

CAO Report: Kevin Trew

Date:

April 25, 2022

Prepared for:

Council

Public

Committee

Human Resources:

- Connor Segovia was hired last summer to float between Public Works in the summer and Recreation in the winter, in 2021 he ended up working in recreation the whole time, he has now moved over to the Public Works department, as functions in the Public Works department change and as employees are on leaves, we will analyze whether this move will become permanent
- We know that we will be hiring additional permanent full time staff for the Recreation Department this fall and will review needs in the Rec and PW Department as time goes on
- The Canada Summer Jobs Grant has been approved for the Town of Outlook wherein we will receive approximately \$32,000 to subsidize wages we will be paying for summer workers at the Pool, Beautification, Kinsmen Park and Summer Public Works. The Town has budgeted expenses of approximately \$50,000 in addition to the summer grant funds. We had advertised positions and look forward to finalizing selections for those positions momentarily. We did not get as much support as we had asked for and will quickly analyze what programs we can afford to proceed with and what ones we will not. Of course, staffing the pool is the number one priority for summer programming and we are hopeful that it will see full staffing this summer
- We have received notice that the Town Hall Janitorial Contractor will be done effective April 30. We advertised the contract and received no bids before the deadline. We are re-advertising the contract and we are contemplating making this a staff position and combining it with something else. We have interim janitorial staff while we await a permanent appointment

Policy and Procedural Items:

- Strategic Planning – The plan in its draft form is presented to Council for their approval and prioritizing at the April 27 meeting. We have made several small changes with the feedback we received from the public and the Executive Team has done a great job brainstorming more specific goals for Council to prioritize
- The Auditor attended the office on April 1, we are awaiting the draft statement and follow up from that
- Town Open House – There was a great turnout for this event and we are confident that we will be having a similar event in the fall. People seemed to like the venue and the format.

Successes this Month:

- We received prepayments of equivalent to 1/3 of the 2021 Tax levy in the month of March, the 6% discount was applied to just under \$800,000 in municipal taxes. There were also prepayments nearing \$200,000. This bodes well for our cash situation and will take away from some of the rush expected in late May and June regarding tax collection once taxes are levied.
- The Civic Centre opened with a fantastic Casino Night with over 150 people in attendance, organizers are excited to start planning another Casino Night
- We have 2 furnished 1 bedroom cottages for rent to the public at \$1,000 per month including including water, sewer, heat, power and FSWD/air conditioning; the furnishings can be removed for the rent of \$800 per month including water, sewer, heat, power and FSWD/air conditioning – there has been some interest
- The open house had a good turnout of presenters (21 booths) and approximately 175 attendees. We are very happy with this as something we can build on. Plans are that we will hold a similar event in the fall with community partners, perhaps with a focus on recreation but still incorporating the partners we had in April

Learning Opportunities/Capacity Development:

- The curling bonspiel had very low registrations so it did not happen, the Town will work with the club to advance curling in the community, there is work to be done with all user groups of the Recplex and our CDAC committee and Recreation staff look forward to exploring the opportunities
- Landfill scale software for new billing – Many supply management issues have occurred with delivery of the software for the landfill, we will not speculate when new rates will be exercised
- Rudy Landing Water Customers are now being invoiced direct by the Town of Outlook, we look forward to a signed agreement soon, the Town will be installing RF meters in the residential properties this summer at the cost of the Rudy Landing Customers
- Assessment Notices – All properties with a change in assessment, change in owner or change of some sort for 2022 have received their assessment notice very soon. The appeal period is 30 days. Anyone can appeal their assessment, the deadline for appeals is May 3.

Current Unfinished Projects:

- Storm Water Outfalls rehabilitation will be complete in 2022 – we just received the tender documents and have not had time to review.
- Landfill Decommissioning of Old Cell – We signed an agreement with Associated Engineering to go forward with more work on the decommissioning, Machibroda will be out testing dirt for final cover, we may use dirt from a borrow pit on the landfill site or haul in dirt that meets specifications
- Raw Water Intake/ Water Treatment Plant Upgrade Project – We will be meeting with partners in June to discuss the raw water intake, we have reached out to landowners affected by our testing for the sites
- Subdivisions Projects
 - Railway Commercial/Industrial – Pricing has been set for the 13 lots established, we are completing Zoning and Land Purchase Agreements as well as business tax incentives and requirements to develop prior to final sale; those who have expressed interest in purchase have been emailed information, anyone else interested is invited to contact the CAO direct at cao.outlook@sasktel.net; we expect public sale to be advertised as soon as the Zoning has changed and agreements are finalized
 - Highway Commercial – We went through the traffic impact assessment with the Ministry of Highways and have looked at pricing for changes required. Associated Engineering has been contacted for a quote regarding project management
 - Residential – Nothing new to report at this time. We are looking at Development of the College South Subdivision as well as residences along Mann Street

Future Projects:

- Council heard from Loraas Disposals regarding a proposed contract for pickup and transportation of solid waste to the Outlook Regional Landfill; Council and the CAO continue to receive and be receptive to feedback from the public to this regard before a decision based on sound numbers is expected in May
- Application has been made to both higher levels of government for two projects under the recreation stream of ICIP:
 - On behalf of the RMs of Fertile Valley and Rudy and ourselves, a regional project – Sports Ground Upgrade, – we were denied on the first iteration of this funding stream
 - Skytrail CP Rail Bridge Rehabilitation – we continue to await news of approval or denial
- New Zoning Bylaw – Urban Systems has been contracted to help us with a new Zoning Bylaw, Danny Gray was in attendance at our Open House and received some feedback from the public. We will be having at least one additional dedicated public sessions in the future to this regard to hear public comment prior to introduction of first reading of the bylaw and then we expect to hear public comment following first reading of the bylaw (expected late summer, early fall)