



CAO Report: Kevin Trew

Date:

November 27, 2024

Prepared for:

Council

Public

Committee

### **Human Resources:**

- We are happy to report that Dylan is on a back to work program at the landfill, while we did not backfill his position, we have a number of staff that have filled in for him including members of the Public Works and Administration Team
- We held a November team lunch at Between the Buns/Family Pizza on November 4, thanks to all that attended
- We welcome several seasonal staff to the Recplex led by the Kitchen Manager, Ivy Read. We have a few staff returning from last year and staff that were working for us in the summer.

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

- Civic Election was held on November 13 at the Outlook Civic Centre with advance polls being held on October 29 and November 9. We had a poll for the SunWest School Division Trustee in conjunction. We are very proud that we were able to have very few lineups and that counting was complete in about 45 minutes. This was aided by having more than one poll for Councillor and by a crack team of election workers. Thank you to: Shanda Rolleston, Crystal Fisher, Wendy Ball, Kate King, Jessica Follick, Nancy Gorman, Brayden King, Emily Trew and Heather Colliers as well as Rachel Sillers.
- With new Council elected, we expect a slight shift in priorities and strategic goals which will affect all of our planning documents and policies and procedures. The changes will take time, but I have prepared our team for the productive changes coming. We will be starting with the completion of the 2025 operations budget and the 2025-2034 Capital Plan expected to be completed at the December 18 meeting of Council.
- We will be involving the public with a revisit to the strategic plan in January and February and we are excited to bring this forth and look forward to certain renewal and fresh perspectives
- Review of bylaws and policies is ongoing and we will be working to update as we move along, amending, deleting and making new policies as issues are brought forth
- Council, volunteers and key staff will be attending the George Cuff Governance training on December 4 and 5 right here in Outlook, if any member of the Public wishes to attend, they should reach out to me for details

### **Successes this Month:**

- Snow removal, I have been privileged to travel across a few cities, towns and villages this past few weeks, and bar none, Team Outlook has outperformed all of them. Of course we have a few mishaps and we can always do more/better/faster, but the level of service we provide is exceptional

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

- With any election or change in leadership, we can and should expect issues and expectations to come up that may not have been our finest moments or may not be everyone's favourite part(s) of Team Outlook, it is my hope that we approach criticism with a productive lens and find a solution. While I am reminding my team about this, every 4 years I also need to remind myself, everyone wants the best for this community!

### **Current Unfinished Projects:**

- Raw Water Intake/ Water Treatment Plant Upgrade Project –The pilot project along the river bank is wrapping up this fall with Associated Engineering preparing the results and going to pre-design of a replacement raw water intake based on the success of the infiltration well with a shield well in providing similar quality water to what the current WTP is designed for.



- Subdivisions Projects
  - 2024 Highway Commercial and Residential Subdivision – Casa Boldt has presented a conceptual development plan for review and it is with Administration at this point, we will present to Council early in the new year
  - College South Residential – Casa Boldt has submitted a review of our draft servicing agreement, we will be following up with Council and developers shortly
- Outlook-Rudy Fire and Rescue capital projects – The Fire Hall project was approved, in principle, by both Councils in October and we have tendered the first three parts of the project (provision of clay for grading, leveling/grading of clay, and provision of utility service lines. The tender period has expired on Friday and we will award the tenders shortly