



AGENDA

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

Wednesday, November 15, 2017 – 7:00 pm

Council Chambers

1. CALL TO ORDER

2. DELEGATIONS

CDSS 2018 Budget and Re-appoint Heather Leslie as the Village Representative
Motion to approve budget and re-appoint Heather Leslie

3. GENERAL GOVERNMENT

- a) Agenda November 15, 2017
Motion to adopt as presented
- b) Minutes of the Regular Meeting of Council October 25, 2017
Motion to adopt as presented
- c) Minutes of the Organizational Meeting of Council October 25, 2017
Motion to adopt as presented
- d) Accounts Payable –September 2017
Motion to accept as information
- e) Financial Statements – September 2017
Motion to adopt as presented

4. NEW BUSINESS

- a) Parkland Regional Library Board Appointment
- b) CP Holiday Train
- c) Council Business Cards
- d) 2018 Service Levels
- e) Policy Review
- f) Village Voice Mayor Christmas Greeting
- g) Christmas Light Up Decoration Contest
- h) Approve 2017 Operating & Capital Budget as Interim 2018
- i) Winter Fun Day/Ice Sculpture Contest

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
- Parkland Regional Library Board

Motion to accept as information

CORRESPONDENCE

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 October 25, 2017 at 7:00 p.m.
In the Bawlf Village Office

PRESENT:

Mayor J. DeMerchant
Deputy Mayor B. Wells
Councillor L. Thompson
Councillor D. Adams
Councillor P. Lorente
CAO T. M. Ormsbee
Finance Officer, T. Bergquist

1. CALL TO ORDER

Mayor J. DeMerchant called the meeting to order at 7:32 pm.

2. DELEGATIONS

3. GENERAL GOVERNMENT

a) *AGENDA*

Motion 174/17 Moved By Councillor L. Thompson to adopt the agenda for October 25, 2017 as presented. **CARRIED**

b) *MINUTES OF THE REGULAR MEETING OF COUNCIL SEPTEMBER 20, 2017*

Motion 175/17 Moved By Councillor L. Thompson to adopt the Minutes of the Regular Meeting of Council of September 20, 2017 as presented. **CARRIED**

c) *MINUTES OF THE SPECIAL MEETING OF COUNCIL SEPTEMBER 28, 2017*

Motion 176/17 Moved By Councillor L. Thompson to adopt the Minutes of the Special Meeting of Council of September 28, 2017 as presented. **CARRIED**

d) *ACCOUNTS PAYABLE REGISTERS – SEPTEMBER 2017*

Motion 177/17 Moved By Deputy Mayor B. Wells to accept the Accounts Payable register for September 2017, General Cheques and Payroll Cheques as information. **CARRIED**

e) *FINANCIAL STATEMENT – SEPTEMBER 2017*

Motion 178/17 Moved By Councillor L. Thompson to accept the September 2017 Financial Statements for information. **CARRIED**

4. NEW BUSINESS

a) *REGIONAL FIRE SERVICES COORDINATOR POSITION*

Motion 179/17 Moved By Councillor L. Thompson that the Village of Bawlf Council approve the extension of the "Agreement for the Collaboration of a Regional Fire Services Coordinator" for an additional five years ending February 2023 as recommended by the Regional Fire Services Committee.

And further:

That, as the Managing Partner, Camrose County be authorized to enter into negotiations with the City of Camrose to discuss the potential of the Regional Fire Services Coordinator position to be integrated with the Camrose Fire Service, with terms and conditions to be approved by all parties to the Agreement.

CARRIED

b) *REGIONAL SEWER FLUSH TRUCK AGREEMENT*

Motion 180/17 Moved By Councillor L. Thompson to renew the agreement for the Bashaw Regional Sewer Flush Truck for another 3 years and that other municipalities should not be allowed to "rent" the truck without becoming a member in the agreement.

CARRIED

5. STANDING REPORTS

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

Motion 181/17 Moved By Deputy Mayor B. Wells to accept the Standing Reports for the month of September as information.

CARRIED

6. CORRESPONDENCE

- PRL Board Talk
- Draft SMRWSC Meeting Minutes

7. IN CAMERA

8. ADJOURNMENT

Being that the agenda matters have been concluded, the meeting was adjourned at 8:03 pm.

MAYOR J. DEMERCHANT

CAO – TRACY M. ORMSBEE

DATE

DATE



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

in the Province of Alberta held on
Wednesday October 25, 2017 – 7:00 p.m.
Village of Bawlf Council Chambers

PRESENT:

Councillor D. Adams
Councillor J. DeMerchant
Councillor P. Lorente
Councillor L. Thompson
Councillor B. Wells
CAO, T.M. Ormsbee
Commission for Oaths, T. Bergquist

1. CALL TO ORDER

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

2. ADOPTION OF THE AGENDA

Motion 170/17 Moved By Councillor B. Wells to accept the Agenda with one addition being Oaths of Office added in prior to nominations for Mayor.

CARRIED

3. OATH OF OFFICE

All Councillors were sworn in by Returning Officer T. Bergquist.

4. NOMINATIONS FOR MAYOR

Councillor L. Thompson nominated Councillor J. DeMerchant for Mayor.

Councillor J. DeMerchant accepted the nomination.

The CAO called for further nominations.

Councillor P. Lorente nominated Councillor B. Wells for Mayor.

Councillor B. Wells accepted the nomination.

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

Vote: 3 to 2 for Councillor J. DeMerchant.

5. NOMINATIONS FOR DEPUTY MAYOR

Mayor J. DeMerchant nominated Councillor B. Wells for Deputy Mayor.

Councillor B. Wells accepted the nomination.

The CAO called for further nominations.
Councillor L. Thompson nominated Councillor D. Adams for Deputy Mayor.
Councillor D. Adams accepted the nomination.
The CAO called for further nominations and after hearing none, a vote took place.

Vote: 3 to 2 for Councillor B. Wells.

CAO T.M. Ormsbee passed the meeting over to Mayor J. DeMerchant.

6. MEETINGS

Motion 171/17 Moved By Deputy Mayor B. Wells that Council meetings will remain being held on the third Wednesday of each month at 7:00 pm.

CARRIED

7. REMUNERATION

Motion 172/17: Moved By Councillor D. Adams to accept the current in place Policy # 25, Council Remuneration Policy, which stipulates the following:

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

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

Additional Meetings (30 minutes plus in length)– all Council Members at \$80 per meeting (within the Village as well as out-of-town meetings).

Mileage - \$0.52/km.

Meals - \$17/meal up to a maximum of \$51/day

CARRIED

8. SIGNING AUTHORITY

Will consist of Mayor J. DeMerchant and Deputy Mayor B. Wells both having signing authority.

9. BOARD REPRESENTATIVES

MOTION 173/17: MOVED BY Mayor J. DeMerchant that Bawlf Council accept the Boards and Committee appointments as follows:

Boards & Committees	Member	Alternate
Bawlf & District Recreation Association	Mayor J. DeMerchant	Deputy Mayor B. Wells
Shirley McClellan Regional Water Services Commission	Councillor L. Thompson	Councillor D. Adams
Regional Emergency Management Services Liaison	Councillor P. Lorente	Councillor L. Thompson
Go East RTO	Mayor J. DeMerchant	Councillor D. Adams

Camrose County Fire Services Committee	Mayor J. DeMerchant	Deputy Mayor B. Wells
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Committee and Board Representative Responsibilities: Attend all meetings if possible.

- Act as the communication liaison between the committee or board and the Village Council
- After each committee or board meeting, prepare a short type-written report highlighting the key topics discussed. Submit the report to Administration for the inclusion in the next Council Meeting Agenda Package.

CARRIED

10. ADJOURNMENT:

Being that the agenda matters have been concluded, the meeting was adjourned at 7:32 pm.

These minutes were approved at the Regular Meeting of Council held November 15, 2017.

MAYOR J.DEMERCHANT

CAO T.M. ORMSBEE

DATE

DATE

VILLAGE OF BAWLF

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Cheque Listing For Council

2017-Nov-8
8:57:45AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20170465	2017-10-02	A-1 RENTALS	15585.1.1	PAYMENT WEDGE ANCHORS	5.88	5.88
20170466	2017-10-02	A-1 SUPPLY	25-049516 25-049732	PAYMENT HARDWARE & BRASS SPLICER (HOSE CLAMPS	4.36 20.71	25.07
20170467	2017-10-02	ALBERTA TRAFFIC SUPPLY	1120-90000057	PAYMENT 15 MINUTE PARKING SIGNS	235.35	235.35
20170468	2017-10-02	ANKERTON GAS CO-OP	19409	PAYMENT IGNITOR - LIFT STATION	131.16	131.16
20170470	2017-10-02	CAMROSE BOOSTER	02215 DA736101 DA737058	PAYMENT BUSINESS CARDS - DENNIS NOMINATION DAY AD SECOND NOMINATION DAY NOT	87.78 119.07 119.07	325.92
20170471	2017-10-02	CAMROSE DYNAMIC	34416	PAYMENT SHAFT & GUIDE - WEEDEATER	96.20	96.20
20170472	2017-10-02	CLEARTECH INDUSTRIES INC.	720080	PAYMENT WATER TESTING CHEMICALS	141.86	141.86
20170473	2017-10-02	COTTAGE COMPUTERS	38300	PAYMENT SYMANTEC CLOUD, OCT TO JAN	21.00	21.00
20170474	2017-10-02	DAYSLAND AUTO & FARM	1-21011 1-21114 1-21176 1-21342	PAYMENT HOSES & COUPLINGS - BOBCAT BOBCAT PARTS GRADER PARTS HOSE	96.92 21.88 68.45 47.25	234.50
20170475	2017-10-02	DAYSLAND DRAINAGE DISTRICT #4	2017004	PAYMENT DRAINAGE TAX FOR 2017	1,497.25	1,497.25
20170476	2017-10-02	ELECTRO TEL	120095 120097 120098	PAYMENT MONTHLY MAINT B&W MONTHLY MAINT-COLOR COLOR METER USAGE	157.50 252.00 64.60	474.10
20170477	2017-10-02	HAUSER HOME HARDWARE	664375	PAYMENT LUMBER TO REPAIR OLD FIRE H	66.99	66.99
20170478	2017-10-02	HI SIGNS	1034348	PAYMENT SPEED LIMIT SIGNS	712.22	712.22
20170479	2017-10-02	HI-WAY 9 EXPRESS LTD.	31226364 STR365469	PAYMENT BOX DELIVERED-KANN SUPPLY HYDRANT ANTIFREEZE	38.41 143.98	182.39
20170480	2017-10-02	KANN SUPPLY WATERWORKS	73402180-00 73402182-00 73402257-00	PAYMENT VLV REP-RAIL & JAMIESON - ALE HYDRANT ANTIFREEZE RAW WATER REPAIR	3,926.58 332.64 301.27	4,560.49
20170481	2017-10-02	MR. KLEEN CARPET CLEANING LTD.	16515	PAYMENT CARPET CLEANING - OFFICE	651.00	651.00
20170482	2017-10-02	ORMSBEE, TRACY M	SEPT2017	PAYMENT REGIONAL MEETINGS MA, RFSC	89.44	89.44
20170483	2017-10-02	PARKLAND REGIONAL LIBRARY	170023	PAYMENT 4TH QUARTER REQUISITION	850.53	850.53
20170484	2017-10-02	THE SOAP STOP	428363	PAYMENT WINDOW WASHER	32.99	32.99
20170485	2017-10-02	ROBITAILLE, KAYLEE	AWARD2017	PAYMENT CITIZENSHIP AWARD	200.00	200.00
20170486	2017-10-02	SCHWEYER, ANDREW	AWARD2017-2	PAYMENT CITIZENSHIP AWARD	200.00	200.00

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2017-Nov-8
8:57:45AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20170487	2017-10-02	BERGQUIST, TANYA	PETTYOCT17	PAYMENT PETTY CASH, STAPLES, CAN PO	189.66	189.66
20170488	2017-10-02	RECEIVER GENERAL	SEPT17DED	PAYMENT SEPTEMBER 2017 SOURCE DED	4,509.90	4,509.90
20170489	2017-10-10	EPCOR	FINAL-OLD HAL	PAYMENT NOTIFICATION FEE-ALL OTHER I	21.00	21.00
20170495	2017-10-17	6S ENTERPRISES INC.	175 181	PAYMENT REPAIR AT RAILWAY & JAMIESON REPAIR WATER WELL PIPING	1,827.00 1,449.00	3,276.00
20170496	2017-10-17	A-1 SUPPLY	25-050703 25-050940 25-050947	PAYMENT FIRST AID KITS FOR OFFICE AND BOBCAT PARTS - FILTER BOBCAT PARTS - OIL	101.73 20.75 92.68	215.16
20170497	2017-10-17	BAWLF COUNTRY STORE	OCT2017	PAYMENT 10% OF CAMPGROUND REVENUE	128.00	128.00
20170498	2017-10-17	CAMROSE COUNTY	20171607	PAYMENT SEPTEMBER PATROLS	1,197.04	1,197.04
20170499	2017-10-17	CAMROSE GLASS & OVERHEAD DOORS	81703	PAYMENT RE-INSTALL DAMAGED DOOR AT	901.74	901.74
20170500	2017-10-17	CAMROSE MACHINE & WELDING	W011518	PAYMENT BOBCAT REPAIR REPLACE A FIT	155.40	155.40
20170501	2017-10-17	COUNTY ENVIRO PICKUP	7229	PAYMENT OCTOBER GARBAGE AND RECY	2,517.07	2,517.07
20170502	2017-10-17	D&G DISTRIBUTORS	0067106 0067457	PAYMENT PARTS FOR GRASSHOPPER MO FILTERS FOR GRASSHOPPER	147.95 114.46	262.41
20170503	2017-10-17	DAYS LAND AUTO & FARM	1-21501 121524	PAYMENT O RING - SHOP SUPPLIES SPARK PLUGS FOR SHOP GENER	19.95 14.04	33.99
20170504	2017-10-17	EXOVA	17-1004393	PAYMENT WATER TESTING FOR LAGOON	318.92	318.92
20170505	2017-10-17	FARNHAM WEST STOLEE KAMBEITZ	27080JDS001	PAYMENT TAX RECOVERY LEGAL ADVISING	210.00	210.00
20170506	2017-10-17	HACH SALES & SERVICES CANADA	151853	PAYMENT WATER PLANT TESTS	231.00	231.00
20170507	2017-10-17	HAUSER HOME HARDWARE	658882 658883 661683 667246	PAYMENT LAWN EDGING FOR VILLAGE OF PORTABLE WATER TANK FOR PI KEY FOR WELL PADLOCK PAINT AND SUPPLIES FOR OLD I	29.39 5.78 5.99 37.15	78.31
20170508	2017-10-17	HYNDMAN, ASHLEY	OCTOBER2017	PAYMENT MILEAGE FOR HIGHWAY 13 MEE	60.32	60.32
20170509	2017-10-17	KANN SUPPLY WATERWORKS	73402480 73402498	PAYMENT WATERWORKS PARTS CREDIT - WATER PARTS NOT NE	634.66 (252.22)	382.44
20170510	2017-10-17	SMRWSC, COUNTY OF STETTLER NO. 6	SMRWSC-00051	PAYMENT SEPTEMBER DEBENTURE	1,125.14	1,125.14
20170511	2017-10-17	TAXSERVICE	43930	PAYMENT LTO SEARCHES & REGISTRATIO	74.75	74.75
20170512	2017-10-17	AMSC, (ALBERTA MUNICIPAL SERVICES CORPC	17-1020471	PAYMENT POWER TO SEPTEMBER	3,039.07	3,039.07
20170513	2017-10-17	ANKERTON GAS CO-OP	1310570	PAYMENT RURAL PUMP HOUSE NATURAL	35.62	3,092.69

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Cheque Listing For Council

2017-Nov-8
8:57:45AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20170513	2017-10-17	ANKERTON GAS CO-OP	1310940	FIRE HALL NATURAL GAS	91.14	3,092.69
			1311042	LIFT STATION NATURAL GAS	42.72	
			1311058	WATER HOUSE NATURAL GAS	42.25	
			1311063	VILLAGE OFFICE NATURAL GAS	49.37	
			19427	FIRE HALL SUPPLIES & LABOUR	2,765.28	
			19450	ITEM MISSED ON FIRE HALL SUF	66.31	
20170514	2017-10-17	PITNEYWORKS	5148332	PAYMENT REFILL POSTAGE	420.00	420.00
20170515	2017-10-17	TELUS COMMUNICATIONS INC.	OCT2017 OCTOBER2017	PAYMENT OCTOBER PHONE BILL OCTOBER PHONE BILL	565.68 102.38	668.06
20170516	2017-10-25	AMSC INSURANCE SERVICES LTD.	NOV2017	PAYMENT BENEFITS FOR NOV 2017	1,605.55	1,605.55
20170517	2017-10-25	BAWLF PUBLIC LIBRARY	OCT2017	PAYMENT 2017 ANNUAL OPERATING REQU	3,000.00	3,000.00
20170518	2017-10-25	CAMROSE COUNTY	20171655	PAYMENT 2017 REGIONAL FIRE SERVICES	1,059.22	1,059.22
20170519	2017-10-25	CAMROSE GLASS & OVERHEAD DOORS	82055	PAYMENT WINDSHIELD SUPPLY & INSTALL I	315.00	315.00
20170520	2017-10-25	CITY OF CAMROSE	278159 278575 279270	PAYMENT LANDFILL FEES LANDFILL FEES LANDFILL FEES	2.40 11.00 26.60	40.00
20170521	2017-10-25	D-2 ELECTRICAL LTD.	D2-03982	PAYMENT WELL HOUSE REPAIRS	576.15	576.15
20170522	2017-10-25	FISHER, CHAD	OCT2017	PAYMENT KEYS FOR LIFT STATION & FENC	38.29	38.29
20170523	2017-10-25	HACH SALES & SERVICES CANADA	152844	PAYMENT FIELD SERVICING DR890 COLOF	220.50	220.50
20170524	2017-10-25	PUROLATOR	436069233	PAYMENT FREIGHT FOR LAGOON WATER	311.50	311.50
20170525	2017-10-25	STERLING WATER CONDITIONING LTD.	17732	PAYMENT 24 PAILS CHLORINE	1,108.80	1,108.80
20170526	2017-10-25	STREBS AUTO IND SUPPLY	625-252740	PAYMENT RAGS FOR SHOP & SPARK PLUC	30.71	30.71
20170527	2017-10-25	UFA	111116512 201082777 201082803	PAYMENT CARDLOCK PROPANE FOR GRAVEL TRUCK PROPANE	471.63 55.99 95.32	622.94

Total 42,771.07

*** End of Report ***

VILLAGE OF BAWLF

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Cheque Listing For Council

2017-Nov-8
8:58:09AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque
Cheque #	Date					Amount
20170490	2017-10-16					2,449.33
20170491	2017-10-16					1,232.13
20170492	2017-10-16					1,328.69
20170493	2017-10-16					1,010.33
20170494	2017-10-16					1,176.97

Total 7,197.45

*** End of Report ***

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

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2017-Nov-8
8:59:18AM

General Ledger	Description	October 2017 Actual	2017 Budget Remaining \$	October 2017 Budget
TAX REVENUE				
1-00-110	TAXES - RESIDENTIAL	0.00	316,120.50	0.00
1-00-111	TAXES - RESIDENTIAL VACANT	0.00	0.00	0.00
1-00-112	TAXES - COMMERCIAL	0.00	33,044.74	0.00
1-00-113	TAXES - COMMERCIAL VACANT	0.00	0.00	0.00
1-00-114	TAXES - INDUSTRIAL	0.00	0.00	0.00
1-00-115	TAXES - AGRICULTURE	0.00	0.00	0.00
1-00-116	GRANTS IN LIEU	0.00	0.00	0.00
1-00-120	ASFF SCHOOL REQUISITION	0.00	0.00	0.00
1-00-190	TAXES - LINEAR	0.00	3,605.40	0.00
1-00-240	GRANTS IN LIEU	0.00	0.00	0.00
1-00-510	PENALTIES & COSTS ON TAXES	0.00	95.40	(958.33)
* TOTAL TAX REVENUE		0.00	352,866.04	(958.33)
INVESTMENT REVENUE				
1-00-550	RETURN ON INVESTMENTS	(30.01)	(181.90)	(41.67)
* TOTAL INVESTMENT REVENUE		(30.01)	(181.90)	(41.67)
GENERAL REVENUE				
1-12-410	SALE OF SERVICES	0.00	(194.66)	(166.67)
1-12-590	INSURANCE RECOVERY	0.00	0.00	0.00
1-12-595	LIBRARY BOARD UTILITY RECOVERY	0.00	0.00	0.00
1-12-741	MISCELLANEOUS FEES	0.00	0.00	0.00
* TOTAL GENERAL REVENUE		0.00	(194.66)	(166.67)
GRANTS				
1-12-730	FEDERAL UNCONDITIONAL GRANTS	0.00	0.00	0.00
1-12-740	PROVINCIAL UNCONDITIONAL GRANTS	0.00	0.00	0.00
1-12-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00
1-12-840	PROVINCIAL CONDITIONAL GRANTS	0.00	(1,378.00)	(4,033.83)
1-12-850	COUNTY CONDITIONAL GRANTS	0.00	0.00	0.00
* TOTAL GRANTS		0.00	(1,378.00)	(4,033.83)
FIRE REVENUE				
1-23-110	SPECIAL TAX - FIRE	0.00	0.00	0.00
1-23-410	FIRE FIGHTING FEES CHARGED	0.00	0.00	0.00
1-23-411	MOTOR VEHICLE ACCIDENT FEES CHARGED	0.00	0.00	0.00
1-23-412	MUTUAL AIDE PROVIDED	0.00	(500.00)	(41.67)
1-23-430	FIRE EXPENSES RECOVERED	(3,275.00)	430.00	(666.67)
1-23-530	FIRE EXPENSES RECOVERED	0.00	0.00	0.00
1-23-570	FIRE DEPARTMENT DONATIONS	(19,000.00)	19,000.00	0.00
1-23-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00
1-23-850	COUNTY GRANT - SHARED SERVICE	0.00	8,395.00	(802.08)
1-23-851	FIRE TRAINING - SHARED	0.00	0.00	(83.33)
1-23-852	PAGER MAINTENANCE - SHARED	0.00	0.00	(41.67)
1-23-853	FIREFIGHTER INSURANCE - SHARED	0.00	(100.00)	(8.33)
1-23-854	PROTECTIVE EQUIPMENT - SHARED	0.00	229.46	(233.33)
1-23-855	COUNTY OWNED TRUCK	0.00	(1,000.00)	(83.33)

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

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2017-Nov-8
8:59:18AM

General Ledger	Description	October 2017 Actual	2017 Budget Remaining \$	October 2017 Budget
1-23-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00
1-23-921	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00
1-23-940	TRANSFER FROM CAPITAL RESERVES	0.00	0.00	0.00
* TOTAL FIRE REVENUE		(22,275.00)	26,454.46	(1,960.41)
BYLAW REVENUE				
1-26-525	DOG LICENSES	(20.00)	4,700.50	208.33
1-26-530	BYLAW FINES	(198.00)	873.00	0.00
1-26-845	PROVINCIAL GRANT OPERATING	0.00	0.00	0.00
* TOTAL BYLAW REVENUE		(218.00)	5,573.50	208.33
ROADS & STREETS				
1-32-110	SPECIAL TAX - STREET IMPROVEMENT	0.00	0.00	0.00
1-32-410	SALE OF GOODS & SERVICES	0.00	500.00	41.67
1-32-590	FRANCHISE FEES FORTIS	(991.97)	(652.08)	(916.67)
1-32-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00
1-32-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00
1-32-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00
1-37-840	PROVINCIAL CAPITAL GRANT	0.00	0.00	0.00
* TOTAL ROADS & STREETS		(991.97)	(152.08)	(875.00)
WATER REVENUE				
1-41-410	MONTHLY WATER FEES	(6,672.50)	(15,140.14)	(6,833.33)
1-41-412	BULK WATER SALES	0.00	(260.48)	(116.67)
1-41-511	WATER PENALTIES	(526.32)	(1,526.10)	(266.67)
1-41-845	PROVINCIAL GRANT - OPERATING	0.00	0.00	0.00
1-41-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00
* TOTAL WATER REVENUE		(7,198.82)	(16,926.72)	(7,216.67)
SEWER REVENUE				
1-42-410	MONTHLY SEWER FEES	(6,011.00)	(14,766.81)	(6,250.00)
1-42-511	SEWER PENALTIES	0.00	0.00	0.00
1-42-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00
1-42-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00
1-42-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00
* TOTAL SEWER REVENUE		(6,011.00)	(14,766.81)	(6,250.00)
WASTE MANAGEMENT REVENUE				
1-43-410	MONTHLY GARBAGE FEES	(2,232.00)	(2,937.60)	(2,100.00)
1-43-845	PROVINCIAL GRANT - OPERATING	0.00	0.00	0.00
1-43-412	MONTHLY RECYCLING FEES	0.00	0.00	0.00
* TOTAL WASTE MANAGEMENT REVENUE		(2,232.00)	(2,937.60)	(2,100.00)
CAMROSE & DISTRICT SUPPORT SER				
1-51-590	REVENUE - OWN SOURCES	0.00	0.00	0.00
1-51-840	PROVINCIAL CONDITIONAL GRANT	0.00	(9,559.00)	(796.58)
* TOTAL CAMROSE & DISTRICT SUPPO		0.00	(9,559.00)	(796.58)

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

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General Ledger	Description	October 2017 Actual	2017 Budget Remaining \$	October 2017 Budget
CEMETERY REVEUE				
1-56-410	SALE OF CEMETERY PLOTS	0.00	100.00	0.00
1-56-570	CEMETERY DONATIONS	0.00	650.00	0.00
1-56-571	CEMETERY MAINTENANCE REVENUE	0.00	0.00	0.00
*	TOTAL CEMETERY REVEUE	0.00	750.00	0.00
DEVELOPMENT REVENUE				
1-61-410	DEVELOPMENT PERMITS & CHARGES	0.00	750.00	0.00
*	TOTAL DEVELOPMENT REVENUE	0.00	750.00	0.00
LAND SALES				
1-66-410	LAND SALES	0.00	52,000.00	0.00
*	TOTAL LAND SALES	0.00	52,000.00	0.00
PARKS & RECREATION REVENUE				
1-72-110	SPECIAL TAX - RECREATION & PARKS	0.00	0.00	0.00
1-72-410	SALE OF SERVICES - FEES & CHARGES	0.00	0.00	0.00
1-72-560	PARK & CAMPGROUND RENTALS	(1,092.00)	(627.75)	(250.00)
1-72-570	PARK DONATIONS	0.00	0.00	0.00
1-72-590	INSURANCE RECOVERY	0.00	0.00	0.00
1-72-595	REC. BOARD UTILITIES RECOVERY	0.00	0.00	0.00
1-72-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00
1-72-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00
1-72-850	COUNTY CONDITIONAL GRANTS	0.00	0.00	0.00
*	TOTAL PARKS & RECREATION REVEN	(1,092.00)	(627.75)	(250.00)
CULTURE REVENUE				
1-74-560	HALL RENTALS	(1,225.00)	1,025.00	0.00
1-74-570	HALL DONATIONS	0.00	0.00	0.00
1-74-590	INSURANCE RECOVERY	0.00	0.00	0.00
1-74-593	SPECIAL EVENT REVENUES	0.00	0.00	0.00
*	TOTAL CULTURE REVENUE	(1,225.00)	1,025.00	0.00
RESERVE TRANSFERS				
1-97-920	TRANSFER FROM RESERVES	0.00	0.00	0.00
*	TOTAL RESERVE TRANSFERS	0.00	0.00	0.00
**	TOTAL REVENUE	(41,273.80)	392,694.48	(24,440.83)
COUNCIL EXPENSES				
2-11-130	COUNCIL - PAYROLL DEDUCTIONS	0.00	0.00	0.00
2-11-150	COUNCIL REMUNERATION	0.00	2,720.00	708.33
2-11-211	COUNCIL TRAVEL & SUBSISTENCE	0.00	(736.02)	16.67
2-11-214	COUNCIL PROFESSIONAL DEVT	0.00	32.92	33.33
*	TOTAL COUNCIL EXPENSES	0.00	2,016.90	758.33
ADMINISTRATION EXPENSE				

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General Ledger	Description	October 2017 Actual	2017 Budget Remaining \$	October 2017 Budget
2-12-110	ADMINISTRATION - SALARIES	6,156.32	22,105.47	10,000.00
2-12-130	ADMINISTRATION - PAYROLL DEDUCTIONS	256.68	4,728.40	1,000.00
2-12-131	EMPLOYEE BENEFITS	1,186.73	880.70	1,231.58
2-12-211	TRAVEL & SUBSISTENCE	149.76	186.30	100.00
2-12-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	1,424.78	333.33
2-12-600	BAD DEBTS	0.00	100.00	0.00
* TOTAL ADMINISTRATION EXPENSE		7,749.49	29,425.65	12,664.91
OFFICE OPERATIONS				
2-12-215	FREIGHT & POSTAGE	118.16	1,911.10	250.00
2-12-217	TELEPHONE/INTERNET	474.45	86.12	408.33
2-12-220	ADVERTIZING & PRINTING	0.00	461.26	58.33
2-12-225	VILLAGE PROMOTIONS	400.00	(2,150.12)	125.00
2-12-230	PROFESSIONAL & CONSULTING SERVICES	(1,083.35)	900.00	83.33
2-12-231	AUDITING SERVICES	0.00	8,000.00	666.67
2-12-232	ASSESSMENT SERVICES	0.00	75.57	375.00
2-12-233	ASSESSMENT REVIEW BOARD	0.00	100.00	8.33
2-12-234	LEGAL SERVICES	0.00	350.00	41.67
2-12-237	COMPUTER SOFTWARE	20.00	(281.48)	50.00
2-12-250	OFFICE REPAIRS & MAINTENANCE	620.00	1,176.62	291.67
2-12-253	TECHNICAL SUPPORT	0.00	1,181.87	362.50
2-12-258	OFFICE JANITORIAL CONTRACT	0.00	0.00	0.00
2-12-274	INSURANCE	0.00	(525.47)	1,250.00
2-12-341	LAND TITLES SERVICES	0.00	250.00	20.83
2-12-510	OFFICE SUPPLIES	722.69	(465.04)	233.33
2-12-511	MISCELLANEOUS	0.00	200.00	25.00
2-12-519	OTHER SERVICES	0.00	0.00	0.00
2-12-540	UTILITIES - GAS	5.44	611.65	83.33
2-19-150	ELECTION FEES	0.00	1,000.00	83.33
* TOTAL OFFICE OPERATIONS		1,277.39	12,882.08	4,416.65
ADMIN-CAPITAL				
2-12-762	CAPITAL PURCHASES	0.00	0.00	0.00
2-12-790	ADMINISTRATION-AMORTIZATION	0.00	0.00	0.00
* TOTAL ADMIN-CAPITAL		0.00	0.00	0.00
REQUISITIONS				
2-13-750	REQUISITION - SCHOOL	0.00	(58,892.17)	0.00
2-13-759	DAVE KNIPE MEMORIAL LIBRARY	0.00	0.00	0.00
* TOTAL REQUISITIONS		0.00	(58,892.17)	0.00
FIRE EXPENSES				
2-23-148	IN-SERVICE TRAINING	0.00	2,000.00	166.67
2-23-159	HONORARIUMS - ANNUAL & HOURLY	0.00	12,000.00	1,000.00
2-23-211	TRAVEL & SUBSISTENCE	0.00	(42.08)	8.33
2-23-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	550.00	45.83
2-23-215	FREIGHT & POSTAGE	0.00	159.74	16.67
2-23-217	TELEPHONE	157.48	455.20	166.67
2-23-220	ADVERTIZING & PRINTING	83.60	416.40	41.67
2-23-225	PUBLIC RELATIONS & PROMOTIONS	0.00	1,100.00	91.67

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General Ledger	Description	October 2017 Actual	2017 Budget Remaining \$	October 2017 Budget
2-23-250	FIREHALL REPAIRS & MAINTENANCE	2,701.73	(1,956.98)	83.33
2-23-251	VILLAGE TRUCK REPAIRS	0.00	(2,091.52)	583.33
2-23-252	COUNTY TRUCK REPAIRS	0.00	952.36	83.33
2-23-253	PAGER REPAIRS	0.00	200.00	16.67
2-23-254	PROTECTIVE EQUIPMENT & REPAIRS	0.00	(4,474.32)	350.00
2-23-270	CONTRACTED SERVICES	1,843.08	(759.58)	458.33
2-23-274	INSURANCE-FF'S, BUILDINGS	0.00	(1,537.93)	108.33
2-23-510	GOODS & SUPPLIES	0.00	872.12	83.33
2-23-511	MISCELLANEOUS	0.00	477.55	41.67
2-23-512	SMALL EQUIPMENT PURCHASES	0.00	145.25	41.67
2-23-521	FUEL & LUBE	0.00	330.83	58.33
2-23-540	FIRE HALL GAS	72.92	685.62	158.33
2-23-541	FIRE HALL POWER	110.39	1,528.20	208.33
2-23-750	DISPATCH AGREEMENT	0.00	1,410.00	117.50
2-23-751	MUTUAL AIDE RESPONSE CHARGES	0.00	0.00	0.00
2-23-920	TRANSFER TO RESERVES	0.00	0.00	0.00
2-00-910	GAIN/LOSS ON DISPOSAL OF ASSETS	0.00	0.00	0.00
* TOTAL FIRE EXPENSES		4,969.20	12,420.86	3,929.99
BYLAW ENFORCEMENT				
2-26-270	BYLAW ENFORCEMENT OFFICER	1,140.00	1,473.75	833.33
2-26-234	LEGAL SERVICES	0.00	0.00	0.00
2-26-510	BYLAW SUPPLIES	0.00	86.44	25.00
* TOTAL BYLAW ENFORCEMENT		1,140.00	1,560.19	858.33
FIRE - CAPITAL				
2-23-762	CAPITAL PURCHASES	0.00	0.00	0.00
2-23-790	FIRE - AMORTIZATION	0.00	0.00	0.00
* TOTAL FIRE - CAPITAL		0.00	0.00	0.00

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General Ledger	Description	October 2017 Actual	2017 Budget Remaining \$	October 2017 Budget
PUBLIC WORKS SALARIES & WAGES				
2-32-110	PW - SALARIES	2,224.80	9,413.99	3,958.33
2-32-130	PW - PAYROLL DEDUCTIONS	159.49	2,037.62	395.83
2-32-131	EMPLOYEE BENEFITS	584.96	170.34	270.83
*	TOTAL PUBLIC WORKS SALARIES &	2,969.25	11,621.95	4,624.99
PUBLIC WORKS OPERATIONS				
2-32-217	TELEPHONE	77.94	(229.58)	41.67
2-32-230	PROFESSIONAL CONSULTING	0.00	(24,416.91)	0.00
2-32-250	ROADWAY REPAIRS & MAINTENANCE	0.00	27,110.50	2,500.00
2-32-270	CONTRACTED SERVICES	0.00	2,150.00	166.67
2-32-274	INSURANCE	0.00	(2,056.68)	0.00
2-32-510	GOODS & SUPPLIES	1,018.73	(897.59)	208.33
2-32-511	MISCELLANEOUS GENERAL SERVICES	0.00	200.00	16.67
2-32-521	FUEL & LUBE	768.56	941.12	500.00
2-32-540	UTILITIES - STREET LIGHTS	1,153.79	1,566.25	1,058.33
2-32-762	CAPITAL	0.00	0.00	0.00
2-32-790	PUBLIC WORKS AMORTIZATION	0.00	0.00	0.00
*	TOTAL PUBLIC WORKS OPERATIONS	3,019.02	4,367.11	4,491.67
DRAINAGE				
2-37-250	DRAINAGE - REPAIRS & MAINTENANCE	0.00	125.00	166.67
2-37-230	PROFESSIONAL & CONSULTING SERVICES	0.00	0.00	0.00
2-37-750	REQUISITION - DRAINAGE	1,497.25	(1,497.25)	0.00
*	TOTAL DRAINAGE	1,497.25	(1,372.25)	166.67
WATER OPERATIONS				
2-41-110	SALARIES & WAGES - WATER	526.07	(764.73)	791.67
2-41-130	CPP, EI CONTRIBUTIONS - WATER	67.24	8.78	79.17
2-41-211	TRAVEL & SUBSISTENCE - WATER	0.00	100.00	8.33
2-41-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	300.00	25.00
2-41-217	TELEPHONE	152.69	127.89	133.33
2-41-224	MUNICIPAL MEMBERSHIP	0.00	0.00	0.00
2-41-230	PROFESSIONAL & CONSULTING SERVICES	0.00	2,000.00	166.67
2-41-240	CUSTOMER BILLING	0.00	400.00	33.33
2-41-250	REPAIRS & MAINTENANCE	4,840.95	(49,576.17)	2,083.33
2-41-270	WATER - CONTRACT	0.00	(4,334.46)	333.33
2-41-274	INSURANCE PREMIUMS	0.00	(3,328.95)	0.00
2-41-510	GOODS & SUPPLIES	5.70	212.94	33.33
2-41-540	UTILITIES-GAS	69.87	657.23	155.00
2-41-750	REQUISITION - SMRWSC	1,125.14	8,071.51	1,125.00
2-41-762	CAPITAL PURCHASES	0.00	0.00	0.00
2-41-790	WATER SYSTEM - AMORTIZATION	0.00	0.00	0.00
*	TOTAL WATER OPERATIONS	6,787.66	(46,125.96)	4,967.49
SEWER OPERATIONS				
2-42-000	OTHER - DAYSLAND DRAINAGE	0.00	0.00	0.00
2-42-110	SALARIES & WAGES - SEWER	275.60	1,330.48	591.67
2-42-130	CPP, EI CONTRIBUTIONS - WATER	20.34	299.33	59.17

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General Ledger	Description	October 2017 Actual	2017 Budget Remaining \$	October 2017 Budget
2-42-211	TRAVEL & SUBSISTENCE	0.00	0.00	0.00
2-42-214	MEMBERSHIPS & PROFESSIONAL DEVELOPMENT	0.00	225.00	18.75
2-42-217	TELEPHONE	97.50	154.73	91.67
2-42-230	PROFESSIONAL & CONSULTING - SEWER	0.00	1,316.90	750.00
2-42-240	CUSTOMER BILLING	0.00	0.00	0.00
2-42-250	REPAIRS & MAINTENANCE - SEWER	124.91	29,904.83	2,916.67
2-42-270	SEWER - CONTRACT	0.00	1,000.00	83.33
2-42-274	INSURANCE PREMIUMS	0.00	90.43	50.00
2-42-410	BANK LOAN	0.00	0.00	0.00
2-42-510	GOODS & SUPPLIES	26.70	421.13	41.67
2-42-540	UTILITIES-GAS	37.70	307.04	79.17
2-42-762	CAPITAL	0.00	0.00	0.00
2-42-790	WASTE & SEWER AMORTIZATION	0.00	0.00	0.00
2-42-830	LAGOON DEBENTURE PAYMENTS	0.00	0.00	0.00
2-42-831	LAGOON DEBENTURE INTEREST	0.00	0.00	0.00
2-42-832	DEBENTURE PRINCIPAL PMT MACRAE STREET	0.00	0.00	0.00
2-74-790	AMORTIZATION	0.00	0.00	0.00
* TOTAL SEWER OPERATIONS		582.75	35,049.87	4,682.10
WASTE MANAGEMENT				
2-43-270	GARBAGE - CONTRACT	1,200.50	2,129.75	1,250.00
2-43-260	RENTAL OF MACHINERY & EQUIPMENT	0.00	0.00	0.00
2-43-350	LANDFILL FEES	488.04	854.95	433.33
2-43-510	GOODS & SUPPLIES	0.00	0.00	0.00
2-44-350	RECYCLING CHARGES	770.00	689.00	725.00
* TOTAL WASTE MANAGEMENT		2,458.54	3,673.70	2,408.33
CAMROSE & DISTRICT SUPPORT SER				
2-51-750	REQUISITION - CDSS	0.00	(77.76)	232.50
2-51-770	GRANTS TO ORGANIZATIONS	0.00	0.00	0.00
2-51-840	CONDITIONAL GRANTS TO CDSS	0.00	9,559.00	796.58
* TOTAL CAMROSE & DISTRICT SUPPO		0.00	9,481.24	1,029.08
CEMETERY OPERATIONS				
2-56-250	CEMETERY REPAIRS & MAINTENANCE	0.00	0.00	0.00
2-56-510	GENERAL GOODS & SERVICES	0.00	0.00	0.00
* TOTAL CEMETERY OPERATIONS		0.00	0.00	0.00
PLANNING & DEVELOPMENT				
2-61-237	MAPPING	0.00	0.00	0.00
2-61-750	REQUISITION - PLANNING	0.00	0.25	125.58
2-66-120	COSTS - LAND SALES	0.00	(96.00)	0.00
2-66-230	PROFESSIONAL & CONSULTING	0.00	(4,522.02)	0.00
* TOTAL PLANNING & DEVELOPMENT		0.00	(4,617.77)	125.58
PARKS & RECREATION				
2-72-110	RECREATION & PARKS - SALARIES	0.00	(1,510.68)	458.33
2-72-115	STEP WAGES	0.00	0.00	0.00

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General Ledger	Description	October 2017 Actual	2017 Budget Remaining \$	October 2017 Budget
2-72-130	RECREATION & PARKS - PAYROLL DEDUCTIONS	0.00	82.89	45.83
2-72-131	EMPLOYEE BENEFITS	0.00	(19.49)	0.00
2-72-211	TRAVEL & SUBSISTENCE	0.00	0.00	0.00
2-72-220	ADVERTIZING & PRINTING	0.00	0.00	0.00
2-72-250	REPAIRS & MAINTENANCE	115.03	193.74	125.00
2-72-270	CONTRACTED SERVICES	0.00	0.00	0.00
2-72-510	GOODS & SUPPLIES	13.99	545.05	125.00
2-72-521	FUEL & LUBE	61.14	61.65	41.67
2-72-540	UTILITIES - GAS	0.00	0.00	0.00
2-72-274	INSURANCE PREMIUMS	0.00	(1,135.86)	0.00
2-72-750	REQUISITIONS - RECREATION	0.00	0.00	0.00
2-72-762	CAPITAL PURCHASES	0.00	0.00	0.00
2-72-770	GRANTS TO ORGANIZATIONS	0.00	0.00	337.50
2-72-780	RECREATION TRAIL RESERVE	0.00	0.00	0.00
2-72-790	RECREATION - AMORTIZATION	0.00	0.00	0.00
2-13-770	GRANTS TO ORGANIZATIONS	0.00	0.00	0.00
* TOTAL PARKS & RECREATION		190.16	(1,782.70)	1,133.33
CULTURE				
2-74-250	REPAIRS & MAINTENANCE	103.33	1,029.02	133.33
2-74-274	INSURANCE PREMIUMS	0.00	0.00	0.00
2-74-510	GOODS & SUPPLIES - NEW HALL	0.00	(170.58)	0.00
2-74-540	UTILITIES	0.00	0.00	0.00
2-74-584	SPECIAL EVENTS	0.00	0.00	0.00
2-74-750	REQUISITION - PARKLAND LIBRARY	810.03	(3,240.12)	0.00
2-74-761	CONTRIBUTED TO OTHER OPERATING FNC.	0.00	(2,175.82)	0.00
2-74-770	TRANSFER TO OTHER ORGANIZATIONS	0.00	9,620.00	0.00
2-74-775	BAWLF PUBLIC LIBRARY APPROPRIATION	3,000.00	0.00	250.00
2-74-831	DEBENTURE INTEREST	0.00	0.00	0.00
* TOTAL CULTURE		3,913.36	5,062.50	383.33
GENERAL				
2-97-990	GENERAL CONTINGENCY	0.00	0.00	0.00
* TOTAL GENERAL		0.00	0.00	0.00
** TOTAL EXPENSES		36,554.07	14,771.20	46,640.78
*** SURPLUS/DEFICIT		(4,719.73)	407,465.68	22,199.95

*** End of Report ***

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	November 15, 2017
Originated By:	Tracy M. Ormsbee
Title:	Parkland Regional Library Board Representative

BACKGROUND/PROPOSAL:

The Alberta Libraries Act requires that Bawlf Council appoint an individual to the Parkland Regional Library Board as a representative.
The PRL Agreement stipulates the following:

4.1 Where a municipality is a Party to this Agreement, it shall appoint one member to the PRL Board. [Act S.22(a)]

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

As we are held by the Alberta Libraries Act we must appoint a member. The individual does not need to be from Council but the benefits are that it streamlines reporting back to Council, making decisions and voting appropriately once on the board. Councillor L. Thompson is currently a library board member and would be the appropriate person to appoint.

COSTS/SOURCE OF FUNDING (if applicable)

The main cost would be paying a Council member for their time attending a meeting and possibly mileage.

RECOMMENDED ACTION:

Bawlf Council to pass a motion to appoint Councillor L. Thompson as the Parkland Regional Library Board representative.

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	November 15, 2017
Originated By:	Tracy M. Ormsbee
Title:	CP Holiday Train

BACKGROUND/PROPOSAL:

CP Rail has informed Administration that the Holiday Train will be stopping in Bawlf on Wednesday December 6th @ 12:25pm for 30 minutes.



CP partners with the Camrose Neighbor Aid Center, and they will make a \$1000 donation for the Bawlf stop to the Neighbor Aid Center. They will also deliver any food bank donations made in Bawlf during the subsequent stop in Camrose.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Administration will start advertising and requesting food bank donations. The Bawlf library is holding their annual kids Christmas party that same morning. Feedback and discussions amidst the library and residents is leaning towards it being a great idea for Bawlf Council to serve hot chocolate and cookies from approximately noon until the train departs Bawlf.

COSTS/SOURCE OF FUNDING (if applicable)

Hot Chocolate/Cookies – money available in the Economic Development budget

RECOMMENDED ACTION:

That Bawlf Council discuss the idea of Council setting up a hot chocolate/cookie "booth".

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	November 15, 2017
Originated By:	Tracy M. Ormsbee
Title:	Council Business Cards

BACKGROUND/PROPOSAL:

Administration would like Council to consider a change in the purchasing of business cards for Council.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Instead of each Council member having a specific title on their cards, ie, Mayor, etc. it would be more cost effective to have all business cards saying one of, or something similar to, the following:

"Member of Council"

"Elected Official"

We could also order specific titled name tags so when attending meetings, functions, etc. the name tag would read "Mayor", etc.

With annual organizational meetings and the possibility of title changes, the Village could incur an annual expense of \$440 to have new cards printed each year with specific titles.

Having a "generic" titled business card would save this annual expense.

COSTS/SOURCE OF FUNDING (if applicable)

2017- \$440

2018-2021- \$0

RECOMMENDED ACTION:

That Bawlf Council discuss the idea of non-personalized business cards.

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	November 15, 2017
Originated By:	Tracy M. Ormsbee-CAO
Title:	2018 Service Levels

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Administration has made some amendments (highlighted in yellow) for review. In conjunction with the Asset Management Project with ISL Engineering, myself, along with Public Works, we will be reviewing the service levels in depth at a later date.

COSTS/SOURCE OF FUNDING (if applicable)

n/a

RECOMMENDED ACTION:

That Bawlf Council review and discuss the 2018 Service Levels and advise Administration of any further changes and/or approve as is.

Village of Bawlf



2018 Service Levels

Approved by Village Council: November 15, 2017

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I. Purpose of Council and Staff

The purpose of the Council and staff is to:

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

II. Legislative Services

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

The Council is responsible for:

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

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

III. Employee Empowerment

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

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

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

IV. Administration

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

These services include:

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

V. Protective Services

The Protective Services area provides services in three major areas:

A. Fire Department

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

B. Bylaw Enforcement

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

C. Disaster Services

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

D. Emergency Services

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

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

VI. Roads and Public Works

The Roads and Public Works area provides the following services:

A. Roads and Sidewalks

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

B. Building, Vehicle and Equipment Maintenance

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

C. Water Services

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

4. Pumphouse/Reservoir:

- a. The building is inspected daily to ensure proper housekeeping and no failure of equipment.
- b. The standby generator is programmed to start on the first of each month.
- c. The reservoir is disinfected as required (approximately every five years, if needed).

5. Hydrants:

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

6. Valves:

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

7. Water Mains:

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

D. Sewer Services

1. Lift Station:

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

2. Sewer Mains:

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

3. Wastewater Lagoon:

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

E. Surface Water Drainage

1. Ditches:

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

2. Drainage Gate (at north end):

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

F. Snow Clearing, Removal and Sanding

1. Snow Clearing and Removal:

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

2. Sanding:

- a. In order to provide for the safe movement of vehicular and pedestrian traffic, sanding and/or salt/sand will occur as soon as possible when necessary and will be dependent on road and weather conditions.

b. Sanding will occur according to the priorities outlined on page 8.

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

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

G. Solid Waste Collection

1. Landfill:

- a. The Village has a contract with Camrose County for residents to haul waste to the Kelsey Transfer Station.
- b. Household residential and commercial refuse is removed once per week by a contracted company.

H. Recycling

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

I. Composting

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

VII. Planning and Development

A. Development Permits & Compliance Certificates

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

B. Building Permits and Inspections

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

C. Planning and Subdivision Services

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

VIII. Recreation, Parks, Culture and Support Services

A. Recreation and Parks

1. Grass Cutting and Weed Control

- a. All grass on Village property (including the Community Centre, the cemetery and the

- ball diamonds) is mowed weekly (more or less depending on the annual rainfall).
- b. Weed-eating is completed as required.
- c. Weeds are sprayed under Camrose County's license as required in spring and fall.

2. Trees

- a. All trees are inspected for insects, diseases and pests once per year and recommendations for action are made as necessary.
- b. Newly planted trees are watered as required based on rainfall amounts.
- c. Trees are fertilized as necessary.
- d. Trees are pruned as required.
- e. Dead trees are removed as soon as noticed and recorded on a list for replacement.

3. Flower and Shrub Beds

- a. The flowerbeds are planted and maintained by the Public Works/Recreation staff. Beds include: Village entrance off Highway 13, Village of Bawlf Office Building, Village Fire Hall and the Historical Sign Shrub Bed. There can also be numerous planters throughout the Village.
- b. Rototilling and/or the addition of peat occurs as required in spring.
- c. Beds are weeded weekly.
- d. Watering occurs twice per week, or as required, and is dependent on the amount of rainfall.

4. Jubilee Park

- a. Campground
 - Approximately 22 sites are available (12 have electricity).
 - Fire wood is cut and provided as it becomes available.
 - The roadway into and within the campground is maintained as required.
- b. Toilets
 - The toilets are checked and cleaned weekly or as required.
 - They are restocked as required and especially prior to all booked ball tournaments or events.
 - The facilities are winterized by October 15th, weather dependent.
- c. Concession Building
 - The building is maintained by the Village.
 - It is operated by the user groups booking tournaments or events in the park.
- d. Playground
 - The playground equipment was funded and installed by the Lions' Club in the 1980's.
 - It is maintained jointly by the Lions' Club and the Village.
 - Safety checks are completed bi-weekly during the summer months.
- e. Fire Pits
 - Approximately seven fire pits are available for use by campers and park users.
- f. Refuse Collection

- The garbage cans are checked weekly and emptied as required. During special events, the garbage is checked more often.

5. Recreation Board

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

6. Recreational Trail

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

B. Culture

1. Bawlf Community Centre (new hall)

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

~~2. Bawlf Community Hall (old hall)~~

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

3. Village of Bawlf Public Library

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

4. Historical Assets

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

C. Support Services

1. Camrose and District Support Services (CDSS)

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

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

- a. Home Support (light housekeeping and Meals on Wheels)
- b. Licensed Pre-School
- c. Family Resource Centre (eg. parenting education, playgroups and counselling)

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

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	November 15, 2017
Originated By:	Tracy M. Ormsbee, CAO
Title:	Annual Policy Review

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

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

Since amendments were made to Policy no.'s 3, 6, 8, 11, 14, 15, 19, 20, 22 & 24 in December of 2016 and numerous new policies have been created and approved by Council in 2017, Administration feels that at this time, there are no further amendments required but advises Council to review to see if there may be some tweaking they would like done.

COSTS/SOURCE OF FUNDING (if applicable)

n/a

RECOMMENDED ACTION:

That Bawlf Council pass a motion that no amendments to all current policies are required.

Title UNBUDGETED EXPENDITURES POLICY NO. 1

Legislation Reference Municipal Government Act, Section 248(2)

Purpose

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

Policy Statement and Guidelines

In this Policy:

(a) "**Unbudgeted Expenditure**" means an expenditure not included in the interim operating budget, the operating budget or the capital budget for the year.

(b) "**Emergency**" means an occurrence or situation which could jeopardize the safety, health or welfare of people or the protection of property in the municipality.

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

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

(b) the expenditure will exceed the budget for the program or function, Council must approve the expenditure.

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

(a) the Mayor or

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

Date November 17/97 Resolution Number 129/97


MAYOR


MUNICIPAL ADMINISTRATOR

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

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

Purpose

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

Policy Statement and Guidelines

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

The notice will include:

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

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

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

Date November 17/97 Resolution Number 130/97


MAYOR


ADMINISTRATOR



Signed Date: November 17, 1997	Motion: 131/97 Date: November 17, 1997
Signed Date: December 21, 2016	Motion: 182/16 Date: December 21, 2016
Title: Road Maintenance	Policy No. 3

Purpose:

To establish maintenance standards for Village roadways.

Principles/Guidelines:

1. Hard surfaced roads will be patched and crack-sealed annually as required. More roads will be hard surfaced as infrastructure rehabilitation is completed.
2. Gravel surfaces will be graded and repaired as required and an annual gravelling program will be carried out where necessary.
3. Winter grading will be done by Village Public Works staff when required. Camrose County grades Railway Avenue south of the campground and Vrolson Road to just north of Railway Avenue when necessary.
4. Signage will be installed where necessary at the discretion of Council and/or the CAO.
5. Inspections will be carried out as follows:
 - Culverts at least once monthly or as required.
 - Roads on an ongoing basis by Council and Staff.
 - Signage at least once annually and at all times, all Councillors and Staff will watch and report any instances where signage has been damaged.

The CAO and Council are authorized to approve all routine maintenance operations within the approved budget. Construction projects require Council approval.

Mayor

CAO



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

Motion: 103/04
Motion: 182/16

Title: Culvert Policy

Policy No. 6

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

Policy Statement and Guidelines:

The maximum length of a culvert supplied by the Village of Bawlf for an approach will be twenty four (24) feet when deemed required by the Village.

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

MAYOR

CAO



Signed Date: June 19, 2007	Motion: 131/07 Date: June 19, 2007
Signed Date: December 21, 2016	Motion: 182/16 Date: December 21, 2016
Title: Operation of Skid Steer	Policy No. 8

Purpose:

To establish standards for the operation of the Skid Steer.

Principles/Guidelines:

No unauthorized personal shall run the Skid Steer unless authorized in writing by the CAO.

Mayor

CAO

Title: Rental Rates

Policy No. 9

Legislation Reference: Municipal Government Act Section 18

Purpose:


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

Policy Statement and Guidelines:

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

Date: June 19, 2007

Motion Number:


MAYOR


ADMINISTRATOR

Interpreting The Guide

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

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

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

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

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

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

The rental rates do not include GST.

How The Rates Are Calculated

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

Ownership:

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

Operation:

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

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

LOADERS

Skid Steer

CURRENT MODELS

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

ASV	BOBCAT	CASE	CAT	JOHN DEERE
	463, MT52 MT55			
	553			
RC30*	S130	410	216B	
RC30TE	T140	40XT	226B	
RC50*	S150, S160	420	232B	317
RC50TE	S175, S185 T180*	60XT 70XT		320 CT322
RC60*	S205, S220	430, 435	236B, 242B	325
RC60TE	S250	440	246B, 247*	
SR70	T190*, T200*	445 75XT 85XT	247B*, 248B 252B, 257*, 257B* 262B	
SR80	S330 A300** S300	450, 465 90XT, 95XT	267B* 268B 277B* 287B*	328 CT332
RC85*	T250*, T300*			332
RC100*				
RCV*				

NOTES:

- Mobilization is not included in rates

* Denotes track mounted - add 15%

** Denotes all-wheel steer - add 8%

ATTACHMENTS:

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

TRACTORS

Farm/Industrial - Wheel

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

NOTES:

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

TRACTOR ATTACHMENTS

Schedule of Rental Rates

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

→ Use for the following attachment

- disk
- rotavator
- waddy packer

TRUCKING EQUIPMENT

Light Vehicles

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

NOTE:

- Driver is NOT included in the Light Vehicle rates.

Light Vehicles Accessories

Dump Body	RATE/PER HOUR
Equipment Trailer	\$10.00
Front Blade	\$5.00
Slide-in Sander	\$18.00

Miscellaneous

Snowmobile - 450cc	RATE/PER HOUR
Quad 4X4 - 450cc	\$23.00

NOTE:

- Driver is NOT included in the Miscellaneous rates.

Snow Plow Sander Trucks

Single Axle c/w Plow	RATE/PER HOUR
Tandem Axle c/w Plow	\$156.00

Utility Trucks

Tandem Hydro Vac Truck c/w 2-man Crew & Boiler	RATE/PER HOUR
Single Axle Hydro Vac Truck c/w 2-man Crew & Boiler	\$200.00
Tandem Vacuum Truck c/w Driver	\$247.00

NOTE:

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

DATE: *November 27, 2007*

MOTION:

TITLE: Christmas Decoration Contest

POLICY NO: *10*

PURPOSE: To encourage Village Residents to decorate their property.

POLICY STATEMENT AND GUIDELINES:

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

PRIZE:	1 st	\$75.00
	2 nd	\$50.00
	3 rd	\$25.00

Review within 3 to 5 years



Date: December 18, 2007 June 20, 2012 December 21, 2016	Motion: 184/07 Motion: 115/12 Motion: 182/16
Title: Communications Policy	Policy No. 11

1. **Purpose**

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

2. **Background**

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

3. **Village Entrance Sign**

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

4. Website

- 4.1. The Village website is often the first interaction that visitors have with the Village and is to be considered one of the primary methods for Village Council and Administration to communicate with both residents and non-residents. As such, it must be maintained to the highest standard.
- 4.2. Website maintenance is an inherently administrative task. However, the CAO can designate anyone he/she sees fit to maintain the Village's website. In the absence of in-house expertise, the Village shall retain professional website design services.
- 4.3. The CAO shall have final say on matters of form and design. Council shall have final say on matters of editorial/policy content.
- 4.4. The designated web maintenance person shall ensure that agendas of regular Village Council meetings are posted to the Village's website **no later** than the Friday immediately prior to the said meeting. Items added to the agenda at the time of the Council meeting in question shall be included thereon for information purposes only; motions pertaining thereto can be made only at subsequent meetings.
- 4.5. The designated web maintenance person shall ensure that minutes of Council meetings are posted to the Village's website as soon as is practical after the said minutes have been approved.
- 4.6. The designated web maintenance person shall post Village newsletters and or any other periodic or occasional communications emanating from the Village as soon as is practical after said communications have been approved by Council.

5. Written Communications from the Village

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

Mayor

CAO

Village of Bawlf

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

Policy: Policy No. 12

Department: All

Responsibility: CAO

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

Purpose:

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

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

Tangible Capital Asset:

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

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

Subsequent expenditures on a recorded TCA that:

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

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

Authority:

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

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

Amortization:

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

Scope:

This policy addresses the following:

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

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

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

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

Classification of Assets:

1. Major Asset Classifications:

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

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

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

2. Engineered Structures - minor classes

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

Recording Assets and Maintaining Records:

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

Asset Disposal:

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

Financial Reporting and Budgets:

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

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

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

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

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

SCHEDULE A

Recommended Useful Life

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

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

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

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



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

Purpose:

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

The Bawlf Village Office will be closed ^{from} ~~form~~ December 24 until January 2 inclusive.

This policy will be reviewed every three years.



Date: January 22, 2009

Motion: 12/09

Amended Date: December 21, 2016

Motion: 182/16

**Title: Council/Administration
Photograph**

Policy No. 14

Purpose:

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

Procedure:

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

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

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

MAYOR

CAO



Date: March 18, 2009
October 15, 2014
December 21, 2016

Motion: 39/09
Motion: 234/14
Motion: 182/16

Title: Snow Clearing, Removal and
Sanding on Municipal Roadways

Policy No. 15

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

Background:

Municipal Roadways:

A. Snow Clearing and Removal:

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

B. Sanding:

1. In order to provide for the safe movement of vehicular and pedestrian traffic, sanding will occur, if required, as soon as possible after snow clearing and will be dependent on road and weather conditions.
2. Sanding will occur according to the priorities outlined in Schedule A.
3. The sanding material consists of two percent calcium chloride (so the sand stock pile does not freeze), five percent salt (to melt the snow and ice on roadways) and sand/chips (to provide traction on slippery road surfaces).

Municipal Sidewalks:

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

Notification to Residents:

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

Mayor

CAO

Schedule A

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

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



Date: May 13, 2009
May 22, 2013

Motion: 70/09
Motion 129/13

Title: Use of Council Chambers

Policy No. 16

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

Procedure:

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

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

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

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

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

Mayor

Village Manager



Date Approved:	Motion:
January 19, 2011	07/11
May 22, 2013	120/13
December 18, 2013	255/13
November 16, 2016	175/16
Title:	Policy No.
Fire Department Annual Honorariums	17

Purpose:

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

Background:

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

Procedures:

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

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

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

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

MAYOR

CAO

**Date Approved:**

January 19, 2011
May 22/13
December 18, 2013
November 18, 2015

Motion:

08/11
121/13
255/13
170/15

Title:

Fire Department Hourly Honorariums

Policy No.

18

Purpose:

To provide policy guidance for awarding fire department hourly honorariums.

Background:

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

Procedures:

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

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

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

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

MAYOR

ACTING CAO

**Date Approved:**

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

Motion:

09/11
122/13
255/13
182/16

Title:

Fire Department Practice Compensation

Policy No.

19

Purpose:

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

Background:

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

Procedures:

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

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

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

MAYOR

CAO



Date Approved:	Motion:
January 19, 2011	09/11
December 21, 2016	182/16
August 16, 2017	138/17

Title:	Policy No.
Fire Department Training Compensation	20

Purpose:

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

Background:

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

Procedures:

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

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

Firefighters will be eligible to claim mileage at the standard rate approved by the Village Council. Firefighters are encouraged to carpool. For local training between the hours of 8:00am to 5:00pm, Firefighters will also be eligible to claim the actual cost of their lunch (food only, no alcoholic beverages) (detailed cash register receipts are

required-not debit machine receipts). For out of town/overnight training, hotel expenses will be covered/pre-paid using the Village Corporate Credit Card. Daytime meals are generally included in full day training. An evening meal expense is eligible up to a total of \$25.00 (no alcoholic beverages and a detailed cash register receipt must be submitted).

MAYOR

CAO



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

Purpose:

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

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

Background:

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

Policy:

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

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

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

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

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

Procedures for Handling Complaints:

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

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

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

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

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

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

Mayor

Deputy Mayor

Councillor

Councillor

Councillor

Dated this ____ day of _____, 20__.



Date: April 26, 2011	Motion: 49/11
December 21, 2016	182/16
Title: Council Recognition Policy	Policy No. 22

Purpose:

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

Policy:

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

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

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

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

MAYOR

CAO



Date: April 17, 2013
December 21, 2016

Motion: 98/13
Motion: 182/16

Title: Acting Appointment Policy

Policy No. 24

Purpose:

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

Procedure:

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

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

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

MAYOR

CAO



Signed Date: August 20, 2014	Motion: 47/14 Date: March 18, 2014
Title: Tendering Policy	Policy No. 25

TENDERING POLICY

Policy:

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

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

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

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

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

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

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

Background:

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

MAYOR

CAO

TENDER

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

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

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

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

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

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

Village of Bawlf
Stipulated Price Bid and Contract Form
Project Name – Project LocationPage 1

TO: Name of Project Coordinator
Village of Bawlf
P.O. Box 40
Bawlf, Alberta T0B 0J0

PROJECT NAME: _____

We, the undersigned, hereby agree to carry out the Work of the Contract in accordance with the Bid Documents for the stipulated price of:

_____ Dollars (\$ _____)
Total in words Total in figures

The break down of the costs which are included in this bid are:

Equipment (provide detail of equipment to be used): _____

Manpower (number of people working x anticipated working time): _____

Additional costs (provide detail) : _____

SUBTOTAL: _____

G.S.T. _____

TOTAL COST: _____

We agree to have the work completed by (date required by Council).

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

Executed this _____ day of _____,

BIDDER:

(business name – print or type)

(address)

signature of Bidder's authorized representative

name and status of person signing above

Date

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

signature

name and title



Signed Date: September 17, 2014	Motion: 47/14 Date: September 17, 2014
Title: Council Electronic Device Policy	Policy No. 26

COUNCIL ELECTRONIC DEVICE POLICY

POLICY STATEMENT:

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

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

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

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

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

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

Mayor

Interim Acting CAO



Signed Date: May 20, 2015	Motion: 29/15 Date: February 18 , 2015
Title: Vacant Land/Lot Sale Policy	Policy No. 27

VACANT LAND/LOT SALE POLICY

Policy:

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

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

Mayor

Acting CAO



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

Village Voice Publication Policy

Purpose:

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

Background:

There is currently no policy governing the Village Voice Newsletter.

Policy:

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

To be included in each issue:

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

Mayor

Acting CAO



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

Purpose:

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

Policy:

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

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

Additional/Special Council Meetings (30 minutes plus in length)– all Council Members at \$80 per meeting (within the Village as well as out-of-town meetings).

Mileage - \$0.52/km

Meals - \$17/meal up to a maximum of \$51/day

Mayor

Acting CAO



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

Purpose:

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

Policy:

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

Mayor

Acting CAO



Signed Date: September 21, 2016	Motion: 119/16 Date: September 21, 2016
Title: Hiring of Employees Policy	Policy No. 31

Purpose:

The purpose of this Hiring of Employees Policy is to provide guidance to the Chief Administrative Officer (CAO) to clearly outline terms of employment and avoid misunderstandings.

Policy:

At the commencement of any employment with the Village,

- a) A contract/employment offer letter shall be signed with both the CAO and the employee clearly stating commencement date, period of probation, regular hours to be worked, rate of pay and benefits provided after the probation period;
- b) This contract will also outline that the new employee is agreeing to provide a criminal record check and, if driving should be a requirement for the job, a driver's abstract within one week of signing the contract (to be reimbursed by the Village);
- c) Temporary summer students that may be hired will be exempt from the criminal record check requirement;
- d) Two originals of the contract shall be signed, one given to the employee, one kept in the employee's file in the Village Office Payroll Department;
- e) A job description shall be provided to the employee.

Principles:

Due diligence to legal obligations is reflected in this policy by putting in the exact terms of employment in writing.

Mayor

CAO



Signed Date: September 21, 2016	Motion: 120 /16 Date: September 21, 2016
Title: Employee Performance Review	Policy No. 32

Purpose:

The Village of Bawlf believes that Performance Review is a meaningful and constructive process and that all employees are entitled to give and receive regular feedback concerning their performance, related training needs, career goals and organizational goals.

Policy:

- To establish mutually agreed upon goals and performance expectations including desired competencies and behaviors;
- To complement, rather than replace, an ongoing process of daily performance management. There should, therefore, be no surprises in this process for either the employee or his/her supervisor;
- To provide constructive support and assistance for the future growth, career development and performance improvement;
- To obtain and provide as much objective feedback as possible from multiple sources wherever appropriate;
- To determine requirements for training and staff development and increased organizational effectiveness.

Principles/Guidelines:

1. Performance reviews will be completed prior to the end of an employee's probationary period and annually in November of each year.
2. Prior to the employee filling out a review form, the following must occur:
 - a) An up-to-date job description that outlines responsibilities,
 - b) A thorough and mutual understanding of the goals expected for the review period in question,
 - c) A thorough explanation of the process and the questions asked.
3. The staff member and the supervisor and/or CAO meet and mutually share and discuss their respective comments. They mutually reach agreement on the final review and on future goals and performance expectations.

4. The supervisor and/or CAO completes a final review form that outlines what was agreed to and the form is signed by both the staff member and the supervisor and/or CAO. Each retains a copy. The original will be retained by the Village Payroll Department for the employee's personnel file.
5. Standardized forms for both Administration and Public Works will be provided and shall be used for all reviews.

Mayor

CAO



Signed Date: September 21, 2016	Motion: 121/16 Date: September 21, 2016
Title: Use of Village Vehicles and Equipment	Policy No. 33

Purpose:

The Village of Bawlf will endeavor to ensure the safe operation of Village vehicles and equipment on all streets, roadways and alleys.

Principles/Guidelines:

1. Public Works employees have the use of all Village owned vehicles and equipment.
2. Use of Village vehicles and equipment during non-regular operating hours is strictly prohibited unless it is an emergency deemed by the Mayor and/or CAO and the employee must have approval directly from either the Mayor or CAO.
3. Employees driving vehicles or equipment shall have the appropriate training and operators license.
4. Employees are expected to follow all traffic and safety rules and regulations.
5. Any employee who receive a traffic fine or infraction shall be responsible for the timely payment of those fine(s).
6. Any fine that remains unpaid will result in disciplinary measures being taken.
7. All vehicles and equipment must be maintained regularly as per the Village Service Levels, Section VI. Roads and Public Works, B. Building, Vehicle and Equipment Maintenance.

Mayor

CAO



Signed Date: September 21, 2016	Motion: 122/16 Date: September 21, 2016
Title: Corporate Credit Card	Policy No. 34

Purpose:

The Village of Bawlf provides the Chief Administrative Officer (CAO) a corporate credit card through ATB Financial for use while conducting business on behalf of the Village of Bawlf.

Principles/Guidelines:

1. Corporate credit cards shall be used only for conducting Village of Bawlf business.
2. The CAO is responsible for providing and ensuring that proper procedures are in place to ensure appropriate control and use of the corporate credit card.
3. The CAO has the authority to allow other Village employees to use the corporate credit card for purchases where the Village does not have a credit account.
4. The CAO will ensure that proper documentation is completed, namely a Purchase Requisition Form, prior to releasing the corporate credit card to the employee.
5. The CAO is responsible for ensuring that the employee's purchase is only what is named on the Purchase Requisition Form and that a receipt bearing only said purchase is given to the CAO.
6. Any unauthorized purchases by an employee will be deducted from their next scheduled payroll and they will be prohibited from using the corporate credit card thereafter.

Mayor

CAO



Signed Date: September 21, 2016	Motion: 123/16 Date: September 21, 2016
Title: Budget Accountability	Policy No. 35

Purpose:

The Village of Bawlf shall provide guidelines for flexible budgets to ensure Management along with Council have the authority to change priorities and be accountable for spending.

Principles/Guidelines:

1. Council shall approve annually an operating and capital budget, plus any increases/decreases during the budget year.
2. The Chief Administrative Officer (CAO) along with Council has the authority to reallocate budget dollars throughout the total Village operating budget.
3. The CAO along with Council, has the authority to reallocate budget dollars from one operating cost centre to another including salary budget reallocations.
4. The CAO along with Council, has the authority to reallocate budget from one project to another provided that both projects will be completed in the current budget year. Any changes to the budgeted priorities will require the approval of Council.
5. Any movement of budget dollars shall not affect the overall impact of the yearly budget or reduce service levels approved by Council.

Mayor

CAO



Signed Date: September 21, 2016	Motion: 124/16 Date: September 21, 2016
Title: Customer Service Standards	Policy No. 36

Purpose:

The Village of Bawlf, in providing a great Customer Service experience, strives to maintain the most professional and business-like image possible at all times. The Village expects its employees and representatives to demonstrate this image through their professional:

Attitude, Workspace, Attire and Personal or Electronic Interaction with both other Staff and the Public.

Principles/Guidelines:

1. The Chief Administrative Officer (CAO) shall ensure that procedures are put in place which address the following:
 - a. Dress Code – Ensure that acceptable public image and consistency of dress is portrayed by all Village employees.
 - b. Telephone/Email Etiquette – Ensure there are acceptable standards for telephone and email interactions.
 - c. Workplace Standards/Environments – Ensure that work areas reflect a professional, safe and customer friendly environment.
 - d. Customer Service – Ensure that all staff that directly interact with customers have appropriate training to ensure that correct information is being verbalized.
2. Village staff will not tolerate any foul or abusive language or gestures from customers. Staff will be authorized to inform the person(s) that they are to leave the building or the RCMP will be notified.

Mayor

CAO



Signed Date: September 21, 2016	Motion: 125/16 Date: September 21, 2016
Title: Computer, Internet and Email Usage	Policy No. 37

Purpose:

A computer, Internet and email usage policy provides employees with rules and guidelines about the appropriate use of company equipment, network and Internet access. Having such a policy in place helps to protect both the business and the employee; the employee will be aware that browsing certain sites or downloading files is prohibited and that the policy must be adhered to or there could be serious repercussions, thus leading to fewer security risks for the business as a result of employee negligence. The Computer, Internet and Email Usage Policy is an important document that must be signed by all employees upon starting employment with the Village of Bawlf.

Principles:

This Computer, Internet and Email Usage Policy applies to all employees of the Village of Bawlf who have access to computers and the Internet to be used in the performance of their work. Use of the Internet by employees of the Village of Bawlf is permitted and encouraged where such use supports the goals and objectives of the business. However, access to the Internet through the Village of Bawlf is a privilege and all employees must adhere to the policies concerning Computer, Internet and Email Usage. Violation of these policies could result in disciplinary and/or legal action leading up to and including termination of employment. Employees may also be held personally liable for damages caused by any violations of this policy. All employees are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder.

Computer, Internet and Email Usage:

- Company employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted
- Job-related activities include research and educational tasks that may be found via the Internet that would help in an employee's role
- All Internet data that is composed, transmitted and/or received by the Village of Bawlf's computer systems is considered to belong to the Village of Bawlf and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties

- The equipment, services and technology used to access the Internet are the property of the Village of Bawlf and the company reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections
- Emails sent via the company email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images
- All sites and downloads may be monitored and/or blocked by the Village of Bawlf if they are deemed to be harmful and/or not productive to business
- The installation of software such as instant messaging technology is strictly prohibited

Unacceptable use of the Internet by employees includes, but is not limited to:

- Sending or posting discriminatory, harassing or threatening messages or images on the Internet via the Village of Bawlf's email service
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy
- Stealing, using or disclosing someone else's password without authorization
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization
- Sharing confidential material, trade secrets or proprietary information outside of the organization
- Hacking into unauthorized websites
- Sending or posting information that is defamatory to the company, its products/services, colleagues and/or customers
- Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems
- Sending or posting chain letters, solicitations or advertisements not related to business purposes or activities
- Passing off personal views as representing those of the organization

If an employee is unsure about what constitutes acceptable Internet usage, then he/she should ask his/her supervisor for further guidance and clarification.

All terms and conditions as stated in this document are applicable to all users of the Village of Bawlf's network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject disciplinary actions deemed appropriate by the Village of Bawlf.

User Compliance

I understand and will abide by this Computer, Internet and Email Usage Policy. I further understand that should I commit any violation of this policy, my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.

Employee Name

Employee Signature

Date

Mayor

CAO



Signed Date: October 19, 2016	Motion: 149/16
Amended Date: November 16, 2016	Date: October 19, 2016
	Motion: 174 /16
	Date: November 16, 2016

Title: Employee and Volunteer Attitude and Conduct	Policy No. 38
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Purpose:

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

Principles/Guidelines:

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

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

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

Mayor

CAO



Signed Date: October 19, 2016	Motion: 150/16 Date: October 19, 2016
Title: Employment Files	Policy No. 39

Purpose:

The Village of Bawlf shall provide for the filing of appropriate documentation into employment files and ensure their protection and confidentiality.

Principles/Guidelines:

The intent of this policy is to ensure:

1. Information collected shall be limited to only that which is relevant to employment and applicable to employment-related decisions.
2. Employees shall be given access to their records.
3. Internal disclosures are limited only to authorized personnel.
4. External disclosures should not be made without employee's written consent, except where legislated.
5. Procedures shall be put in place to complement this policy and shall not contravene the Alberta Employment Standards Act.

Mayor

CAO



Signed Date: October 19, 2016	Motion: 154/16 Date: October 19, 2016
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Title: Staff Training and Development	Policy No. 40
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Purpose:

The Village of Bawlf believes that work related training and staff development is to the benefit of both the municipality and the individual employee and is a mutually shared responsibility. The Village will make every reasonable effort to provide such opportunity for all staff.

Principles/Guidelines:

1. Requests for specific work related training and staff development are to be made to the Chief Administrative Officer (CAO) by the end of October in any given year to be considered in the following years' budget.
2. The employee is to provide all costs associated with the request to the CAO for compilation for budget purposes.
3. All requests for training will be reviewed by the CAO to identify priorities and budget requirements.
4. The requirements are then approved through the budget process.
5. Public Works, Water and Wastewater staff that are required to take the Small Water and Wastewater Operators Course training, will have the course registration fees covered by the Village. Should the employee terminate their employment within 6 months from certification date, all course training fees and expenses will be reimbursed to the Village by way of payroll deduction.
6. Any training, development, seminars and conventions, such as the AUMA, LGAA, AEMA that the CAO would like to attend, must be approved by Council through the budget process. All approved costs will be expensed using the corporate credit card.
7. The Village will pay regular hourly wages when attending training or development courses during regular work hours. Regular work hours for administration staff would be Monday to Wednesday and regular work hours for Public Works, Water and Wastewater personnel would be Monday to Friday.

Mayor

CAO



Signed Date: October 19, 2016	Motion: 151/16 Date: October 19, 2016
Title: Accounts Payable Management	Policy No. 41

Purpose:

The Village of Bawlf will pay accounts in a timely manner in accordance with its annual budget while maintaining credible and consistent relations with vendors.

Principles/Guidelines:

1. Procedures for processing and payment of accounts payable shall be consistent.
2. All possible measures will be made to ensure payment of accounts within thirty days of receiving an invoice. Should there be any delay in processing due to circumstances initiated by the Village, the Village may pay the agreed upon interest rate.
3. All vendors shall be provided notice of the Village's policy on overdue payables.
4. All expenditures processed for payment must be within budgeted dollars.
5. As per the Villages' current and ongoing financial authority, all cheques are required to have two signatures.

Mayor

CAO



Signed Date: October 19, 2016	Motion: 152/16 Date: October 19, 2016
Title: Accounts Receivable Management	Policy No. 42

Purpose:

The Village of Bawlf will ensure effective accounts receivable management practices while maintaining credible and consistent customer relations.

Principles/Guidelines:

1. Procedures for processing and collection of its accounts receivable shall be consistent.
2. All outstanding accounts will be charged interest or penalty as outlined in the appropriate by-laws.
3. There may be authorized payment agreement of an outstanding amount for a period not to exceed 90 calendar days.
4. Procedures allowed under the Municipal Government Act (MGA) shall be followed when other avenues for collection have been exhausted.
5. Council may review the accounts receivable statistics on an annual basis.
6. Council shall approve the list of accounts for write offs on an as required basis and/or annually.

Mayor

CAO



Signed Date: October 19, 2016	Motion: 153/16 Date: October 19, 2016
Title: Semi-Monthly Payroll Policy	Policy No. 43

Purpose:

The Village of Bawlf pays its employees on a semi-monthly basis. This payroll policy is to clarify when payroll is processed due to timing of pay period end dates and the Village Office hours.

Principles/Guidelines:

1. All employees get paid on a semi-monthly basis; from the 1st to the 15th inclusive and the 16th to the last day of the month inclusive.
2. Timesheets must be handed in on the day after the end of the pay period, or if the Village Office is closed, then on the next open business day. Timesheets must be legible and signed by both the employee and his/her supervisor prior to processing.
3. Payroll will be processed within the first five (5) business days after the pay period end date.
4. Payroll is processed by cheque and requires two authorized signatures. The Village will always try to ensure that signing authority is available within the five processing days, but there is always a chance that due to unforeseen circumstances, there may be a delay.

Mayor

CAO



Signed Date: February 15, 2017	Motion: /17 Date: February 15, 2017
Title: Water Meter Reserve Policy	Policy No. 44

Purpose:

The Village of Bawlf will establish a Water Meter Reserve for the purpose of setting aside funds designated for future installation of residential water meters.

Principles/Guidelines:

1. Reserve accounts are funds generated by the Village and set aside to cover future expenditures. They may also be funds designated by legislation and held in reserve for specific capital expenditures.
2. Administration shall provide consistent practices for processing the transfer of funds to and from reserve accounts.
3. As per motion 11/13, any surplus in a water services budget will be transferred to the reserve at the end of the budget year as part of the audit process.

Mayor

CAO



Signed Date: February 15, 2017	Motion: /17 Date: February 15, 2017
Title: Purchasing Policy	Policy No. 46

Purpose:

The Village of Bawlf will through implementation of a formal position for the purchasing of goods and services ensure a standard and consistent process to effectively manage Village resources and to remain within the annual Operating and Capital budget.

Principles/Guidelines:

1. Administration shall endeavour to obtain the best price possible for purchasing of all goods and services based on comparable quality, specifications, delivery and service.
2. Preference may be given to local suppliers or contractors when all else being equal and availability.
3. All goods and services shall be necessary and properly requisitioned using the designated Purchase Requisition form.
4. All requisitions shall be properly assessed and approved by the CAO prior to the purchasing of any goods outside of regular maintenance products (ie. Oil, filters, etc. for vehicles/equipment) and everyday office supplies.
5. When at all possible, purchasing in bulk and/or on sale, is the preferred method, ie. oil, filters, etc., to be cost effective and time saving.
6. This Purchasing Policy No. 46 does not include the tendering process for capital projects and service contracts. The Tendering Policy No. 25 is a separate policy for this purpose.

Mayor

CAO



Signed Date: September 20, 2017	Motion Date: September 20, 2017
Title: Personnel Policy	Policy No. 47

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 (1st) day of January and concluding on the thirty-first (31st) 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 31st, 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 120th 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).

Mayor

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**

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

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 ☐



Signed Date: September 14, 2017	Motion: n/a Date: September 20, 2017
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Title: Cell Phones in the Workplace Policy	Policy No. 48
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Purpose:

The Village of Bawlf promotes strong, safe and respectful work ethics and this policy outlines the use of personal cell phones at work, personal use of business cell phones and the safe use of cell phones by employees while driving.

Principles/Guidelines:

1. Personal Cell Phones

While at work employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of company phones. Excessive uses of personal cell phone usage either by calls or texting during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. A reasonable standard, the Village of Bawlf encourages to limit personal calls during work time to no more than one per day as needed. Texting during work time will not be tolerated. All business should be conducted using the Village Office phone. Employees are therefore asked to make any other personal calls during non-work time where possible and to ensure that friends and family members are aware of the company's policy. Flexibility will be provided in circumstances demanding immediate attention.

If an incoming personal cell phone call must be answered, employees are encouraged to use common sense. For example, employees should speak quietly, or remove themselves from the room, and reserve personal or intimate details for non-work hours.

All personal cell phones should be on "mute" or "vibrate" and remain in a closed area (ie. desk drawer, purse, etc.). It is recommended that family members have the Village Office phone number for emergencies and to call the office phone and not cell phones.

The Village of Bawlf will not be responsible for the loss of personal cell phones brought to the work place.

2. Personal Use of Company-Provided Cell Phones

Where job or business needs demand immediate access to an employee the Village may issue a business cell phone to an employee for work-related communications only. In order to protect the employee from incurring a tax liability for the personal use of this equipment, such phones are to be used for business reasons only. Phone logs may be monitored to ensure no unauthorized use has occurred.

If an employee experiences a severe personal emergency that results in the need to use the company's cell phone, he or she is required to report this use to the CAO within 48 hours.

Employees in possession of company equipment such as cell phones, are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request by the Village, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested (ie. 24 hours) may be expected to bear the cost of a replacement.

3. Safety Issues for Cell Phone Use

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use, are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees must pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to use a hands-free option, refrain from discussion of complicated or emotional discussions and keep their eyes on the road. Under the Distracted Driving Law of Alberta, it stipulates the following:

The law applies to all motor vehicles as defined by the Traffic Safety Act. It restricts drivers from:

- using hand-held cell phones
- texting or e-mailing (even when stopped at red lights)
- using electronic devices like laptop computers, video games, cameras, video entertainment displays and programming portable audio players (e.g., MP3 players)
- entering information on GPS units
- reading printed materials in the vehicle
- writing, printing or sketching
- personal grooming (brushing and flossing teeth, putting on makeup, curling hair, clipping nails or shaving)

The law applies to all roads in Alberta.

Employees who are charged with traffic violations resulting from the use of their cell phone while driving will be solely responsible for all liabilities that result from such actions.

Violations of this policy will be subject to the highest forms of discipline, including termination.


CAO

I, _____, as an employee of the Village of Bawlf, have read and will abide by this policy at all times.

Signature of Employee

Date

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	November 15, 2017
Originated By:	Tracy M. Ormsbee-CAO
Title:	2017 Christmas Greeting for the December Village Voice

BACKGROUND/PROPOSAL:

In previous years, the Mayor/Council has written a Christmas greeting for the front page of the December issue of the Village Voice.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

This is a great way for the Mayor/Council/Administration to touch base with Village residents with a warm greeting to end off a year of change, goal setting and overall accomplishments.

This year, it will be a great way for new and re-elected Council to say hello.

COSTS/SOURCE OF FUNDING (if applicable)

RECOMMENDED ACTION:

That the Mayor write a Christmas Greeting to Village residents for the December Village Voice that is to be reviewed by all Council/Administration for input.

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	November 15, 2017
Originated By:	Tracy M. Ormsbee-CAO
Title:	2017 Christmas Decoration Contest

BACKGROUND/PROPOSAL:

The Village of Bawlf puts on an annual Christmas Decoration contest for all residents within the Village.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Does Council want to continue with the annual contest?
Who will the judges be this year?
What date should the judging be on?
Previous years' winners won \$75-1st place, \$50-2nd place and \$25-3rd place. Are these amounts still ok?

COSTS/SOURCE OF FUNDING (if applicable)

Approximately \$150.00 if winning amounts stay the same

RECOMMENDED ACTION:

That Bawlf Council continue with the Annual Christmas Decoration contest, determine who will be judging and when the judging will take place. Direct Administration to put details in the December Village Voice about the contest.

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	November 15, 2017
Originated By:	Tracy M. Ormsbee - CAO
Title:	Approve 2017 Operating and Capital Budget as Interim 2018 Budget

BACKGROUND/PROPOSAL:

The Village is required to have a budget in place by November 1st of each year.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Administration is currently working on the draft 2018 Operating and Capital budget. Administration will be approaching Council at the December regular meeting for input on the budget and planning discussions.

COSTS/SOURCE OF FUNDING (if applicable)

n/a

RECOMMENDED ACTION:

That Bawlf Council motion to pass the 2017 Operating and Capital Budget as the interim 2018 Operating and Capital Budget.



CAO Report – Tracy M. Ormsbee

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

Wednesday November 15, 2017 – 7:00 pm

Land/Property Sales

- Old United Church sale fell through due to a very old caveat by CIBC that is still under investigation
- Village now owns 17.61 acres in the NE corner of Bawlf (4311AJ;A) for future development/growth

Bylaw/Protective Services

- Warnings and fines are still being issued

Administration

- Preparation of agenda/minutes for November 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
- Will be attending meeting in Bashaw in regards to the flush truck agreement

HR/Payroll

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

Finance

- Reviewed October'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)
- Review of new LUB as generated by Camrose County to meet new MGA regulations and ease of use by Camrose County P&D for it's member municipalities
- Working on summarizing current agreements/contracts for future ICF requirements

Fire Department

- Fire Department 3 Bay Expansion project started on August 8th and should be completed by November 20th; a Grand Opening Open House will be planned for sometime in December
- Started a bacon fundraiser to help raise funds for updated equipment purchases

Disaster/Emergency Management Services

- CP will be training the Bawlf Fire Department for Emergency Response to train derailments
- CP has put out RFP's for the asphaltting repairs that they are taking care of in regards to damage done to Village roads during the train derailment and afterwards; asphaltting has been post-poned until spring of 2018

Public Works

Water/Sewer/Drainage/Hydrants

- Hydrant at Hanson & Molstad requires repairs and is out of service
- Hydrant on Sanden St will be replaced the week of November 13th
- Cc valve located in the sidewalk at the bus barns will be repaired/replaced the week of November 13th

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

Community/Economic Development

- Lucky Highway 13 meetings are still going on to discuss some current issues surrounding the original "founder/creator" of the website as well as to plan for 2018

Recreation/Campground

- Sent in grant application (Battle River Community Foundation) for campground upgrade for 2018
- Campground washrooms have been winterized

2018 Budget Items for Council to Consider/Investigate

(this will be added to on a monthly basis)

- Hanson Street & Alberta Avenue sidewalk repairs/replacement
- Fencing/gate around Public Works south side
- Village Pick Up truck
-

2017 ACTION LIST

Action #	Date	Motion #	Motion	Staff Member Responsible	Comments	Status
Action #	Date	Motion #	Motion	Staff Member Responsible	Comments	Status
34	Oct 25/17	179/17	a) REGIONAL FIRE SERVICES COORDINATOR POSITION Motion 179/17 Moved By Councillor L. Thompson that the Village of Bowif Council approve the extension of the "Agreement for the Collaboration of a Regional Fire Services Coordinator" for an additional five years ending February 2023 as recommended by the Regional Fire Services Committee. And further: That, as the Managing Partner, Camrose County be authorized to enter into negotiations with the City of Camrose to discuss the potential of the Regional Fire Services Coordinator position to be integrated with the Camrose Fire Service, with terms and conditions to be approved by all parties to the Agreement. CARRIED	Ashley	Email Paul King the motion	Completed
35	Oct 25/17	180/17	b) REGIONAL SEWER FLUSH TRUCK AGREEMENT Motion 180/17 Moved By Councillor L. Thompson to renew the agreement for the Bashaw Regional Sewer Flush Truck for another 3 years and that other municipalities should not be allowed to "rent" the truck without becoming a member in the agreement. CARRIED	Ashley	Email Theresa Fuller the motion	Completed