

CAO Report: Kevin Trew

Date: January 26, 2022

Prepared for:

Council

Public

Committee

### **Human Resources:**

- With COVID cases, and especially the Omicron strain, arising in the community, the Town of Outlook and specifically the recreation department, has not been immune. With the various mandatory requirement regarding isolation for both vaccinated and unvaccinated persons being in effect, the month of January we have been operating down at least one employee the whole month. In addition, we bid farewell to one staff member early in the new year. While we had planned on lending staff across departments when necessary, we have had a few people off for “normal” reasons in public work and busy due to the snowfall. January has been challenging to us all and our managers continue to operate with safety of staff and the general public at the top of their minds; we appreciate everyone’s cooperation and patience as we continue to work through these challenges
- The application for summer employees has been submitted and we anticipate correspondence in March regarding whether we have been approved
- The recreation department is beginning the process of advertising to fill summer positions at the pool; we are very hopeful that our manager from 2021 as well as the rest of the 2021 pool staff will be able to return

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

- Strategic Planning – The strategic plan, while approved in its draft form, has not been shared with the public as of this time; this was not intended to take this long and it is simply awaiting my attention to follow through, the process will continue before the end of January
- Effective governance – The 2022-2031 Capital Plan has been approved and staff are proceeding with this plan; there are a number of sensitive issues regarding the operations budget for 2022 that have only recently been worked out; Council has had time to see drafts of the operations budget and we expect to present a final draft for approval at the January 26 meeting of Council. We are also looking at new incentives for pre-payment of taxes as well as new methods of payment to integrate into our already vast menu of payment options including pre-authorized debit and e-transfer options

### **Successes:**

- 2022 has presented a number of challenges to the Town in its early going, but we are extremely fortunate to have staff that are dedicated to our success – often we take our staff for granted, but I am very pleased to report that we have tracked several kudos from the public for every aspect of our operations in January from Public Works moving snow and removing snow at all hours to the efficient and timely work of removing garbage in the frigid temperatures, to the warm and professional reception at the Town office and still further to the recreation department that are working at providing so many opportunities to the public from the frontlines during the pandemic filled with heightened anxieties and worry – I daresay we are doing so with some success – after all, we are still here!
- We completed agreement with the Villages of Broderick and Glenside to secure Protective Services for them for 5 years
- We have signed all but one multi-year agreement with tenants of the Town Hall Complex including the Province

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

- Completion of the Civic Center renovation is certainly looking promising at this point, with contractors working regular hours and on weekends as well; I want to share a positive that supports working with people with a vested interest in certain projects; in mid January, a local contractor that was subcontracting brought to my attention a decision that needed to be made that would have taken at least

three days to go through the proper channels risking delaying the completion even longer; with this contractor having a vested interest, I was able to not only make a decision but ask the contractor for his opinion on what he thought the correct decision would be with an eye to time and money; he gave his advice and, while I had never met him before that date, I knew I could count on his information to be precise; I quickly asked the experts if this was a supported decision, and they agreed – this small quick decision would save the Town money AND add to the improved look of the facility...the contractor, I might add, would be looking at less income from the project. THIS is what buying/supporting local is all about! Our staff is working at a freshening up of the areas not affected by renovation of the Civic Centre prior to the reopening. The reopening is expected in late February. One thing to note is air conditioning, while that was never a part of the project, we had hoped to fit this in the budget. Unfortunately we can not put it in the project at this point, I am still hopeful that we can allocate funds to this in 2022.

- Cottages – SHA has contacted us regarding their wishes for a rental suite going forward. I am working on finalizing the agreement for Council's approval in February

### **Current Unfinished Projects:**

- The Storm Water Outfalls are expected to be completed in summer 2022, we will have the plans in our hands during the winter months so that approval can be garnered and tenders put out to contractors prior to March 31, 2022
- Landfill Decommissioning of Old Cell – Associated Engineering has been contracted to complete this project as the engineer and project managers – the design report is nearing completion and we expect the decommissioning to go ahead early in 2022 with completion this summer
- Raw Water Intake/ Water Treatment Plant Upgrade Project – Town Council approved going forward with various aspects in 2022 at the January 12 meeting of Council including further analysis regarding the viability of Induced Surface Water Infiltration Wells and approval of hydrogeological investigation at a cost of \$348,700.
- Subdivisions Projects
  - Railway Commercial/Industrial – Nothing new to report, we are awaiting final costs from the utilities and our contractor prior to setting pricing and selling lots
  - Highway Commercial – Nothing new to report
  - Residential – Nothing new to report
- Landfill scale software – with the new bylaw and pricing ready, we are still awaiting the new software so that we can make the switch to the new pricing; we are hopeful to have this all in place prior to March 1.

### **Future Projects:**

- We are in the process of signing agreements with
  - 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 expect to have these finalized before the end of February.
- We are still looking at new agreements for use of the landfill and 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, the project includes new skate park and playground equipment as well as trails and roads and upgraded parking lots throughout the grounds as well as irrigation and lighting throughout totalling just shy of \$12 million
  - Skytrail CP Rail Bridge Rehabilitation – Overhaul of the walking bridge with equipment to measure movement and performing proactive repairs and maintenance in order to expand the Trans Canada Walking Trail and look after failing infrastructure that is valuable to the community when repaired totalling \$6.5 million plus contingency and risk markups