

CAO Report: Kevin Trew

Date: February 22, 2022

Prepared for:

Council

Public

Committee

Human Resources:

- There has been less staff sick time taken in the past month as the Covid requirements to isolate if not positive have been removed. There have been positive cases in the community and staff have also been affected. With the mask mandate expected to be removed at the end of the month, we will be mask friendly in all facilities and we will support any staff member wishing to remain masked beyond the removal of the health order
- Our best wishes go to Darren Rafoss as he continues to be off with his non workplace related injury; he has been a particularly popular staff member over the past few years and he is missed at work; our Public Works Department continues to adjust being down a member or two from time-to-time; we have discussed bringing in casual staff, however we can lend team members across departments as becomes necessary
- Advertising for all summer positions is ongoing; we have many ads out for pool staff, beautification, summer works programs, etc.

Policy and Procedural Items:

- Strategic Planning – The draft strategic plan is currently out in the public – having been released to the public through The Outlook and on our website recently. We have an online survey activated and we will have paper copies of the plan and the survey at the two grocery stores in Outlook
- The 2022 Preliminary Operations Budget has been passed by Council in early February; Council expects to look at this again in early April. The budget and capital plan are both on the website
- The Auditor has made an appointment to come out for the 2021 audit sitework in the third week of March; Zach is working on preparing for that. The adjusted 2021 statement is not quite ready for Council's approval.
- Town Open House – Staff is planning an open house where we will have stations set up at the Civic Centre displaying our planned projects and staff will be available to answer questions the public may have; Council will also be in attendance for private and small group conversations, this will be informal with refreshments and snacks served and will be a come and go style open house held on April 12 (tentatively planned at this time) We will be notifying the public of the exact time and more information as we get closer to the event
- New Pre-payment and Payment incentives were passed at Council meeting in early February – the best discount will be on payments made before March 31. Staff is working on a mailout to the public for release the first week of March describing new discounts and new payment options including e-transfer and Monthly Pre Authorized Debit for payment of accounts with the Town of Outlook

Successes this Month:

- The grand opening of the Co-op Community Rink took place February 19; the Jim Kook Recplex played host to exciting midget hockey action when the Blazers took on Swift Current Legionnaires featuring local grown talent – Cole Peardon...and the Ice Hawks of all ages are in provincials and playoffs making the place quite busy
- We did a few bylaw updates in late January and early February – of note is the new Anti-Bullying or Harassment Bylaw – this has been in the works in Outlook for over 4 years, I am proud to say that it has finally come to fruition. Honestly, I was a naysayer at first, "Why would the municipality become involved?" After hearing presentation from the RCMP it became clear that the Town simply needs to make a bylaw but the RCMP will mediate, enforce and handle this as needed
- With the operations budget passed with a small expected surplus, our team is getting quotes for small and large capital projects as well as much needed street repairs and facility repairs

- The operations budget set forth some a couple operational projects that have some size to them, these likely will not be capitalized, these include air conditioning for the Civic Centre, transformation of Depot building to be used by Transportation and Environment Department as a 2nd Public Works Shop, phase 1 of shop retrofit including shelving inside, street maintenance, new zoning bylaw, integration of commercial grade cell and wifi boosters in the Civic Centre and Recplex and a website refresh along with integration of online booking options for all facilities (Recplex, Civic Centre, Town Hall Complex AND Swimming Pool)

Learning Opportunities/Capacity Development:

- The Civic Centre is slated for 95% completion at the end of February which will make the main hall useable; user groups are already moved into the mezzanine area – the Community Development Advisory Committee and the Town of Outlook are planning a grand re-opening/Fundraiser for April 9 in order to kick off fundraising for air conditioning, watch posters, the Facebook Page and Website for details
- Curling Ice – With a big setback late in the year losing our ice to a plant malfunction, our curlers are now back at it with league play. The recreation team has had a lot of development these past months as none of them had put in curling ice before; everything is back on track and the lessons learned and still learning should bode well for a great 2022-2023 season; we count on the advice and tutillage of Saskcurl representatives as well as the champions of curling in our community; it is great to witness cooperation and understanding as we get back to normal, whatever that may be
- Landfill scale software for new billing – The software has been chosen and we expect delivery in early April, staff are purchasing signage which will include new rates and there will be a small phase in period while we work out the kinks to billing, etc. where users will be notified of the rate they would pay in the future for their load. We expect full commissioning of the software and compliance with bylaw rates May 1, 2022
- Cottages – The renovation on the cottages is almost complete with expected completion date late February; the “EMT Suite” has had a few improvements and the Town is completing negotiations with SHA regarding collecting rent as of January 1, 2022, albeit still at a subsidized rate but not fully funded by local Taxpayers
- Eastside Water Utility and Rudy Landing Water Facility to secure water for their customers for the next 10 years; there have been a few minor glitches but we had expected to have these finalized before the end of February, we are awaiting further instruction from each of these utilities as to how they wish to proceed

Current Unfinished Projects:

- Storm Water Outfalls rehabilitation will be complete in 2022
- Landfill Decommissioning of Old Cell – Nothing new to report, on track for 2022 completion
- Raw Water Intake/ Water Treatment Plant Upgrade Project – Nothing new to report
- Subdivisions Projects
 - Railway Commercial/Industrial – Saskpower has finally responded and given us a plan without any quote; we are communicating with them to secure a quote momentarily, in which case we are on track to put a price on the 13 lots of Phase 1a in early to mid March for sale immediately
 - Highway Commercial – Nothing new to report
 - Residential – Nothing new to report

Future Projects:

- We are still looking at new agreements for use of the landfill and have met with providers of waste disposal transportation that should serve us well into the future with efficient and effective methods of solid waste disposal for residential and commercial customers saving everyone money over the long term
- Application has been made to both higher levels of government for two projects under the recreation stream of ICIP:
 - On behalf of the RMs of Fertile Valley and Rudy and ourselves, a regional project – Sports Ground Upgrade,– we await news of approval or denial
 - Skytrail CP Rail Bridge Rehabilitation – we await news of approval or denial