AGENDA

Regular Meeting of Council of the Village of Bawlf in the Province of Alberta
Wednesday, November 21, 2018 – 7:00 pm
Council Chambers

1. **CALL TO ORDER**

2. **PUBLIC HEARING – BYLAW 636/18 IDP (INTERMUNICIPAL DEVELOPMENT PLAN)**

3. **DELEGATIONS**
   Bill & Brigitte Lenius

4. **GENERAL GOVERNMENT**

   a) Agenda November 21, 2018
      Motion to adopt as presented
   b) Minutes of the Regular Meeting of Council October 17, 2018
      Motion to adopt as presented
   c) Minutes of the Organizational Meeting of Council October 30, 2018
      Motion to adopt as presented
   d) Accounts Payable – October 2018
      Motion to accept as information
   e) Financial Statements – October 2018
      Motion to adopt as presented

5. **NEW BUSINESS**

   a) Bylaw 636/18 - IDP
   b) Pre-Budget Meeting Date & Asset Management Project Review
   c) CDSS 2019 Budget & Funding Approval
   d) Approve 2018 Operating & Capital Budget as Interim 2019
   e) Village Voice Mayor/Council Christmas Greeting
   f) Christmas Light Up Decoration Contest
   g) Winter Fun Day/Ice Sculpture Contest

6. **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

7. CORRESPONDENCE

8. IN CAMERA

9. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF COUNCIL
OF THE VILLAGE OF BAWLF
In the Province of Alberta held on
Wednesday October 17, 2018 at 7:00 pm
In the Bawlf Village Office

PRESENT:
Mayor J. DeMerchant
Deputy Mayor B. Wells
Councillor D. Adams
Councillor L. Thompson
CAO T. M. Ormsbee

1. **CALL TO ORDER**
   Mayor J. DeMerchant called the meeting to order at 7:00 pm.

2. **PUBLIC HEARING**
   The following people were in attendance:
   Bob Blackman

   Mayor J. DeMerchant reviewed Bylaw 638/18.

   One written submission received; petition from eight adjacent neighbors.

   Mayor J. DeMerchant advised Mr. Blackman that the bylaw will be discussed in agenda item h) later on in the Regular Council meeting.

   Mayor J. DeMerchant closed the Public Hearing at 7:06 pm.

3. **GENERAL GOVERNMENT**
   a) *AGENDA*
   Motion 151/18 Moved By Councillor L. Thompson to adopt the agenda for October 17, 2018 as presented. **CARRIED**

   b) *MINUTES OF THE REGULAR MEETING OF COUNCIL SEPTEMBER 19, 2018*
   Motion 152/18 Moved By Deputy Mayor B. Wells to adopt the minutes of the September 19, 2018 Regular Council meeting as presented. **CARRIED**

   c) *ACCOUNTS PAYABLE – SEPTEMBER 2018*
   Motion 153/18 Moved By Mayor J. DeMerchant to accept the Accounts Payable register for September 2018, General Cheques 20180424-20180441, 20180446-20180451 and Payroll Cheques 20180417-20180423, 20180442-20180445, 20180452 as information.
   CARRIED

d) *FINANCIAL STATEMENTS – SEPTEMBER 2018*

Motion 154/18 Moved By Deputy Mayor B. Wells to adopt the September 2018 financial statements as presented. **CARRIED**

4. NEW BUSINESS

a) *BYLAW NO. 636/18 - IDP*

Motion 155/18 Moved By Mayor J. DeMerchant to rescind motion 139/18 where first reading was approved in error and to approve the first reading of Bylaw No. 636/18, IDP. **CARRIED**

b) *DRAFT 2019 FIRE DEPARTMENT BUDGET*

Motion 156/18 Moved By Mayor J. DeMerchant to approve the Draft 2019 Fire Department Budget for submission to Camrose County prior to November 1, 2018. **CARRIED**

c) *FUTURE STATUS OF REMAINING A MEMBER OF THE SMRWSC*

Motion 157/18 Moved By Councillor L. Thompson to direct Administration to send a letter to the SMRWSC declaring that the Village has not received any information as requested over the past months by Councillor L. Thompson and to advise that the Village no longer feels it is feasible to remain a member of the SMRWSC and will not be expensing or paying out any future debenture payments. **CARRIED**

d) *ORGANIZATIONAL MEETING DATE*

Motion 158/18 Moved By Councillor L. Thompson to approve holding the annual Organizational Meeting on Tuesday October 30, 2018 at 6:30pm. **CARRIED**

e) *ACCOUNTS RECEIVABLE CREDIT*

Motion 159/18 Moved By Mayor J. DeMerchant that the Village will not be issuing a credit to the homeowner in regards to the emergency cc shut off and will advise the Ombudsman's office of this decision. The Village will continue to assist the Ombudsman's office with any further inquiries or direction they may have. **CARRIED**

f) *FORTIS ALBERTA FRANCHISE FEE*

Motion 160/18 Moved By Mayor J. DeMerchant that the Village will not be increasing the Fortis Franchise fees for 2019. **CARRIED**

g) *2019 PARKLAND REGIONAL LIBRARY BUDGET APPROVAL*

Motion 161/18 Moved By Councillor L. Thompson to approve the 2019 Parkland Regional Library budget. **CARRIED**

h) *BYLAW 638/18 LAND REDISTRICTING AMENDMENT-LOT 20, BLOCK 8, PLAN LVII*

Motion 162/18 Moved By Mayor J. DeMerchant that the redistricting application will not be approved at this time without definitive sale of said lot and future plans.

CARRIED

5. STANDING REPORTS

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

Motion 163/18 Moved By Councillor L. Thompson to accept the Standing Reports for the month of October as information. **CARRIED**

6. CORRESPONDENCE

7. IN CAMERA

8. ADJOURNMENT

Being that the agenda matters have been concluded, the meeting was adjourned at 7:56 pm.

_____	_____
MAYOR J. DEMERCHANT	CAO – TRACY M. ORMSBEE
_____	_____
DATE	DATE

MINUTES OF THE ORGANIZATIONAL MEETING OF THE COUNCIL FOR THE VILLAGE OF BAWLF
in the Province of Alberta held on
Tuesday October 30, 2018 – 6:30 p.m.
Village of Bawlf Council Chambers

PRESENT:
Mayor J. DeMerchant
Deputy Mayor B. Wells
Councillor D. Adams
Councillor L. Thompson
CAO, T.M. Ormsbee
Commission for Oaths, T. Bergquist

1. CALL TO ORDER

CAO T. M. Ormsbee called the meeting to order at 6:35 pm.

2. ADOPTION OF THE AGENDA

Motion 164/18 Moved By Mayor J. DeMerchant to accept the Agenda as presented.

CARRIED

3. OATH OF OFFICE

Francis Gartner was sworn in as Councillor by Commissioner for Oaths T. Bergquist.

All Council members read and signed Bylaw 585/13, Appendix "A", Policy No. 21, Council Code of Conduct and Values.

4. NOMINATIONS FOR MAYOR

Councillor L. Thompson nominated J. DeMerchant for Mayor.
J. DeMerchant accepted the nomination.
The CAO called for further nominations. No more nominations were brought forward.

5. NOMINATIONS FOR DEPUTY MAYOR

Councillor F. Gartner nominated B. Wells for Deputy Mayor.
Councillor B. Wells accepted the nomination.
The CAO called for further nominations. No further nominations were brought forward.

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

6. MEETINGS

Motion 165/18 Moved By Councillor L. Thompson that Council meetings will remain being held on the third Wednesday of each month at 7:00 pm.

CARRIED

7. REMUNERATION

Motion 166/18: Moved By Councillor D. Adams to accept the current in place Policy # 25, Council Remuneration Policy, which stipulates the following:

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

Additional Meetings (0-29 minutes in length)– all Council Members at $40 per meeting (within the Village);
Additional Meetings (30 minutes plus in length)– all Council Members at $80 per meeting (within the Village as well as out-of-town meetings).

Mileage - $0.55/km.
Meals - $17/meal up to a maximum of $51/day

CARRIED

8. SIGNING AUTHORITY

Will remain being Mayor J. DeMerchant and Deputy Mayor both having signing authority.

9. BOARD REPRESENTATIVES

MOTION 167/18: MOVED BY Deputy Mayor B. Wells that Bawlf Council accept the Boards and Committee appointments as follows:

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

Committee and Board Representative Responsibilities: Attend all meetings if possible.

- Act as the communication liaison between the committee or board and the Village Council

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

CARRIED

Council did a roundtable to discuss if there were any areas of Council meetings that could be improved or added to. It was noted that they should be more structured but were improving with the ongoing learning and knowledge of newer Council members. It was also discussed that it would be a good idea to attend other municipality Council meetings to observe how they are structured. A collaborated Council meeting between Bawlf and Rosalind was thought to be a good idea in keeping the communication open between our communities.

10. ADJOURNMENT:

Being that the agenda matters have been concluded, the meeting was adjourned at 6:57 pm.

These minutes were approved at the Regular Meeting of Council held *November 21, 2018*.

MAYOR J.DEMERCHANT	CAO T.M. ORMSBEE
DATE	DATE

VILLAGE OF BAWLF

Cheque Listing For Council

2018-Nov-14
2:17:14PM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20180461	2018-10-05	AMSC INSURANCE SERVICES LTD.		PAYMENT		405.13
			OCT 2018	OCTOBER BENEFITS	405.13	
20180462	2018-10-05	BOBCAT OF CAMROSE & RAY'S TRAILER SALES		PAYMENT		249.56
			191814	B-CAT FILTER/OIL	249.56	
20180463	2018-10-05	BO'S WELDING LTD.		PAYMENT		94.50
			275505	BOX GRADER REPAIR	94.50	
20180464	2018-10-05	CAMROSE & DISTRICT VICTIM SERVICES		PAYMENT		1,000.00
			SEPT 2018	DONATION	1,000.00	
20180465	2018-10-05	CAMROSE BOOSTER		PAYMENT		311.05
			SEPT 27 2018	2 NOMINATION DAY ADS/1 PROP	311.05	
20180466	2018-10-05	CAMROSE COUNTY		PAYMENT		1,309.14
			20181367	PW DUST CONTROL	1,309.14	
20180467	2018-10-05	CAMROSE DYNAMIC		PAYMENT		27.67
			36682	CHAINSAW CHAIN	27.67	
20180468	2018-10-05	CAMROSE MACHINE & WELDING		PAYMENT		741.62
			W014390	BULLARD PIPE/PIPE CAP/LABOR	741.62	
20180469	2018-10-05	D-BAR TRANSPORT		PAYMENT		1,260.00
			500	GRAVEL-PATCHING AND JAMIES	1,260.00	
20180470	2018-10-05	ELECTRO TEL		PAYMENT		433.94
			129434	TOSHIBA BASE -COLOUR	252.00	
			129435	TOSHIBA- METER USAGE	24.44	
			149432	TOSHIBA BASE- BL/WHITE	157.50	
20180471	2018-10-05	EXILE AUTOMATION CORP.		PAYMENT		988.31
			8163	PLC WORK AT WATER PLANT	988.31	
20180472	2018-10-05	GOVERNMENT OF ALBERTA		PAYMENT		10.75
			DIP	DIP REQUISITION	10.75	
20180473	2018-10-05	IRON CREEK TRUCK & TRAILER LTD		PAYMENT		1,838.75
			11414	1991 FORD REPAIR/MAINT	1,196.19	
			11419	FIRE TRUCK MAINTENANCE	642.56	
20180474	2018-10-05	MUNIWARE		PAYMENT		105.00
			20181212	ON LINE TRAINING	105.00	
20180475	2018-10-05	PARKLAND REGIONAL LIBRARY		PAYMENT		899.49
			180036	4TH QUARTER PAYMENT	899.49	
20180476	2018-10-05	RECEIVER GENERAL		PAYMENT		3,849.31
			SEPT 2018	PAYROLL REMITTANCE	3,849.31	
20180477	2018-10-05	SKAGGS, BILLY		PAYMENT		250.00
			PPE SEPT30	P/T LABOUR	250.00	
20180478	2018-10-05	SMYL, ERIN		PAYMENT		200.00
			OCT 2018	PETTY CASH	200.00	
20180479	2018-10-05	THOMPSON, LEONARD R		PAYMENT		161.30
			SEPT	MILEAGE	161.30	
20180480	2018-10-05	TIER 3 I.T. SOLUTIONS		PAYMENT		293.42
			43098	SERVICE ON SERVER	293.42	
20180481	2018-10-05	TOWN OF BASHAW		PAYMENT		373.75
			2018-08	FLUCH TRUCK AND FUEL	373.75	
20180484	2018-10-15	BUTTNER, SHANE & DAWN		PAYMENT		94.61
			201810151	CREDIT BALANCE PAID	94.61	
20180488	2018-10-17	AMSC INSURANCE SERVICES LTD.		PAYMENT		3,011.83
			18-1025915	POWER SEPT	3,011.83	
20180489	2018-10-17	ANKERTON GAS CO-OP		PAYMENT		397.21
			1334059	PUMP HOUSE SEPT GAS	38.84	
			1334428	SEPT 2018 FD	91.22	
			1334531	LIFT GAS SEPT	79.88	
			1334547	WATER HOUSE SEPT GAS	80.85	
			1334550	SEPT LIDDLE	29.40	
			1334552	SEPT GAS OFFICE	77.02	

VILLAGE OF BAWLF

Cheque Listing For Council

2018-Nov-14
2:17:13PM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20180490	2018-10-17	EPCOR		PAYMENT		30.70
			OCT 19	SEPT 18 LIDDLE	30.70	
20180491	2018-10-17	TELUS COMMUNICATIONS INC.		PAYMENT		728.95
			OCT 2018	OCT 2018	112.91	
			OCTOBER PHO	OCTOBER PHONES	616.04	
20180492	2018-10-17	UFA		PAYMENT		465.59
			111614964	PW FUEL	272.75	
			201085413	OIL FOR GRASSHOPPERS	62.97	
			300808033	ANT KILL/SHOP SUPP/MOUSE TF	42.79	
			300810431	ANTIFREEZE PARKS/BUTYL WEL	87.08	
20180494	2018-10-25	A-1 SUPPLY		PAYMENT		84.97
			25-086108	FITTING FOR HYDRANT-BLOWOI	66.71	
			25-087399	BOLTS FOR GRADER ATTACHME	18.26	
20180495	2018-10-25	ALBERTA TRAFFIC SUPPLY		PAYMENT		443.76
			1120-50014662	SIGNS FOR TRUCK ROUTE	443.76	
20180496	2018-10-25	BOBCAT OF CAMROSE & RAY'S TRAILER SALES		PAYMENT		224.64
			192093	HYDRAULIC FILTER FOR BOBCA	47.10	
			192272	SKIDSTEER/SNOWB	177.54	
20180497	2018-10-25	CAMROSE COUNTY		PAYMENT		1,097.25
			20181468	PATROLS	1,097.25	
20180498	2018-10-25	COUNTY ENVIRO PICKUP		PAYMENT		2,590.20
			8456	GARBAGE SERVICE FOR MONTH	2,590.20	
20180499	2018-10-25	DAYSLAND DRAINAGE DISTRICT #4		PAYMENT		1,497.25
			2018-004	SEWER OUTLETS ETC	1,497.25	
20180500	2018-10-25	D-BAR TRANSPORT		PAYMENT		1,260.00
			511	GRAVEL FOR TOWN AND ALLEYS	1,260.00	
20180501	2018-10-25	EMTECH ENERGY LTD		PAYMENT		690.90
			1016	TROUBLE SHOOT BACK UP POW	690.90	
20180502	2018-10-25	HACH SALES & SERVICES CANADA		PAYMENT		231.00
			178086	CALIBRATION FOR WATER PLAN	231.00	
20180503	2018-10-25	KAPLER'S HARDWARE LTD.		PAYMENT		96.57
			33305	OFFICE BALLAST AND BULBS	96.57	
20180504	2018-10-25	MUNIWARE		PAYMENT		440.13
			20181323	SUPPORT	335.13	
			20181349	NEW EMPLOYEE TRAINING	105.00	
20180505	2018-10-25	STAGGS, BILLY		PAYMENT		390.00
			PP END OCT 1	PW P/T STAFF WAGES	390.00	

Total 28,578.25

*** End of Report ***

VILLAGE OF BAWLF

Cheque Listing For Council

2018-Nov-14
2:17:30PM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20180453	2018-10-01					438.45
20180454	2018-10-01					270.00
20180455	2018-10-01					110.00
20180456	2018-10-01					114.85
20180457	2018-10-01					150.00
20180458	2018-10-01					110.00
20180459	2018-10-01					1,909.68
20180460	2018-10-01					919.80
20180482	2018-10-09					2,681.58
20180485	2018-10-16					193.70
20180486	2018-10-16					1,861.01
20180487	2018-10-16					1,068.32
20180493	2018-10-23					2,681.58

Total 12,508.97

*** End of Report ***

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	October 2018 Actual	2018 Budget Remaining $	October 2018 Budget
TAX REVENUE				
1-00-110	TAXES - RESIDENTIAL	0.00	343,815.77	0.00
1-00-111	TAXES - RESIDENTIAL VACANT	0.00	0.00	0.00
1-00-112	TAXES - COMMERCIAL	0.00	35,997.26	0.00
1-00-113	TAXES - COMMERCIAL VACANT	0.00	0.00	0.00
1-00-114	TAXES - INDUSTRIAL	0.00	0.00	0.00
1-00-115	TAXES - AGRICULTURE	0.00	0.00	0.00
1-00-116	GRANTS IN LIEU	0.00	0.00	0.00
1-00-120	ASFF SCHOOL REQUISITION	0.00	0.00	0.00
1-00-190	TAXES - LINEAR	0.00	3,888.70	0.00
1-00-240	GRANTS IN LIEU	0.00	0.00	0.00
1-00-510	PENALTIES & COSTS ON TAXES	0.00	12,156.94	0.00
2-23-275	INSURANCE -VEHICLES	0.00	0.00	0.00
*	**TOTAL TAX REVENUE**	**0.00**	**395,858.67**	**0.00**
INVESTMENT REVENUE				
1-00-550	RETURN ON INVESTMENTS	(17.79)	132.13	0.00
*	**TOTAL INVESTMENT REVENUE**	**(17.79)**	**132.13**	**0.00**
GENERAL REVENUE				
1-12-410	SALE OF SERVICES	(200.74)	2,076.08	0.00
1-12-590	INSURANCE RECOVERY	0.00	0.00	0.00
1-12-595	LIBRARY BOARD UTILITY RECOVERY	0.00	0.00	0.00
1-12-741	MISCELLANEIOUS FEES	0.00	0.00	0.00
*	**TOTAL GENERAL REVENUE**	**(200.74)**	**2,076.08**	**0.00**
GRANTS				
1-12-730	FEDERAL UNCONDITIONAL GRANTS	0.00	0.00	0.00
1-12-740	PROVINCIAL UNCONDITIONAL GRANTS	0.00	0.00	0.00
1-12-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00
1-12-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00
1-12-850	COUNTY CONDITIONAL GRANTS	0.00	0.00	0.00
*	**TOTAL GRANTS**	**0.00**	**0.00**	**0.00**
FIRE REVENUE				
1-23-110	SPECIAL TAX - FIRE	0.00	0.00	0.00
1-23-410	FIRE FIGHTING FEES CHARGED	0.00	0.00	0.00
1-23-411	MOTOR VEHICLE ACCIDENT FEES CHARGED	0.00	0.00	0.00
1-23-412	MUTUAL AIDE PROVIDED	0.00	0.00	0.00
1-23-430	FIRE EXPENSES RECOVERED	0.00	7,240.00	0.00
1-23-530	FIRE EXPENSES RECOVERED	0.00	0.00	0.00
1-23-570	FIRE DEPARTMENT DONATIONS	0.00	0.00	0.00
1-23-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00
1-23-850	COUNTY GRANT - SHARED SERVICE	0.00	19,406.25	0.00
1-23-851	FIRE TRAINING - SHARED	0.00	1,000.00	0.00
1-23-852	PAGER MAINTENANCE - SHARED	0.00	500.00	0.00
1-23-853	FIREFIGHTER INSURANCE - SHARED	0.00	0.00	0.00
1-23-854	PROTECTIVE EQUIPMENT - SHARED	0.00	0.00	0.00

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	October 2018 Actual	2018 Budget Remaining $	October 2018 Budget
1-23-855	COUNTY OWNED TRUCK	0.00	0.00	0.00
1-23-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00
1-23-921	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00
1-23-940	TRANSFER FROM CAPITAL RESERVES	0.00	0.00	0.00
*	**TOTAL FIRE REVENUE**	**0.00**	**28,146.25**	**0.00**
	BYLAW REVENUE			
1-26-525	DOG LICENSES	0.00	2,580.00	0.00
1-26-530	BYLAW FINES	(149.00)	447.00	0.00
1-26-845	PROVINCIAL GRANT OPERATING	0.00	0.00	0.00
*	**TOTAL BYLAW REVENUE**	**(149.00)**	**3,027.00**	**0.00**
	ROADS & STREETS			
1-32-110	SPECIAL TAX - STREET IMPROVEMENT	0.00	0.00	0.00
1-32-410	SALE OF GOODS & SERVICES	0.00	0.00	0.00
1-32-590	FRANCHISE FEES FORTIS	(982.03)	10,626.69	0.00
1-32-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00
1-32-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00
1-32-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00
1-37-840	PROVINCIAL CAPITAL GRANT	0.00	0.00	0.00
*	**TOTAL ROADS & STREETS**	**(982.03)**	**10,626.69**	**0.00**
	WATER REVENUE			
1-41-410	MONTHLY WATER FEES	(6,657.34)	65,811.50	0.00
1-41-412	BULK WATER SALES	0.00	0.00	0.00
1-41-511	WATER PENALTIES	(95.99)	1,310.49	0.00
1-41-845	PROVINCIAL GRANT - OPERATING	0.00	0.00	0.00
1-41-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00
*	**TOTAL WATER REVENUE**	**(6,753.33)**	**67,121.99**	**0.00**
	SEWER REVENUE			
1-42-410	MONTHLY SEWER FEES	(5,997.14)	59,274.80	0.00
1-42-511	SEWER PENALTIES	0.00	0.00	0.00
1-42-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00
1-42-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00
1-42-920	TRANSFER FROM OPERATING RESERVES	0.00	0.00	0.00
*	**TOTAL SEWER REVENUE**	**(5,997.14)**	**59,274.80**	**0.00**
	WASTE MANAGEMENT REVENUE			
1-43-410	MONTHLY GARBAGE FEES	(2,232.80)	22,012.80	0.00
1-43-845	PROVINCIAL GRANT - OPERATING	0.00	0.00	0.00
1-43-412	MONTHLY RECYCLING FEES	0.00	0.00	0.00
*	**TOTAL WASTE MANAGEMENT REVENUE**	**(2,232.80)**	**22,012.80**	**0.00**
	CAMROSE & DISTRICT SUPPORT SER			
1-51-590	REVENUE - OWN SOURCES	0.00	0.00	0.00
1-51-840	PROVINCIAL CONDITIONAL GRANT	0.00	0.00	0.00
*	**TOTAL CAMROSE & DISTRICT SUPPO**	**0.00**	**0.00**	**0.00**

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	October 2018 Actual	2018 Budget Remaining $	October 2018 Budget
CEMETERY REVEUE				
1-56-410	SALE OF CEMETERY PLOTS	0.00	0.00	0.00
1-56-570	CEMETERY DONATIONS	0.00	1,050.00	0.00
1-56-571	CEMETERY MAINTENANCE REVENUE	0.00	0.00	0.00
*	**TOTAL CEMETERY REVEUE**	**0.00**	**1,050.00**	**0.00**
DEVELOPMENT REVENUE				
1-61-410	DEVELOPMENT PERMITS & CHARGES	(100.00)	1,160.00	0.00
*	**TOTAL DEVELOPMENT REVENUE**	**(100.00)**	**1,160.00**	**0.00**
LAND SALES				
1-66-410	LAND SALES	(16,000.00)	34,030.00	0.00
*	**TOTAL LAND SALES**	**(16,000.00)**	**34,030.00**	**0.00**
PARKS & RECREATION REVENUE				
1-72-110	SPECIAL TAX - RECREATION & PARKS	0.00	0.00	0.00
1-72-410	SALE OF SERVICES - FEES & CHARGES	0.00	0.00	0.00
1-72-560	PARK & CAMPGROUND RENTALS	0.00	4,170.86	0.00
1-72-570	PARK DONATIONS	0.00	0.00	0.00
1-72-590	INSURANCE RECOVERY	0.00	0.00	0.00
1-72-595	REC. BOARD UTILITIES RECOVERY	0.00	0.00	0.00
1-72-830	FEDERAL CONDITIONAL GRANTS	0.00	0.00	0.00
1-72-840	PROVINCIAL CONDITIONAL GRANTS	0.00	0.00	0.00
1-72-850	COUNTY CONDITIONAL GRANTS	0.00	0.00	0.00
*	**TOTAL PARKS & RECREATION REVEN**	**0.00**	**4,170.86**	**0.00**
CULTURE REVENUE				
1-74-560	HALL RENTALS	(1,050.00)	8,975.00	0.00
1-74-570	HALL DONATIONS	0.00	0.00	0.00
1-74-590	INSURANCE RECOVERY	0.00	0.00	0.00
1-74-593	SPECIAL EVENT REVENUES	0.00	0.00	0.00
*	**TOTAL CULTURE REVENUE**	**(1,050.00)**	**8,975.00**	**0.00**
RESERVE TRANSFERS				
1-97-920	TRANSFER FROM RESERVES	0.00	0.00	0.00
*	**TOTAL RESERVE TRANSFERS**	**0.00**	**0.00**	**0.00**
**	**TOTAL REVENUE**	**(33,482.83)**	**637,662.27**	**0.00**
COUNCIL EXPENSES				
2-11-130	COUNCIL - PAYROLL DEDUCTIONS	0.00	0.00	0.00
2-11-150	COUNCIL REMUNERATION	640.00	(7,480.00)	0.00
2-11-211	COUNCIL TRAVEL & SUBSISTENCE	161.30	(409.78)	0.00
2-11-214	COUNCIL PROFESSIONAL DEVT	0.00	(400.00)	0.00
*	**TOTAL COUNCIL EXPENSES**	**801.30**	**(8,289.78)**	**0.00**
ADMINISTRATION EXPENSE				

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	October 2018 Actual	2018 Budget Remaining $	October 2018 Budget
2-12-110	ADMINISTRATION - SALARIES	10,172.92	(95,235.00)	0.00
2-12-130	ADMINISTRATION - PAYROLL DEDUCTIONS	284.57	(6,367.86)	0.00
2-12-131	EMPLOYEE BENEFITS	479.32	(7,719.59)	0.00
2-12-211	TRAVEL & SUBSISTENCE	0.00	(382.57)	0.00
2-12-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	(1,415.81)	0.00
2-12-600	BAD DEBTS	0.00	0.00	0.00
*	**TOTAL ADMINISTRATION EXPENSE**	**10,936.81**	**(111,120.83)**	**0.00**
	OFFICE OPERATIONS			
2-12-215	FREIGHT & POSTAGE	34.48	(778.04)	0.00
2-12-217	TELEPHONE/INTERNET	504.06	(5,381.44)	0.00
2-12-220	ADVERTIZING & PRINTING	83.72	(727.72)	0.00
2-12-225	VILLAGE PROMOTIONS	0.00	(1,078.35)	0.00
2-12-230	PROFESSIONAL & CONSULTING SERVICES	0.00	0.00	0.00
2-12-231	AUDITING SERVICES	0.00	8,000.00	0.00
2-12-232	ASSESSMENT SERVICES	0.00	(2,203.50)	0.00
2-12-233	ASSESSMENT REVIEW BOARD	0.00	(1,154.37)	0.00
2-12-234	LEGAL SERVICES	0.00	(1,337.78)	0.00
2-12-237	COMPUTER SOFTWARE	0.00	(2,094.09)	0.00
2-12-250	OFFICE REPAIRS & MAINTENANCE	91.97	(2,045.41)	0.00
2-12-253	TECHNICAL SUPPORT	798.62	(4,141.51)	0.00
2-12-258	OFFICE JANITORIAL CONTRACT	0.00	0.00	0.00
2-12-274	INSURANCE	0.00	(12,831.43)	0.00
2-12-341	LAND TITLES SERVICES	0.00	(100.00)	0.00
2-12-510	OFFICE SUPPLIES	671.99	(2,551.43)	0.00
2-12-511	MISCELLANEOUS	0.00	(201.30)	0.00
2-12-519	OTHER SERVICES	0.00	0.00	0.00
2-12-540	UTILITIES - GAS	85.73	(635.89)	0.00
2-19-150	ELECTION FEES	0.00	(100.00)	0.00
*	**TOTAL OFFICE OPERATIONS**	**2,270.57**	**(29,362.26)**	**0.00**
	ADMIN-CAPITAL			
2-12-762	CAPITAL PURCHASES	0.00	0.00	0.00
2-12-790	ADMINISTRATION-AMORTIZATION	0.00	0.00	0.00
*	**TOTAL ADMIN-CAPITAL**	**0.00**	**0.00**	**0.00**
	REQUISITIONS			
2-13-750	REQUISITION - SCHOOL	0.00	(66,553.17)	0.00
2-13-759	DAVE KNIPE MEMORIAL LIBRARY	0.00	0.00	0.00
*	**TOTAL REQUISITIONS**	**0.00**	**(66,553.17)**	**0.00**
	FIRE EXPENSES			
2-23-148	IN-SERVICE TRAINING	0.00	(354.75)	0.00
2-23-159	HONORARIUMS - ANNUAL & HOURLY	0.00	0.00	0.00
2-23-211	TRAVEL & SUBSISTENCE	0.00	0.00	0.00
2-23-214	MEMBERSHIPS & PROFESSIONAL DEVT	0.00	0.00	0.00
2-23-215	FREIGHT & POSTAGE	0.00	(245.20)	0.00
2-23-217	TELEPHONE	167.48	(1,629.80)	0.00
2-23-220	ADVERTIZING & PRINTING	0.00	(126.00)	0.00
2-23-225	PUBLIC RELATIONS & PROMOTIONS	0.00	(914.06)	0.00

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	October 2018 Actual	2018 Budget Remaining $	October 2018 Budget
2-23-250	FIREHALL REPAIRS & MAINTENANCE	0.00	(2,569.84)	0.00
2-23-251	VILLAGE TRUCK REPAIRS	1,751.19	(1,751.19)	0.00
2-23-252	COUNTY TRUCK REPAIRS	0.00	(757.23)	0.00
2-23-253	COMMUNICATIONS REPAIRS & MAINTENANCE	0.00	0.00	0.00
2-23-254	PROTECTIVE EQUIPMENT & REPAIRS	0.00	0.00	0.00
2-23-270	CONTRACTED SERVICES	0.00	(1,562.00)	0.00
2-23-274	INSURANCE-FF'S, BUILDINGS	0.00	(3,963.72)	0.00
2-23-510	GOODS & SUPPLIES	0.00	627.93	0.00
2-23-511	MISCELLANEOUS	0.00	0.00	0.00
2-23-512	SMALL EQUIPMENT PURCHASES	0.00	0.00	0.00
2-23-521	FUEL & LUBE	0.00	(530.00)	0.00
2-23-540	FIRE HALL GAS	47.30	(844.04)	0.00
2-23-541	FIRE HALL POWER	81.99	(888.44)	0.00
2-23-750	DISPATCH AGREEMENT	0.00	0.00	0.00
2-23-751	MUTUAL AIDE RESPONSE CHARGES	0.00	0.00	0.00
2-23-920	TRANFER TO RESERVES	0.00	0.00	0.00
2-00-910	GAIN/LOSS ON DISPOSAL OF ASSETS	0.00	0.00	0.00
*	**TOTAL FIRE EXPENSES**	**2,047.96**	**(15,508.34)**	**0.00**
	BYLAW ENFORCEMENT			
2-26-270	BYLAW ENFORCEMENT OFFICER	1,045.00	(8,835.00)	0.00
2-26-234	LEGAL SERVICES	0.00	0.00	0.00
2-26-510	BYLAW SUPPLIES	0.00	0.00	0.00
*	**TOTAL BYLAW ENFORCEMENT**	**1,045.00**	**(8,835.00)**	**0.00**
	FIRE - CAPITAL			
2-23-762	CAPITAL PURCHASES	0.00	0.00	0.00
2-23-790	FIRE - AMORTIZATION	0.00	0.00	0.00
*	**TOTAL FIRE - CAPITAL**	**0.00**	**0.00**	**0.00**

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	October 2018 Actual	2018 Budget Remaining $	October 2018 Budget
PUBLIC WORKS SALARIES & WAGES				
2-32-110	PW - SALARIES	3,204.40	(47,098.96)	0.00
2-32-130	PW - PAYROLL DEDUCTIONS	195.94	(3,363.49)	0.00
2-32-131	EMPLOYEE BENEFITS	51.69	(5,054.60)	0.00
*	**TOTAL PUBLIC WORKS SALARIES &**	**3,452.03**	**(55,517.05)**	**0.00**
PUBLIC WORKS OPERATIONS				
2-32-217	TELEPHONE	86.24	(857.70)	0.00
2-32-230	PROFESSIONAL CONSULTING	0.00	(20,255.40)	0.00
2-32-250	ROADWAY REPAIRS & MAINTENANCE	3,646.80	(113,643.66)	0.00
2-32-270	CONTRACTED SERVICES	0.00	(11.25)	0.00
2-32-274	INSURANCE	0.00	(2,001.82)	0.00
2-32-510	GOODS & SUPPLIES	652.80	(3,108.22)	0.00
2-32-511	MISCELLANEOUS GENERAL SERVICES	0.00	0.00	0.00
2-32-521	FUEL & LUBE	289.74	(6,176.26)	0.00
2-32-540	UTILITIES - STREET LIGHTS	1,194.44	(10,607.67)	0.00
2-32-762	CAPITAL	0.00	0.00	0.00
2-32-790	PUBLIC WORKS AMORTIZATION	0.00	0.00	0.00
*	**TOTAL PUBLIC WORKS OPERATIONS**	**5,870.02**	**(156,661.98)**	**0.00**
DRAINAGE				
2-37-250	DRAINAGE - REPAIRS & MAINTENANCE	706.30	(6,447.88)	0.00
2-37-230	PROFESSIONAL & CONSULTING SERVICES	0.00	0.00	0.00
2-37-750	REQUISITION - DRAINAGE	1,497.25	(1,497.25)	0.00
*	**TOTAL DRAINAGE**	**2,203.55**	**(7,945.13)**	**0.00**
WATER OPERATIONS				
2-41-110	SALARIES & WAGES - WATER	952.25	(12,518.11)	0.00
2-41-130	CPP, EI CONTRIBUTIONS - WATER	89.96	(1,122.69)	0.00
2-41-211	TRAVEL & SUBSISTENCE - WATER	0.00	0.00	0.00
2-41-214	MEMBERSHIPS & PROFESSIONAL DEVT	201.07	(201.07)	0.00
2-41-217	TELEPHONE	160.94	(1,568.16)	0.00
2-41-224	MUNICIPAL MEMBERSHIP	0.00	0.00	0.00
2-41-230	PROFESSIONAL & CONSULTING SERVICES	0.00	(2,478.25)	0.00
2-41-240	CUSTOMER BILLING	0.00	(506.15)	0.00
2-41-250	REPAIRS & MAINTENANCE	684.48	(19,912.15)	0.00
2-41-270	WATER - CONTRACT	0.00	(1,249.02)	0.00
2-41-274	INSURANCE PREMIUMS	0.00	(3,218.97)	0.00
2-41-510	GOODS & SUPPLIES	19.36	(197.09)	0.00
2-41-540	UTILITIES-GAS	94.18	(1,053.33)	0.00
2-41-750	REQUISITION - SMRWSC	0.00	(8,721.49)	0.00
2-41-762	CAPITAL PURCHASES	0.00	0.00	0.00
2-41-790	WATER SYSTEM - AMORTIZATION	0.00	0.00	0.00
*	**TOTAL WATER OPERATIONS**	**2,202.24**	**(52,746.48)**	**0.00**
SEWER OPERATIONS				
2-42-000	OTHER - DAYSLAND DRAINAGE	0.00	0.00	0.00
2-42-110	SALARIES & WAGES - SEWER	1,195.80	(7,572.21)	0.00
2-42-130	CPP, EI CONTRIBUTIONS - WATER	114.35	(670.26)	0.00

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	October 2018 Actual	2018 Budget Remaining $	October 2018 Budget
2-42-211	TRAVEL & SUBSISTENCE	0.00	0.00	0.00
2-42-214	MEMBERSHIPS & PROFESSIONAL DEVELOPMENT	201.07	(201.07)	0.00
2-42-217	TELEPHONE	107.53	(1,030.30)	0.00
2-42-230	PROFESSIONAL & CONSULTING - SEWER	0.00	(3,363.58)	0.00
2-42-240	CUSTOMER BILLING	0.00	(506.16)	0.00
2-42-250	REPAIRS & MAINTENANCE - SEWER	0.00	(5,443.31)	0.00
2-42-270	SEWER - CONTRACT	0.00	0.00	0.00
2-42-274	INSURANCE PREMIUMS	0.00	(492.73)	0.00
2-42-410	BANK LOAN	0.00	0.00	0.00
2-42-510	GOODS & SUPPLIES	0.00	(371.40)	0.00
2-42-540	UTILITIES-GAS	59.53	(789.73)	0.00
2-42-762	CAPITAL	0.00	0.00	0.00
2-42-790	WASTE & SEWER AMORTIZATION	0.00	0.00	0.00
2-42-830	LAGOON DEBENTURE PAYMENTS	0.00	0.00	0.00
2-42-831	LAGOON DEBENTURE INTEREST	0.00	0.00	0.00
2-42-832	DEBENTURE PRINCIPAL PMT MACRAE STREET	0.00	0.00	0.00
2-74-790	AMORTIZATION	0.00	0.00	0.00
*	**TOTAL SEWER OPERATIONS**	**1,678.28**	**(20,440.75)**	**0.00**
	WASTE MANAGEMENT			
2-43-270	GARBAGE - CONTRACT	1,247.75	(13,295.25)	0.00
2-43-260	RENTAL OF MACHINERY & EQUIPMENT	0.00	0.00	0.00
2-43-350	LANDFILL FEES	444.00	(5,116.68)	0.00
2-43-510	GOODS & SUPPLIES	0.00	0.00	0.00
2-44-350	RECYCLING CHARGES	796.25	(7,910.00)	0.00
*	**TOTAL WASTE MANAGEMENT**	**2,488.00**	**(26,321.93)**	**0.00**
	CAMROSE & DISTRICT SUPPORT SER			
2-51-750	REQUISITION - CDSS	0.00	(2,867.76)	0.00
2-51-770	GRANTS TO ORGANIZATIONS	0.00	0.00	0.00
2-51-840	CONDITIONAL GRANTS TO CDSS	0.00	0.00	0.00
*	**TOTAL CAMROSE & DISTRICT SUPPO**	**0.00**	**(2,867.76)**	**0.00**
	CEMETERY OPERATIONS			
2-56-250	CEMETERY REPAIRS & MAINTENANCE	0.00	0.00	0.00
2-56-510	GENERAL GOODS & SERVICES	0.00	0.00	0.00
*	**TOTAL CEMETERY OPERATIONS**	**0.00**	**0.00**	**0.00**
	PLANNING & DEVELOPMENT			
2-61-237	MAPPING	0.00	0.00	0.00
2-61-750	REQUISITION - PLANNING	0.00	(1,506.75)	0.00
2-66-120	COSTS - LAND SALES	0.00	0.00	0.00
2-66-230	PROFESSIONAL & CONSULTING	0.00	0.00	0.00
*	**TOTAL PLANNING & DEVELOPMENT**	**0.00**	**(1,506.75)**	**0.00**
	PARKS & RECREATION			
2-72-110	RECREATION & PARKS - SALARIES	358.80	(4,559.88)	0.00
2-72-115	STEP WAGES	0.00	0.00	0.00

VILLAGE OF BAWLF

REVENUE/EXPENSE REPORT

General Ledger	Description	October 2018 Actual	2018 Budget Remaining $	October 2018 Budget
2-72-130	RECREATION & PARKS - PAYROLL DEDUCTIONS	25.01	(310.26)	0.00
2-72-131	EMPLOYEE BENEFITS	9.18	(9.18)	0.00
2-72-211	TRAVEL & SUBSISTENCE	0.00	0.00	0.00
2-72-220	ADVERTIZING & PRINTING	0.00	0.00	0.00
2-72-250	REPAIRS & MAINTENANCE	0.00	(950.42)	0.00
2-72-270	CONTRACTED SERVICES	0.00	(11.25)	0.00
2-72-510	GOODS & SUPPLIES	77.95	(686.51)	0.00
2-72-521	FUEL & LUBE	29.99	(421.10)	0.00
2-72-540	UTILITIES - GAS	0.00	0.00	0.00
2-72-274	INSURANCE PREMIUMS	0.00	(1,143.53)	0.00
2-72-750	REQUISITIONS - RECREATION	0.00	0.00	0.00
2-72-762	CAPITAL PURCHASES	0.00	0.00	0.00
2-72-770	GRANTS TO ORGANIZATIONS	0.00	(4,050.00)	0.00
2-72-780	RECREATION TRAIL RESERVE	0.00	0.00	0.00
2-72-790	RECREATION - AMORTIZATION	0.00	0.00	0.00
2-13-770	GRANTS TO ORGANIZATIONS	0.00	0.00	0.00
*	**TOTAL PARKS & RECREATION**	**500.93**	**(12,142.13)**	**0.00**
	CULTURE			
2-74-250	REPAIRS & MAINTENANCE	0.00	0.00	0.00
2-74-274	INSURANCE PREMIUMS	0.00	(83.22)	0.00
2-74-510	GOODS & SUPPLIES - NEW HALL	0.00	0.00	0.00
2-74-540	UTILITIES	0.00	0.00	0.00
2-74-584	SPECIAL EVENTS	0.00	0.00	0.00
2-74-750	REQUISITION - PARKLAND LIBRARY	856.66	(3,426.64)	0.00
2-74-761	CONTRIBUTED TO OTHER OPERATING FNC.	0.00	0.00	0.00
2-74-770	TRANSFER TO OTHER ORGANIZATIONS	0.00	0.00	0.00
2-74-775	BAWLF PUBLIC LIBRARY APPROPRIATION	0.00	(3,000.00)	0.00
2-74-831	DEBENTURE INTEREST	0.00	0.00	0.00
*	**TOTAL CULTURE**	**856.66**	**(6,509.86)**	**0.00**
	GENERAL			
2-97-990	GENERAL CONTINGENCY	0.00	0.00	0.00
*	**TOTAL GENERAL**	**0.00**	**0.00**	**0.00**
**	**TOTAL EXPENSES**	**36,353.35**	**(582,329.20)**	**0.00**
***	**SURPLUS/DEFICIT**	**2,870.52**	**55,333.07**	**0.00**

*** End of Report ***

October 9, 2018

Box 304
Bawlf, AB T0B 0J0

Re: Water Issue at 215 Jamieson Street

Dear Mr. & Mrs.

As per your request, following are details in regards to the investigation that the Village Council approved to undertake to determine if the Village had a water line leak that may have been the cause of your basement moisture issues:

- Various water testing was completed over a duration of time starting in November of 2017 at 215 Jamieson St. as well as other residences along Jamieson St.
- A non-draining cc valve was installed as per your request (at the Villages' expense
- 2 holes were hydrovac'd, one over the watermain and service saddle for 215 Jamieson St. and one approximately four feet towards the cc valve; holes were left exposed for two days with no change in the water level
- Another hole was hyrdrovac'd beside the front sidewalk on the east side and left exposed for a few days with no change in water level
- Sonar equipment was placed on Jamieson St. over a total of 5 valves; the analysis report showed a possible leak
- Five more holes were hydrovac'd and monitored over a period of time with no change in water levels; one hole just north of 215 Jamieson seemed to be washed out
- Started excavating in front of 209 Jamieson where the sonar analysis report showed a possible leak; once excavated there was no evidence of a water leak or break even around the exposed service saddle
- Started excavating in front of 211 Jamieson St.; also exposed the reducer coupler and again, no evidence of water leak/break
- Started excavating at the two valves in front of water plant where there seemed to be a very small drip coming from the north valve; also excavated the water service at 215 Jamieson and cleaned around the service; no evidence of a water leak/break; excavation remained exposed over night with no change in water level next day
- Had a meeting on site with Water/Sewer Operator T. Zapf, Mayor J. DeMerchant, CAO T. M. Ormsbee, Camrose County Utilities Foreman, C. Smith; the discussion was based around the nil findings of a water leak and what our next move could

be; a discussion and decision was made to excavate the sewer service from the reservoir out to the sewer manhole on Jamieson St

- Excavation began and there were no signs of cracking or damage to the drain line;
- Prior to backfilling, the Village Operator drilled some holes into the manhole barrel below the level of the house foundation to hopefully provide a drain point if there was a leak that had not surfaced during the large excavation

The Village, over a duration of months, did a very thorough and costly process (just shy of $10k) to locate a possible water leak. The presence of Free Chlorine in the numerous water tests that the Operator did, did show low readings of chlorine which would lead people to believe that there is a breach in the water system.

After the final excavation on Jamieson St., it was noted that there were absolutely no signs of a Village water leak that would have caused the water damage to your basement.

It is also noted that as far as the Village has been informed, no other residences on Jamieson St. have had, or are having, any basement moisture issues.

The Village Council stands by their previous motion:

a) *JAMIESON STREET*
Motion 130/18 Moved By Mayor J. DeMerchant to direct Administration to mail a letter to the homeowner advising them that the Village has done their due diligence on Jamieson Street to locate a possible water leak but no leak has been located or detected through all the excavations and testing that was done. The Village does not feel that they should be reimbursing the homeowner for their expenses in the amount of $8,414.10.
CARRIED

Regards,

Tracy M. Ormsbee
CAO

Cc Council
Lyndsay, Alberta Ombudsman Office

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	**Regular Council Meeting**
Meeting Date:	**Wednesday November 21, 2018**
Originated By:	**Tracy M. Ormsbee - CAO**
Title:	**Bylaw 636/18 IDP**

BACKGROUND/PROPOSAL:

To promote regional planning and cooperation, and to fulfil the legislative requirements of the MGA. The Village of Bawlf and Camrose County (Community Partners) have agreed to pursue the creation of this Intermunicipal Development Plan (IDP) as an integral component of the Intermunicipal Collaboration Framework (ICF), recognizing the mutual right of each partner to pursue appropriate growth and development.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

First Reading was approved at the October 17, 2018 Regular Council meeting and the Public Hearing was held this evening.

The IDP seeks to establish land use policies to direct the future development of lands identified to be of mutual interest to Camrose County and the Village of Bawlf, including coordination of transportation, utility, and other service provision necessary to support such development; establish policies and processes to support economic development opportunities; establish policies for the provision and designation of Reserve lands, including the protection of environmental features; establish a clear communication process to support the implementation of the plan, along with efficient and effective procedures for plan amendment, administration, review, and dispute resolution.

COSTS/SOURCE OF FUNDING (if applicable)

RECOMMENDED ACTION:

That Bawlf Council pass second and final reading Bylaw 636/18 .

VILLAGE OF BAWLF
BY-LAW NO. 636/18

BY-LAW NO. 636/18 A By-law of the Village of Bawlf, in the Province of Alberta, for the purpose of adopting the Camrose County / Village of Bawlf Intermunicipal Development Plan, pursuant to the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta 2000, and amendments thereto.

WHEREAS The Councils of Camrose County and the Village of Bawlf have recognized the need to cooperate in the planning of future land use and development along the municipal boundary,

AND WHEREAS Section 631 of the Municipal Government Act provides for two or more municipalities to jointly prepare an intermunicipal development plan for an area of common interest or concern.

NOW THEREFORE The Council of the Village of Bawlf, in the Province of Alberta, adopts the Camrose County / Village of Bawlf Intermunicipal Development Plan, being the document attached hereto.

AND THEREFORE By-law No. 636/18 comes into force and effect on the final date of passing thereof.

RECEIVED FIRST READING THIS 17th DAY OF October , A.D. 2018 IN THE VILLAGE OF BAWLF, IN THE PROVINCE OF ALBERTA

* _____ MAYOR
* _____ CAO

RECEIVED SECOND READING THIS 21st DAY OF November , A.D. 2018 IN THE VILLAGE OF BAWLF, IN THE PROVINCE OF ALBERTA

* _____ MAYOR
* _____ CAO

RECEIVED THIRD AND FINAL READING THIS 21st DAY OF November , A.D. 2018 IN THE VILLAGE OF BAWLF, IN THE PROVINCE OF ALBERTA

* _____ MAYOR
* _____ CAO

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	**Regular Council Meeting**
Meeting Date:	**Wednesday November 21, 2018**
Originated By:	**Tracy M. Ormsbee - CAO**
Title:	**Pre-Budget Meeting Date + Asset Management Project Review**

BACKGROUND/PROPOSAL:

Administration would like to set a pre-budget meeting date for Wednesday November 28th at 7:00pm.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Administration would like to review the Asset Management Project (AMP) spreadsheet(s) with Council so they have a better idea of where all of the Villages' assets are sitting "health" wise; this will assist Council in making future informed decisions for planned capital projects.

COSTS/SOURCE OF FUNDING (if applicable)

RECOMMENDED ACTION:

That Bawlf Council approve Wednesday November 28, 2018 at 7:00pm for a pre-budget meeting and to review the AMP.

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	**Regular Council Meeting**
Meeting Date:	**Wednesday November 21, 2018**
Originated By:	**Tracy M. Ormsbee - CAO**
Title:	**CDSS 2019 Budget & Annual Grant Funding**

BACKGROUND/PROPOSAL:

Each year, CDSS presents their budget and annual support funding request.

Document A provides information about FCSS funding including the 20% municipal matches required as per FCSS Legislation and the CDSS Municipal Agreement.

Document B, the 2019 Global Budget, indicates how the FCSS funds will be disbursed amongst CDSS funded programs.

Document C provides further information regarding the funded programs as well as the FCSS prevention mandate, FCSS outcomes and the CDSS funding policy.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

CDSS programs are open to the participation of all CDSS service area residents and County and Village residents definitely access some of the City-located services. As noted in Document C, two CDSS funded programs specifically focus on serving rural residents and communities.

CDSS is specifically asking Bawlf Village Council to approve the 2019 Global Budget, thereby affirming our commitment to direct our 2019 provincial FCSS grant of $11,497 to CDSS, along with our required municipal match of $2,867.75.

COSTS/SOURCE OF FUNDING (if applicable)

$14,338.75

RECOMMENDED ACTION:

That Bawlf Council approve the 2019 CDSS Global Budget and our commitment to direct the 2019 grant funds in the amount of $14,338.75.

Document A
Combined FCSS Funding (2019 and 2018 for comparison)

	2019 Combined FCSS Funding		
Municipality	Provincial	Municipal	Total
County of Camrose	$241,088.00	$ 60,272.00	$ 301,360.00
City of Camrose	$461,395.00	$ 115,348.75	$ 576,743.75
Village of Bawlf	$11,471.00	$ 2,867.75	$ 14,338.75
Village of Bittern Lake	$6,141.00	$ 1,535.25	$ 7,676.25
Village of Edberg	$4,776.00	$ 1,194.00	$ 5,970.00
Village of Ferintosh	$5,264.00	$ 1,316.00	$ 6,580.00
Village of Hay Lakes	$11,468.00	$ 2,867.00	$ 14,335.00
Village of Rosalind	$5,847.00	$ 1,461.75	$ 7,308.75
Total	**$747,450.00**	**$ 186,862.50**	**$ 934,312.50**

	2018 Combined FCSS Funding		
Municipality	Provincial	Municipal	Total
County of Camrose	$241,088.00	$ 60,272.00	$ 301,360.00
City of Camrose	$461,395.00	$ 115,348.75	$ 576,743.75
Village of Bawlf	$11,471.00	$ 2,867.75	$ 14,338.75
Village of Bittern Lake	$6,141.00	$ 1,535.25	$ 7,676.25
Village of Edberg	$4,776.00	$ 1,194.00	$ 5,970.00
Village of Ferintosh	$5,264.00	$ 1,316.00	$ 6,580.00
Village of Hay Lakes	$11,468.00	$ 2,867.00	$ 14,335.00
Village of Rosalind	$5,847.00	$ 1,461.75	$ 7,308.75
Total	**$747,450.00**	**$ 186,862.50**	**$ 934,312.50**

CDSS Document B: Global Budget 2018

CDSS Revenue	2019	2018			
Total FCSS Funding (Provincial & Municipal)	934,313	934,313			
Projected Surplus - provincial grant increase	5,000	10,029			
TOTAL	**939,313**	**944,342**			
Internal Program Grants	**2019**	**2018**	**Total Program Budget**	**% Funded by CDSS (2019)**	**% Funded by CDSS (2018)**
Camrose & District Home Support	85,080	83,282	168,506	50%	55%
Camrose & District Pre-School	91,722	90,000	191,997	48%	47%
Community (Specials Projects; Community Development; Administration)	189,000	199,000	250,365	75%	76%
Family Resource Centre	48,267	50,789	530,567	9%	10%
Family Violence Action Society	101,814	90,549	190,530	53%	44%
OSCAR - Out of School Care	118,767	113,332	335,267	35%	35%
Rural Communities Program	121,189	122,090	130,060	93%	80%
TOTAL	**755,839**	**749,042**	**1,797,292**	**42%**	**41%**
External Program Grants	**2019**	**2018**	**Total Project Budget**	**% Funded by CDSS**	**% Funded by CDSS (2018)**
Boys and Girls Club	92,974	91,751	230,474	40%	40%
Habitat for Humanity Volunteer Support	7,500	10,000	48,000	16%	21%
Hay Lakes Playschool	2,500	4,500	28,114	9%	19%
Open Door	10,000	0	54,672	18%	0%
Service Options for Seniors	70,500	82,000	117,428	60%	80%
TOTAL	**183,474**	**188,251**	**478,688**	**38%**	**47%**
Total All Programs	**939,313**	**937,293**	**2,275,980**	**41%**	**42%**
Total Available CDSS Funding	939,313	944,342			
Total Grants	939,313	937,293			
Operating Reserve	0	7,049			
Surplus/Deficit	0	0			

Approved by Board Motion #38-2017, October 3, 2017

CDSS Document C: Funded Programs (2019)

Camrose and District Support Services (CDSS) is the FCSS program for Camrose County, the City of Camrose and the Villages of Bawlf, Bittern Lake, Edberg, Ferintosh, Hay Lakes, and Rosalind. FCSS (Family and Community Support Services) is a provincial municipal partnership to provide locally determined preventive social services. Funding is split 80% provincial and 20% municipal.

FCSS Strategies: As directed by the provincial FCSS Act and Regulation, all programs funded by CDSS must address at least one of five FCSS strategies:

1. Citizens have increased independence, strengthened coping skills and are more resistant to crisis.
2. Citizens have interpersonal and group skills which enhance constructive relationships.
3. Citizens within the community assume responsibility for decisions and actions which affect them.
4. Citizens are aware of social needs within the community.
5. Citizens are supported as active participants in the community.

FCSS Outcomes: All programs funded by CDSS must clearly link to at least one of the following FCSS outcomes, by identifying and measuring specific FCSS outcomes and indicators:

1. Improved social well-being of individuals, including personal well-being (enhanced resiliency, autonomy, self-esteem and competency) and/or connection with others.
2. Improved social well-being of families, including healthy functioning within families and access to external supports as needed.
3. Improved social well-being of communities, including connected, engaged citizens who are able to work together to identify and address community social issues.

FCSS Cannot Fund: The FCSS prevention mandate, as developed in the FCSS Handbook, prohibits CDSS from using FCSS dollars to help fund:

1. Projects and activities that are primarily recreational or leisure-oriented, including arts and culture.
2. Financial supports for individuals and families, which may include provision of basic needs such as food, shelter and transportation.
3. Services that are primarily rehabilitative or therapeutic in nature.
4. Projects, programs or services that duplicate other services, especially those mandated by other government agencies (for example, Alberta Health Services and AHS partner-agencies).

CDSS Funding Policy: CDSS funds, manages and helps operate internal programs and also helps fund several external programs. CDSS policy helps guide the board's funding decisions, and assist programs with their grant applications.

1. All programs are expected to secure sufficient other funding to help meet budgeted expenses.
2. Budgeted expenses should be affordable within the fund development capacity of each program.
3. CDSS may award a lower than requested or expected grant.
4. CDSS shall normally prioritize the needs of internal programs when determining grant allocations.
5. Grants to external programs are a contribution only, and should not be seen as the main or primary source of revenue. CDSS expects established external programs to meet at least 50% of their expenses with non-CDSS revenue.

Participant residency: All programs are inclusive of anyone residing within the CDSS service area. Unless residency is required for registration purposes, it can be difficult to track. Non-City participation hovers between 5% and 15%, with the exception of the Rural Community Program and Hay Lakes Play School. CDSS fulfills FCSS accountability requirements and participates in FCSS regional and provincial liaison/advocacy on behalf of all eight municipal partners.

Internal Programs (based on 2018 Six-month Interim Reports):

CDSS Community (Administration; Community Development; Regional & Provincial Liaison):

- Community development: Outcomes focus on the social well-being of individuals and communities through, for example, the Help Book; Information and Referral (including Supportive Information and Referral counselling); Interagency and the Interagency Newsletter; and hosting, funding and/or participating in Camrose Pride Community, Camrose Seniors Coalition, City of Camrose Social Development Committee, Community Registration Night, the Family Violence Response Council, and Walkable Camrose, and other collaborative groups as opportunities arise.
- Management/Administration: Board, personnel and program support; financial management; human resources; outcomes reporting; and accountability for FCSS funding; other as required.
- Provincial/regional networks: Alberta Poverty Reduction Network; FCSS Association of Alberta and FCSS Directors Network; Inter-City Forum on Social Policy; and others as may arise.

Camrose and District Home Support: Includes Meals on Wheels and light housekeeping for folks, (mostly seniors) who can neither afford private services nor manage on their own. The program also maintains a regularly updated referral list of screened private services including private housekeeping, snow removal, yard care, foot care, etc., which is shared with and used by other agencies such as AHS Home Care, AHS Seniors Outreach, Nav-Care (with the Hospice Society), the Primary Care Network, and SOS. The part-time Program Director serves as Camrose Seniors Coalition co-chair.

During the first half of 2018, four part-time Homemaker Aides provided 35 clients with 712 hours of light housekeeping; five clients reside in the County and/or a CDSS Village. As well, an average 34 clients per month enjoyed 2,501 hot meals and/or 403 frozen meals, delivered by volunteers from 16 partner churches, agencies or groups. Client fees cover the meal cost. Clients consistently report improved social well-being through decreased isolation and greater capacity for independent living.

Camrose and District Pre-School: Pre-School is a licensed program with an age-appropriate 'learning through play' approach designed to help children develop the social skills necessary for success in public school. Children develop positive peer relationships, a sense of personal responsibility and capacity for self-regulation. The part-time Program Director also participates on the Camrose and Area Early Child Development Coalition.

Enrollment for 2018-19: 63 four-year old children out of a possible 66 (3 classes) and 24 three-year old children out of a possible 44 (2 classes). A second intake for the three-year old class will be offered in January. Three-year old participation is down throughout the Camrose area. Fees are kept lower than some other options to encourage participation of low-income families. Roughly 17% of the children are County residents, with one or two from each of the CDSS Villages (except Edberg).

Family Resource Centre/Parent Link Centre: Achieves outcomes related to family well-being, ensuring that families have access to a variety of community supports. Services include: Annual events (Family Day; Monster Mash; Bunny-Hop); Discovery Room, Indoor Playground and Drop-in (Community Centre and downtown locations); Playgroups; Toy/Resource Library; and Triple P Parenting (education and counselling). Also hosts the Camrose and Area Early Child Development Coalition and coordinates the provincial Parent Link Centre network. During the first half of this year, about 4,500 parents/caregivers and children participated in programs and services offered within the City and County of Camrose as well as the surrounding outreach area.

Family Violence Action Society: Individual and group counselling services focus on conflict resolution and stress management, which contribute to healthier peer, intimate partner and family relationships. FVAS also coordinates the Camrose Family Violence Response Council, a collaborative body working together to raise awareness and promote best practices for a community response to family violence. Over 1,200 hours of service were provided during the first half of 2018; 48 people completed group counselling, and 48 attended individual counselling, including children who receive specialized support through this program.

OSCAR – Out-of-School-Care: Provides licensed, accredited after-school care for elementary-aged children, serving five Camrose schools through four school-sites. A few grade six students from Charlie Killam middle school participate at Ecole Sifton, while staff walk St Patrick School students to the Sparling School site. OSCAR contributes to the social well-being of children by decreasing isolation (especially after school) and nurturing healthy peer relationships. Between January and June, OSCAR employed roughly 40 part-time casual staff to care for 192 children from 140 families, and helped families of 45 children access the provincial subsidy. Sixteen of the children reside in the County, two reside in Bittern Lake and one resides in Ferintosh.

Rural Communities Program: Enhances citizen and community well-being through outreach, information and referral, community development and Summer-in-the-Park (352 daily participants in 2018, some repeats, from 52 families). The RCP assists Village Councils with social planning, helps rural groups access grants for local projects, provides small funds for some projects and events (listed below), participates on the Early Child Development Coalition, hosts Camrose and District Men's Shed, offered in partnership with the Camrose and District Centennial Museum (34 participants), and assists with Tough Enough to Talk About It, a men's mental health partnership with a primarily rural focus led by Alberta Health Services.

Rural Community Innovative Fund: Supported five groups during the first part of 2017:

- Bittern Lake Community Association block party: 70 volunteers/participants
- Cornerstone Fun Run Team: 32 volunteers/participants
- Hay Lakes Library Art Therapy: 10 youth participants
- Hay Lakes Library Summer Program wrap up
- Ferintosh Canada Day Celebrations: 155 participants

External Programs: (based on 2018 Six-month Interim Reports):

Camrose Boys and Girls Club: Provides after-school (Kid Way) and summer programming for elementary school aged children, the Keystone youth leadership program, and a new Youth Mentor project that bridges Kid Way and Key Stone. Programs contribute to the social well-being of children and youth by fostering community engagement through volunteering, and also by nurturing healthy peer relationships. During the first half of the year, 102 members participated in one of these programs (not including the summer program which runs July and August).

Hay Lakes Playschool: The Play School contributes to the social well-being of children as they get ready for school, and also helps families overcome isolation and connect with one another. The Play School did not provide participation numbers in its 2018 Interim Report; 23 children are currently registered in either the four-year old class or the three-year old class for 2018-2019.

Habitat for Humanity Camrose Volunteer Recruitment and Support: During the first half of 2018, 135 volunteers contributed 9,000 hours, helping to build four homes or generate funds through ReStore sales. Volunteers gain an increased awareness of social needs, and experience personal well-being by helping others and helping to meet the local need for affordable housing.

Open Door Day Outreach Supports: A former funding partner, CDSS is again providing a small grant to The Open Door to assist with FCSS-fundable components of outreach. Most of The Open Door's shelter and emergency or 'basic needs' outreach rest outside of the FCSS prevention mandate. Participant statistics are not available at this time.

Service Options for Seniors: SOS helps seniors and other low income residents access federal and provincial benefit programs, hosts or provides presentations, administers the volunteer income tax program in partnership with Canada Revenue Agency, and participates on Camrose Seniors Coalition.

SOS services enhance client independence, resilience and capacity to cope. Between January and August 2018, SOS recorded 2,428 client contacts (the report does not say how many are repeat clients), including folks attending at least one of nine presentations. At least 419 (roughly 17%) of the recorded contacts were with clients residing outside of the CDSS service area. Of the remaining 2,009, just over 8% reside in Camrose County or a CDSS Village.

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	**Regular Council Meeting**
Meeting Date:	**November 21, 2018**
Originated By:	**Tracy M. Ormsbee - CAO**
Title:	**Approve 2018 Operating and Capital Budget as Interim 2019 Budget**

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Administration is currently working on the draft 2019 Operating and Capital budget. Administration will also be requesting a pre-budget meeting with Council to review the Asset Management Project results and to look for input for 2019 projects that Council would like to see take place.

COSTS/SOURCE OF FUNDING (if applicable)

n/a

RECOMMENDED ACTION:

That Bawlf Council motion to pass the 2018 Operating and Capital Budget as the interim 2019 Operating and Capital Budget.

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	**Regular Council**
Meeting Date:	**November 21, 2018**
Originated By:	**Tracy M. Ormsbee-CAO**
Title:	**2018 Christmas Greeting for the December Village Voice**

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

This is a great way for the Mayor/Council/Administration to touch base with Village residents with a warm greeting to end off a year of change, goal setting and overall accomplishments.
This year, it will be a great way for new and re-elected Council to say hello.

COSTS/SOURCE OF FUNDING (if applicable)

RECOMMENDED ACTION:

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

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	**Regular Council**
Meeting Date:	**November 21, 2018**
Originated By:	**Tracy M. Ormsbee-CAO**
Title:	**2018 Christmas Decoration Contest**

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

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

COSTS/SOURCE OF FUNDING (if applicable)

Approximately $150.00 if winning amounts stay the same

RECOMMENDED ACTION:

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

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	**Regular Council Meeting**
Meeting Date:	**Wednesday November 21, 2018**
Originated By:	**Tracy M. Ormsbee - CAO**
Title:	**Winter Fun Day/Ice Sculpture Contest**

BACKGROUND/PROPOSAL:

The Winter Fun Day that Council organized in January 2016 was such a great success that in 2018, Council organized it in conjunction with Family Day.
Is Council proposing to continue with the Fun Day and have it on Family Day again in 2019 (February 18th)?

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Previous years the winter fun day included horse drawn wagon rides, winter games & races, snacks & hot chocolate, tobogganing, and a bonfire.

Council may want to discuss adding some new activities and possibly an ice sculpture contest to the day's events. There could be judging and 1st, 2nd, & 3rd prizes.

COSTS/SOURCE OF FUNDING (if applicable)

There is an economic development budget in place for the expenses of this event.

The costs associated would be hot chocolate & snacks (roughly $125.00), horse drawn wagon rides ($900.00), renting a porta-potty ($200.00), and whatever was chosen as "prizes" for the ice sculpture contest.

RECOMMENDED ACTION:

That Bawlf Council approve a Winter Fun Day in conjunction with Family Day on February 18, 2019. Expenses are to be allocated from the Economic Development budget and not to exceed $.

CAO Report – Tracy M. Ormsbee

Regular Meeting of Council of the Village of Bawlf in the Province of Alberta
Wednesday November 21, 2018 – 7:00 pm

Land/Property Sales

- 114 Alberta Ave was sold to Lyle Burkard on October 10/18; dwellings were demolished on November 14/18; development spring of 2019

Bylaw/Protective Services

- Warnings and fines are still being issued

Administration

- Preparation of agenda/minutes for October Regular & Organizational meeting & November Regular meeting
- Moving forward with amending/creating bylaws and producing various internal policies and procedures to meet with industry standards and new MGA requirements (WIP)
- Completed motion actions from previous Council meetings
- Continuous training for new staff

HR/Payroll

- Submitted monthly payroll government remittance; payroll processing
- New hire for Customer Service

Finance

- Reviewed October's financial statements, vendor invoicing (payables) and accounts receivables
- Account Reconciliations
- Budget preparation
- Muniware pre Year End procedures

Planning/Development

- In discussions with Camrose County in regards to a Regional Subdivision and Development Appeal Board; Paul King will have a draft agreement to all member municipalities in the near future
- Research/discussions in regards to IDP (Intermunicipal Development Plan) & ICF's
- 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
- Ongoing discussions with Alberta Environment re: wetland assessment; currently awaiting on a detailed email as to what some of our options are

- Ongoing research/discussions in regards to the MDP; awaiting email per my request
- Will be presenting Council with the Asset Management Project that ISL has completed; I am still waiting on a final review with them

Fire Department

Disaster/Emergency Management Services

Public Works

- Hydrant flushing was completed
-

Water/Sewer/Drainage/Hydrants

- Sewer line flushing was completed; a couple areas where major blockages had happened; had flush truck back in on Nov 13 to clear another blockage; notice put in Village Voice to residents to emphasize how detrimental it is to our system to flush or put anything but human waste in the sewer system
- 6S Enterprises has started to clean out the Daysland drainage ditch on the north side of the Village
- Culvert & ditch maintenance is completed and monitored regularly
-

Health & Safety

- New changes came into effect June 1st; 2 priority mandatory items are 1) Health & Safety Committee, 2) Health & Safety Program must be in place - WIP
- Working on revising relevant Village policies

Community/Economic Development

- Working on 2019 planning; garage sale/show'n shine; seeking input from Council and residents for more ideas for event(s) in the fall

Recreation/Campground

- Tentative plans in place for re-vamping campsites, power, etc. in early spring

2018 ACTION LIST

Date	Motion #	Motion	Staff Member Responsible	Comments	Status
Apr 3/18	61/18	b) DISCUSSION WITH PUBLIC WORKS RE: UPCOMING MAINTENANCE IN THE VILLAGE Motion 61/18 Moved By Mayor J. DeMerchant to install a fire hydrant on the South side of Alberta Ave., West of Sanden Street, using MSI funding, to enable proper flushing and maintenance of the water line running West on Alberta Ave. since it is a dead end and does not loop around. CARRIED	Tracy/Terry	Terry to get quotes for hydrants/labour related, Tracy to approve, Terry to order & complete task	COMPLETE
Apr 3/18	62/18	Motion 62/18 Moved By Mayor J. DeMerchant to install two water line bleeders/blow offs at the North end of Sanden St. and the North end of Macrae St using funds from the 2018 water budget. CARRIED	Tracy/Terry	Terry to get quotes, Tracy to approve, Terry to order & complete task	WIP - parts ordered-to be installed once Jamieson dig is completed COMPLETE
Apr 18/18	70/18	a) 2018 TAX RATE BYLAW NO. 635/18 Motion 69/18 Moved By Mayor J. DeMerchant to approve second reading of the 2018 Tax Rate Bylaw No. 635/18. CARRIED Motion 70/18 Moved By Councillor D. Adams to approve third and final reading of the 2018 Tax Rate Bylaw No. 635/18. CARRIED	Ashley	put bylaw on web	COMPLETE
Apr 18/18	71/18	b) RESERVE & RESERVE FUND POLICY NO. 45 Motion 71/18 Moved By Councillor L. Thompson to approve the Reserve & Reserve Fund Policy No. 45. CARRIED	Ashley	update policy on web	COMPLETE
Apr 18/18	72/18	c) VOLUNTEER POLICY NO. 51 Motion 72/18 Moved By Mayor J. DeMerchant to approve the Volunteer Policy No. 51. CARRIED	Ashley	update policy on web	COMPLETE
Apr 18/18	73/18	d) DELEGATION SIDEWALK/WATER CONCERN – LOTS 6,7, BLOCK 5, PLAN LVII Motion 73/18 Moved By Mayor J. DeMerchant that the homeowner will submit detailed information in regards to his property sidewalk concern and the Development Officer will determine, in accordance with the Land Use Bylaw No. 623/17, whether it is a homeowner or Village concern to be rectified. CARRIED	Tracy	Look into Bylaw 623/17 and decide whether this is a village or resident issue and how to rectify	WIP-as of June 25/18, no documentation rec'd at the office from homeowner
Apr 18/18	74/18	e) VILLAGE SIDEWALKS Motion 74/18 Moved By Mayor J. DeMerchant to asphalt Alberta Ave. sidewalks from the west side Hanson St. alley down to King Street and to remove heaved sidewalk on the SE corner of Hanson St. and Alberta Ave. and replace with asphalt.	Tracy/Terry	Arrange for asphalt to be done as well as heaved sidewalk to be removed	WIP - NOT STARTED YET AND ON JUNE 20, 2018 AGENDA FOR COUNCIL TO APPROVE CONCRETE VS. ASPHALT-**see motion 102/18 for update COMPLETED**
May 16/18	82/18	a) WATER METER RESERVE POLICY NO. 44 Motion 82/18 Moved By Councillor L. Thompson to adopt the Water Reserve Policy No. 44R, with revised title of "Water Reserve Policy" and revised Purpose description of "water infrastructure repairs, replacement".	Tracy	Update policy on website and copy in Current Policy Binder	COMPLETE
May 16/18	83/18	b) APRIL 20, 2018 VILLAGE DRAINAGE/FLOOD **Motion 83/18 Moved By** Mayor J. DeMerchant that he will draw up a letter to CP Rail, cc'ing Daysland Drainage Board, in regards to increasing the size of the culvert that runs under the railway tracks on the SW corner of Village property, that will be brought to the June 20, 2018 Council meeting for approval. Furthermore, that Public Works and Administration will get price quotes for approval on replacing the North end ditch culvert gate with a more feasible system for proper use.	Tracy/Terry	Mayor to draw up letter to CP; Terry to get quotes for proper gate	**Not completed**
May 16/18	84/18	**c) BASEMENT MOISTURE AT LOT 22, BLOCK 5, PLAN 0222155 Motion 84/18 Moved By** Mayor J. DeMerchant that the Village will hydrovac 5 holes, evenly spaced, from the North end of the above-noted property line to the South for approximately 150 ft. The holes will remain open for a minimum of 2 weeks for intermittent testing (approximately every couple of days) and monitoring but will be covered accordingly for safety. The vac truck should ensure that the initial holes are totally sucked dry and will use water from the County and not Bawlf treated water. Public Works employee, Terry Zapf, shall be allowed to enter the homeowners premises to collect water samples when required.	Tracy/Terry	Contact Bashaw for hydrovac truck availability; proper safeguard for holes; regular water samples	Complete
May 16/18	85/18	d) HARVEST SUPPER/COMEDY NIGHT **Motion 85/18 Moved By** Councillor L. Thompson to approve for Administration to organize a Harvest Supper/Comedy night on October 27, 2018 pending event budget approval.	Tracy	Research comedians; send letter to Lions for support/assistance	WIP - ADMINISTRATION IS UNABLE TO COORDINATE THIS FUNCTION THIS YEAR
May 16/18	86/18	e) VILLAGE TRUCK ROUTE AND SIGNAGE **Motion 86/18 Moved By** Mayor J. DeMerchant that "No Commercial Vehicles Over 1 Ton" be installed at all 3 entrances to the Village.	Tracy/Tanya/Terry	Tracy/Tanya to order signs; Terry to install	ON HOLD UNTIL JUNE 20, 2018 COUNCIL MEETING - see motion 96/18
May 16/18	87/18	f) VILLAGE OWNED 17.61 ACRES – A/4311AJ **Motion 87/18 Moved By** Mayor J. DeMerchant that Administration will draw up a lease agreement between the Village and Nikiforuk Farms that stipulates they can lease the above-mentioned property for one dollar and the Village and/or it's engineers, contractors or anyone else the Village requires, may be allowed access at any time on the land in regards to assessments, surveys, etc.	Tanya	Prepare lease agreement	Draft Completed for CAO to Review 8/16/18 Agreement signed by Village and mailed out w/letter requesting they sign both copies and mail one back COMPLETED/RECEIVED
June 20/18	94/18	a) JUBILEE PARK CAMPGROUND RULES AND REGULATIONS	Justin J	Order Sign/Post	WIP
		Motion 94/18 Moved By Deputy Mayor B. Wells to have a sign made up and installed at the main entrance roadway into the campground with the following rules and regulations listed as well as having them on the new registration form: - Registration at the Bawlf Country Store; Pets must leashed at all time Bylaw 631/18; Please Clean Up After Your Pets Bylaw 631/18; Quiet Time 10pm-7am Bylaw 549/07; Adhere To Camrose County Fire Bans; Sites Must be Left Clean; Village of Bawlf Office 780-373-3797			
June 20/18	96/18	a) TRUCK ROUTE	Justin J	Order signs/Posts	WIP/COMPLETE
		Motion 96/18 Moved By Mayor J. DeMerchant to repeal motion 86/18, the determined truck route in the Village will be entering from Railway Avenue, Macrae Street to Molstad Avenue to Jamieson Street to Railway Avenue and direct Administration to research the total expenses to purchase 8 signs and posts for installation.			
June 20/18	99/18	a) BACK ALLEY DRAINAGE REQUEST – LOT 5,6, BLOCK 4, PLAN LVII	Terry	Install Culvert Extension Properly	COMPLETE
		Motion 99/18 Moved By Mayor J. DeMerchant to add on a 6' extension to the existing 6" pipe on the north side of the alley lot access to repair the existing 6" pipe that was crushed. The Village employee will install properly by ensuring it is embedded in gravel top and bottom. It should be noted that all alleys and roadways within the Village will be surveyed and there may be changes incurred.			

2018 ACTION LIST

Date	Motion #	Motion	Staff Member Responsible	Comments	Status
		Motion 102/18 Moved By Councillor L. Thompson to amend part of motion 74/18 to reflect the approved change from asphalt sidewalk repairs/maintenance to concrete sidewalk repairs/maintenance and to approve the addition of the west side of Hanson Street from the Community Hall existing sidewalk south to Alberta Avenue as well as to approve the increased expense up to $100K due to the numerous curb and gutter piece work, added repairs at the Alberta Ave/Hanson St fire hydrant and extra excavation areas.			
July 18/18	109/18	**Motion 109/18 Moved By** Deputy Mayor B. Wells that the Village compost/brush area remain closed until the Village has final answers in regards to the recent Wetland Assessment.	Tanya/Lorna	Keep notice on website/possible mailout w/billing	
	110/18	**Motion 110/18 Moved By** Councillor D. Adams to direct Administration to obtain quotes for curbs on both sides of the north end of Hanson; separate for each side as well as for both together	Tracy/Justin	Obtain quotes	WIP
	111/18	**Motion 111/18 Moved By** Mayor J. DeMerchant to table until more information is obtained on the bylaws that were in force on the date that the emergency cc shut off was performed	Tracy	Research and obtain documentation for August Council meeting	Added to August Agenda COMPLETED
August 15/18	125/18	**Motion 125/18 Moved By** Councillor L. Thompson that the Village acknowedges the resignation of Paul Lorente and sets October 9, 2018 as the by-election date.	Tanya	Advertising, etc.	COMPLETE
	126/18	**Motion 126/18 Moved By** Mayor J. DeMerchant to appoint Fern Reinke as the Returning Officer for the October 9, 2018 by-election.	Tanya/Tracy	Mail Letter to Fern Reinke	COMPLETE
	127/18	**Motion 127/18 Moved By** Mayor J. DeMerchant tha the Village advertise the grader on Kijiji for $15,000 OBO. Offers may be accepted by the CAO at her discretion.	Justin/Tracy	Put ad on Kijiji	ONGOING
	128/18	**Motion 128/18 Moved By** Councillor L. Thompson to direct Administration/Public Works to start looking around for an approporiate used pick up truck to a maximum purchase price of $25,000, that will allow towing of equipment, ie. Bobcat. When an appropriate vehicle is located, purchase funds will come from the sale of the grader and Public Works Vehicle and Equipment reserves.	Justin/Tracy		WIP
	129/18	**Motion 129/18 Moved By** Councillor L. Thompson that the progress and maintenance of all Village drainage ditches be added on and be part of the monthly action list for Council's review.	Tracy/Tanya/Lorna/Justin	Justin to inform Admin which ditches and when have been maintained	WIP/COMPLETE FOR 2018
	130/18	**Motion 130/18 Moved By** Mayor J. DeMerchant to direct Administration to mail a letter to the homeowner advising them that the Village has done their due diligence on Jamieson Street to locate a possible water leak but no leak has been located or detected through all the excavations and testing that were completed. The Village does not feel that they should be reimbursing the homeowner for their expenses in the amount of $8,414.10.	Tracy	Send letter with motion	COMPLETE
	131/18	**Motion 131/18 Moved By** Mayor J. DeMerchant to direct Administration to forward a letter to the resident advising them tha the past due revised invoice in the amount of $65.00 is due and payable by August 31, 2018. If it is not paid by the due date, the outstanding amount will be transferred to their tax account with appropriate fees and penalties applied.	Tracy/Tanya	TB-reverse from tax transfer TMO-send letter	COMPLETE
Sept 19/18	141/18	**Motion 141/18 Moved By** Councillor L. Thompson to approve the first reading of Bylaw No. 638/18, Land Use Bylaw Zoning Amendment.	Tracy	Notifiy homeowner; set up Public Hearing	WIP/ONGOING/COUNCIL DENIED
	147/18	**Motion 147/18 Moved By** Councillor L. Thompson to rescind the following part of motion 16/17, "the Village will then proceed to sell the property "as is" through Dennis Johnston at Coldwell Banker" and to authorize Administration to sell/list the property "as is" through various advertising avenues. Council also authorizes the disposal of assets to take place on the property by advertising a disposal sale date	Tracy/Justin	Determine/advertise date of sale	COMPLETE-PROPERTY SOLD
	149/18	**Motion 149/18 Moved By** Mayor J. DeMerchant to approve the amended truck route signage proposal where Public Works will install one truck route sign on the south end of Macrae St. at Railway Ave., and to install two "No Vehicles Over One Ton" signs on the south end of King and Jamieson Streets at Railway Ave.	Justin	Order/Install signage	Received Signs-installation to happen in the next week, weather permitting COMPLETE
Oct 17/18	157/18	**Motion 157/18 Moved By** Councillor L. Thompson to direct Administration to send a letter to the SMRWSC declaring that the Village has not received any information as requested over the past months by Councillor L. Thompson and to advise that the Village no longer feels it is feasible to remain a member of the SMRWSC and will not be expensing or paying out any future debenture payments.	Tracy		WIP
	159/18	**Motion 159/18 Moved By** Mayor J. DeMerchant that the Village will not be issuing a credit to the homeowner in regards to the emergency cc shut off and will advise the Ombudsman's office of this decision. The Village will continue to assist the Ombudsman's office with any further inquiries or direction they may have.	Tracy	Send letter with motion to homeowner	COMPLETE