



## TOWN OF KYLE

### December 2016 Newsletter

#### **ADMINISTRATION:**

I would like to provide information to you to explain the legislative requirements for the position of Town Administrator. The Municipalities Act states that a council may appoint an uncertified (meaning not holding the Local Government Authority Certificate) person. This person must then register through the University of Regina and complete the LGA Certificate which consists of 4 classes. They also must apply to the Board of Examiners for a Conditional Certificate which allows them to work until the Standard Certificate is achieved. During this time the applicant must be mentored by a qualified mentor. After a minimum of 1800 hours the applicant would be required to have an independent office inspection that must be passed to qualify for the Standard Certificate.

So where are the Town Office staff at in this process? Karla is currently taking 2 LGA courses and Melissa is taking 1 course. The final exam for the LG200 is on December 16, 2016 and the Town Office will be closed for the morning and possibly part of the afternoon, until we are done writing the exam and back from Swift Current. Karla has applied for and been accepted for a Conditional Certificate and we are both working under our mentor who is Susan Chase from Swift Current. Susan comes to our office once a month to provide guidance and assistance with all aspects of Town Administration. Susan is only available on weekends, so if you see the office lights on Saturdays, we have arranged our weekly work days to accommodate this as a regular work day for us. If you have any questions for us about this, please ask.

**CHRISTMAS OFFICE HOURS** - The Town Office will be closed at 4:00 pm on Friday, December 23 all day Monday, December 27, and Tuesday, December 28, 2016.

#### **TAX INCENTIVE PAYMENT PLAN – (2017 TIPPS)**

If you would like to pay your taxes on a monthly installment plan, we can set that up. The requirements are that the current 2016 taxes must be paid in full by December 15, 2016 in order to start on a January 1, 2017 payment plan. Please see us to complete the forms.

#### **PUBLIC WORKS**

**NEW STREET SIGNS** - Thank you so much to Councillor Roberta Endicott-Sheets for her work to plan, design and order the new streets signs, and to our public works staff for installing them. They are a wonderful addition to our streets. No one could remember when the last ones were changed out, so it has been many years. The cost of the new signs came in at \$2870.59

**COMPOST** – the last of the compost was picked up on November 23. If you are still collecting compost it will be your responsibility to take it to the landfill. We will be working on policies and procedures regarding compost over the winter. Any new procedures regarding this services will be rolled out to the public before pickup starts in the spring. If you have any suggestions about what you would like to see the town do or not do for composting please let us know.

**GARBAGE COLLECTION- Residential cardboard and paper** are to be taken by the homeowner to the recycle bins. It is not picked up by the public works staff because it has to be separated out from regular garbage.

**PLEASE DO NOT PUT YOUR GARBAGE IN CARDBOARD BOXES.** The September newsletter included the garbage container bylaw that clearly states what the containers and stands should be.

#### **SEWERS AND TREE ROOTS -**

If you have a problem with tree roots blocking the sewer and have previously had Public Works come and pour “Sewer line cleaner” into your toilet on an annual or more frequent basis if required so please call the Town Office and we will update the list. This list will be ongoing so please call.

#### **PUBLIC WORKS – CHRISTMAS HOURS**

Garbage pickup will be the regular days for the week ending December 23. Public works will be closed on Monday, December 26 and Tuesday, December 27. Garbage pick up for residences and commercial will be Wednesday, Dec 28 . Please remember to take your cardboard boxes and paper to the recycle bins.

*From the Council and staff of the Town of Kyle  
have a very safe and Merry Christmas.*

