



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

**In the Province of Alberta held on  
Wednesday, September 21, 2011 at 7:00 p.m.  
In the Bawlf Village Office**

**PRESENT:**

Mayor G. Blatz, Deputy Mayor Yuha and Councillors Reinke & Robbins  
Lynn Horbasenko, Village Manager  
Jocelyn Sparks, Communications Coordinator  
Dennis Johnson, Coldwell Banker  
Desiree Kuori and Aleks Nelson, Municipal Inspectors  
Guests: Laurie Callsen (Camrose Canadian), Betty Crow, David Gray, Sharon Girard, Terry Lindballe,  
Armand Magnin, Don and Sonja Uglem, Margaret and Robert Wilson.

**ABSENT:**

Councillor R. Blatz

**1. CALL TO ORDER**

Mayor G. Blatz called the meeting to order at 7:01 p.m.

**2. DELEGATIONS**

- a) *CONDITIONS OF SALE OF LOTS – Dennis Johnson, Coldwell Banker*  
Dennis Johnson discussed with Council the recommendations regarding current building deadlines within the Village of Bawlf.

Dennis Johnson left the meeting at 7:24 p.m.

**3. GENERAL GOVERNMENT**

- a) *AGENDA*

**MOTION 133/11: MOVED BY** Councillor Reinke to accept the Agenda with the addition of Items: 5.f) Insurance Review, 5.g) Water and Sewer and 8.a) Administration Report.

**CARRIED.**

- b) *MINUTES OF THE REGULAR MEETING OF COUNCIL HELD August 17, 2011*

**MOTION 134/11: MOVED BY** Deputy Mayor Yuha that the Minutes of the Regular Meeting of Council held August 17, 2011 be accepted as amended.

**CARRIED.**

Item: 3. b)

c) *ACCOUNTS PAYABLE FOR AUGUST, 2011*  
Accepted for audit purposes.

d) *FINANCIAL STATEMENT FOR AUGUST, 2011*  
Accepted for audit purposes.

#### 4. BUSINESS ARISING

a) *WATER AND WASTEWATER CAPACITY BUILDING INITIATIVE*

Further information regarding the “Closer to Home” initiative of the Alberta Water and Wastewater Operators Association (AWWOA) was presented by the Village Manager to the Village Council. The AWWOA encourages municipalities to continue to submit their written expressions of interest in order to assist the AWWOA to understand water and sewer operator recruitment and retention issues for municipalities of all sizes.

**MOTION 135/11: MOVED BY** Deputy Mayor Yuha that the Village Council authorize the Administration to submit a written expression of interest to the Alberta Water and Wastewater Operators Association regarding the “Closer to Home” initiative focusing on recruiting and training water and wastewater operators.

**CARRIED.**

b) *MILLING AND VIDEOING OF SANITARY SEWER LINES ON MACRAE, SANDEN AND KING STREETS*

A summary and comparison of quotations received for the milling and videoing of the sanitary sewer lines on Macrae, Sanden and King Streets was presented to the Village Council by the Village Manager to assist Council in determining whether Council wishes to proceed with the work during the current budget year

**MOTION 136/11: MOVED BY** Deputy Mayor Yuha that the Village Council authorize the Administration to contract Insituform to mill and video Macrae, Sanden and King Streets, with costs not to exceed \$20,000 plus GST and with the funds to be derived from the Sewer Operations Capital Account.

**CARRIED.**

#### 5. NEW BUSINESS

a) *2012 VILLAGE OF BAWLF SERVICE LEVELS*

The proposed amendments to current service levels were presented to the Village Council for review and approval as a basis for the preparation of the 2012 budget and to provide direction regarding work duties for the staff. Council made recommendations for amendment to the document. The final document will be brought to the October Council Meeting for approval.

b) *REQUEST FOR PROPOSALS – EXTERNAL AUDIT SERVICES*

The Village Manager presented a copy of the Request for Proposals for External Audit Services for the Village of Bawlf to the Village Council and asked Council to select one of the proposals submitted by invited Accounting Firms.

**MOTION 137/11: MOVED BY** Deputy Mayor Yuha that the Village Council request the Administration to proceed with research on the Request for Proposals for External Audit quotations received and seek further advice.

**CARRIED.**

c) *CAMROSE AND DISTRICT SUPPORT SERVICES (CDSS) VILLAGES REPRESENTATIVE – THIRD TERM OF OFFICE*

**MOTION 138/11: MOVED BY** Councillor Reinke that the Village Council approve Dennis Wishnowski, CDSS Villages Representative on the CDSS Board, to serve a third term from November 15, 2011 to November 14, 2012.

**CARRIED.**

d) *2012 BUDGET PROCESS AND TIMELINE*

The Village Manager proposed a tentative process and timeline for the preparation of the 2012 Village of Bawlf Operating and Capital Budget.

**MOTION 139/11: MOVED BY** Councillor Robbins that the Village Council accept the proposed process and timeline for developing the 2012 operating and capital budget and that dates for the budget meetings be scheduled as follows: Meeting #1: Tuesday, October 25, 2011 at 7:00 p.m., to create a capital budget list; Meeting #2: Monday, November 21, 2011 at 7:00 p.m., to review operating budget line by line, the proposed mil rate and tax rate, the capital budget; and Meeting #3: Tuesday, November 29, 2011 at 7:00 p.m., a continuation of Meeting #2, if necessary.

**CARRIED.**

e) *OCCUPATIONAL HEALTH AND SAFETY DRAFT POLICY AND PROCEDURES MANUAL*

The first draft of the Occupational Health and Safety Policy and Procedures Manual as compiled and drafted by the Regional Municipal Intern, Ingrid Buyks, was presented to the Village Council for information.

**MOTION 140/11: MOVED BY** Councillor Robbins that the Village Council accept the draft Occupational Health and Safety Policy, Procedures Manual and supporting documentation as information.

**CARRIED.**

f) *INSURANCE REVIEW*

Councillor Reinke circulated a letter submitted by a resident to Council to readdress an insurance claim brought forth at the July 13, 2011 Council Meeting.

**MOTION 141/11: MOVED BY** Councillor Reinke that the Village Council table further discussion regarding the insurance claim until the October Council Meeting.

**CARRIED.**

g) *WATER AND SEWER*

The Village Manager discussed with Council the status of the lift station and certification training for operation of the water and sewer systems.

## 6. STANDING COMMITTEE REPORTS

### a) *MAYOR'S REPORT*

As attached to these Minutes.

### b) *ADMINISTRATION REPORT*

As attached to these Minutes.

**MOTION 142/11 MOVED BY** Councillor Reinke that the Village Council request the Administration to pay off the Lagoon debenture using funds derived from reserves.

**CARRIED.**

Mayor G. Blatz read a letter received from Dr. Robert Wilson expressing his interest in serving as Fire Chief for the Village of Bawlf. Council accepted the letter for information, and requested that it be included on the agenda and ratified at the October 20, 2011 Council Meeting.

### c) *RECREATION & COMMUNITY SERVICES*

#### i. *Dave Knipe Memorial Library – Councillor Robbins*

- Meetings were held on August 24, 2011 and September 14, 2011
- Summer reading program hosted 22 participants.
- Health and Safety policy is under creation.
- Proposed 2012 budget is complete.
- The next meeting will be held on October 12, 2011.

#### ii. *Providence Place – Mayor G. Blatz*

- No meeting was held in August.
- The next regular meeting will be immediately followed by the Annual General Meeting, to be held on September 28, 2011.

•

#### iii. *Sanden Court*

- No meeting was held.
- The next meeting will be held on October 4, 2011.

#### iv. *Bawlf & District Recreation Association – Councillor R. Blatz*

- Councillor R. Blatz was unavailable to report.

#### v. *BRAED – Mayor G. Blatz*

- No meeting was held.

#### vi. *Shirley McClellan Regional Water Services Commission – Councillor R. Blatz*

- Deputy Mayor Yuha attended the meeting held on September 14, 2011.
- The business plan was approved by the Commission, and must be approved by member municipalities before the October Commission meeting.
- First reading of Bylaws 5-11 and 6-11 were given. Member municipalities must approve the Bylaws before the October Commission meeting

- Debenture financing was tabled until final cost figure is obtained.
  - Project manager provided update on the Big Valley Line
  - The Project Manager met with the Town of Stetter regarding true-up costs for 2011. A meeting is scheduled for October to further discuss the costing.
  - The next meeting will be held on October 26, 2011 in Castor.
- vii. *Regional Children's Centre – Councillor Reinke*
- No meeting was held.
  - The next meeting has not been scheduled.
- viii. *Protective Services – Deputy Mayor Yuha*
- No meeting was held.
- ix. *Bawlf Parent Council Meeting – Deputy Mayor Yuha*
- No meeting was held.
- x. *Bawlf School Modernization Meeting – Deputy Mayor Yuha*
- No meeting was held.

## 7. CORRESPONDENCE

- a) *Let's Resolve Workshops (Municipal Affairs)*  
Accepted for information.
- b) *2011 Stars of Alberta Volunteer Awards*  
Accepted for information.
- c) *Town of Nanton Proposed AUMA Resolution*  
Accepted for information.
- d) *Alberta Rural Development Network Information Package*  
Accepted for information.

The meeting recessed for five minutes at 9:20 p.m.

## 8. CONFIDENTIAL ITEMS

**MOTION 143/11: MOVED BY** Councillor Reinke that Council move in camera at 9:24 p.m. to discuss an item in the Administration Report.

**CARRIED.**

Council returned to the open meeting at 9:31 p.m.

**11. ADJOURNMENT**

The meeting adjourned at 9:31 p.m.

These minutes were approved at the Regular Meeting of Council held October 20, 2011.

---

MAYOR

---

VILLAGE MANAGER