

## **Report from the Administration**

**For the period April 16 – May 13, 2010**

### **Administration:**

- The Office Administrator has been working to set up the new Muniware accounting program.
- There was a recent inquiry about residents paying their Village bills on-line. Quite some time ago, the Village completed the necessary paperwork with the common banks to set up this service. Residents then make the necessary further arrangements directly with their banks. The only bank that was not set up to provide this service for their banking clients was the Royal Bank due to the set up fees being unreasonably high.
- On May 4<sup>th</sup>, the Village received confirmation of the Canada Summer Jobs Grant (for one of the summer student positions). Approval for the STEP position was received earlier.
- The Annual Meeting held on April 22<sup>nd</sup> was successful and well attended.
- The Village looks neat and tidy thanks to the Bawlf School students, Village residents and staff after the Village Clean Up held May 6<sup>th</sup>. Three loads were taken to the Kelsey Transfer Site and one to the Camrose Landfill.
- The Annual Garage Sale held May 8<sup>th</sup> was also a huge success. There were 19 sales at people's residences and another 8 in the Curling Rink.
- The St. Joseph's Catholic Church was invoiced \$500.00 per year for 2008, 2009 and 2010 for the cemetery maintenance provided by the Village.
- The Village Manager attended the following external meetings:
  - April 28 – Mayors/Reeve/Administrators Meeting – New Norway
  - April 30 – Focus Engineering re: Macrae Street – Bawlf

### **Development:**

- There were three development permits issued this past month for the Regional Children's Centre, a deck enclosure and a fence. The total number of permits approved in 2010: four.
- No Compliance Certificates were issued this past month. No compliance certificates have been issued in 2010.
- Work on the Regional Children's Centre site has begun.
- The Development Officer called the owners of Lot 4A, Block 17, Plan 072 0313 as a follow up to the letter the Village sent on April 13, 2010 (which reminded them that they must start construction of their house by June 1, 2010).

### **Public Works:**

- The Village Manager and the Assistant Public Works Director met with two engineers from Focus Engineering regarding options for Macrae Street. Focus will be analyzing the water and sewer services as well as the condition of the roadway and preparing a set of recommendations for the Village to consider.

- The Village Manager visited Leduc on May 4, 2010 to study the avenue which was paved with cold mix and a paver approximately 6 years ago. The surface appears to be holding up quite well.
- On Tuesday, May 11<sup>th</sup>, a 2" flushing line was installed at the end of Hanson Street which will allow that deadline line to be flushed twice per year as is the case with the other areas of the Village. This should alleviate the issues of late.
- The Director of Public Works successfully completed the Small Water and Wastewater Courses on April 29<sup>th</sup> and 30<sup>th</sup>. These courses were put on by the Alberta Water and Wastewater Operators Association.
- Curb cleaning will continue.
- Recyclables were hauled to CentraCam.

### **Parks and Facilities:**

- The two summer students began work on Monday, May 3, 2010. Benjamin Wight was hired for the STEP position and Britt Evans was hired for the Canada Summer Jobs position.
- The water was turned on in Jubilee Park.
- The bathrooms were cleaned and stocked with paper supplies.
- The diamonds were readied for the ball programs.

### **By-Law Services:**

- No complaints were filed at the Village Office.
- The Bylaw Officer witnessed a dog at large. The owner was issued a warning.

### **Fire Department:**

- There were two fire calls this past month:
  - April 18 – stubble & sloughs
  - April 19 – shed and fence
- Two new members joined the Fire Department and one member resigned.
- The Fire Chief accompanied by a member of the Fire Department went to Red Deer on April 22 to pick up the 1991 Ford F800 Fire Truck recently purchased by the Village.
- One fire practice was held on May 3<sup>rd</sup> with 10 members present.