

CAO Report: Kevin Trew
Date: April 26, 2021

Prepared for:

Council

Public

Committee

Human Resources:

- I started April 6, would like to thank everyone for the phenomenal reception – your patience and grace has made this transition very natural
- The team in Outlook has also been incredibly welcoming and while I have familiarized myself with most parts of the operation, I still have team members to meet
- As Council heard at their April 14 meeting, we have a number of summer staff starting in the Recreation Dept working at the Pool and with the facilities as well as Public Works. Many of these positions are supported with grant funds
- We have one employee in PW who is off indefinitely and our PW staff is able to make do while he is off
- Our staffing complement in PW was already not full as we had a resignation this spring from the shared PW/Recreation Labourer position; we have advertised this position with plans to fill it this spring/summer

Policy and Procedural Items:

- We are working at transparency of government - Prior to my arrival, the Acting Administrator, Acting Rec Director, PW Foreman and PW Superintendent were part of a team meeting every two weeks – we have named this the Executive Team and we will meet on the 1st and 3rd Wednesdays in the morning; the 1st meeting of the month, they will prepare written reports for me; I will present these to Council's 1st meeting of every month; following approval we will post these reports on our website; should staff need to be present at the Council meeting, they will be
- We are working at efficiency of government - On this meeting's agenda – we have started using a consent agenda – it will take some time to work out the tweaks and I expect some removal from time-to-time so hopefully we will all see the benefits
- We are working at accountability of government – For the next meeting of Council, our executive team will have a briefing note suggesting a strategy to involve community members in committees of Council
- Accountability again! – we will continue to report a list of payments for approval at each meeting of Council, we are developing a continuous agenda wherein we will report quarterly (April, July, October, January) at the 2nd meeting of the month a quarterly balance sheet and quarterly summary income statement with comparables to last year and budget (when able) along with a cover page; on the other 8 months we plan to focus on specific departments with a more detailed department income statement with each 2nd meeting of the month – we are working out the kinks for the first quarter report and it will be ready for the 1st meeting of May
- We can never have too much transparency – the complete agenda for Council along will be ready for at 5 the Friday before Council meeting; items and attachments will be up at that time; any additional items will be prepared and placed on Monday by noon, the CAO will notify all of Council if there have been necessary additions following these deadlines set; the agenda for public consumption will be placed on the website and Facebook by noon on Tuesday before the meeting

Successes:

- The landfill decommissioning and reclamation plan (for the new landfill) was submitted by Associated Engineering to the Ministry

Learning Opportunities/Capacity Development:

- Public Works has taken over the commissioning of the landfill attendant building and scale from Associated Engineering, Kelton and Luke will oversee contractors and work done by our staff

Current Unfinished Projects:

- Landfill Decommissioning of Old Cell – Our team is meeting with MoE to discuss outstanding items this week
- Raw Water Intake Project – Very early stages, ICIP was approved up to \$10 million in principle, next step will be to explore various alternatives with an engineer
- Storm Water Outfalls – We will be using Gas Tax Funds for these projects over the next 2-3 years – Council has identified the priority areas with Associated Engineering's recommendations – staff will follow up for next steps – 2021 budget item
- Civic Centre Project – Request for tenders has expired, awaiting recommendations from Walker Projects
- Subdivisions Projects
 - Mann Street Residential – Urban Systems is preparing a concept plan; upon receipt of that Council will likely put this on hold; PW is finalizing decommissioning of airport which includes removal of windsock and signage on runway that it is closed – instead we are contacting lessor of land to discuss conversion of runway to farmland in 2021 so it is used and no longer visible
 - Highway Commercial – Drainage plan is part of the Mann Street Residential – this is priority 2 for subdivisions
 - Railway Commercial – Priority 1 for subdivisions; we are working with Associated Engineering on this project and awaiting them for next step
- Agreements:
 - MidSask Rental Agreement (ongoing original signed 2013) – CAO meeting with Midsask Manager to review terms, do a walkthrough assessing property and recommend a new lease agreement taking into consideration the sublet; floating the idea of sale of building to MidSask
 - Government of Sask Rental Agreement Town Office Complex (5 year expired 2020) – CAO discussed with contact – incorporating Cost of Living Increases into new agreement; CAO and Building Manager from Central Services will do a walkthrough and address local issues when able, expecting new agreement soon
 - Fire Services Agreement (2 year expiring Dec 31, 2021) – Protective Services Committee item; meeting with RM of Rudy next week, have not made contact with Villages of Broderick and Glenside yet
 - Landfill Services Agreement (no recent ones located 2006 is the most recent one on file) – Since we are working through a new landfill bylaw in 2021 it is a good idea that we have solid agreements with user municipalities going forward; current user municipalities are the RMs of Rudy and Fertile Valley; the CAO has had preliminary discussions with RM of Rudy and fact finding mission regarding financial support provided in 2018 and the terms around that – not ready to report on this yet

Future Projects:

- We are working at vision of government – we expect a draft budget to be prepared over then next 3 weeks and we expect to begin working on a strategic plan following that as a long term project engaging many stakeholders including staff and the general public
- We are working at connecting and communicating with our stakeholders and customers – the website is being updated and kept up to date so that we can refer people to it