



AGENDA

Regular Meeting of Council of the Village of Bawlf in the Province of Alberta Wednesday, December 13, 2017 – 7:00 pm Council Chambers

1. CALL TO ORDER

2. DELEGATIONS

Bryan Berg – Lions Community Hall Lease Agreement

Motion to accept as information

3. GENERAL GOVERNMENT

a) Agenda December 13, 2017

Motion to adopt as presented

b) Minutes of the Regular Meeting of Council November 15, 2017

Motion to adopt as presented

c) Accounts Payable –November 2017

Motion to accept as information

d) Financial Statements –November 2017

Motion to adopt as presented

4. NEW BUSINESS

a) Bylaw 620/17 – Business License Bylaw

b) 2018 Service Levels

c) Policy No. 47, Personnel Policy – Stat Holidays

d) Number of Village Councillors

e) 2018 Draft Fire Department Budget

f) Village Owned Property – Lot 2, Block 1, Plan 105KS

g) Lions Community Hall Lease Agreement

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

- Regional Flush Truck Meeting Minutes
- Battle River Community Foundation Newsletter
- Battle River Community Foundation Grant Letter
- City of Camrose - Builder Licensing Update
- SMRWSC Meeting Minutes

Motion to accept as information

6. In Camera

- Labor

7. ADJOURNMENT



Village of Bawlf

Attn: Tracy M Ormsbee

CAO Village of Bawlf

RE: Council Presentation for Community Centre Lease

Enclosed is a packet of information regarding our presentation to Council on the proposed Community Centre lease. We feel it is important that Council has a full understanding of the previous agreement, the costs associated with operating the hall and the outstanding issues so they can make an informed decision on the proposed lease agreement. Further to that, we do not feel that the 10 minutes allotted by bylaw 585/13 is adequate to present the required information and request additional time be scheduled

Our presenting delegation shall consist of Gordie Blatz, President, Daryl Reinke, Secretary and Bryan Berg Casino Chair. Additional Lions members may be attending as observers.

A handwritten signature in blue ink, appearing to read 'Bryan Berg', is located to the left of the typed name.

Bryan Berg

Bawlf Lions

Box 123

Bawlf Ab

TOB 0J0

A handwritten signature in blue ink, appearing to read 'Daryl Reinke', is located to the right of the typed name.

Daryl Reinke

Secretary, Bawlf Lions

**PRESENTATION BY BAWLF AND DISTRICT LIONS CLUB TO
VILLAGE OF BAWLF COUNCIL**

DECEMBER 2017 COUNCIL MEETING

The present Lease Agreement for the Bawlf Community Centre (Hall) between the Village of Bawlf (Village) and the Bawlf and District Lions (Lions) expires at the end of 2017. (a copy of this lease agreement is attached) . This original agreement was required to allow the Bawlf and District Lions Club to contribute \$100,000 of their gaming funds towards the construction of the new Community Centre. Total Lions contributions to the community centre exceeded \$150,000.

For reference we include a spreadsheet summarizing hall income and costs since 2011. In that time rental income ranged from \$5675 to \$9450 with operating costs between \$9750 to \$15,750.. The operating deficit has varied from a low of \$1959 in 2011 to a high of \$7925 in 2013. The terms of the expiring lease required the Village to reimburse the Lions the operating deficit. However, with the exception of 2016, the Lions have covered at least half of the operating deficit. In addition to contributing to the operational deficit, the Lions have completed numerous improvements to the hall that were not considered operational costs. As detailed on the attached sheet these improvements have ranged from \$474 to \$11,643. As a result the Lions have contributed an average of over \$10,000 per year to operating and improving the hall since it was constructed.

The Lions Club believe that the Community Centre is an important community asset that they would like to continue to support. As the title for Community Centre is registered in the Village's name, a lease agreement would again be required to allow the Lions to utilize gaming funds on hall expenses. Gaming funds (casinos) are the Lions main source of revenue.

A copy of our proposed lease and addendum is attached.

The Lions consider the following three points non-negotiable

1. The Village must agree to a two-part Lease Agreement.
 - a. The primary agreement states the Lions are responsible for all costs associated with the operation and maintenance of the Hall. This is the Lease Agreement the Lions send to AGLC so the Lions can use casino money.
 - b. The Addendum to the primary Lease Agreement that states that the Village will pay the Lions an annual operational grant equal to the operational deficit for operating the Hall. As title to the hall is in the Village's name, the Lions need some protection to ensure the Village does not enact "rental conditions" that significantly affect rental income leaving the Lions with a large operating shortfall. (eg liquor insurance)
2. The Lions must be named as co-insured on the Village insurance policy for the Hall. We are concerned that if the hall were damaged the Village's insurer may disallow a claim if there is a lease agreement in place with the Lions.
3. Eliminate the requirement for Liquor insurance. When this requirement was introduced in 2011, wedding rentals went from 9 in 2010 to 0 in 2012 resulting in a loss of approximately \$3500 in rental income. Wedding rentals are currently 2 or 3 a year. A more detailed discussion of the liquor insurance issue is attached.

1/10

Additional points:

1. As the Village is responsible for maintaining the Lands outside the Hall, the Village should have procedures in place to have snow cleared prior to events including those starting in the morning or occurring on holidays, weekends, and other days Public Works does not operate.
2. The Village is acting as the rental agent for the hall. If clarification is required regarding rents or permitted hall use, the Village should seek clarification from the Lions directly and not refer the renter to the Lions. The Lions should not be responding to inquiries from renters directly as this has lead to booking conflicts and rental rate issues in the past.
3. We have recently had renters deliberately lying to the Village regarding intended hall use so they can pay a lower rental fee. We are unsure on how to resolve this issue.
4. Users requesting rent-free access to the Hall must present the Village with written approval from the Lions prior to booking their event.
5. The Village develop a tracking process that ensures that:
 - a. Multiple bookings do not occur,
 - b. Reservations are not lost or forgotten
 - c. Rental fees are paid prior to use.
6. A renters information packet needs to be given to all prospective renters at first contact and contain items such as, but not limited to:
 - a. What amenities,(tables, chairs, place setting, hall capacity etc) the Hall has
 - b. What is expected of renters (rules of use)
 - c. Rental agreement
 - d. Rental rates

This information currently exists but needs to be updated. This information should be available if paper format and pre-assembled so it can be given directly to anyone making inquiries in person. It should also be in digital format for telephone or electronic communications.



VILLAGE OF BAWLF

Box 40 Bawlf, Alberta T0B 0J0

Phone/Fax: (780) 373-3797

vilbawlf@syban.net www.bawlf.com

BAWLF COMMUNITY CENTRE LEASE

The Village of Bawlf agrees to lease the Bawlf Community Centre (Hall) to the Bawlf and District Lions Club for a period of ten years in exchange for a lump sum payment of \$100,000 due upon completion of construction of the new Community Centre. The lease period shall commence January 1, 2007 and shall expire December 31, 2017. In the event of the dissolution of the Bawlf and District Lions Club during the lease period, the terms of the lease shall be cancelled with no compensation to either party.

The following conditions shall apply to the lease:

1. The Bawlf and District Lions Club shall manage the new hall and shall be responsible for all maintenance and operational costs including insurance and utilities. The building must be insured for the full replacement cost. The utilities and insurance shall remain in the Village of Bawlf's name to take advantage of the AUMA rates.
2. The Bawlf and District Lions /club shall retain all revenues from the rental of the Hall.
3. The Hall shall be available for rental by members of the general public.
4. The Bawlf and District Seniors shall have rent free access once a week for floor curling. The Seniors shall be responsible for cleaning the Hall after their curling events.
5. All areas of the Hall (other than storage areas) shall be available to the general public.
6. The Village of Bawlf shall be responsible for maintaining the landscaped areas around the Hall.

Date of Agreement:

Rob Pasychnyk Sr. Mayor
Village of Bawlf

Bryan Berg, President
Bawlf & District Lions Club

Dennis Kiphee, Treasurer
Bawlf & District Lions Club

3/10



VILLAGE OF BAWLF

Box 40 Bawlf, Alberta T0B 0J0

Phone/Fax: (780) 373-3797

vilbawlf@syban.net www.bawlf.com

Addendum to Bawlf Community Centre Lease

The following conditions shall apply to the Bawlf Community Centre Lease Agreement:

1. The Village of Bawlf will be responsible for accepting reservations and collecting payment for Hall rentals. All rental fees shall be forwarded to the Bawlf and District Lions Club.
2. The Village of Bawlf agrees to pay the Bawlf and District Lions Club an operational grant equal to the operational deficit for running the Hall on an annual basis. This payment shall be put towards debt retirement of the Hall or towards capital improvements.
3. The Bawlf Playschool will not be accommodated in the new Hall. The Village of Bawlf may be able to accommodate them in the renovated Senior Centre.
4. The Bawlf and District Lions Club give up any claim to the existing Hall. The Lions may, however, salvage fixtures and cabinets for the new Hall.

Bryan Bey

Oct 18/06

Dennis Finney

Oct 23, 2006

BAWLF COMMUNITY CENTRE COST SUMMARY

		2016		2015		2014		2013		2012
GROUP	# uses	income	# uses	Income	# uses	Income	# USES	INCOME	# USES	INCOME
Church	0		0		6	\$1,500	21	\$1,575	24	\$1,800
Weddings	2	\$750	3	\$1,050	3	\$1,500	3	\$1,375	0	\$0
Miscellaneous	29	\$3,725	41	\$6,460	31	\$3,427	30	\$4,275	32	\$4,605
Lions	18	\$0	18	\$0	20	\$350	20	\$300	21	\$350
Bawlf School	1	\$150	1	\$150	2	\$300	2	\$300	4	\$600
Bawlf Library	0		1	\$150	3	\$325				
Bawlf Legion	8	\$0	1	\$100						
Bawlf Seniors	46	\$0	40	\$0	33	\$0	33	\$0	33	\$0
Bawlf Rec	5	\$500								
Meeting Room	2	\$50								
TOTAL VILLAGE INCOME	111	\$5,175	105	\$7,910	98	\$7,402	109	\$7,825	114	\$7,355
Bawlf Legion donation		\$500		\$500						
Bawlf Seniors donation				\$900						
TOTAL RENTAL INCOME		\$5,675		\$9,310						
	38pd		47pd			HALL EXPENSES				
Power		\$3,395		\$3,310		\$3,338		\$3,993		\$3,278
Heat		\$1,127		\$1,227		\$1,613		\$1,250		\$1,313
Phone		\$711		\$836		\$712		\$703		\$668
Janitor		\$3,050		\$6,690		\$5,700		\$7,020		\$1,648
Janitor Supplies		\$1,378		\$674		\$1,336		\$665		\$1,722
Insurance		\$2,269		\$2,186		\$2,267		\$2,119		\$1,845
Miscellaneous		\$459								
OPERATING COSTS		\$12,389		\$14,923		\$14,966		\$15,750		\$10,474
OPERATIONAL DEFICIT		-\$6,714		-\$5,613		-\$7,564		-\$7,925		-\$3,119
Lions Expenses		\$10,120		\$12,514		\$11,465		\$13,507		\$8,264
Village expenses		\$2,269		\$2,409		\$3,501		\$2,243		\$2,210
CAPITAL IMPROVEMENTS										
not included in operating costs										
	cooler	\$5,450	skirt	\$4,176		\$200	fridge	\$628	speaker	\$1,567
	dolly	\$954	vac bat	\$417		\$123	fix cooler	\$1,719	storage	\$3,439
Miscellaneous				\$163		\$151	benchs	\$442	Fans	\$1,637
							ice machin	\$53	Trees	\$2,620
							new chair	\$8,965	benchs	\$2,380
CAPITAL IMPROVEMENTS		\$6,404		\$4,756		\$474		\$11,807		\$11,643

BAWLF COMMUNITY CENTRE COST SUMMARY

	2011
# USES	INCOME
25	\$1,875
6	\$2,575
44	\$5,090
20	\$0
33	\$0
128	\$9,540
	\$3,738
	\$1,316
	\$564
	\$3,073
	\$1,118
	\$1,690
	\$11,499
	-\$1,959
sound	\$489
drapes	\$4,252
chairrail	\$1,161
	\$5,902

PROPOSED BAWLF COMMUNITY CENTRE LEASE

The Village of Bawlf agrees to lease the Bawlf Community Centre to the Bawlf and District Lions Club for a period of five years for the sum of \$1.00 per year. The lease period shall commence January 1, 2018 and expire December 31, 2022. In the event of the dissolution of the Bawlf and District Lions Club during the lease period, the terms of the lease shall be cancelled with no compensation to either party.

The following conditions shall apply to the lease:

1. The Bawlf and District Lions Club shall manage the Bawlf Community Centre and shall be responsible for all maintenance and operational costs including insurance and utilities.
2. The building must be insured for the full replacement cost. The insurance shall remain in the name of the Village of Bawlf to take advantage of AUMA rates. The Bawlf and District Lions Club shall be named as co-insured
3. The Village of Bawlf shall be responsible for community centre bookings.
4. The Bawlf and District Lions Club shall retain all revenues from the rental of the Bawlf Community Centre.
5. The Bawlf Community Centre shall be available for rental to the general public.
6. The Bawlf and District Seniors shall have rent free access to the Bawlf Community Centre once each week for floor curling. The Seniors shall also be entitled to an additional day per week of free use if no other event is booked. The Seniors shall be responsible for cleaning the building after each use.
7. All areas of the Bawlf Community Centre (other than storage areas) shall be accessible to the general public.
8. The Village of Bawlf shall be responsible for maintaining the landscaped areas around the Bawlf Community Centre, including ingress and egress areas and sidewalks

Date of Agreement:

John Demerchant, Mayor

Gordie Blatz, President

Village of Bawlf

Bawlf and District Lions Club

Dec 4 2017

7/10

PROPOSED ADDENDUM TO BAWLF COMMNUITY CENTRE LEASE

The following conditions shall apply to the Bawlf Community Centre Lease dated
????????????????????

1. The Village of Bawlf shall be responsible for accepting reservations and collecting payment for the Community Centre. All rental fess shall be forwarded to the Bawlf and District Lions Club.
2. The Village of Bawlf shall pay the Bawlf and District Lions Club an operational grant equal to the operating deficit for running the Community Centre. This payment shall be calculated and paid on an annual basis. Capital improvements to the community centre completed by the Lions will not be included in the operational costs.

8/10

Bawlf Community Centre Liquor Insurance Discussion

- Implemented in 2011 in response to an incident Rosalind. Bawlf Council sought the advice of their insurer AMSC (insurance arm of the Alberta Urban Municipalities Assoc.) They confirmed that serving liquor at the Bawlf Community Centre was a permitted use and the Village was insured for this. However, they recommended that the Village also require anyone renting the hall and serving liquor obtain their own liquor insurance, a service that AMSC also provided.
- The Bawlf Lions were concerned the impact implementing liquor insurance would have on hall rentals and requested a meeting with Village Council to further discuss this requirement. A representative from AMSC also attended the meeting. At this meeting the Insurance rep confirmed that serving liquor was an identified use in the hall and the Village was insured for this. It was their position, however, that requiring third party liquor insurance would reduce the Village's risk. When asked by the Lions how this reduced the Village's risk since the Village had insurance to cover serving liquor, the Insurance Rep indicated the Village would see an increase in their insurance rates if there were to be a successful claim. The Lions then asked if there was some specific clause that indicated that a claim would immediately affect only the Village insurance rates as most insurance is pooled and rates are set based upon the pooled performance. The Rep replied Bawlf would not be penalized separately but all the communities insured by AMSC would see increased rates if a claim were made. The Lions then asked, if AMSC thought liquor insurance was a high risk area, why they provided third party insurance to individuals renting the hall. As they were willing to provide insurance to people renting the Bawlf hall, were they not doubling their exposure and, if a claim were successful, the rates of all municipalities insured would go up. In effect the only benefit in requiring third party insurance was that AMSC received an additional \$200 in insurance fees but the "pooled insurance rate increase" remained the same. The Insurance rep provided no response. The Insurance Rep also stated that the Village had almost a "duty or obligation" to insure its citizens were adequately insured and requiring renters to obtain liquor insurance was a way to ensure individuals renting the hall were protected. The Lions had no response to this.
- Village Council decided to implement liquor insurance as a requirement to rent the hall if liquor was present. As a result wedding bookings went from 9 in 2010 to 0 in 2013 resulting rental income being reduced by approx. \$3500. Currently we have 2 or 3 wedding rentals per year
- Liquor insurance remains a requirement to rent the hall. Local renters are ignoring the requirement (they do not tell the Village they are serving liquor). Telling prospective wedding renters or out of town renters that liquor insurance is a requirement is losing events to neighbouring halls. Rosalind, Daysland, Ohaton, the Camrose Elks and the

Camrose Masonic Hall all do not require liquor insurance. The City of Camrose does not require liquor insurance for people renting the Senior's Centre or the Chester Ronning Centre.

- Liquor insurance costs from \$150 to \$400 depending on the number of days, size of the venue and number of guests. This can effectively double the cost of the venue. An additional inconvenience is the majority of companies providing liquor insurance require a copy of the Liquor Permit from AGLC which they will only issue within 30 days of the event. Thus the renter doesn't have a confirmed hall rental until 30 days before the event. Another requirement of liquor insurance is that the bar must be tended by an AGLC approved (PAL) server. This is normally not the case at most gatherings so the insurance would likely be void in the case of a claim.
- Removing the requirement for liquor insurance will likely not result in an immediate increase in weddings rentals at the hall. The wedding business is largely dependent on word of mouth and the experience of other wedding parties. It will likely take an extended period of time for the Bawlf hall to regain wedding rentals.
- The requirement for liquor insurance to rent the hall is one of the biggest irritants with the Bawlf Lions. If it remains the Lions will not enter a lease agreement for the hall.



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

In the Province of Alberta held on
Wednesday November 15, 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

1. CALL TO ORDER

Mayor J. DeMerchant called the meeting to order at 7:00 pm.

2. DELEGATIONS

CDSS 2018 Budget and Re-Appoint Heather Leslie as the Village Representative

Motion 182/17 Moved By Mayor J. DeMerchant to approve the 2018 CDSS budget and re-appoint Heather Leslie as the Villages' representative.

CARRIED

3. GENERAL GOVERNMENT

a) AGENDA

Motion 183/17 Moved By Councillor L. Thompson to adopt the agenda for November 15, 2017 as presented.

CARRIED

b) MINUTES OF THE REGULAR MEETING OF COUNCIL OCTOBER 25, 2017

Motion 184/17 Moved By Councillor D. Adams to adopt the Minutes of the Regular Meeting of Council of October 25, 2017 as presented.

CARRIED

c) MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OCTOBER 25, 2017

Motion 185/17 Moved By Deputy Mayor B. Wells to adopt the Minutes of the Special Meeting of Council of October 25, 2017 as presented.

CARRIED

d) ACCOUNTS PAYABLE REGISTERS –OCTOBER 2017

Motion 186/17 Moved By Deputy Mayor B. Wells to accept the Accounts Payable register for October 2017, General Cheques 20170465-20170489, 20170495-20170527 and Payroll Cheques 20170490-20170494 as information.

CARRIED

e) *FINANCIAL STATEMENT – 2017 OCTOBER*

Motion 187/17 Moved By Councillor L. Thompson to accept the October 2017 Financial Statements for information. **CARRIED**

4. NEW BUSINESS

a) *PARKLAND REGIONAL LIBRARY BOARD APPOINTMENT*

Motion 188/17 Moved By Councillor D. Adams to appoint Councillor L. Thompson as the Parkland Regional Library Board representative. **CARRIED**

b) *CP HOLIDAY TRAIN*

Motion 189/17 Moved By Councillor D. Adams that Bawlf Council will set up a hot chocolate/cookie "booth" on the day of the CP Holiday Train stop. **CARRIED**

c) *COUNCIL BUSINESS CARDS*

Motion 190/17 Moved By Mayor J. DeMerchant to direct Administration to order non-personalized business cards for all council with "Member of Council" as the title and to order Mayor and Deputy Mayor name tags for outside functions. **CARRIED**

d) *2018 SERVICE LEVELS*

Motion 191/17 Moved By Councillor D. Adams to approve the highlighted changes and implement the amended 2018 Service Levels. **CARRIED**

e) *ANNUAL POLICY REVIEW*

Motion 192/17 Moved By Councillor L. Thompson that all policies except Policy No. 47, Personnel Policy, where stat holidays will be reviewed for next regular council meeting, are accepted as is with no amendments **CARRIED**

f) *VILLAGE VOICE MAYOR CHRISTMAS GREETING*

Motion 193/17 Moved By Deputy Mayor B. Wells to accept the Mayors' Christmas Greeting to Village residents for the December Village Voice as presented at tonight's meeting. **CARRIED**

g) *CHRISTMAS LIGHT UP DECORATION CONTEST*

Motion 194/17 Moved By Deputy Mayor B. Wells to continue with the Annual Christmas Decoration contest with the same prize amounts; to be judged by Councillor D. Adams on December 21st with one resident of Camrose County and one Village resident. Administration will put details in the December Village Voice about the contest. **CARRIED**

h) *APPROVE 2017 OPERATING & CAPITAL BUDGET AS INTERIM 2018*

Motion 195/17 Moved By Mayor J. DeMerchant to approve the 2017 Operating and Capital Budget as the interim 2018 Operating and Capital Budget.

CARRIED

i) *WINTER FUN DAY/ICE SCULPTURE CONTEST*

Motion 196/17 Moved By Mayor J. DeMerchant approve the proposal of a winter fun day and ice sculpture contest on February 19, 2018 in conjunction with Family Day.

CARRIED

Break 8:31-8:33

5. STANDING REPORTS

- a) Mayor's Report
- 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 – distributed at meeting
 - Shirley McClellan Regional Water Services Commission – verbal at meeting
 - Regional Emergency Management Services Liaison – n/a
 - Fire Services Commission – n/a
 - Parkland Regional Library Board – n/a

Motion 197/17 Moved By Councillor P. Lorente to accept the Standing Reports for the month of November as information.

CARRIED

6. CORRESPONDENCE

7. IN CAMERA

- Labor

Motion 198/17 Moved By Mayor J. DeMerchant to move in-camera at 8:57 pm.

Motion 199/17 Moved By Mayor J. DeMerchant to move out of in-camera at 9:45 pm.

8. ADJOURNMENT

Being that the agenda matters have been concluded, the meeting was adjourned at 9:45 pm.

MAYOR J. DEMERCHANT

CAO – TRACY M. ORMSBEE

DATE

DATE

VILLAGE OF BAWLF

Page 1 of 3

Cheque Listing For Council

2017-Dec-4
9:10:56AM

Cheque			Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date	Vendor Name				
20170537	2017-11-01	226041 ALBERTA LTD	636	PAYMENT PROGRESS INVOICE FOR FIRE	120,000.00	120,000.00
20170543	2017-11-15	A-1 SUPPLY	25-051653 25-052230	PAYMENT CONDUIT FOR GRADER WIRING SHOVEL, WRENCH & ICE MELT	2.69 234.15	236.84
20170544	2017-11-15	ABC FIRE SAFETY 1993	006165	PAYMENT TESTING/RECHARGING FIRE EX	502.95	502.95
20170545	2017-11-15	ACTI-ZYME PRODUCTS LTD.	119270	PAYMENT ACTIZYME LS7 BLEND IN WATER	1,036.61	1,036.61
20170546	2017-11-15	AMSC, (ALBERTA MUNICIPAL SERVICES CORPO	17-1020932	PAYMENT POWER TO OCTOBER	3,040.99	3,040.99
20170547	2017-11-15	BAWLF COUNTRY STORE	NOV17 NOVEMBER17 NOVEMBER201	PAYMENT WATER & COFFEE CREAMER 10% OF FINAL 2017 CAMPGROU WATER & CREAM	12.70 122.00 14.75	149.45
20170548	2017-11-15	CAMROSE & DISTRICT VICTIM SERVICES	NOV17	PAYMENT ANNUAL DONATION REQUEST	1,000.00	1,000.00
20170549	2017-11-15	CAMROSE BOOSTER	02636 NOV2017 NOVEMBER17	PAYMENT ELECTION BALLOTS NOTICE OF ELECTION 2ND AD NOTICE OF ELECTION AD	127.38 185.22 185.22	497.82
20170550	2017-11-15	CAMROSE COUNTY	20171752	PAYMENT OCTOBER VILLAGE PATROLS	847.88	847.88
20170551	2017-11-15	CAMROSE MACHINE & WELDING	W011563	PAYMENT WELDED A PLATE FOR A NO PAF	45.33	45.33
20170552	2017-11-15	COUNTY ENVIRO PICKUP	7378	PAYMENT MONTHLY GARBAGE COLLECTIC	2,834.83	2,834.83
20170553	2017-11-15	EXOVA	17-1008905	PAYMENT LAGOON WATER SAMPLING	114.09	114.09
20170554	2017-11-15	FARNHAM WEST STOLEE KAMBEITZ	NOV2017	PAYMENT LEGAL CONSULTING ON EMPLO	420.00	420.00
20170555	2017-11-15	FRIEND, KEITH	NOVEMBER201	PAYMENT WATER CONTRACT OCT 9-31 (E)	973.57	973.57
20170556	2017-11-15	HAUSER HOME HARDWARE	682874	PAYMENT LUMBER FOR HYDRANT REPAIR	26.79	26.79
20170557	2017-11-15	HI-WAY 9 EXPRESS LTD.	31221082	PAYMENT FREIGHT FOR KANN SUPPLY OF	130.83	130.83
20170558	2017-11-15	IRON CREEK TRUCK & TRAILER LTD	10467	PAYMENT CVI, CHANGE OIL, REPLACE BAT	1,373.74	1,373.74
20170559	2017-11-15	MUNIWARE	2071262	PAYMENT SUPPORT CALL	311.40	311.40
20170560	2017-11-15	PITNEYWORKS	NOV17	PAYMENT POSTAGE METER RENTAL	56.54	56.54
20170561	2017-11-15	RECEIVER GENERAL	NOVEMBER201	PAYMENT OCTOBER SOURCE DEDUCTION	4,276.59	4,276.59
20170562	2017-11-15	T & K REPAIR LTD	1887	PAYMENT GRADER REPAIRS - STEERING C	1,197.93	1,197.93
20170563	2017-11-15	TELUS COMMUNICATIONS INC.	NOV17 NOVEMBER201	PAYMENT PHONE BILL NOVEMBER NOVEMBER PHONE BILL	571.80 102.38	674.18
20170564	2017-11-15	UFA		PAYMENT		384.74

VILLAGE OF BAWLF

Page 2 of 3

Cheque Listing For Council

2017-Dec-4
9:10:56AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20170564	2017-11-15	UFA	201082848 201082939 201082952 300855332 CARDLOCK	STARTING FLUID 5W30 OIL CLEANING PRODUCTS FOR SHC FUNNEL, PLUGS, AND CONTAINERS CARDLOCK FUEL	4.86 5.37 19.96 39.75 314.80	384.74
20170575	2017-11-30	226041 ALBERTA LTD	582 646 649	PAYMENT LABOUR AND MATERIALS FOR N CONCRETE CUT FOR SANDEN & FIRE HALL EXPANSION FINAL IN	1,518.83 735.00 76,192.50	78,446.33
20170576	2017-11-30	6S ENTERPRISES INC.	195	PAYMENT MOLSTAD & KING CC VALVE REF	1,212.75	1,212.75
20170577	2017-11-30	A-1 SUPPLY	25053315 25053414 25053485	PAYMENT GRADER BEACON LAMP, SHOP F SAWZALL FOR FD, FLOOR SQUE BRSD WATER HYDRANT REPAIR	76.48 658.17 21.92	756.57
20170578	2017-11-30	AGRITERRA EQUIPMENT	9301C	PAYMENT GRADER INSPECTION & TRAVEL	253.25	253.25
20170579	2017-11-30	AMSC INSURANCE SERVICES LTD.	DECEMBER201	PAYMENT COVERAGE FOR DECEMBER	1,605.55	1,605.55
20170580	2017-11-30	BATTLE RIVER WATERSHED ALLIANCE	2017/09.26	PAYMENT 2018 BATTLE RIVER WATERSHEI	201.00	201.00
20170581	2017-11-30	CAMROSE GLASS & OVERHEAD DOORS	82684	PAYMENT FORD 2 TON KEYS AND FIRE HA	55.13	55.13
20170582	2017-11-30	CITY OF CAMROSE	279610	PAYMENT LANDFILL FEES	9.00	9.00
20170583	2017-11-30	CLEARTECH INDUSTRIES INC.	727771	PAYMENT WATER TESTING EQUIPMENT	240.09	240.09
20170584	2017-11-30	DALEN, MATTHEW	NOV17	PAYMENT PURCHASED AIR FILTER FOR SH	48.52	48.52
20170585	2017-11-30	DAYS LAND AUTO & FARM	122566	PAYMENT WATER PLANT REPAIRS -COPPE	75.31	75.31
20170586	2017-11-30	EMCO CORPORATION	7543567400 75439064 75439064-01 75439484 75439485	PAYMENT NIBLOCK ALLEY CULVERT REPA MOVE WATER LINES AT FIREHAL MOVING WATER LINES AT FIRE I UNUSED PARTS FOR MOVING W MOVING WATER LINES AT FIRE I	27.11 1,880.57 29.01 (463.32) 99.27	1,572.64
20170587	2017-11-30	EXOVA	17-1010751 17-1012074	PAYMENT THM WATER TESTING BROMATE & CHLORATE WATER	180.73 353.56	534.29
20170588	2017-11-30	HI-WAY 9 EXPRESS LTD.	31193471 STR321295	PAYMENT FREIGHT FOR WATER REPAIR SI FREIGHT FOR WATER HYDRANT	85.08 352.21	437.29
20170589	2017-11-30	ISL ENGINEERING AND LAND SERVICES LTD.	081946	PAYMENT SERVICES TO OCTOBER 27TH	4,708.94	4,708.94
20170590	2017-11-30	KANN SUPPLY WATERWORKS	73403000 73403146	PAYMENT SUPPLIES FOR FIRE HYDRANT C PARTS FOR NEW HYDRANT ON I	5,428.08 1,054.84	6,482.92
20170591	2017-11-30	MUNIWARE	20171440	PAYMENT DECEMBER SUPPORT	311.40	311.40
20170592	2017-11-30	PUROLATOR	3487103	PAYMENT FREIGHT FOR EXOVA WATER SA	31.43	31.43
20170593	2017-11-30	RECEIVER GENERAL	NOV17	PAYMENT NOVEMBER SOURCE DEDUCTIC	4,800.21	4,800.21

VILLAGE OF BAWLF

Page 3 of 3

Cheque Listing For Council

2017-Dec-4
9:10:56AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20170594	2017-11-30	SAFEGUARD BUSINESS SYSTEMS LTD.	032499261	PAYMENT 1000 SHEETS OF CHEQUE PAPE	167.82	167.82
20170595	2017-11-30	SMRWSC, COUNTY OF STETTLER NO. 6	SMRWSC-00056	PAYMENT DECEMBER DEBENTURE	3,178.21	3,178.21
20170596	2017-11-30	THOMPSON, LEONARD R	NOV17 NOVEMBER17	PAYMENT COUNCIL TRAVEL EXPENSE MILEAGE TO BASHAW FLUSH TF	113.36 86.00	199.36
20170597	2017-11-30	WORKERS COMPENSATION BOARD	22463639	PAYMENT DECEMBER PREMIUMS	713.00	713.00
20170598	2017-11-30	ZAPF, TERRY	NOV17	PAYMENT NEEDED WIPER BLADE FOR TRI	12.28	12.28
20170599	2017-11-30	ANKERTON GAS CO-OP	1312521 1312891 1312994 1313010 1313015	PAYMENT NATURAL GAS PUMP HOUSE NATURAL GAS FIRE HALL NATURAL GAS LIFT STATION NATURAL GAS WATER HOUSE VILLAGE OFFICE NATURAL GAS	44.37 248.14 94.35 77.98 91.02	555.86

Total 246,742.25

*** End of Report ***

VILLAGE OF BAWLF

Page 1 of 1

Cheque Listing For Council

2017-Dec-4
9:11:12AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque
Cheque #	Date					Amount
20170528	2017-11-01					2,699.33
20170529	2017-11-01					1,293.01
20170530	2017-11-01					270.00
20170531	2017-11-01					190.00
20170532	2017-11-01					1,477.90
20170533	2017-11-01					1,235.94
20170534	2017-11-01					270.00
20170535	2017-11-01					310.00
20170536	2017-11-01					270.00
20170538	2017-11-15					2,699.33
20170539	2017-11-15					1,057.25
20170540	2017-11-15					1,448.93
20170541	2017-11-15					973.90
20170542	2017-11-15					1,739.43
20170565	2017-11-30					2,699.33
20170566	2017-11-30					808.38
20170567	2017-11-30					270.00
20170568	2017-11-30					110.00
20170569	2017-11-30					1,277.52
20170570	2017-11-30					1,065.26
20170571	2017-11-30					2,189.55
20170572	2017-11-30					110.00
20170573	2017-11-30					230.00
20170574	2017-11-30					110.00

Total 24,805.06

*** End of Report ***

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	Wednesday December 13, 2017
Originated By:	Tracy M. Ormsbee - CAO
Title:	Bylaw 620/17 Business License Bylaw-Housekeeping Amendments

BACKGROUND/PROPOSAL:

At July's Council Meeting, Bylaw 620/17 was passed. It had a couple housekeeping errors that needed to be corrected.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

On page 2 of the Bylaw, it stipulates a "Schedule B" where there is actually no schedule B to this bylaw and has been removed.

COSTS/SOURCE OF FUNDING (if applicable)

N/A

RECOMMENDED ACTION:

That Bawlf Council proceed with approval of all three readings of Bylaw 620/17 Business License Bylaw, housekeeping item amendment.

**BYLAW 620/17
OF THE VILLAGE OF BAWLF
IN THE PROVINCE OF ALBERTA**

A BYLAW of the VILLAGE OF BAWLF in the Province of Alberta for the purpose of regulating and controlling VENDOR LICENSING AND BUSINESSES within the VILLAGE OF BAWLF.

WHEREAS, pursuant to the Municipal Government Act, Chapter M-26 R.S.A. 2000, and amendments there to, the Village of Bawlf Council has the power to pass a Bylaw within the Village

AND WHEREAS, all properties belonging to the Village shall be under the direct control and management of the Village

NOW THEREFORE, the Council of the Village of Bawlf, duly assembled, enacts as follows:

SHORT TITLE: This Bylaw may be referred to as the Business License Bylaw.

SECTION 1: DEFINITIONS

- a) "Business" means any business or contractor, trade, profession, industry, occupation, employment or calling dealing with the providing of goods and services.
- b) "Village" means the Village of Bawlf.
- c) "Contractor" means and includes any person who by contract or other monetary agreement, participates in any construction or demolition project and without the generality of the foregoing, includes any business connected with excavating, landfilling, building, renovating, repairing, decorating, or landscaping.
- d) "Council" means the Council of the Village of Bawlf.
- e) "General Public" means anyone other than a wholesale business.
- f) "Goods" means any article, thing or substance and includes subscriptions for books, magazines or any printed matter.
- g) "Home Occupation" means a business that is conducted in or from a residence of the Village.
- h) "License" means a business license issued pursuant to this Bylaw, entitling the licensee to carry on the activity therein specified for the period of time therein specified.

- i) "Licensee" means a person to whom a license has been issued, pursuant to the provisions of this bylaw.
- j) "License Inspector" means and includes a Bylaw Enforcement Officer, Village Administration, or anyone designated by the Village to carry out the provisions of this bylaw.
- k) "Non-Resident" means any person who is not a resident, as defined in this bylaw, of the Village.
- l) "Person" means and includes any person, or firm, or partnership, or body corporate or association.
- m) "Premises" means and includes any store, office, warehouse, factory, building, enclosure, yard or other place used or capable of being used for the purpose of carrying on a business.
- n) "Resident" means a person who permanently occupies a dwelling place, other than a hotel or motel, in the Village of Bawlf or who has purchased or leased a business premises in the Village for the purpose of carrying on a business.
- o) "Services" means performing a service or any work, act or deed, for any compensation whether monetary or otherwise.

SECTION 2: REGULATIONS

- a) Every person carrying on any business in the Village of Bawlf, including a home occupation, shall be the holder of a valid license and shall pay to the Village for such license, a fee prescribed in the Schedule "A" or Schedule "B" of Fees as attached to this bylaw.
- b) Any person or business shall, before being issued a license, complete an application form as required by the license inspector, and shall supply all the information required in the application.
- c) No license shall be issued to any person unless he is the holder of a Provincial or Federal license, where required by Provincial or Federal legislation.
- d) All licenses issued pursuant to this bylaw, unless previously revoked or suspended, shall be valid for the period of time stated thereon and shall expire at twelve o'clock midnight of December 31st in the year in which they were issued, except that Hawkers, Peddlers and Direct Salesmen may obtain a daily license to pay to the Village a fee as prescribed in Schedule "A" or Schedule "B" of this bylaw.
- e) A valid license shall be displayed in a prominent place in the business premises and any person holding a valid license shall forthwith produce same for inspection when required to do so by a License Inspector.

- f) Notwithstanding the provisions of this bylaw, the Village, at its sole discretion, may require the general contractor of a project to provide a list of subtrades for the project and the total business license fees will be payable by the general contractor with the term of the business licenses to expire at the end of the project. Business licenses for the individual subtrades will be included within the business license of the contractor.
- g) A supplier bringing bulk goods to a licensed business for the purposes of resale shall not be required to obtain a business license.
- h) A person carrying on more than one business must possess a separate business license for each business.
- i) A business license is not transferrable from one person to another.
- j) Any person who carries on or intends to carry on a business from more than one location must obtain a separate business license for each business location.
- k) Any advertising of the business shall be prima fade proof of the fact that the business is being carried on, or operating.

SECTION 3: A LICENSE INSPECTOR (VILLAGE ADMINISTRATION, BYLAW OFFICER, AND/OR OTHER PEOPLE DESIGNATED BY THE VILLAGE OFFICE)

- a) Shall receive and review all license applications.
- b) May inspect business premises before issuing a license and at any time thereafter to ensure that all regulations are observed.
- c) Shall collect, or cause to be collected, all license fees as prescribed in this bylaw.
- d) May grant a license, or refuse to grant a license, if in his opinion there is reasonable and just cause for refusal.
- e) May revoke or suspend a license if, in his opinion, there is reasonable and just cause for such action.
- f) May Issue:
 - i. A warning ticket
 - ii. A violation ticket providing for a voluntary penalty
 - iii. A summons requiring an accused to appear in court to a charge of violating this bylaw

SECTION 4: FEES

- a) All applicants for a license shall, before a license is issued, pay the Village a license fee as prescribed in Schedule "A" in this bylaw.
- b) The license fee for a person commencing a business, listed in Schedule "A" after the 30th day of June of the current year, shall be one half of the annual fee prescribed in this bylaw in Schedule "A".
- c) In the event that a license is revoked or surrendered, no refunds will be issued.

SECTION 5: APPEAL

- a) Any person who has been refused a business license, or had a business license revoked or suspended may appeal the decision of the License Inspector to Council.
- b) An appeal must be made in writing, addressed to the CAO, and be made within fourteen consecutive days of the date the appellant was notified of the decision.
- c) The written appeal shall specify the grounds for the appeal.
- d) The appeal shall be heard by the Village Council within thirty (30) days of receipt of the appeal.
- e) Village Council may hear from the appellant and the License Inspector and any other person claiming to be affected by the decision which is subject of the appeal or accept any other information deemed pertinent to the subject matter of the appeal.
- f) At the conclusion of the appeal hearing, Village Council may uphold, vary or rescind the decision of the License Inspector. A decision of the Village Council shall be final and binding.

SECTION 6: PENALTY

- a) Every person who contravenes any provision of this bylaw is guilty of an offense and is liable on summary conviction:
 - i. For a first offense, to a fine of not less than One Hundred dollars (\$100.00) nor greater than Five Hundred dollars (\$500.00).
 - ii. For a second or subsequent offense, to a fine of not less than Two Hundred dollars (\$200.00) and not more than One Thousand dollars (\$1000.00).

- b) In the event that a person is convicted under this bylaw for operating a business while not holding a valid license, the court may, in addition to any other penalties, order that the accused pay the required fee for the license.
- c) Notwithstanding any other penalty provisions of this bylaw, a License Inspector may issue a voluntary penalty in lieu of a summons and the accused may within ten (10) days pay the following monetary penalty to the Village:
1. For license categories listed in the Schedule 1 or 2:
 - i. For the first offense \$75.00
 - ii. For a second and subsequent offense \$150.00
 2. By paying a voluntary penalty, whether in person or by an agent or by mail, an accused shall be deemed to be guilty of the offense.
 3. In the event that a person who has been refused a license, or had a license revoked or suspended, carries on a business, he shall be guilty of an offense and be liable on Summary Conviction to a fine of One Hundred Dollars (\$100.00) for each day that such a business is carried on. Upon conviction under this paragraph, the Court may order that the accused cease to carry on such business.
- d) A person holding a business license issued pursuant to this bylaw is subject to all pertinent Federal, Provincial, and Village regulations.

SECTION 7: EFFECTIVE DATE

This bylaw shall take effect on the date of passing thereof.

READ A FIRST TIME THIS 21st day of June, 2017.

READ A SECOND TIME THIS 19th day of July, 2017.

READ A THIRD AND FINAL TIME THIS 19th day of July AND FINALLY PASSED.

Mayor

CAO

BYLAW 620/17

SCHEDULE OF FEES

Business License Fees for existing businesses are due and payable on or before the 31st day of January of the current calendar year or payable immediately upon commencing a new business in the Village.

SCHEDULE "A"

	Annual
a) Village Businesses	\$100.00
b) Non-Village Businesses	\$150.00 Or \$25.00/ day

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	Wednesday December 13, 2017
Originated By:	Tracy M. Ormsbee - CAO
Title:	2018 Service Levels - Amendment

BACKGROUND/PROPOSAL:

Further adjustments have been added to the service levels to reflect new equipment as well as housekeeping errors.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Administration has made some further 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 approve the housekeeping amendments.

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 as required.
11. Gutters are cleaned 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 every 250 hours; greased every 10 hours.
 - c. Mowers – service check completed every 250 hours; greased every 10 hours.
 - d. Weeders – service check completed as required.
 - e. Bobcat Sander – cleaned, serviced/greased weekly or more/less often dependant on usage.
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) utilizing the Flush truck.
- 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.

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 below.

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	1
	Hanson Street from Railway Avenue to Molstad Avenue			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	
	All intersections			2

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	Wednesday December 13, 2017
Originated By:	Tracy M. Ormsbee - CAO
Title:	Personnel Policy No. 47 – Alberta Government Stat Holidays

BACKGROUND/PROPOSAL:

At the November 15, 2017 Regular Council Meeting, the 2 stat holidays in Personnel Policy No. 47, Boxing Day and Easter Monday, were being questioned.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Administration has completed further research and it has been determined that all Government Agencies in Alberta acknowledge both the above-mentioned holidays as statutory holidays.

COSTS/SOURCE OF FUNDING (if applicable)

N/A

RECOMMENDED ACTION:

That Bawlf Council accept the current in place Personnel Policy No. 47 as is.

Statutory Holidays Canada



Canadian statutory holidays. Dates and information about holidays in Canada.

Alberta Statutory Holidays 2017 and 2018



Here is the list of stat holidays in Alberta that are different from the national holidays in Canada celebrated across the country.

			▲
\$42	\$4	\$26	▼

- Boxing day is not a statutory holiday in Alberta but many non-retail businesses treat it such.
- Remembrance Day is observed in Alberta.
- Family day, third Monday of February, is a statutory holiday
- Boxing Day is optional - ask your HR department or boss about it
- Heritage Day, first Monday of August, is officially not a statutory holiday but some people and businesses take the day off anyway. This is the equivalent of Civic Holiday in other parts of Canada.

Site usage stats and search history for the keyword "statutory holiday Canada" show that the residents of Alberta are more interested in learning about their stat holidays than people in other parts of the country. Albertans are also more likely to search for "Alberta statutory holidays" than other provinces for holidays in their respective regions.

Alberta statutory holidays for 2017 and 2018:

			▲
\$15	\$26	\$18	▼
Holiday	2017	2018	
<u>New Year's Day</u> January 1	Sun, January 1	Mon, January 1	
<u>Alberta Family Day</u> Third Monday in February	Mon, February 20	Mon, February 19	
<u>Good Friday</u> Friday before Easter Sunday	Fri, April 14	Fri, March 30	
<u>Easter Monday *</u> Government employees only	Mon, April 17	Mon, April 2	
	Mon, May 22	Mon, May 21	

<u>Victoria Day</u> Monday before May 25		
<u>Canada Day</u> July 1	Sat, July 1	Sun, July 1
<u>Heritage Day **</u> First Monday in August	Mon, August 7	Mon, August 6
<u>Labour Day</u> First Monday in September	Mon, September 4	Mon, September 3
<u>Thanksgiving</u> Second Monday in October	Mon, October 9	Mon, October 8
<u>Remembrance Day</u> November 11	Sat, November 11	Sun, November 11
<u>Christmas Day</u> December 25	Mon, December 25	Tue, December 25
<u>Boxing Day *</u> December 26	Tue, December 26	Wed, December 26

* For banks and government offices only.

Women Win...	Women's R...	2017 Wome...	▲
\$11	\$15	\$22	▼

Go to the overview list of [national and provincial holidays in Canada](#).



[TOP ↑](#)

Popular Pages

- [Home page](#)
- [2017 holidays](#)
- [2018 holidays](#)
- [Forum & comments](#)
- [National holidays](#)

Provincial Holidays

- [Alberta](#)
- [British Columbia](#)
- [Manitoba](#)
- [Newfoundland](#)
- [New Brunswick](#)
- [Nova Scotia](#)
- [NW Territories](#)
- [Nunavut](#)
- [Ontario](#)
- [P.E.I.](#)
- [Quebec](#)
- [Saskatchewan](#)

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	Wednesday December 13, 2017
Originated By:	Tracy M. Ormsbee- CAO
Title:	Bylaw No. 603/17 Change in Number of Councillors for the Village of Bawlf

BACKGROUND/PROPOSAL:

Councillor request to decrease from five(5) members of Council to three(3) members of Council.

Motion 70/15 was tabled but neglected to be brought back to a future Council meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

As per the MGA, Part 5, Division 1, Section 143(3), the Council of a Village or Summer Village consists of 3 councillors unless the council passes a bylaw specifying a higher number.

144(1), A bylaw passed under section 143 must be passed at least 180 days before the general election at which it is to take effect (in this case, Elections 2021); (3) A bylaw passed under section 143 must be advertised.

Council has voiced that it feels five members on Council is not required to deal with the everyday occurrences within the Village.

Decreasing members will save the tax payers money but will mean that the three members will have to compromise when it comes to being board and committee representatives.

After the first reading, this bylaw will be advertised within the Village prior to second and third readings.

COSTS/SOURCE OF FUNDING (if applicable)

n/a

RECOMMENDED ACTION:

That Bawlf Council approve the first reading of Bylaw No. 603/17.

VILLAGE of BAWLF

BYLAW NO. 603/17

**A BYLAW OF THE VILLAGE OF BAWLF, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE A CHANGE IN THE
NUMBER OF COUNCILLORS FROM FIVE TO THREE.**

WHEREAS Under the authority of and subject to the provisions of Part 5, Division 1, Section 143(3), 144(1) (3) of the Municipal Government Act, the Council of a Village may by bylaw, be decreased to three (3) members.

AND WHEREAS, it is deemed expedient that the Village Council consist of three members;

NOW THERE, the Council of the Village of Bawlf, duly assembled, ENACTS as follows:

1. That the Municipal Council of the Village of Bawlf be decreased from five (5) members to three (3) members.
2. That this decrease shall apply to the next general election.
3. That this bylaw shall be considered as having come into force and effect from the date of the final reading.
4. Taking into consideration the date upon which this Bylaw shall come into force and effect, Bylaw 401/83 is hereby rescinded.

Received first reading this 13th day of December, 2017

Mayor

CAO

Received second reading this ____ day of

_____, 2015

Mayor

CAO

Received third and final reading this ____

day of, _____ 2015

Mayor

CAO

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	Wednesday December 13, 2017
Originated By:	Tracy M. Ormsbee - CAO
Title:	Draft 2018 Fire Department Budget

BACKGROUND/PROPOSAL:

The purpose of this is to request that the Village Council approve the 2018 Draft Fire Department Budget.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

In the Fire Agreement that the Village has signed with Camrose County, the County requests that a proposed budget is to be submitted to the County by November 1st for the following budget year. Due to some possible equipment/communication upgrades as well as meetings between the County and member municipalities in regards to the RFSC position, the delay in submitting the 2018 budget was authorized by the County. The Village will have the opportunity to make further amendments, if required, prior to the submission of the Final Fire Department budget which is due to the County by March 31, 2018.

A copy of the Draft 2018 Fire Department Budget is attached for information and approval.

COSTS/SOURCE OF FUNDING (if applicable)

n/a

RECOMMENDED ACTION:

That Bawlf Council approve the Draft 2018 Fire Department Budget for submission to Camrose County with the knowledge that the final budget is due to be submitted to Camrose County by March 31, 2018.

**Village of Bawlf
2018-2020 Operating Budget**

Revenue/Expenditure by Department

Protective Services

Revenue / Expense:

Account Description	2018		2017		2019	
	Operating	Projects	Nov 30 PYE	Budget	Projects	Operating Projects
FIRE FIGHTING Revenue						
1-23-110 Fire Services & Equipment Tax (n/a)						
1-23-410 Fire Fighting Fees Charged to County	-			-		
Donations						
1-23-411 Motor Veh Accident Fees Charged			-	3,700		
1-23-412 Mutual Aide Provided	500		-	500		
Received from other Govt - Camrose County						
Operating						
New Fire Agreement						
1-23-430 Fire Expenses Recovered	6,500		8,880	5,000		
1-23-570 Fire Department Donations			19,000			
1-23-840 Provincial Conditional Grants						
1-23-850 County Grant - Shared Service	10,000		16,770	9,625		
1-23-851 Training	1,000		1,000	1,000		
1-23-852 Pager Maintenance	500		500	500		
1-23-853 Firefighter Insurance	135			100		
1-23-854 PPE (Personal Protective Equip't)	3,000		3,029	2,500		
1-23-855 County Vehicle R & M	-			1,000		
1-23-920 Transfer from Operating Reserves						
1-23-940 Transfer from Capital Reserves						
Fire Debenture						
Sub-Total Fire Services REV	21,635	-	49,179	23,925	-	-
FIRE FIGHTING Expense						
2-23-148 In-Service Training	2,000		-	2,000		
2-23-159 Honorariums - Annual & Hourly & Training	15,000		-	15,000		
2-23-211 Travel & Subsistence	200		142	200		
2-23-214 Memberships & Professional Development	-			500		
2-23-215 Freight & Postage	200		49	500		
2-23-217 Telephone & Internet	2,000		1,653	1,800		
2-23-218 Radios & Radio License	3,000		229	3,000		
2-23-220 Advertising & Printing	200		84	500		
2-23-225 Public Relations & Promotions	500		-	500		
2-23-250 Fire Hall Repairs & Maintenance	3,000		190,989	3,200		
2-23-251 Village Truck Repairs	2,500		9,092	1,300		
2-23-252 County Truck Repairs	1,000		1,356	1,000		
2-23-253 Pager - Repair & Maintenance	500		-	200		
2-23-254 PPE	4,500		8,674	6,500		
2-23-255 Truck Supplies	1,000		-	1,500		
2-23-270 Contracted Services	2,065		5,051	2,000		
2-23-274 Insurance Premiums (FF's, Building.)	1,300		1,420	1,400		
2-23-275 Insurance Premiums (Vehicles)	1,420		1,418	600		
2-23-510 Goods & Supplies	500		128	500		
2-23-511 Miscellaneous	100		22			
2-23-512 Small Equipment & Tools	500		945	400		
2-23-521 Fuel and Lube	500		369	500		
2-23-523 Equipment Repairs & Maintenance	2,000		-	2,000		
2-23-540 Utilities - Gas	1,900		1,404	1,700		
2-23-541 Utilities - Power	2,500		1,104	2,300		
2-23-750 Fire Dispatch Agreement	1,210		1,209	1,210		
2-23-587 Media Materials & training supplies	-		-			
Transfers to Other Local Gov't						
2-23-751 Mutual Aid Response Charges			-	500		
2-23-762 Transfers to Capital Functions			-			
Capital Reserve - Vehicles						
2-23-764 Capital Reserve - Equipment			-			
Capital Reserve - Fire Hall Building						
2-23-764 Transfers to Operating Reserves			-			
2-23-770 Grants to Non-Gov't Organizations			-			
2-23-790 Amortization Expense	15,000		-	10,177		
2-23-830 Debenture payments (vehicle & building)			-			
2-23-831 Interest			-			
Fire - Amortization (as per auditors)??						
Sub-Total Fire Services EXP	64,595	-	225,338	60,987	-	-
Net for Fire Services: surplus (deficit)	(42,960)		(176,159)	(37,062)		
			PYE	budget		

DRAFT

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	Wednesday December 13, 2017
Originated By:	Tracy M. Ormsbee - CAO
Title:	Village Acquired Property-Lot 2, Block 1, Plan 105KS

BACKGROUND/PROPOSAL:

At the September 28, 2017 Special Council meeting, the following motion was made:

- a) *TAX RECOVERY AUCTION NO SALE – LOT2, BLOCK 1, PLAN 105KS*
Motion 167/17 Moved By Mayor L. Thompson to proceed with the land transfer of title to the Village of Bawlf and for Administration to send a letter advising the current resident that they have 30 (thirty) days to vacate the property. The Village will then proceed to sell the property "as is" through Dennis Johnston at Coldwell Banker. **CARRIED**

MGA : 424(1) *The municipality at whose request a tax recovery notification was endorsed on the certificate of title for a parcel of land may become the owner of the parcel after the public auction, if the parcel is not sold at the public auction.*

The Village has now "inherited" the above-mentioned property and the resident is no longer living on the premise.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Firstly, that Bawlf Council motion to rescind the following part of motion 167/17: "The Village will then proceed to sell the property "as is" through Dennis Johnston at Coldwell Banker.";

Secondly, Administration recommends that any sellable property that is left on the premises be moved to a secure location where it can then be advertised for sale by tender process.

Thirdly, that Bawlf Council discuss further options to the sale of the property, ie. Village sells vs. real estate (to save on commission fees), and terms of sale, ie. will the Village do some clean up/removal of personal property left behind, or sell as is.

It is probable that this property is not salvageable and will need to be demolished.

Again, a discussion to determine if the Village will or the new owner if/when sold.

COSTS/SOURCE OF FUNDING (if applicable)

Undeterminable at this point in time.

RECOMMENDED ACTION:

That Bawlf Council discuss the above options and advise Administration.



December 5, 2017

By Email (original to remain on file)

Village of Bawlf
Box 224
Bawlf AB T0B 0J0

Attention: Tracy Ormsbee – Chief Administrative Officer

Dear Tracy:

Re: *Roll 2000/ Lot 2, Block 1, Plan 105 KS*
Notification of Municipal Acquisition

We are pleased to advise that registration has been completed in connection with the above-noted and Village of Bawlf is now the owner. This property is now exempt from future taxation.

We enclose a copy of certificate of title 172 280 783 for your information and records. NOTE THAT typically federal and provincial Crown interests remain registered on the title although land titles has, in this case, discharged the registration in favour of Canada Revenue Agency. You are entitled to rely upon your clear title, however there is a chance you may hear from the creditor.

With respect to the above-noted the municipality may:

1. Grant a lease, license, or permit in respect of the property;
2. Dispose of the property by selling it at a price that is as close as reasonably possible to the market value;
3. Retain the property for municipal purposes by depositing an amount of money equal to the price at which the municipality would be willing to sell the property.

If the tax arrears and all related costs in respect of the property were to be paid prior to disposing of the property, the original title must be revived.

The municipality is now the legal owner of the property and, provided that the property is not in use, is entitled to take possession and exclude others from entering upon its property. This could, for example, include changing locks. In the event is still occupying, it may be necessary to give notice to vacate. If you would like our assistance with giving notice, please advise. Also, you should ensure insurance is in place as you deem necessary. You may want to verify whether your general policy covers the newly acquired property or if additional coverage will be required.

Should the municipality choose to sell the property, some options include direct sale, sale by tender, selling through a real estate agent, or by any other means that supports the sale of the property at "market value." Once sold, our office could assist with preparation of the documents to register the transfer and discharge the tax recovery notification with Alberta Land Titles.

In the event of a sale, the Act governs the application of the proceeds. If there are any surplus proceeds remaining after payment of the tax arrears and costs, additional steps must be taken. Should this circumstance arise, we would be happy to assist the municipality with same.

Should the municipality choose not to sell the land but retain the title in their name with a tax forfeiture registered against title, the municipality can, after 15 years, apply to land titles to cancel the existing title for the parcel and issue a new title in the name of the municipality without a tax forfeiture notice. Once this new title is issued, the municipality can use or dispose of the property in the same manner as any other "fee simple" landowner.

We trust you will find the above and enclosed to be in order. Should you have any questions please feel free to contact our office.

Yours truly,
TAXervice

A handwritten signature in black ink, appearing to read 'Gary Burnside', with a stylized flourish at the end.

Gary Burnside
President



LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0019 260 884 105KS;1;2 172 280 783

LEGAL DESCRIPTION
PLAN 105KS
BLOCK 1
LOT 2
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE
ATS REFERENCE: 4;17;45;31;SW

MUNICIPALITY: VILLAGE OF BAWLF

REFERENCE NUMBER: 032 098 251

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
172 280 783	25/10/2017	NOTIFICATION OF MUNICIPAL ACQUISITION	\$41,000	TAX FORFEITURE

OWNERS

THE VILLAGE OF BAWLF.
OF BOX 40
203 HANSON ST
BAWLF
ALBERTA T0B 0J0

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION		
NUMBER	DATE (D/M/Y)	PARTICULARS
5134CI	17/08/1923	DRAINAGE DISTRICT ORDER "THIS PROPERTY INCLUDED IN THE DAYSLAND NO. 4 DRAINAGE DISTRICT"
022 108 924	03/04/2002	UTILITY RIGHT OF WAY GRANTEE - ANKERTON GAS CO-OP LTD.

(CONTINUED)

FD

TOTAL INSTRUMENTS: 002

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 1 DAY OF
DECEMBER, 2017 AT 08:29 A.M.

ORDER NUMBER: 34158306

CUSTOMER FILE NUMBER: BAWLF



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	Wednesday December 13, 2017
Originated By:	Tracy M. Ormsbee - CAO
Title:	Lions Community Hall Lease Agreement

BACKGROUND/PROPOSAL:

The Village of Bawlf agrees to lease the Bawlf Community Centre (Hall) to the Bawlf and District Lions Club for a period of ten years in exchange for a lump sum payment of \$100,000.00 due upon completion of construction of the new Community Centre. The lease period shall commence January 1, 2007 and shall expire on December 31, 2017.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Notes in response to the non-negotiable items:

- 1) Two-part Lease Agreement as per existing works fine
- 2) See attached information from AUMA insurance
- 3) Council to discuss

Notes in response to additional points:

- 1) Public Works is informed of hall bookings and has been instructed to ensure outside maintenance is completed prior to; we will have to discuss weekend maintenance, when and if required as this will affect budget costs.
- 2) A chart of all fees and permitted hall use is Administrations guideline when renters are inquiring; does it need to be updated by the Lions Club? If Admin requires further clarification, who would be the first/main Lions contact?
- 3) Up for discussion.
- 4) Administration will never allow rent-free access without written approval from the Lions.
- 5) All items are in currently in place.
- 6) Please see attached package that is given either in person, via email or mail (and is available on our website) to every renter. The Lions may want to review to see if there are any amendments they would like.

Overall, the changes in the renewal agreement are minimal with no drastic future effects in the operation.

COSTS/SOURCE OF FUNDING (if applicable)

RECOMMENDED ACTION:

That Bawlf Council discuss the information presented from the delegation(s) and direct Administration to send a letter to the Lions Club with their final decisions/approval.

Tracy M. Ormsbee

From: Customer Service <customerservice@bawlf.com>
Sent: Tuesday, December 5, 2017 1:18 PM
To: Tracy M. Ormsbee
Subject: FW: co-insured on policy
Attachments: Associate Member Quote Application.pdf

FYI

Tanya Bergquist
Finance Officer
Village of Bawlf
(780) 373-3797

AUMA Insurance

From: Daniel Jackson [mailto:DJackson@auma.ca]
Sent: December-01-17 10:01 AM
To: Customer Service <customerservice@bawlf.com>
Subject: RE: co-insured on policy

Hi Tanya,

Thanks for reaching out with your questions.

I don't see any indication that the Lions Club is in any way involved with the Village's insurance.

They wouldn't be able to be "added" to the villages insurance policy, as they are a separate entity. We insure various different Lions clubs across Alberta. In some instances, the municipality will contribute to paying their insurance premiums, pay the entire premium, or not be involved at all.

If they do require a liability insurance policy, we would be happy to provide them with a quote. I've attached an application, and copied some details below:

In order to provide you with a quote, we will require that you apply for membership to the AUMA. The link to apply for membership is <http://www.auma.ca/membership/apply-membership>. There will be an annual fee associated with this. Currently it is \$55 plus GST for associate member. Should you decide not to accept the quote just let us know so we can inform our finance department and the fee will not be charged.

In addition to the Membership Application, please find attached to this email:

Information regarding MUNIX Reciprocal. The insurance program through AUMA/AMSC is based on a reciprocal so the members are actually owners.

Municipal Associate Insurance Application Form: Please complete in full so that we can provide you with a quote for general insurance. Our basic package is briefly mentioned in this document but here is a more detailed explanation:

Liability Package includes:

Bodily Injury & Property Damage (includes all operations) - \$5,000,000 limit
Administrative Errors & Omissions - \$5,000,000 limit
Directors' & Officers coverage - \$5,000,000 limit
Tenant's Legal Liability - \$5,000,000 limit
Sudden & Accidental Pollution - \$5,000,000 limit
Wrongful Dismissal Liability - \$2,000,000 limit

Non-Owned Auto Liability - \$5,000,000 limit
Deductible: \$2,500

Crime Package includes: (Please note this in an optional coverage and may be declined)

Employee Dishonesty (Form A) - \$250,000 limit
Money Orders/Counterfeit Currency – \$10,000 limit
Depositor's Forgery - \$50,000 limit
Money Within Premises - \$10,000 limit
Money Outside Premises - \$10,000 limit
Deductible: \$1,000

Property package, if required:

Replacement cost on property and mobile equipment (subject to certain conditions)

Insured Items List:

Any vehicles, property and mobile equipment that need to be added can be listed here.

If you have any further questions or concerns, please do not hesitate to contact our office.

Thank you!

Daniel Jackson CIP | Insurance Services Consultant
ALBERTA URBAN MUNICIPALITIES ASSOCIATION

D:780.670.4230 | E: DJackson@auma.ca

Alberta Municipal Place | 300-8616 51 Ave Edmonton, AB T6E 6E6

Toll Free: 310-AUMA | www.auma.ca



From: Customer Service [<mailto:customerservice@bawlf.com>]

Sent: Monday, November 27, 2017 2:55 PM

To: Daniel Jackson <DJackson@auma.ca>

Subject: co-insured on policy

Hi Daniel,

We are currently working on the new lease for our community hall. The Lion's Club is wondering about being put on the policy as co-insurers. Can you double check to see if they are on the policy already and if not, what needs to be done to put them on.

Thanks,

Tanya Bergquist
Finance Officer
Village of Bawlf
(780) 373-3797

Bawlf Community Centre Rental Agreement

DATE/S OF RENTAL: _____ FROM: _____ am / pm TO: _____ am / pm

FROM: _____ am / pm TO: _____ am / pm

FROM: _____ am / pm TO: _____ am / pm

PURPOSE OF RENTAL: _____ Number of Guests Expected: _____
Will alcohol be served? ☐ yes ☐ no

Name of Renter/s: _____
Mailing Address: _____ Phone Numbers: _____

Email Address: _____

Rental Fees: ☐ Main Hall \$ _____ **Security Deposit:** \$ _____ (separate cheque)
☐ Kitchen/Bar \$ _____ ☐ Hold Cheque OR ☐ Deposit Cheque
☐ Side Room \$ _____
☐ Ice: _____ bags \$ _____ (@\$2.00/bag) → Please see item 2.j) on the Handout to Renter page
TOTAL RENTAL FEE \$ → *Please make cheques payable to: Village of Bawlf*

Please check the boxes of the items you require (all are included in the rental fees):

- ☐ Tables - # required: _____
☐ Chairs - # required: _____
☐ Stage
☐ Sound System

Further Details or Specific Requirements:

****If issues arise with the hall during your event, contact: _____ Phone: _____**

I agree to use the premises in accordance with the hall rental guidelines as outlined on the back of this agreement. I shall be responsible for any and all damages, even if they exceed the amount of the security deposit and authorize the Village of Bawlf to deduct any repair and cleaning costs from my security deposit if the facility is not left in accordance with the hall rental guidelines.

Signature of Renter: _____ Date: _____

For Office Use Only:

Booking Taken By: _____ Date: _____

Proof of Third Party Alcohol Liability Insurance Attached? ☐ Yes ☐ No / Reason: _____

Security Deposit:

Amount of Deposit: \$ _____

Amount Charged for Damages or Cleaning: \$ _____

Balance to be Returned to Renter: \$ _____

Date Returned: _____

OR

Owing for Damages/Cleaning in Excess of Deposit \$ _____

Date Invoiced: _____

Date Paid: _____

TERMS AND CONDITIONS

General:

1. These terms and conditions form part of the Bawlf Community Centre Rental Agreement.
2. The Renter shall indemnify and hold harmless the Village of Bawlf and the Bawlf Lions Club for all injuries or damages to persons or property related to the Renter's use of the facility, including any claims arising from the dispensing of alcoholic beverages.
3. If liquor will be served, the renter is obligated to acquire and post a valid liquor permit and must acquire (and provide proof of) third party alcohol liability insurance coverage prior to the rental date.
4. The Renter is responsible for accidental or intentional damage to the facility for the duration of the rental period while the facility is in the Renters care, custody and control.
5. Fireworks are strictly prohibited as per Bylaw No. 605/15, The Fire Bylaw.
6. Hall Capacity: Licensed Liquor Capacity (237), Licensed Dining Capacity (295), Licensed Seating Capacity (327).
7. Use of tacks and tape is not permitted on the walls or ceiling tile when decorating. The fabric board around the perimeter of the hall is to be used for decorating purposes. A ladder is available in the room beside the stage and should be used at the Renter's risk. Push pins for the fabric board and hooks for the t-bar are in a drawer in the bar.
8. In accordance with Bylaw 607/15, **RV overnight camping is not permitted at or near the Bawlf Community Centre.** Please ensure your guests are aware of the campground on the east side of Bawlf (fees are \$20.00/night for no power, or \$25.00/night with power and are payable at the Village Office or the Bawlf Country Store). The Village will deduct the nightly rate from the security deposit for each RV parked overnight.

Keys and Facility:

1. The Renter shall be responsible for the key signed out as well as for the security of the facility during the rental.
2. The assigned key is not to be copied. If the key is copied or if it is lost or stolen while in the Renter's possession, the cost associated with re-keying the facility locks will be the responsibility of the renter.
3. The key is to be returned to the location it was picked up, either the Village Office (in person or into the drop box) or to the Bawlf Country Store, immediately after the booking.
4. The breaker panel is located in the mechanical room. If a breaker trips, the panel is accessible from the exterior door adjacent to the gas meter. The main hall key fits this door. (You may have to 'jiggle' the key a bit.)

Rental Fees and Security Deposit:

1. The Village of Bawlf shall have the right to retain the rental fee if the booking is cancelled less than 30 days prior to the booking and if the facility cannot be rented to another user. In this case, the security deposit will be returned.
2. In the event of extenuating circumstances that make the facility unusable on the dates booked, the liability to the Village of Bawlf shall be limited to the rental fee charged.
3. If damages or additional charges exceed the damage deposit paid, the renter will be invoiced for the balance owing.

Cleaning and Security:

1. The facility must be left in a neat and tidy condition. Any additional janitorial work required to clean the hall after the rental will be charged out at \$25.00 per hour.
2. All dishes must be washed and put away. Instructions for the dishwasher are in the kitchen.
3. The stoves, cooler, sinks and countertops must be cleaned. Food and condiments are not to be left in the cooler.
4. Dirty towels and dishcloths are to be left on the counter.
5. All tables must be wiped clean and stacked in the storage room in two piles flat on the floor. (See the diagram on the wall for stacking locations.)
6. Fifteen fabric chairs are to be left in the side room with the remainder to be returned to the storage room. Chairs are to be stacked in sets of 7 with the closets in the storage area remaining accessible. See the diagram on the wall for the stacking pattern. (The black vinyl chairs belong in the storage area adjacent to the stage.) There will be a \$25.00 deduction from the security deposit if the tables and chairs are not stacked correctly.
7. The main hall floors must be swept and spills must be wet mopped. The kitchen floor must be wet mopped. All janitorial supplies are located in the kitchen closet.
8. All toilets must be checked and flushed.
9. **All garbage bags must be tied and placed in the bin on the east side of the hall.** A \$25.00 deduction will be made from the security deposit if garbage bags are not tied.
10. All three thermostats are to be set at 19° C.
11. All lights must be turned off.
12. All interior doors must be closed and exterior doors must be locked. Ensure all the door stops are tipped up.

Handout to Renter

1. The hall is equipped with:
 - a. 50 six-foot tables and 230 chairs.
 - b. Raised stage area.
 - c. Public address system with a wireless mike located in the east wing of the stage.
2. Food preparation facilities:
 - a. 4 burner gas stove with oven
 - b. 4 burner electric stove with oven
 - ** Due to Fire Regulations, frying is not permitted ****
 - c. Electric warming table
 - d. 3 door upright cooler
 - e. Chest freezer available in the bar area
 - f. Dishes and utensils for 210 people
 - g. Under-counter commercial dishwasher (20 plate capacity)
 - h. Automatic drip coffee maker and two 100-cup coffee urns
 - i. Microwave oven
 - j. Ice Machine (a **limited** amount of ice may be available at a charge \$2.00 per bag - it is suggested that users bring their own ice and store it in the bar freezer)
3. If alcohol is being served, Third Party Alcohol Liability insurance is available for purchase on a self-serve basis through the Party Alcohol Liability website at www.palcanada.com. Renters may prefer to work through their insurance company to acquire this coverage, which may cost slightly more than it would through the self-serve website. A copy of the certificate or proof of insurance coverage is required to be attached to the signed rental agreement.
4. Hall users are to supply their own glasses and ice for the bar. There are four jiggers in the bar drawers.
5. Stags and auctions are not permitted.
6. Security deposits are required for all rentals with the exception of funerals and meetings. The security deposit will be equal to the rental fee or in the case of a wedding, the security deposit required will be \$500.
7. In accordance with Bylaw No. 605/15, the Fire Services Bylaw, fireworks are prohibited within the Village of Bawlf.

Bawlf Hall Rental Rates

Weddings:	Main Hall	\$300.00
	Kitchen (Including Bar)	\$75.00
	Gift Opening Day	\$100.00
	Friday Decorating	\$50.00
	Friday, Saturday, & Sunday	\$500.00
	Security Deposit	\$500.00
Funeral Luncheon		\$75.00
Family Gatherings	Main Hall	\$100.00
	Kitchen	\$50.00
Dinner/Supper Functions		\$375.00
Local Community Groups	Fundraisers	\$200.00
Meeting Room Rental		\$25.00
Political Meetings		\$150.00
Elections		\$250.00

All Functions except funeral luncheons and meeting room rentals require a security deposit equal to the rental fee. The security deposit will be shredded (unless requested to be returned) upon confirmation from the Lions Club that there are no damages.

The facility is to be left in a neat and tidy condition. Additional cleaning will be charged at \$25.00 per hour. There will also be a \$25.00 charge if chairs and tables are not stacked correctly or if garbage bags are not tied and deposited in the bin on the east side of the hall. These charges will be deducted from the security deposit.

Stags and auctions are not allowed.

All cheques are to be made payable to the Village of Bawlf.



CAO Report – Tracy M. Ormsbee

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

Wednesday December 13, 2017 – 7:00 pm

Land/Property Sales

- Old United Church may have an offer coming in in January
- Village now owns 17.61 acres in the NE corner of Bawlf (4311AJ;A) for future development/growth
- The Village now has title of the property located at Lot 2, Block 1, Plan 105KS that was not sold at auction; on agenda for Council to discuss/make some decisions

Bylaw/Protective Services

- Warnings and fines are still being issued

Administration

- Preparation of agenda/minutes for December 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
- Attended meeting in Bashaw in regards to the flush truck agreement (minutes part of agenda package-correspondence)
- Communications from concerned residents in regards to Council conduct and negativity
- Met with ISL for risk assessment portion of the asset management project

HR/Payroll

- Submitted monthly payroll government remittance; payroll processing
- Ongoing training with Tanya/Ashley to introduce more financial, governance, development and policy procedures
- WCB claim for injured employee closed and employee has been back to work since November 6
- Fire Department Annual Honorarium Payroll

Finance

- Reviewed November'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
- Completed draft Fire Department Budget for Council approval
- Working on budget and planning
- Pre year end reconciliations, journal entries, etc.

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
- Attending meeting at Camrose County with P&D and all other municipalities re: LUB (Land Use Bylaw requirements)
- Working on summarizing current agreements/contracts for future ICF requirements

Fire Department

- Fire Department 3 Bay Expansion project has been completed
- 2017 call total – 3 MVA's, 2 fires (house & barn), 2 EMS assists, 2 false fire alarms in Bawlf

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 has been replaced
- Cc valve located in the sidewalk at the bus barns has been replaced
- PW repaired water hydrant in the bus barns for BRSD
- Hydrovac'd at 215 Jamieson to determine if the Village has a main leak; determined that it does not look like it is a Village issue
- Contravention and issue at lagoon were dealt with by CAO

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

- Administration has started working on plans/budgeting for 2018 ED

Recreation/Campground

- Grant application (Battle River Community Foundation) for campground upgrade for 2018 was denied – not enough funding
- Through the budget process, would like Council to discuss some upgrading to sites, etc.

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
- Plans/surveying for land at 4311AJ;A
- Review/discuss asset management spreadsheet/recommendations from ISL Engineering for future planning/budgeting
- OH&S assessment/course for the Village & employees

2017 ACTION LIST

Action #	Date	Motion #	Motion	Staff Member Responsible	Comments	Status
36	Nov 15/17	188/17	a) PARKLAND REGIONAL LIBRARY BOARD APPOINTMENT Motion 188/17 Moved By Councillor D. Adams to appoint Councillor L. Thompson as the Parkland Regional Library Board representative. CARRIED	Tanya	Send a letter to Parkland Regional Library board noting the motion made	Completed
37	Nov 15/17	189/17	b) CP HOLIDAY TRAIN Motion 189/17 Moved By Councillor D. Adams that Bawlf Council will set up a hot chocolate/cookie "booth" on the day of the CP Holiday Train stop. CARRIED	Ashley	Update Village Voice and website to reflect the activities on December 6th	Completed
38	Nov 15/17	190/17	c) COUNCIL BUSINESS CARDS Motion 190/17 Moved By Mayor J. DeMerchant to direct Administration to order non-personalized business cards for all council with "Member of Council" as the title and to order Mayor and Deputy Mayor name tags for outside functions. CARRIED	Tanya	Order business cards, order Mayor and Deputy Mayor name tags	Completed/Received
39	Nov 15/17	191/17	d) 2018 SERVICE LEVELS Motion 191/17 Moved By Councillor D. Adams to approve the highlighted changes and implement the amended 2018 Service Levels. CARRIED	Ashley	Update service levels on website	Pending Dec 13/17 mtg re: hk
40	Nov 15/17	192/17	e) ANNUAL POLICY REVIEW Motion 192/17 Moved By Councillor L. Thompson that all policies except Policy No. 47, Personnel Policy, where stat holidays will be reviewed for next regular council meeting, are accepted as is with no amendments CARRIED	Tracy	review and prepare STAT holiday information for next council meeting	Completed for Dec 13 Mtg
41	Nov 15/17	193/17	f) VILLAGE VOICE MAYOR CHRISTMAS GREETING Motion 193/17 Moved By Deputy Mayor B. Wells to accept the Mayors' Christmas Greeting to Village residents for the December Village Voice as presented at tonights' meeting. CARRIED	Ashley	add Mayor's Christmas greeting to December Village Voice	Completed
42	Nov 15/17	194/17	g) CHRISTMAS LIGHT UP DECORATION CONTEST Motion 194/17 Moved By Deputy Mayor B. Wells to continue with the Annual Christmas Decoration contest with the same prize amounts; to be judged by Councillor D. Adams on December 21st with one resident of Camrose County and one Village resident. Administration will put details in the December Village Voice about the contest. CARRIED	Ashley	Put details of christmas decoration contest in the December village voice	Complete

Regional Flush Truck Meeting

Wednesday, November 29, 2017

7:00 pm Bashaw Town Office – Council Chambers

Meeting Minutes

In attendance:

Bashaw – Theresa Fuller, Penny Shantz, Lynn Schultz

Rosalind – Nancy Friend, Jim McTavish

Bawlf – Tracy Ormsbee, Leonard Thompson

1. 2016 Costs

Liability/Insurance Annually \$ 1359.07 – these Costs are split equally between member municipalities. (Rosalind, Bawlf and Bashaw)

Repairs/Maintenance \$ 6183.89 – These costs are higher this year, as there was some connections/tubing that was replaced. The costs are split out by percentage of use within the full year.

Revenue: External users have accessed it at \$ 180.00 per hour, this revenue was typically used to reduce the annual Repairs/Maintenance costs)

- Discussion progressed. The group requested that letters of invitation to join the regional Flush Truck agreement be sent to Hay Lakes, Ferintosh, Edberg, Donalda, Clive, Alix and possibly Forestburg.
- The letters to provide breakdowns of costs, and the benefits of participating.

2. Any Issues or changes to the Agreement

- None requested, all members were accepting of current arrangements within the agreement.

3. Capital contributions, saving for replacement, what amounts are realistic.

- The group agreed to contribute \$ 1500 annually toward capital replacement.

4. External Member Price – this was \$ 180.00 per hour, however, not identified anywhere other than Town of Bashaw internal Work orders. One member has requested that non-participating municipalities are not allowed to use it unless they become a member.

- Discussion. The group requested additional information as to what current hydro vac companies charge hourly to determine a suitable pricing for external access. Information to be provided by email to the group. Most thought \$40 less than the average going rate. More information to come specific to current hydro vac company rates.

5. New Member Consideration – Donalda has requested to become a member. Do we have any requirements to join?

The group thought having additional requirements would make it prohibitive to join. Everyone was in agreement they would like to make it appealing to join, as additional members reduce the costs for all.

They were very willing to accept Donalda to participate.

6. Agreement Renewal – Term Length?

To be a 5-year renewable term length.

Additional questions as to why the current flush truck unit couldn't be accessed in the winter months. The unit currently doesn't have a heated tank or lines, when in winter the tank and lines have the potential to freeze in the lower temperatures. Discussed the possibility of pricing out the replacement unit to have heated tank and lines. Current unit could not be retrofitted in this capacity as it would not be cost effective to do so.

Meeting concluded at around 8:00 pm.



Giving Back

with the Battle River Community Foundation

Volume 19, No. 3

Camrose, Alberta

December 2017

HO HO HO HOPING

RECEIVED

NOV 21 2017

...to help others this season

December is typically known as the season of giving. Many families in our east central Alberta communities (and beyond) struggle to make the season a happy one for their household and there is no shortage of opportunities to help this time of year feel more festive.

But as we get closer December 31, this is also the season to think about how you'll maximize your tax benefits next April.

The Christmas season is a perfect time to set up funds or make donations to the Battle River Community Foundation in honour of special people – in memory of family members, in celebration of special occasions or as a Christmas gift for those who have "everything". They'll feel honoured by your thoughtfulness and you'll also receive a tax benefit for your generosity.

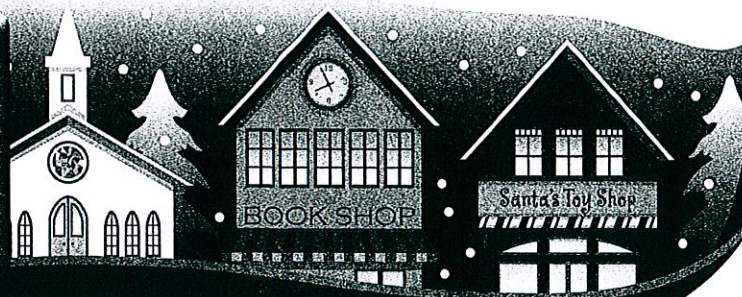
With a gift to the Foundation you can have input into how your donation is used, or, if you'd prefer, you can set up a fund within the Community Fund that will be directed to meet the communities' greatest needs on an annual basis. If your donation is \$10,000 or more, you can even put your name on it.

Start a fund or make a donation before December 31. Talk to your financial advisor or a Board member with the Battle River Community Foundation to get sound advice on the best way for you to give and receive.

In accordance with the Alberta Charitable Fund-raising Act, we are pleased to provide the following information:
"With this newsletter, the BRCF hopes to raise \$5,000 with costs of \$2,000."

Inside This Issue

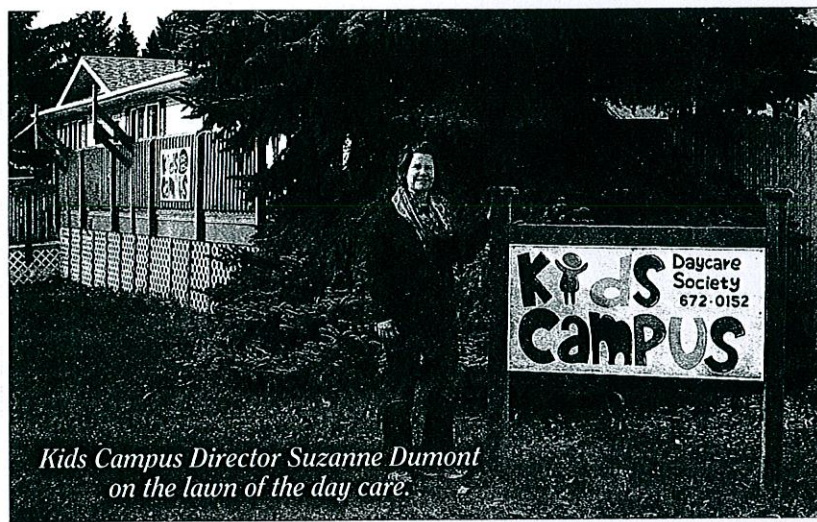
Supporting kids means supporting the futurePage 2
Planning brings peace of mindPage 3
Thank you for your supportPage 4



Supporting kids means supporting the future

Kids Campus Day Care just keeps on growing.

Established in 2009, through Gardner College, partly as a way to ensure practicum placements for students in the institution's Early Childhood Development program, Kids Campus opened its doors with about 30 children.



Kids Campus Director Suzanne Dumont on the lawn of the day care.

Nearly a decade later, the day care has expanded from its initial 3-room operation to include rooms on the building's lower level and even programming in a whole different building located across the alley. There is space dedicated to children of various baby, toddler and pre-school stages, as well as outdoor play areas and a "gym" space available. The day care centre is licensed to provide service to 98 children each day, as well as 53 children after school.

According to Program Director Suzanne Dumont, that growth is an indication that Kids Campus

is providing a service the community needs. "People do have to work," Suzanne explains. "Ensuring quality child care is available supports families to have a stable lifestyle both now and in the future. People in the community want our service to be successful, because it helps them to be successful."

Kids Campus is one of a number of day care facilities across the province, to participate in a pilot project of the Alberta Government in which all day care families can access \$25 a day service. Since starting the pilot last May, Kids Campus has been able to open some additional spaces to support families who require child care in the evening hours and expand the number of staff available, including being able to offer a support worker for children with higher needs.

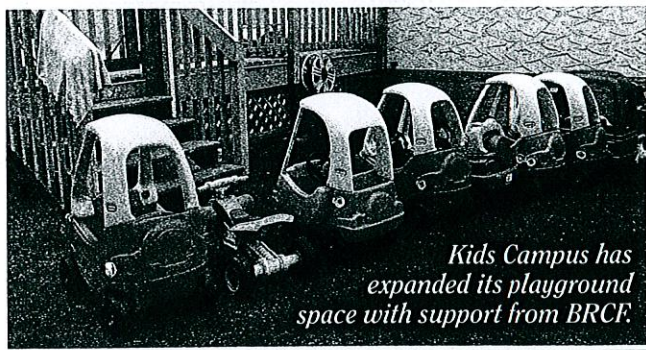
In addition to government support, the day care has benefited from the ongoing assistance of the Battle River Community Foundation.

"We are so lucky to be in a community where this type of grant support is available," says Suzanne. "Over the years, the Foundation has helped

us expand our playgrounds, renovate space to create our gym and even fix our roof."

"We rely on a very tight budget and we work hard to be efficient in our service," she adds. "Staff feel a sense of ownership and pull together as a team. It's so gratifying to us that we also have support from volunteers

and community funders like the Foundation. They help us to support kids and families, which helps everyone have a better future."



Kids Campus has expanded its playground space with support from BRCF.



Planning brings peace of mind

Don Gillespie says he has "had a good life". It's nowhere near over, but Don has provided himself with peace of mind by ensuring that plans are in place for a time he is no longer here.

"I don't want my kids to go through all the hassle of planning things for me," he explains. "I have everything in place. My wife and I did that planning way back when I retired. It's given me and my kids a lot of peace of mind."

Now 90 $\frac{3}{4}$ years old (turning 91 on January 1), Don has many memories of a life well lived.

He grew up in Red Deer and moved around a bit in his early years of working as a lineman for Calgary Power. It was when he relocated to Camrose from a posting in Medicine Hat in 1967, that Don met Lois Christensen and began to figure out a way to call this area home.

Lois, born in 1930, grew up in Camrose as the daughter of a CN yard man. She and Don communicated through Don's work placements in Hay Lakes, then Holden and finally he was back in Camrose permanently. Eventually, Don became a District Manager and moving around was no longer part of his role.

The couple were married in 1952 and, Don says, took a trailer and visited all the places they wanted to go. "We were gone a lot in those first few years," he recalls fondly.

Daughter Patricia was born 61 years ago, followed by Barbara three years later. Lois never worked outside of home, Don explains, in order to be present as a support in meeting Barbara's special needs.

The couple's younger daughter attended the Burgess School until she was 18 and later in her adult years moved into a supportive housing group home in Calgary. Patricia and her three children now live in the

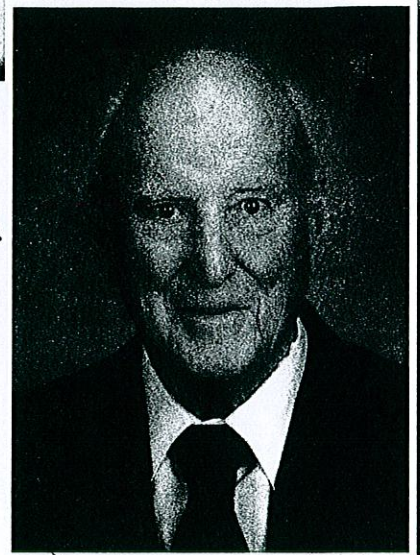
United States, where she is an auditor for an insurance company.

Don served as a member of the Burgess board for 10 years, during a time when an addition was built on the original building. He was also instrumental in construction of the first group home for handicapped people in Camrose that featured a live-in caregiver.

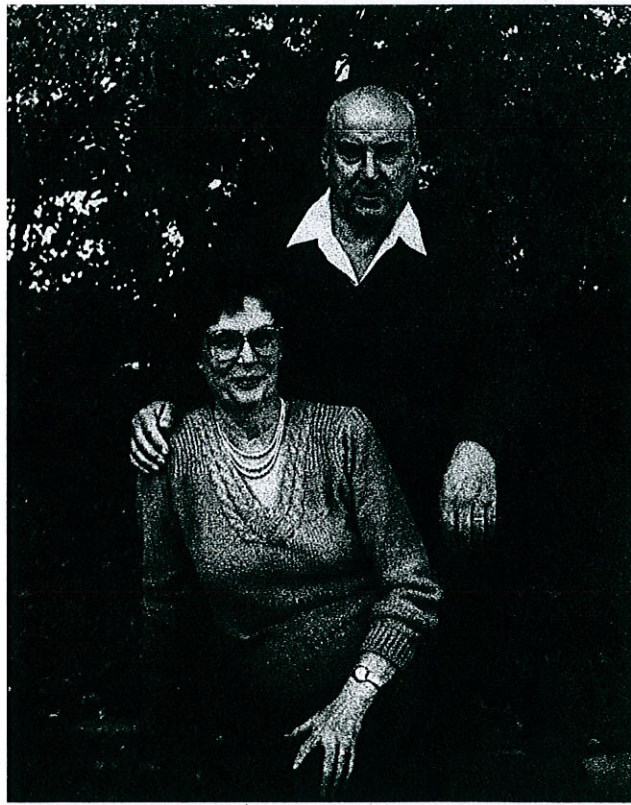
Don is also a supporter of the Open Door, which supports at-risk youth, but he has always had a "soft spot" in his heart for the work of the Camrose Association for Community Living, an organization that has its roots in the Burgess building.

Knowing that his daughters' needs will be met in the future, Don made his first donation to the Battle River Community Foundation, allocated to the CAFCL, at the time Lois passed away in 2016. Now he has set up a fund to benefit people who want to work with the handicapped, and also included a gift to the Foundation in his estate. "The overhead isn't there with a local organization," he explains. "They don't have a 'head honcho' to pay. And I can have some say in who receives donations from the

fund as well. I want it to go to people who will benefit – those who can't afford to get training on their own. I feel the Foundation is able to listen to my wishes as a donor and I like that."



Don Gillespie



Lois and Don Gillespie.



Battle River Community Foundation

TELEPHONE and FAX: 780-679-0449
Box 1122, Camrose, AB T4V 4E7

EMAIL: info@brcf.ca
WEBSITE: www.brcf.ca

BOARD CHAIR
Vivianne Grue, 780-672-9624

VICE CHAIR
David Ofrim, 780-672-3534

SECRETARY
Mike Rodin, 780-679-4463

TREASURER
Imogene Walsh, 780-672-6131

DIRECTORS
Kevin Gurr, 780-672-7701
Jim Hampshire, 780-384-2237
Darryl Schultz, 780-672-7957
Marshall Wideman, 780-678-9049

PAST CHAIR
Blain Fowler, 780-672-3142

AMBASSADORS
Ken Drever, 780-672-4651
Brandon Kroeger, 780-679-2515
Judy Larson, 780-385-3568
James Mayer, 780-672-4491
Karin Naslund, 780-373-2114
By Reesor, 780-672-5709

EXECUTIVE DIRECTOR
Dana Andreassen, 780-679-0449

EXECUTIVE ASSISTANTS
Tom and Melanie Kuntz, 780-672-7096

Thanks for your support!

The Battle River Community Foundation has been fortunate to celebrate two very special east central Alberta couples as Community Builders this year.

Last spring, residents of the Forestburg area honoured Bob and Linda Coutts for the range of ways in which they have been an integral part of the growth and success of that community. From running a local business which contributes to the economy directly and indirectly, through ongoing donations of time and money, to being active board members on projects such as the construction of important services such as swimming pools and community halls – not to mention participating in the clubs and organizations to which their children belonged – and also teaching school, Bob and Linda have spent a lifetime ensuring their town could thrive and grow.

On October 20, Camrose residents celebrated Ken and Shirley

Rostad, another outstanding couple whose history includes countless contributions to the wellbeing of their chosen home. From active careers as an accountant and a lawyer-turned-

politician, to being active members of community organizations who are willing to pitch in and get their hands dirty when needed, Ken and Shirley have also given their time, energy and financial support to making their community a better place.

Both tribute events were full of good food, good humour and the opportunity to raise good donations in support of the work of the Battle River Community Foundation. Between them, the two events increased the Foundation's assets by more than \$80,000.

Proceeds from the Coutts' fund will be used to support the Forestburg

community, while proceeds of the newest Rostad fund will support emerging needs throughout the community.



*Community Builders,
Bob and Linda Coutts*



*Community Builders,
Shirley and Ken Rostad*

Proud sponsor of this issue of Giving Back...



Tim Hortons®

Together With You, Making Good Things Happen.

Thanks to Bob, Linda, Ken and Shirley for their willingness to be put in the spotlight for a worthy cause. And thanks to all of those who attended these two outstanding events, for adding their own unique contributions to the evening.





Battle River Community Foundation

P.O. Box 1122, Camrose, Alberta T4V 4E7

Telephone

780-679-0449

Fax

780-679-0449

e-mail

info@brcf.ca

Website

www.brcf.ca

Board Chairman

Vivianne Grue

780-672-9624

Vice-Chair

David Ofrim

780-672-3534

Secretary

Mike Rodin

780-679-4463

Treasurer

Imogene Walsh

780-672-6131

Past Chair/Director

Blain Fowler

780-672-3142

Directors

Kevin Gurr

780-679-4660

Jim Hampshire

780 384-2237

Darryl Schultz

780-679-7724

Marshall Wideman

780 -672-6778

Past Chair

Ken Drever

780-672-4651

Executive Director

Dana Andreassen

780-679-0449

November 15, 2017

Tracy M Ormsbee, CAO

Village of Bawlf

Box 40

Bawlf, AB T0B 0J0

Dear Tracy,

Thank you for your application for a grant from the Battle River Community Foundation for campground improvements. I am sorry to advise you that we are unable to honour your request at this time.

This year, we received almost 100 applications requesting more than \$600,000 in grants from our Community and Field of Interest Funds. We had about \$200,000 to award so we could not approve every application received.

We appreciate the growing support of the Foundation by donors who establish Funds that allow us to grant income and look forward to having more funds to disburse in future years.

The members of the Board of the Battle River Community Foundation extend their best wishes and thank you for the important work you do in Bawlf for your community.

Yours truly,

Dana Andreassen

Dana Andreassen
Executive Director

RECEIVED

NOV 20 2017

[Signature]



City of Camrose

Administrative Report

To: Committee of the Whole Council

Date: December 4, 2017

From: Director of Engineering – Infrastructure & Planning

Re: Builder Licensing Update

RECOMMENDATION:

THAT this report be received for information.

BACKGROUND:

On December 1/2017, the Province of Alberta implemented a new requirement for residential builders to obtain a Builder's License prior to obtaining a building permit for new home construction and/or substantial renovations. This new requirement came into effect as a result of amendments to the provincial *New Home Buyer Protection Act*. Builder licensing will apply to anyone constructing new homes, including condominiums and large multi-family homes, as well as renovations when a residential construction project required new home warranty coverage.

Some exemptions do apply. For instance, homeowners wishing to build their own home are not required to apply for a Builder's License, but will need to apply to the Province for an "Owner Builder Authorization". Some charitable organizations, such as Habitat for Humanity, are also exempt from builder licensing.

While this is entirely a provincial initiative, there will be implications for the City's Safety Codes work unit. As of December 1st, Safety Codes cannot issue a building permit for a new home construction unless the builder has either a provincial Builder's License or a "Provisional License".

Administration understands that the Province has been in contact with Alberta home builders over the past few months. All inquiries regarding the program are asked to be forwarded to Alberta Municipal Affairs, or can be found online at www.builderlicensing.alberta.ca.

MUNICIPAL DIRECTIVES:

- Safety Codes is now requiring confirmation of either a Builder's License or a "Provisional License" with all new home construction or substantial renovation permits.
- As of May 1/2018, all builders will be required to have a valid Builder's License or an "Owner Builder Authorization" (for homeowners building their own home).

IMPLICATIONS OF RECOMMENDATION:

- None

ATTACHMENTS:

- Memo from Alberta Municipal Affairs to municipalities, dated November 23/2017, re: Builder Licence: Active Building Permit Applications
- Information from Alberta Municipal Affairs website, re: "Builder Licensing – Do I need a Builder Licence", downloaded November 27/2017

SUBMITTED BY:



Jeremy Enarson
Nov 28 2017 3:42 PM

On Sign

Jeremy Enarson, P.Eng.
Director of Engineering – Infrastructure & Planning

Builder Licensing Program
New Home Buyer Protection Office
Alberta Municipal Affairs
16th Floor, Commerce Place
10155 - 102 St. NW, Edmonton, AB T5J 4L4

From: Monte Krueger
Registrar
New Home Buyer Protection Office

To: Chief Administrative Officers

Date: November 23, 2017

Subject: Builder Licence: Active Building Permit Applications

As you are aware, effective December 1, 2017, residential builders in Alberta will be required to have a builder licence to obtain building permits for new homes.

We have received inquiries about the implementation of this regulation regarding when the requirements must be met. Specifically, the question of how to process applications currently in the system has been raised by multiple municipal officials.

A primary goal during the implementation of builder licensing is the avoidance of disruption to any builds currently in process, including any projects currently in the planning phase. To this end, implementation is premised on a "phased" approach, specifically to allow flexibility to avoid backlogs in the system, not create additional work, and to allow a reasonable period for builders to become compliant.

Our understanding is that using the date of permit issuance as the "in force" compliance date for the new regulation will negatively impact a large number of permits currently in the system, and create significant backlogs. This is not a desirable outcome, and does not meet the intent of avoiding disruption to the system.

Municipal Affairs' position is that any building permits applied for before December 1, 2017 should be "grandfathered", and any new permits applied for on December 1, 2017 onwards would require a provisional licence.

Builder licensing is a significant shift for residential construction in Alberta, and Municipal Affairs is committed to working with stakeholders during implementation to ensure that implementation is as seamless as possible. We appreciate your support and comments, and are interested in how to support your work as we implement this program.

If you have any questions, please email builderlicensing@gov.ab.ca, or call the office at 1-866-421-6929. Thank you.

Sincerely,



Monte Krueger
Registrar, New Home Buyer Protection Office

Alberta

Builder Licensing

Do I need a Builder Licence?

*New Home Buyer Protection
Amendment Act, 2017*



Do I need a builder licence?

Beginning December 1, 2017, all residential home builders will be required to have a licence in order to build new homes and obtain new building permits.

Builder licensing applies to the construction of new homes, including condominiums and major renovations that cover more than 75% of a home.

Provisional licence

Experienced builders in good standing who have built at least two new homes in the last two years may qualify for a temporary licence to provide them additional time to submit their application for a full builder licence. A provisional licence is valid until May 1, 2018.

Timelines

December 1, 2017 – Program requirements come into effect. Provisional licence are issued to existing builders in good standing

March 31, 2018 – All builders, including those with a provisional licence are encouraged to submit their licence application before this date

May 1, 2018 – Provisional licences expire. All builders must possess a licence to build new homes in Alberta

Full licence

New builders, or existing builders who do not qualify for a provisional licence, must apply for a full builder licence if they intend to build homes in Alberta after December 1, 2017. Applications can be submitted through the New Home Buyer portal beginning December 1, 2017. The initial licence fee is \$600.

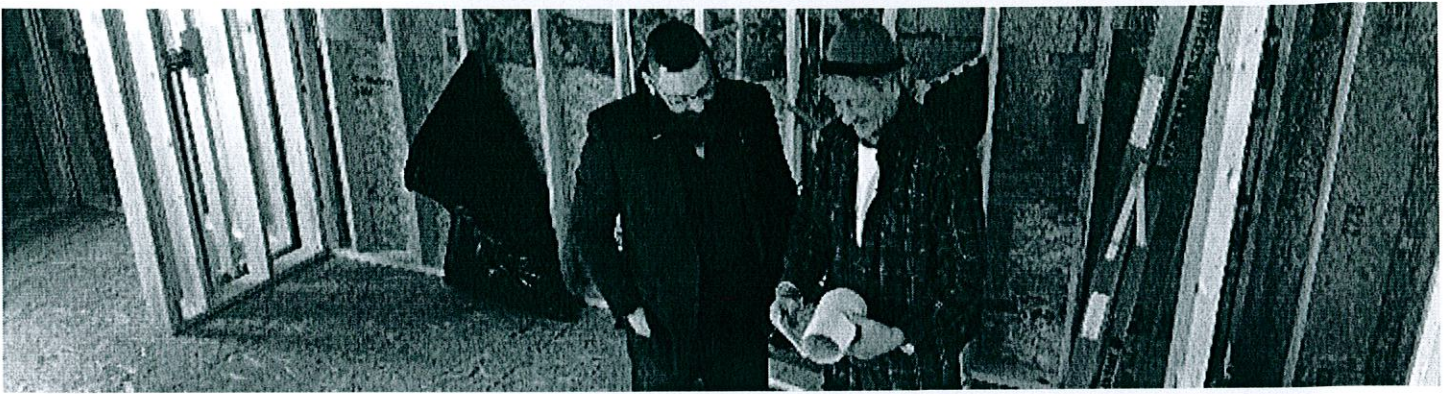
Applying for a builder licence

Builders will need to provide the following in their application:

- Basic business contact information, including contact information for directors
- List of associated building companies
- Proof of acceptance by a warranty provider
- Any history of fraud
- Any undischarged bankruptcies or arrangements under the *Companies' Creditors Arrangement Act* that have not been completed
- Building-related court proceedings
- Compliance record with safety and consumer protection legislation

Owner Builder Authorization

Individuals planning to build their own home must apply to the Registrar for an Owner Builder Authorization. This includes individuals who intend to build a home with warranty. The application fee for an authorization is \$750.



Licence Classes

There are two licence classes: General Contractor and Developer. These classes align with Alberta Building Code requirements.

Licensed Developer

Who is a licensed developer and what do they do?

- An individual or organization involved in constructing large or complex residential buildings that are more than four units, and three-storeys or greater in height
- They build, arrange for or manage the construction of a complex residential building requiring a coordinating registered professional
- The Alberta Building Code requires that complex residential buildings must have a coordinating registered professional who is responsible for the integrity and completeness of design and field review of a project

Licensed General Contractor

Who is a licensed general contractor and what do they do?

- An individual or organization involved in constructing residential buildings that are 1-4 units, and less than three-storeys in height
- The Alberta Building Code does not require involvement of a coordinating registered professional for these buildings
- Can be hired by a licensed developer to construct complex residential buildings

Frequently Asked Questions:

Q. Are there different licence types?

- Yes – builders can apply for either a developer or general contractor

Q. How long is the licence valid?

- One year from the date of issue unless otherwise stated by the Registrar

Q. What are the fees?

- An initial application costs \$600
- Each renewal application costs \$500

Q. How do I apply for a builder licence?

- Through an online application at the New Buyer Registry portal (link)

Q. Do other provinces have builder licensing?

- Yes. Most Canadians already have the benefit and protection of builder licensing. Ontario, Quebec and British Columbia have builder licensing programs in place.

More information:

If you have further questions, please visit www.builderlicensing.alberta.ca, email builderlicensing@gov.ab.ca or call 1-866-421-6929

MINUTES OF THE SHIRLEY MCCLELLAN REGIONAL WATER SERVICES COMMISSION (SMRWSC) REGULAR AND ORGANIZATIONAL COMMITTEE MEETING HELD ON WEDNESDAY, NOVEMBER 8, 2017 COMMENCING AT 7:00 P.M. AT THE COUNTY OF PAINTEARTH OFFICE, , #1 CROWFOOT CROSSING, CASTOR, ALBERTA

PRESENT: Mark Stannard, Town of Coronation (Chairperson)
Dale Kent, Village of Halkirk (Vice Chairperson)
Larry Clarke, County of Stettler (Alternate Executive Board Member)
Doreen Blumhagen, County of Paintearth
Barry Redel, Special Areas
Roger Nichols, Summer Village of Rochon Sands
Lorne Thurston, Summer Village of White Sands
Rod Zinger, Town of Castor
Leonard Thompson, Village of Bawlf
Harry Nibourg, Village of Big Valley
Barry Redel, Village of Consort
Paul McKay, Village of Donalda
Grant Kessler, Village of Veteran

Other: Tim Fox - County of Stettler (SMRWSC Manager)
Randy Chmelnik, County of Stettler Utilities Foreman

ABSENT: James McTavish, Village of Rosalind

CALL TO ORDER

Tim Fox called the meeting to order at 6:30 p.m.

ADOPTION OF AGENDA

52.11.08.17 Moved by Rod Zinger

"that the agenda for the November 8, 2017 Shirley McClellan Regional Water Services Commission Committee be approved as presented."

Carried Unanimously

ORGANIZATIONAL ITEMS

Voting:

53.11.08.17 Moved by Paul McKay

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

Carried Unanimously

Election of Chairperson:

Tim Fox called for nominations of Chairperson.

Rod Zinger nominated Mark Stannard.
Tim Fox called for nominations a second time.
Tim Fox called for nominations a third and final time.

- 54.11.08.17 Moved by Lorne Thurston**
"that the nominations for Chairperson of the Shirley McClellan Regional Water Services Commission Committee cease." Carried Unanimously

- 55.11.08.17 Manager Tim Fox declared**
"Mark Stannard as Chairperson of the Shirley McClellan Regional Water Services Commission Committee."

Mark Stannard took the Chair.

Election of Vice Chairperson:

Mark Stannard called for nominations of Vice Chairperson.
Mark Stannard nominated Dale Kent.
Mark Stannard called for nominations a second time.
Mark Stannard called for nominations a third and final time.

- 56.11.08.17 Moved by Doreen Blumhagen**
"that the nominations for Vice Chairperson of the Shirley McClellan Regional Water Services Commission Committee cease." Carried Unanimously

- 57.11.08.17 Mark Stannard declared**
"that Dale Kent be appointed as Vice Chairperson of the Shirley McClellan Regional Water Services Commission Committee."

Appointing Alternate Executive Board Member:

Mark Stannard called for nominations of Alternate Executive Board Member.
Doreen Blumhagen nominated Larry Clarke.
Mark Stannard called for nominations a second time.
Mark Stannard called for nominations a third and final time.

- 58.11.08.17 Moved by Rod Zinger**
"that the nominations for Alternate Executive Board Member of the Shirley McClellan Regional Water Services Commission Committee cease." Carried Unanimously

- 59.11.08.17 Mark Stannard declared**
"that Larry Clarke be appointed as Alternate Executive Board Member of the Shirley McClellan Regional Water Services Commission Committee."

Signing Authority:

60.11.08.17 Moved by Rod Zinger

"that Shirley McClellan Regional Water Services Commission's Signing Authority be the Chairperson Mark Stannard or Vice Chairperson Dale Kent or Alternate Executive Board Member Larry Clarke with the SMRWSC Manager Tim Fox or SMRWSC Assistant Manager Yvette Cassidy."

Carried Unanimously

Remuneration:

61.11.08.17 Moved by Dale Kent

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

and

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

Carried Unanimously

ADOPTION OF MINUTES

62.11.08.17 Moved by Paul McKay

"that the October 11, 2017 Shirley McClellan Regional Water Services Commission Committee minutes be approved as circulated."

Carried Unanimously

UNFINISHED BUSINESS (None)

NEW BUSINESS

Summer Village of Rochon Sands RE: Water for Life Application Request:

63.11.08.17 Moved by Paul McKay

"that the Shirley McClellan Regional Water Services Commission (SMRWSC) herein makes application for funding under the Alberta 'Water for Life Funding Strategy' for regional line that would extend west from the SMRWSC White Sands Line in the Summer Village of White Sands to the border of the Summer Village of Rochon Sands estimated cost of \$2,200,000.00."

Carried Unanimously

Summer Village of White Sands RE: Truck Fill Tender Award:

64.11.08.17 Moved by Larry Clarke

"that the Shirley McClellan Regional Water Services Commission award the construction contract for the White Sands Truck Fill Station to Klassen

Construction, as per their submission for \$361,000.00 and that administration be authorized to execute the Scope of Agreement." Carried Unanimously

Regional Lines to the Summer Village of White Sands Tender Award:

65.11.08.17

Moved by Doreen Blumhagen

"that the Shirley McClellan Regional Water Services Commission award the construction contract for the Regional Water Line Extension Project for the Summer Village of White Sands to Action Plumbing and Excavating (1998) Ltd., as per their submission for \$687,335.00 and that administration be authorized to execute the Scope of Agreement." Carried Unanimously

CORRESPONDENCE (None)

NEXT MEETING DATE

Next meeting of the Shirley McClellan Regional Water Services Commission Committee will be held on Wednesday, December 13, 2017 at the County of Stettler Administration Office at 6:00 p.m.

ADJOURNMENT

66.11.08.17

Moved by Rod Zinger

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

Chairperson (Mark Stannard)

Manager (Tim Fox)