

Report from the Administration

For the period February 20 – March 12, 2009

Administration:

- We did not receive any applications for the positions of Director and Deputy Director of Disaster Services. The application deadline was February 26, 2009. We must now try another method of recruitment.
- The Village has applied to STEP for one summer student to work from May 4 to August 31, 2009. We will receive a \$2800 grant if our application is approved.
- The Village Assessor sent in the tax information for the 2009 Tax Year.
- The Village Manager did not attend any external group meetings this month.
- There has been no further development regarding the Municipal Sustainability Planning process. Dallas Dyson, Coordinator, is currently meeting with the Councils of the other Villages and hopefully, he will have received more ideas on how we all should proceed.

Office Renovations:

- The Village Manager has been communicating regularly with the Job Superintendent, the electrician, representatives from the Library, and members of the Seniors Society regarding specific details on the electrical, internet wiring, flooring, security system, etc.
- The Wilcor filing system was ordered on February 20th and should arrive mid to end April.
- The Village Manager picked up samples of carpet, tile, wood, arborite and paint from various suppliers in Camrose.
- The porcelain tiles were ordered on March 2nd and usually take two to three weeks to arrive.
- The heating and air conditioning duct work has been completed and a floor register was added in the main office area.
- Additional sound proofing was added to the wall between the Seniors Pool Room and the main Village Office due to the expected sound of 'clacking' pool balls.
- The electrical and data lines to the centre of the Council Chambers/Staff Room will be run through the existing plumbing conduit from the ladies washroom.
- The washrooms will be wheelchair accessible and low flow toilets will be installed.
- With the smaller washrooms, there was sufficient space to add a small storage room off the Council Chambers/Staff Room.
- The counter and carpet will be ordered very soon.
- The Library has decided they would prefer linoleum throughout the room and are in the process of selecting it.

- So far, construction appears to be close to the timelines originally set out by the Village and the Job Superintendent. We hope to be moving in late April or early May.

Development:

- There were no development permits issued this past month.
- The total number of permits approved to date in 2009 is still zero.
- Two Real Property Reports were reviewed this month and compliance certificates will be issued after the fees are received.
- The Village Manager left a message with the surveyor to ask if they have any notes or descriptions of exactly where the existing drainage lies in relation to the property pins. There may be a chance that we won't require a full 15 feet off the back of the seven new lots. As soon as this information can be gathered, the resurveying of the subdivision will proceed. When the lots may be ready for sale is unknown at this time.

Public Works:

- The Village purchased a sand spreader that will run off the tractor PTO. Sand with calcium and/or salt will need to be purchased as well. Having our own sander will allow us to sand the streets immediately as required rather than having to wait for Carillion to be available to come to Bawlf.
- The recent snowfalls and drifting conditions have resulted in a few phone calls to the Village Office requesting snow clearing and questions as to when the snow might be cleared. As a result, the Administration created a new proposed Snow Clearing, Removal and Sanding Policy which will be up for discussion by Council at the March 18th Regular Meeting. The intention is to replace the existing Snow Ploughing Policy #5.
- There is no new news on water metres.

Parks and Facilities:

- The Village Manager reviewed the Bawlf Area Regional Recreation Agreement (signed by the two Cooperating Authorities, the Village of Bawlf and Camrose County, on September 19, 1983). The Agreement appears outdated and may warrant further review.

By-Law Services:

- There were no bylaw complaints made in February and no violations were observed during the four patrols.

Fire Department:

- There have been no fires this past month and no false alarms.
- The 2009 budget is to be submitted to the County by March 31, 2009.