is mandatory</b></p> <p>Creation of an ICF becomes mandatory between municipalities that have common boundaries, by December 6, 2018. However, municipalities that do not have common boundaries may be party to a framework and a given municipality may be party to more than one ICF and the Minister may exempt one or more municipalities from the requirement to create a framework. s.708.28(1) to (4)</p> <p>Municipalities that are members of a growth management board must, within 2 years of the date on which the growth management board is established, create an ICF with other municipalities in the same growth management board, but only in respect of those matters that are not addressed in the growth management plan. Calgary and Edmonton region growth management boards must create such an ICF by December 6, 2018. In all cases, municipalities that are members of a growth management board must create an ICF with municipalities with which they have common boundaries that are not members of that growth management board. s.708.28(4), (4.1), (4.2) &amp; (6) as amended by Amendment A1 EE, agreed to November 30, 2016 and by Bill 21 being given Royal Assent on December 6, 2016</p> <p><b>Contents of Framework</b></p> <p>The list of items that are mandatory or discretionary within a framework is extensive and is provided in proposed s708.29(1) &amp; (2). ICFs must be consistent with growth management plans and with an ALSA regional plan. s.708.29 (1) &amp; (2)</p> <p>The existence of an ICF relating to services constitutes an agreement among the municipalities that are party to the framework for the purposes of section 54, that enables municipalities to provide any service or thing that it provides in its own municipality in another municipality with the agreement of the other municipality. s708.29(5)</p> <p><b>Relationship to intermunicipal development plan</b></p> <p>Unless the Minister has exempted one or more municipalities from the requirement to adopt an IDP, A framework is not considered complete unless the participating municipalities have also adopted an IDP or unless an IDP is included as an appendix to the framework. s.708.3(1) &amp; (2)</p> <p>To the extent that a matter is already dealt with in an ICF, the matter does not need to be included in and IDP. s.708.3(1)(3)</p> <p><b>Conflict or inconsistency</b></p> <p>An ICF must address any conflict or inconsistency that exists between it and an existing agreement between 2 or more municipalities that are party to the ICF and, if necessary, alter or rescind the agreement. s.708.31</p> <p><b>Term and review</b></p> <p>An ICF needs to be reviewed at least every 5 years by participating municipalities. If the ICF pertains to municipalities that are required to create a framework, and they can no longer agree that the ICF</p>
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	<p>continues to serve the interests of the municipalities, they are obligated to create a replacement framework. s. 708.32(1) to (3)</p> <p><b>Division 2 – Framework Created by Agreement</b> Requires an ICF to be negotiated in good faith and adopted by matching bylaws by all participating municipalities. s. 708.33(1) &amp; (3)</p> <p><b>Division 3 - Arbitration</b> Provides arbitration roles, procedures and requirements for both arbitrators and municipalities when municipalities are unable to create an ICF or when they are not able to agree that their framework remains relevant. Subject to the regulations, arbitrators are able to either create a framework or mediate with participating municipalities, enabling them to complete a framework themselves. New ICFs under these provisions must be complete by December 6, 2019; replacement ICFs within one year of the date when the arbitrator is chosen. Measures to ensure compliance with an ICF are specified, requiring all participating municipalities to amend their bylaws, other than their land use bylaw, to be consistent with the ICF. Bylaws must not be amended, repealed or revised to be inconsistent with an ICF that it is party to, or with an applicable arbitrator's order. Additionally, a municipality must not amend, repeal or revise its land use bylaw in a manner inconsistent with an IDP to which it is a party.</p> <p>In the case of non compliance, one municipality may apply to the Court of Queen's Bench for an order requiring the dissenting municipality to change its bylaws. The Minister may also take measures to ensure compliance and these are listed in section 708.43(3). s. 708.34 to 708.43 as amended by Amendment A1 EE, agreed to November 30, 2016 and by Bill 21 being given Royal Assent on December 6, 2016</p> <p><b>Division 4 – Resolving Disputes Under Existing Framework</b> Requires that every ICF contain a binding dispute resolution process that meets the requirements of the regulations regarding interpretation or implementation of the framework. Otherwise, a model framework contained in the regulations will be enforced. In the case of non-compliance, the option to apply to the Court of Queen's Bench exists. s. 708.45 &amp; 708.46</p> <p><b>Division 5 – General</b> Identifies what an arbitrator may make a determination on and identifies what matters the Lieutenant Governor may make regulations about. This Part of the Act prevails over Parts 1 - 8 and Part 17 of the MGA. s. 708.47 to 708.52</p> <p><b>135 - Provides for the Lieutenant Governor in Council may make regulations providing for the transitional application of the amendments to the <i>Municipal Government Act</i> made by this Act.</b></p>
Part 18 – Transitional Provisions	

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# 2017 ACTION LIST

Action #	Date	Motion #	Motion	Staff Member Responsible	Comments	Status
24	June 21/17	42/17	a) TAX RECOVERY AUCTION DATE AND RESERVE BID Motion 110/17 Moved By Mayor L. Thompson to set the auction date for Friday September 15, 2017, to approve TAXservice Terms and Conditions and to set the reserve bid at \$41,000.00. CARRIED	Tracy	TAXservice was informed of Council's motion and will be moving forward with procedures for the auction.	In progress; UPDATE: Auction is Friday September 15th @ 10am
25	July 19/17	43/17	a) CAMROSE COUNTY ACP GRANT FUNDING SUPPORT Motion 119/17 Moved By Councillor J. Buchanan to pursue, in conjunction with Camrose County, the Town of Bashaw, the Villages of Ferintosh, Edberg, Bawlf, Rosalind and Hay Lakes, an application for government funding, as available for the facilitation of intermunicipal collaboration opportunities. CARRIED	Tracy	Sent an email confirming Bawlf's support	Completed
26	July 19/17	44/17	d) BAWLF FIRE DEPARTMENT EXPANSION PROJECT TENDERS Motion 123/17 Moved By Mayor L. Thompson to accept Bid No. 1 from 220641 Alberta Ltd. in the amount of \$ 186,850.00 for the Bawlf Fire Department Expansion Project. CARRIED	Tracy	Sent a letter to express the Village accepting the bid	Completed
27	Aug 16/17	45/17	b) EMERGENCY CALL SYSTEM Motion 135/17 Moved By Councillor R. Mohan to approve the proposal for the One Call Now Automated Emergency Call System. CARRIED	Ashley	do a billing insert to ask residents for phone numbers, set up account with one call now, test automated system, send out emergency alerts	In progress
28	Aug 16/17	46/17	c) BYLAW 626/17, BOULEVARD-ALLEY MAINTENANCE Motion 136/17 Moved By Mayor L. Thompson to amend the bylaw to reflect, where applicable, that it is the property owners responsibility to ensure this bylaw is abided by. CARRIED	Tracy	amend bylaw to reflect that it is the owners responsibility to ensure the bylaw is abided by	Amendment complete & ready for Sept 20/17 Council Mtg
29	Aug 16/17	47/17	d) POLICY NO. 47, PERSONNEL POLICY Motion 137/17 Moved By Mayor L. Thompson to remove sections 2 b and c and resubmit for approval at the next regular council meeting to be held on September 20, 2017. CARRIED	Tracy	remove sections 2 b and c and resubmit for Sept 20 meeting, once passed update on website	Amendment complete and ready for Sept 20/17 Council Mtg
30	Aug 16/17	48/17	e) POLICY NO. 20, FIRE DEPARTMENT TRAINING COMPENSATION AMENDMENT Motion 138/17 Moved By Councillor B. Wells to approve the amendments that were made for clarification of expense reimbursements. CARRIED	Ashley	update policy on website	Complete
31	Aug 16/17	49/17	f) BYLAW 627/17, DOG CONTROL AND LICENCE Motion 139/17 Moved By Mayor L. Thompson to approve first reading of Bylaw 627/17, Dog Control and Licence amendments. CARRIED Motion 140/17 Moved By Deputy Mayor J. Tessari to approve second reading of Bylaw 627/17, Dog Control and Licence amendments. CARRIED Motion 141/17 Moved By Councillor B. Wells to proceed to third and final reading of Bylaw 627/17, Dog Control and Licence amendments. CARRIED Motion 142/17 Moved By Councillor R. Mohan to approve third and final reading of Bylaw 627/17, Dog Control and Licence amendments.	Ashley	Update bylaw on website and other materials	Complete