



CAO Report: Kevin Trew

Date:

December 18, 2024

Prepared for:

Council

Public

Committee

Human Resources:

- We have had a few mishaps amongst our team in the past month, with 2 workplace related injuries and more than 2 unrelated to work injuries affecting members of our team, supervisors are reviewing processes that may have prevented workplace injuries, accommodations of the unrelated injuries are handled through staff taking sick and vacation time if they have it
- In addition, we extend our sympathy to Nancy Gorman and Rachel Sillers on the loss of mother and grandmother recently
- To celebrate the Christmas season, the various departments each usually have a team Christmas get together, however this year, our whole team is getting together as a group for a small function at a local business, we hope to continue to have an appreciation function with Council and committee members/volunteers in late January/early February and the summer as has been tradition

Policy and Procedural Items:

- Thank you to our newly elected Council for continuing to uphold the best practice of discussing and approving an operations budget prior to the start of the calendar year, administration recognizes that there are many learning curves and Council's dedication is certainly appreciated
- The next big project will be a revisit of the Strategic Plan, to tailor it to the wishes of this administration. We plan to involve the public in mid January and early February and we are excited to bring this forth and look forward to certain renewal and fresh perspectives
- The snow management policy will be addressed early in the new year as we have been looking at small changes suggested by Council members that will meet the expected level of service and continue to be reasonably affordable

Successes this Month:

- The George Cuff training held at the Civic Centre was a great success with over 60 participants from Water Wolf Planning District and beyond, this included 15 Outlook staff, Council and volunteers
- We have made great strides in Tax Enforcement over the past 4 years, this is a testament to the aggressive policies set forth by Council and the processes identified by The Act as well as administration making full use of the tools in The Act. The taxpayers in Outlook are well served to by these processes and policies and the number of properties in tax enforcement and \$ figure is quite possibly the best in the province. Thank you to the taxpayers for keeping your accounts paid.

Learning Opportunities/Capacity Development:

- This has been a month where the administration's focus has been on budget, prepping numbers, answering questions, pivoting when needed. We have become accustomed to doing this over the past 4 years, we have missed doing the strat plan report card along with a revamped salary grid, in addition, we had planned to do a management compensation policy, these are in the plans to be ready for the first meeting in January

Current Unfinished Projects:

- Raw Water Intake/ Water Treatment Plant Upgrade Project –We have wrapped up the water treatment upgrade part and the raw water intake reports, design for a new one and the upgrade of the existing intake should be complete shortly, taking this project to a finish (awaiting further grant funding if it becomes available)
- Subdivisions Projects



- 2024 Highway Commercial and Residential Subdivision – We have some interest in highway commercial property, and we are working toward storm water retention pond as well as highway and road improvements for approval of the Mann Street/Sportsgrounds subdivision application
- College South Residential – Casa Boldt has submitted a review of our draft servicing agreement, we will be following up with Council in the new year
- Outlook-Rudy Fire and Rescue capital projects – The Fire Hall project first three tenders have been reviewed and fall within administration spending threshold, we will report these to the Joint Protective Services committee shortly and notify the successful bidders