

CAO Report: Kevin Trew

Date: July 28, 2021

Prepared for:

Council

Public

Committee

Human Resources:

- We have refilled the FT Temporary Clerk position, we welcomed Zachary Peterson to our staff on July 19, this position is planned to continue until September 30, 2022 as it is filling a maternity/parental leave
- I assisted with 2 performance evaluations of clerical staff, one was annual evaluation and the other was a 3 month probationary evaluation
- I had my 3 month probationary evaluation with the Administration Team of Council on July 20, I believe it went well and I will take the constructive feedback given and apply to my tasks, I continue to feel blessed and excited to be in Outlook
- We recently laid off the majority of the pool staff with the temporary closure due to most of the staff isolating as close contacts to a positive COVID case, those staff who are not affected were given the choice of being temporarily reassigned within the Recreation department OR temporary layoff, 1 member took reassignment, 3 took the layoff; we have one staff member who is working from home and was reassigned administrative duties as well as planning for when the pool reopens
- We are planning for Rachel's departure this week as she will use up her earned vacation and banked time prior to starting the maternity/parental leave, if it works out and is necessary she may be able to give a couple of days in early August but I don't anticipate that being necessary

Policy and Procedural Items:

- Transparency – we had a good response regarding the dog and cat bylaw with many people requesting copies of the draft bylaw however only 1 of those made suggestions, with the recent temporary pool closure our team provided very timely information for those affected and I am proud of the recreation director and the pool staff for their maturity with the situation at hand as well as their participation in communications
- Efficient – This past month we have found a few areas where we see ourselves as inefficient, plans are under way for 2022 to put together a summer works program different from 2021, this will challenge our team to question what “has always been done” and look at ways we can do better; we are working at making human resources more centralized with policies regarding advertising and hiring that will make us a more attractive and accessible workplace
- Accountable – Our team endeavours to answer to every complaint and question, no matter how small or how large, the answers are not always what you will want to hear, but they will be honest and meaningful
- Effective – Town Council meetings are now open to the public, we have lifted many protocols along with the health order, however there are a few things we learned in the last 16 months that will help us be more effective in the services we provide. In the office, for example, we have instituted only one customer at a time so that customer privacy is encouraged. At Council meetings we are considering continuing to have them televised beyond the pandemic.
- Competent – Training continues to be a big part of the operations at the Town of Outlook, in the office we are cross training for succession planning, in public works our OH and S committee has identified areas where we need improvement, in Recreation we have scheduled arena ice making courses as well as working to bring a curling ice technician course to Outlook
- Confident – Making a mistake can lead to positive results, our team is learning from our mistakes every day, with those learning opportunities we gain confidence, we have instilled in our executive team that they can make decisions with the knowledge that support to reconcile errors in judgement quickly and respectfully is at their fingertips as well as commendation for their successes

Successes:

- The building at 500 Progress Avenue known as the Quadra Building, is now completely vacant. With no occupancy and/or commitments, we have begun rezoning to commercial at the first meeting of July and we should have this available to offer for tender in late August/early September.
- There has been a lot of progress on the Industrial/Railway subdivision, we have heard from Community Planning that the subdivision will be approved in the coming days and may have this addition to this Council meeting agenda if received before Wednesday; Associated Engineering is ready to call to tender; the clay haul tender was awarded and was scheduled to start on July 26 – Tridaron Construction was the successful bidder and we are using two local contractors to prepare the ground and stockpile clay at two locations.
- The Recreation Committee has two new members at large appointed to it and the first meeting was held with one of the appointees present, we are looking forward to great success from this venture.
- The first meeting of the Joint Protective Services Steering Committee (Town of Outlook/ RM of Rudy) met in late June and the technicians will be meeting this week to put together documents for their review in early August.
- The Clinic Committee met July 26 for the first time since March, we hope to report progress on division of cash assets and a plan of how the three municipalities will go forward together with this committee including possibly a new bylaw and agreement.
- We have met with almost half of the Mobile Home Lessees to discuss the long term agreement and forthcoming changes regarding rent, so far people have been very receptive.
- I have met with and talked to many people following the sending out of the Tax Notices in late June, I appreciate all of the feedback received and it will be very good to use some of that in the planning process we are engaging in very soon.

Learning Opportunities/Capacity Development:

- Continuing negotiations with the Ministry of Highways settling on a contract with them that the Town will maintain the Highway and be compensated by them (street sweeping, snow removal, patching), the Ministry has indicated that a complete rehabilitation of Highway 15 through Outlook is not imminent however is less than 5 years away. The Ministry has provided the Town cold mix for patching but we have not agreed on a dollar amount for compensation for maintaining the Highway.
- The long awaited Civic Centre renovation started mid June and we are expecting it to be complete in October, this is going as planned.
- We have a long way to go with some property owners in Outlook to show them that they are getting the level of service that they feel is necessary for the taxes they are paying, I am planning to work with our team to do better at providing efficient service, finding cost savings and opportunities to enhance services to much needed areas over the next few months to put together a budget for 2022 that will address some of the services that are seen as lacking or ineffective, we are confident in our team.
- Landfill building and reconfiguration project is still being managed and contractors overseen by Public Works, Loren and Dylan are doing the construction pieces of this to get it done in a timely manner; we expect the scale to be in use very soon, we are working at a new landfill bylaw which will include agreements with municipalities.
- The former CAO is in breach of contract with the Town of Outlook having not returned the moving allowance given to her on the condition that she be employed with the Town of Outlook for 6 months, we have pursued financial compensation from her, however she has now reached out and stated she has no intention to pay this back; the Town has filed a code of ethics violation complaint with the Urban Municipal Administrators Association of Saskatchewan (UMAAS) and we have been informed that the ethics committee has not met yet.
- Cottages – we have done some work on rental agreements and are looking to renovate 801B as budgeted, Loren will take the lead on that, he and I met with Ray on July 22 to discuss the upgrade plan at that unit, in addition we are looking at a new furnace and air conditioning unit in 802B while it is vacant.
- Office Space – The Recreation Director is moving into Room 12 at the Town Hall Complex, we purchased a used desk and it is in the new office. This is a roomy office and we will be moving another desk into that space for additional recreation staff to use as needed. The present recreation office will be available for

short term rental arrangements, we will keep abreast of that situation and may offer the space for long term rental if anyone is interested

Current Unfinished Projects:

- The Storm Water Outfalls project at Pancake/Skytrail should go to tender in late August according to Associated Engineering
- Landfill Decommissioning of Old Cell – Met with MoE earlier in May – should have no problem putting non saleable recyclable materials on top of old cell prior to final decommissioning, we plan to put the engineering portion to tender on Sasktenders late summer, we plan to complete this project early in 2022
- Raw Water Intake/ Water Treatment Plant Upgrade Project – Very early stages, ICIP was conditionally approved up to \$10 million, there will be work to be done prior to going to tender including a study to see the best alternatives for water supply
- Subdivisions Projects
 - Mann Street Residential – Urban Systems has prepared an initial concept plan it is presented at this meeting to Council; upon receipt of that Council will likely put this on hold;
 - Highway Commercial – Drainage plan is part of the Mann Street Residential and the concept plan – this is priority 2 for subdivisions,
- Agreements:
 - Fire Services Agreement (2 year expiring Dec 31, 2021) – Looking at new relationship with joint committee , 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;
 - Mutual Aid Agreements – This will be incorporated in Jim’s work plan

Future Projects:

- As a part of the budget 2021, we have set aside a small amount of funds to purchase some Outlook merchandise to sell at the office and museum to further support tourism in the future, we are still awaiting these products
- As a part of strategic planning we will be undertaking community consultation through Survey Monkey online as well as a mailout so that members of the public can also participate, we anticipate this part happening in mid to late August
- We are especially proud of the plans that are just starting regarding the recreation grounds and the cemetery; both areas are in need of attention and plans are under way for big things in 2022 on both these properties, if budget allows of course