

CAO Report: Kevin Trew

Date: June 9, 2024

Prepared for:

Council

Public

Committee

### **Human Resources:**

- May brought forth a few changes in staffing, we said goodbye to Clay in Public Works, Clay moved to the city and has a position there, we wish him well; Brennan has taken a leave of absence in Recreation to work at a pool in another community for the summer, we are hopeful that he will return to us this fall as he continues his education, Dylan has taken a leave of absence at the landfill and we expect his return to work this week, however that is not confirmed at this time
- In June, Megan officially took the position as Community Development Director and Owen took the position of Recreation Facilities Director and Sara from Recreation will be starting her maternity leave
- We are currently advertising to fill the vacancy in Public Works and we are not filling any vacancies in Recreation at this time
- We finally received word that we have not been approved for the Canada Summer Jobs grant application (2<sup>nd</sup> year in a row)

### **Policy and Procedural Items:**

- The 3<sup>rd</sup> and final readings of the Zoning Bylaw and the Community Plan Bylaw took place, we will need Ministry Approval prior to these becoming law
- The assessment appeal period has ended with no appeals in the Town of Outlook
- Tax notices were issued on May 31
- The Precautionary Drinking Water Advisory was lifted on Saturday, June 7

### **Successes this Month:**

- Development – we continue to see a lot of development and building permits and applications being sought. We are very proud of our turnaround for permits. Our office is able to process these quickly and get them into the hands of Municode for their comments and approval. We are very proud to say that we have likely one of the best turnaround times in the Province and that there are no building or development permit applications outstanding at this time. Approvals of development permits occur within 1 week to 10 days and approvals of building permits occur within 2 weeks to 25 days

### **Learning Opportunities/Capacity Development:**

- We had a few comments and questions regarding Public notice of the system wide Precautionary Drinking Water Advisory, particularly the fact that we did not do door-to-door notification when we do so for local advisories. We did do more than what is considered best practices in the province but we can always do better. The model we followed does count on a lot of word of mouth, and that is befitting to an advisory. I have heard reference to “boil water”, which may have been a source of confusion as there is a difference between a Precautionary Drinking Water Advisory and a Boil Water Order, a PDWA is an advisory that the water in the system may not be suitable for consumption, a Boil Water Order is notification that the water in the system IS NOT suitable for consumption. This may not be abundantly clear to all users, an appropriate response for Boil Water Order would be far more significant and robust than that of a PDWA, that would likely entail all municipal staff being tasked with delivery of notices door to door in addition to the response we give to a PDWA. More public education and information may be required going forward.

### **Current Unfinished Projects:**

- Raw Water Intake/ Water Treatment Plant Upgrade Project – Strike continues to make progress with the water treatment plant upgrade, the project is expected to continue for all of 2024, a shield well has been installed in order to complete the testing regarding a new raw water source, the pump is currently running and we have finally seen some test results showing the viability of this as an alternate raw water supply
- Subdivisions Projects
  - 2024 Highway Commercial and Residential Subdivision – We are still in the early stages to complete the preliminary planning and subdivision work on the Mann Street residential development which would include as many as 27 residential lots (Zoned R1) as well as the Fraser Avenue development which would accommodate medium to high density residential development adjacent and south of the Saskatchewan Road Commercial Subdivision. CP Rail has indicated that they will lease land to us so that we can use this as our 1 in 100 stormwater pond however they have not given us a timeline. Until that can be secured, we can not proceed with this subdivision, much is contingent upon this approval
  - College South Residential – this 80 lot residential land development opportunity between 1<sup>st</sup> Avenue and 3<sup>rd</sup> Avenue would accommodate a mix of low density (R1) and medium density (R2) development. There are also opportunities to service and develop additional acreage lots to the north in the Cameron Subdivision as sewer and water services become available. We are working with a private developer on this project and we have Associated Engineering working on getting us development levy costs as well as servicing costs nailed down before we go further
- Outlook-Rudy Fire and Rescue capital projects – The new command vehicle been delivered and is in commission. The Fire Hall Campaign Cabinet has started the next phase of the fundraising campaign in the community with a series of information articles in The Outlook. We continue to work at securing a sealed design with electrical and mechanical engineers along with JSP Engineering who worked on our structural plans. The subdivision is presented at Town Council for approval and then will await Community Planning approval from the Government. The most recent estimates for a new fire hall situated on McKenzie Street North beside the Town shop are at \$1.2 million for an Outlook community-built fire hall that meets all code requirements.
- Sewer Service Line Replacement - We have met with Brunner’s Construction and they estimate the construction to take less than 3 months. They have met with all property owners to discuss unique aspects at each property and they are preparing to start construction in late June, we will be alerting the public in advance of the work. For the most part we expect single lane traffic with manned signage on both sides for the duration of the project. The construction zone will move daily and we expect Brunner’s to begin work on the south end of McKenzie Street and work toward Saskatchewan Avenue, then continue down Saskatchewan Avenue to from West to East