

Report from the Administration

For the period October 16 – November 19, 2009

Administration:

- Calvin Elless was the successful applicant for the full-time position of Public Works Director. Calvin began work on November 1, 2009. Rod Blatz will assist with Calvin's growth and transition into the position and has expressed interest in assisting with public works duties on a casual basis. Rod will retain the water and sewer operator responsibilities.
- The Village Manager prepared job descriptions for the Public Works Director and the Public Works Assistant positions, with input from the staff.
- The follow up documentation regarding the Municipal Sustainability Initiative operating grant funding that was forwarded to Municipal Affairs in early October requires further clarification and possibly a new project profile for the amount of funding that was deemed not eligible (which was not specified as such in the funding criteria).
- The Village Manager met with Robin Cinq-Mars regarding the completion of the Tangible Capital Assets database requirements. This will be a large, time consuming project for Village staff in the next 1.5 months. Funds were allocated and approved through the 2009 budget process.
- The Village Manager arranged to move the January 2010 Mayors/Reeve/ Administrators meeting to January 28th to accommodate James Marr's schedule for the presentation on aging infrastructure.
- The Village Manager spoke with the Director of Public Library Services (Alberta Municipal Affairs) about the proposed meeting between the Village Council and the Library Board and she recommended that the full Council and the full Library Board be invited to participate. Patricia McNamee, Policy and Legislative Advisor with Public Library Services, is away on vacation until November 24th. When she returns, I will be checking her availability to come to Bawlf to facilitate such a meeting.
- The Village Manager assisted the Library with checking on the invoice regarding the connection of their telephone service. The invoice was not for services previously rendered.
- The Office Administrator recently attended two computer training courses – one on Microsoft Word and the other on Microsoft Excel.
- The Village Manager attended the following external meetings this past month:
 - October 19 – Minister of Municipal Affairs Regional Consultation (Camrose)
 - November 3-6 – AUMA Convention (Calgary)
 - November 19 – Assessment Review Board Information Meeting (Edmonton)

Office Renovations:

- The Grand Opening for the building held on Monday, October 26 at 7:00 p.m. was successful with approximately 70 people attending. Tours of the three new components of the building were offered from 7:00-7:30 pm and after the formal program at the hall. A slide show of the various stages of construction was projected on the wall as people arrived at the hall for the 7:30 pm program. The Village and the Library held prize draws and residents were encouraged to mingle over coffee and goodies.
- The outdoor signage on the building remains outstanding as do a few other minor issues.
- Motion lights will be installed at the front entrance as well as the Public Library entrance.

Development:

- There were no development permits issued this past month.
- The total number of permits approved to date in 2009:
 - six development permits
 - two demolition permits
- No Compliance Certificates were issued this past month. Three Compliance Certificates have been issued to date in 2009.
- Our assessor requested the listing of the 2009 Development Permits as a means of assisting him with the assessment process.
- Bruce McNabb has been contacted and will provide a quote or estimate on the cost of bringing in clay fill to raise the rough grade on the seven lots along Niblock Street. We hope to have a verbal update at the November 25th Council Meeting.
- The owners of the moved in house at Lots 16 & 17, Block 4, Plan RN57 will clean up the weeds, wood, loose siding, etc. before the snow begins to cover the lot.

Public Works:

- The drainage ditches around the Village have been checked and cleaned as required so they are able to handle the water during the spring melt.
- The fire hydrants have been drained in preparation for winter. A few hydrants need to be drained several times prior to freeze-up.
- Approximately 12 shut-off notices were issued for residents who have large arrears on their water and sewer accounts. Nearly all have paid their arrears as a result of the notices.
- The roof on the water reservoir has been repaired.
- The staff are continuing with cleaning the gutters as time permits between other tasks.
- The large pit near the curling rink has been drained and public works staff will soon be draining the pit near the outdoor ice rink.

- The Public Works Director assisted with some bobcat work in the parking lot of Sanden Court.
- Research is being completed on the cost and availability of EcoTraction, the new material used on icy roads and sidewalks in winter. More details will be forthcoming at the next budget meeting.

Parks and Facilities:

- The Administration spoke with a member of the Recreation Board about the feasibility of the new Public Works Director being available to maintain the ice at the outdoor rink. A memo with more details is included on this meeting's agenda.
- The large tree along Alberta Avenue across from the Lutheran Church that recently had a large branch break off has been removed due to safety concerns.
- The area where residents are encouraged to dump their grass clippings was rototilled one more time before winter.

By-Law Services:

- There were no referrals sent to the Bylaw Enforcement Officer this past month.

Fire Department:

- There were no fire calls this past month.
- The Administration submitted the proposed 2010 Fire Department budget to Camrose County on November 3, 2009. There is an opportunity to submit a final budget early in the new year if changes are required to be made to the proposed budget.