

Report from the Administration

For the period February 12 – March 11, 2010

Administration:

- The \$500 cheque written to John Demerchant last month for the Family Day festivities was the \$500 in donations received by the Village from the Legion, the Recreation Board and the Lions Club. We then turned the funds over to John and he brought in the receipts to reconcile the donation total.
- The Village Manager completed the Public Works Director's 3-month performance evaluation; he has completed his 3-month probationary period. A set of goals and objectives for the next nine months will be created in consultation.
- The Office Administrator has left a message with the Battle River Watershed Alliance to invite them to a future Council meeting and they have not returned her call as of yet.
- This past month, we sent the Village Voice out by bulk mail to the village residents as well as the rural residents due to the Office Administrator being tied up with the auditors on the 1st and 2nd of the month and therefore, being unable to update and print the utility bills for mailing on the 1st. As it turned out, we realized some true benefits: 1. less time spent folding and stuffing the newsletters into the utility bill envelopes and, 2. we saved postage by not mailing out approximately 40 utility bills with a zero balance due to them being paid by auto debit. We will continue to follow this new procedure unless Council feels there is a need for the newsletters to be included in the utility bill envelopes.
- The Municipal Sustainability Initiatives Project Profiles are due to the Province on April 1, 2010. I plan to submit profiles for the following Operating projects:
 - \$14,400 - garbage collection
 - \$ 9700 - landfill fees
 - \$ 6000 - bylaw control services
 - \$ 9600 - water and sewer operator contract
 - \$ 3000 - library board
 - \$ 1873 - Parkland Regional Library Board Requisition
 - \$44,573 - TOTAL MSI Operating Grant 2010

I propose that our Capital MSI Grant in the amount of \$154,969 be banked for future capital infrastructure projects.

- The former Federal New Deal for Cities and Communities grant has been replaced with the Federal Gas Tax Program. The federal government has committed \$50,000 per year for four years in grants to the Village. This grant is contingent on the Village having a current Municipal Sustainability Plan.
- The Village Manager attended the following external meetings:
 - March 3 – CAO Meeting – New Norway

Development:

- There was one development permit issued this past month.
- The total number of permits approved so far in 2010: one.
- No Compliance Certificates were issued this past month. No compliance certificates have been issued in 2010.
- If we want to change the UX (Urban Expansion) section of the Landuse Bylaw to remove grazing from our permitted uses, we can as long as we go through the proper process (ie. create a bylaw for a TEXT amendment to our Landuse Bylaw, pass first reading, advertize and hold a public hearing, then proceed with second and third readings). We should be able to make a few other small amendments at that same time (ie. clarify what a "new" manufactured home is, fix a typo regarding fence heights, clarify that finishing a basement does not require a development permit, etc.).
- Bruce McNabb of Forestburg Transit Mix Ltd. would be available this summer for the Macrae Street project.

Public Works:

- The Public Works Director has researched trailers that the Village would need to acquire in order to take over the garbage collection. Please see attached information sheet.
- Once the PW Director is certified in the Small Systems Water Certification Course, he will be required to recertify every three years. During that three year period, he will also have to take a one day course.
- The Director of Public Works is currently off work due to a back injury. The Employer's Report, Employee's Report and Doctor's Report have been forwarded to Worker's Compensation.

Parks and Facilities:

- The outdoor ice rink has been closed due to the recent warm spell.
- To date, we have four weddings booked at the hall in 2010.

By-Law Services:

- There were no bylaw complaints this month.

Fire Department:

- There was no fire calls this past month.
- Two sets of new bunker gear that were exchanged should arrive in 3 weeks.
- The Fire Chief was called to investigate a month-old fire.
- A new fire truck has not yet been found.