

CAO Report: Kevin Trew

Date:

June 22, 2022

Prepared for:

Council

Public

Committee

Human Resources:

- We awarded the Town Hall Complex Janitorial Tender to Trudy Turnbull of Prairie Girl Cleaners – her company started June 15, 2022
- On June 23 we are closing the office for an all-staff in-service on customer service. The workshop is a certificate course put on by Tourism Saskatchewan and it is called Service Best. I have been involved in delivery of this workshop and similar ones before, I am confident that each team member will have at least 1 positive takeaway from it
- We have a full complement of summer staff at the pool
- Plans are now underway for recruitment of individuals for the Recplex for the fall (both permanent and seasonal employees) – Crystal and Megan are working on reorganization of duties for the fall with different job descriptions to present to Council once they are ready

Policy and Procedural Items:

- The Draft Audited Financial Statements is presented to Council for approval at the June 22 meeting of Council
- Tax notices were sent out right at the end of May once the rates were approved by Council at the May 25 meeting. While there have been some questions of taxpayers who made pre-payments and are seeing additional charges, this has rolled out rather smoothly
- Operations Budget and Capital Budget adjustments were made at the June 8 meeting of Council

Successes this Month:

- We have seen a lot of progress on the Railyard Subdivision this month with Acadia coming in and performing some of the fixes that were required after their work last fall and Saskenergy beginning to service the 13 lots. Saskpower will be soon to follow suit. We also present Council with tax incentives and a draft Commercial and/or Industrial Land Sales Policy

Learning Opportunities/Capacity Development:

- Landfill scale software for new billing – We expect the scale and software to be in use in June and then we will roll out the new rates for customers through the summer with them coming into effect September 1. We are preparing more information for Council regarding contracted garbage pick up and transportation as well as a new landfill bylaw incorporating fees to other interested municipalities and allowing users from outside of the Town of Outlook
- We have still not seen a signed user agreement with the Rudy Landing Utility as we continue to invoice these users direct

Current Unfinished Projects:

- Highway Water, Sewer and Storm Water Replacement – we have received a report from Associated Engineering regarding completing this work over two phases, the recommendation is that we do the water line replacement and fire hydrants on the remainder of Saskatchewan Avenue in 2022 and proceed with sanitary sewer and storm water replacement in 2023 as budgeted
- Storm Water Outfalls rehabilitation will be complete in 2022 – Associated Engineering has just completed the tender for this and I expect a report in the coming days
- Landfill Decommissioning of Old Cell – Machibroda is testing dirt from 3 sites around Outlook to ensure we have the correct cover as necessary; once we receive the results, we expect to go to tender with this project
- Raw Water Intake/ Water Treatment Plant Upgrade Project – This project continues along, we have met with the owner of the land where one test site was proposed and that owner does not wish for his land to be a part of this project, so we will focus on the other two sites

- Subdivisions Projects
 - Railway Commercial/Industrial – Pricing has been set for the 13 lots established, we have completed Zoning and Land Purchase Agreements as well as business tax incentives and requirements to develop prior to final sale; those who have expressed interest in purchase have been emailed information, anyone else interested is invited to contact the CAO direct at cao.outlook@sasktel.net; we expect public sale to be advertised very soon
 - Highway Commercial – We went through the traffic impact assessment with the Ministry of Highways and have looked at pricing for changes required. Associated Engineering has been contacted for a quote regarding project management. We still await that quote
 - Residential – Nothing new to report at this time. We are looking at Development of the College South Subdivision as well as residences along Mann Street
- New Zoning Bylaw – Urban Systems has been contracted to help us with a new Zoning Bylaw, we still await the timeline

Future Projects:

- 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 were denied on the first iteration of this funding stream; we await news of the second call, whether we will receive this
 - Skytrail CP Rail Bridge Rehabilitation – this was not approved under the ICIP stream for recreation, we await another call for applications from the Expand Public Transit fund which is a federally funded grant