

CAO Report: Kevin Trew

Date: June 23, 2021

Prepared for:

Council

Public

Committee

Human Resources:

- We filled the FT Permanent P/W Recreation Labourer position, we welcomed Connor Segovia to our staff on June 14
- We offered the position of FT Term Clerk to Dercilio Neto, he has accepted the position and we expect him to start on July 5. This will give plenty of opportunity for him to orientate to the position and the work expected; this position is planned to continue until September 30, 2022 as it is filling a maternity/parental leave; we will assign the duties of the Assistant Administrator as we understand and assess his capacities. We have already begun the transition as I have taken over supervision of all office staff temporarily

Policy and Procedural Items:

- Transparency – We keep working on providing transparent government, working at regular social media posts and enhancing the website with up-to-date information, one success I point to is the work that the swimming pool staff is doing to provide more accurate information, answering questions posed on social media and quickly adapting when the information is in need of tweaking. In addition, we have put out the application for recreation committee members at large – we have received one application
- Efficient – the team has been working on ensuring that we are collaborative but also efficient – the recreation department has seen many additions to staffing with the pool and the many regular summer projects, while everyone finds their niche we can appear not to be as efficient as we should be, this is a normal part of doing something new – Megan Anthony has been appointed permanent Recreation Director and is no longer “Acting”; with this designation it lends support to decision making and ability to plan for the long term
- Accountable – Our administrative staff team has been working at responding to concerns brought forward regarding the utility and landfill. Every call or question will get an answer
- Effective – Council passed the continuous agenda in May, we are now implementing some of the plans in it, Council has reviewed and planned the 2021 budget and therefore tax rates, incentives and penalties, we expect the levy to be approved in June and to send out tax notices very soon
- Competent – The Assistant Administrator and myself attended the UMAAS Convention which was virtual in early June. This had professional development opportunities built in and we both were able to attend from our desks while still being able to keep up with day-to-day responsibilities
- Confident – The Executive Team continues to meet the Wednesday prior to Council meeting, I am finding that team members are more confident with their decisions and with their recommendations every time we meet; we continue to discuss using risk management to back up their decisions and recommendations; with so many of the restrictions due to COVID being removed over the next while, we are excited to be able to present a Canada Day celebration where the community can come together safely

Successes:

- We met with the Ministry of Highways several times this past bit and we are looking at 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 will also provide the Town cold mix for patching

- We have negotiated a settlement with Eco Engineering over a longstanding legal matter regarding engineering at the landfill
- The long awaited Civic Centre renovation started mid June and we are expecting it to be complete in October, many are excited to see this started
- We signed with Associated Engineering to go forward with the engineering for the Storm Water Outfalls project at Pancake/Skytrail
- Met with Jim Cheyne, Emergency Measures Coordinator, to discuss a work plan and deliverables in 2021, we expect

Learning Opportunities/Capacity Development:

- 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
- There have been hiccups with the Industrial/Railway subdivision, we are still awaiting community planning and water security agency approvals and will be making calls next week to ensure the file moves along; Associated Engineering is ready to call to tender; we also have work to do regarding securing dirt for this project
- Met with Doreen Bell of the Outlook Museum, the Town is partnering with their volunteers to provide summer student staff to work at the museum this summer. We are also committed to helping with some small improvements including painting the cell and plexi-glass in the caboose. They also have shingles needing replaced, our summer staff and Loren may be able to help with that as well.
- 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)
- The building at 500 Progress Avenue known as the Quadra Building, will be completely vacant at the end of July, 2021. With no occupancy and/or commitments, we will begin rezoning to commercial in July and we should have this available to offer for tender in late August/early September; we are completing cleaning up the property shortly and fixing only the safety issues for the final month of lease by Mid Sask

Current Unfinished Projects:

- Joint Protective Services Planning Committee – We have representatives appointed from both the Town of Outlook and the RM of Rudy, the first meeting will be this Thursday evening
- 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
- Raw Water Intake Project – Very early stages, ICIP was conditionally approved up to \$10 million, next step will be to follow up on the duty to consult with Aboriginal organizations
- Storm Water Outfalls – Associated Engineering is proceeding
- Civic Centre Project – Began June 14, looking at completion in October
- Subdivisions Projects
 - Mann Street Residential – Urban Systems has prepared an initial concept plan and presented to administration, there is more work to be done before it will be presented to Council; upon receipt of that Council will likely put this on hold; Miles Moore is renting the land and will be summerfalling it in 2021
 - Highway Commercial – Drainage plan is part of the Mann Street Residential and the concept plan – this is priority 2 for subdivisions,
 - Railway Commercial – Priority 1 for subdivisions; reason for delay is noted previously in report
- 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:

- We are anticipating identifying a process to engage all stakeholder to participate in the strategic planning exercise in July and August
- 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