

CAO Report: Kevin Trew

Date:

December 20, 2023

Prepared for:

Council

Public

Committee

Human Resources:

- We received notification that the application window for summer employment will open in January and we are planning to apply for seasonal positions for summer 2024
- The Recreation Facilities Department is now running with full staffing which gives an opportunity for the supervisor and management team to focus a bit more on planning and programming going forward, hiring for the kitchen went very well this fall and we have received many favourable comments
- Supervisors and managers report that they are liking the new assessment forms approved by Council and these have been incorporated in all employee assessments since adoption of the new policy
- On a personal note, I have had a few medical issues this last month which has taken me away temporarily from work at various times, however I am fairly certain that these are now resolved

Policy and Procedural Items:

- Bylaw Process – we have now created a place on the website for draft bylaws to be displayed while they are in progress, we are hopeful that this resource is used by the public to inform them of what is being considered, I made extra effort to reach out to The Outlook with more information on the draft animal keeping bylaw and I have only received a few comments that were favourable to the current bylaw
- After a good Public Hearing regarding Bylaws No. 7 (Official Community Plan) and No. 8 (Zoning Bylaw), we are taking an intended pause and working from the public input we received specifically toward the zoning bylaw and the Riverbank Overlay District. For No. 8 (Zoning Bylaw), we will restart the process with a first reading of a new bylaw and an additional public hearing so that we can incorporate as much of the input we received as possible into the new riverbank overlay district map and requirements, look for this shortly into the new year for first reading and then subsequent public hearing. The public input regarding Bylaw No. 7 (2023) Official Community Plan was only regarding formatting and specific words and will not require us to restart the process. The second and third readings of this bylaw are expected to coincide with the 2nd and 3rd readings of the new Zoning Bylaw once it is introduced
- The public response to the office being opened on Friday mornings has been favourable and we plan to continue this going forward

Successes this Month:

- Landfill Grand Reopening – What a great day it was to hold a grand reopening of the Outlook Regional Landfill, Dylan and his crew are doing fantastic things out there and it definitely warrants a visit out there to dispose of unwanted items in the near future, I would like to bring everyone's attention to the recycling efforts of Darren Rafoss, who has returned to work with enthusiasm and excitement. Some of Darren's time has been spent refurbishing small engines, bicycles and the like that have been thrown out. He plans to continue his efforts through the winter and we will be offering the refurbished equipment for sale at reasonable prices in the spring as well as donating to charitable organizations

Learning Opportunities/Capacity Development:

- Bylaw Enforcement – While we do not have personnel specifically dedicated to bylaw enforcement, myself and other members of the team take responsibility for this task, when we hear complaints regarding bylaw infringement, we act quickly however there can definitely be delays due to the process that is required by the law, this lack of speed often translates to the public thinking that we avoid bylaw enforcement which is not the case. Our approach to bylaw enforcement is always prescriptive in that we not only address the violation but we also try to prevent it from happening again, working gently with the stakeholders for a long-term solution. While this approach is not what many are used to and does have drawbacks, it has fared a bit better than a purely regimented approach. There are definitely times where

we have to be more regimented and it is sometimes a challenge to identify when our hand is forced, we appreciate everyone's patience as we find that sweet spot in bylaw enforcement

Current Unfinished Projects:

- Raw Water Intake/ Water Treatment Plant Upgrade Project – The water treatment plant upgrade is under way, testing on the raw water intake is entering a different phase with the incorporation of a shield well over the winter months as a final pilot project to inform the next steps for a sustainable raw water source
- Green and Inclusive Communities Building Grant Application and CMHC Housing Accelerator Fund – Still no news however there have been announcements across the country regarding successful applicants to both grants
- Subdivisions Projects
 - 2024 Commercial and Residential Subdivision – We are very aware that we are approaching a shortage of new, serviced residential lots in the Town of Outlook, plans are under way 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
 - College South Residential – this 80 lot residential land development opportunity between 1st Avenue and 3rd Avenue would accommodate a mix of low density (R1) and medium density (R2) development, we are actively looking for private developers interested in partnering with the Town of Outlook to develop, service and sell these lots. 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
- Outlook-Rudy Fire and Rescue capital projects – We ordered the new rescue van in spring 2022 and we have been awaiting delivery of it, we are hoping it will be in our fire hall early in 2024; many community champions are engaged in the initial stages of a fundraising campaign for future fire and rescue capital projects, it is certainly an exciting time as we anticipate announcements to this regard over the next few months

Future Projects:

- In 2024, we have our sights set on completing ongoing capital projects including the replacement of aging sewage service lines to residents and businesses along Highway 15 which we anticipate will have minimal traffic interruptions in the spring of 2024 and completing the pilot projects for securing a sustainable raw water source
- Planning for future development will be the key activity for 2024 in our office, while a lot of these projects have been inching along, we know we will successfully complete a new zoning bylaw in 2024 that will promote and create opportunities much needed development in the Town of Outlook, we will need to prepare for the rehabilitation of Highway 15 by having all of our development plans for Mann Street and Saskatchewan Road secured and completed so that we can partner with the Ministry of Highways (sharing costs) to expand the Town's use of Highway 15 on the east side of Town within the Town's municipal boundaries