

CAO Report: Kevin Trew

Date:

March 23, 2022

Prepared for:

Council

Public

Committee

### **Human Resources:**

- While the masking and testing mandates have been lifted in late February, our staff has been hit by COVID-19 in the month of March; we have instructed those ill with anything to stay home until they are no longer symptomatic and we have asked those that test positive from COVID to stay off work for 5 days from the positive test; so far this has been something staff have been compliant with and, while it has resulted in a few extra health days being taken by staff, overall the morale regarding the removal of mandates with the endemic has been one of relief; many staff are double and triple vaccinated although not all and that is okay; we continue to respect those who choose to mask and/or maintain their distance
- We continue to think of Darren with Public Works as he works through his medical issues
- Advertising for all summer positions is still ongoing, interviews will be conducted soon; we have many ads out for pool staff, beautification, summer works programs, etc. and are still accepting applications
- In the fall we ceased the position of Recplex Facility Manager, assigned duties to all maintenance staff at the recplex with the Recreation Director taking on the managing duties, then reassigned the incumbent within the Recreation Department with expectations that we would be restructuring and reassigning duties in 2022. Further to restructuring in the recreation department, we terminated our working relationship with the incumbent on Friday, March 18 effective immediately. There are no plans to replace the incumbent in the near future. The duties of that employee will be filled with casual and summer employees until the new skating season
- We regret to announce the retirement of Susan Pyette from the Town of Outlook as the Civic Centre Caretaker, Susan has served us for the better part of 20 years and we are so happy to have had her on our team. Due to health concerns, the renovations of the Civic Centre and the pandemic, Susan has not been able to return to work until now, just in time for her retirement. She is very excited to enter this phase of her life

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

- Strategic Planning – The draft strategic plan is currently out in the public – the Executive Team met on March 17 to put together specific projects, tasks and timelines following the development of the 5 strategic goals; we have received feedback from over 30 people through Survey Monkey and we expect to receive more feedback at the Open house held April 12
- The Auditor has made an appointment to come out for the 2021 audit sitework on March 30; Zach is working on preparing for that
- Town Open House – This is set for April 12, we are very excited to have a number of partners and community stakeholders in attendance as well as the Town; we expect that this will be a semi-annual 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. We have had a lot of interest in the prepayment option and many have contacted the office to inquire about the best payment options to get the best discount. This has been discussed at Council with first reading being at the 2<sup>nd</sup> meeting of January along with it coming up at every Council meeting, discounts are set annually, the most recent discount was set up in July of 2021 and this bylaw replaced that, the intent is to solicit early payment and we have been successful in doing so. We have put this out there on our website through our Facebook pages and with a mailout in early March. We are comfortable with the various methods of reaching out to the public that we have taken, however we can always do more; if anyone has another reasonable method of communicating with the public, we are open to it

### **Successes this Month:**

- I would be remiss if I did not point out that the Senior Ice Hawks have certainly made this winter more exciting in Outlook, they, along with the 2 Saskatoon Blazers visits and the various minor sports activities, have made the Recplex a hopping place
- The Civic Centre is 95% Complete with only the bar and bathroom counters waiting to be installed, the general contractor expects these to be in very shortly
- The Cottages renovation is complete, with only the appliances and furnishings to be added and we have come to terms with Saskatchewan Health Authority in regards to rent for the one cottage for now and into the future; we will be offering cottages for private rental in the very near future; all of our cottages now have air conditioning
- Eastside water utility is being signed to secure water for their customers
- Our Executive Team and our admin staff have come up with some fantastic ideas that fit in well with the strategic plan; we can't wait to share these with the public at our open house on April 12

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

- The Town is working with the Outlook Curling Club to improve the communication and the services we offer to them as well as working on partnership for a year end bonspiel
- 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
- Rudy Landing Water Facility to secure water for their customers for the next 10 years; we are awaiting Rudy Landing customers final okay to sign their agreement

### **Current Unfinished Projects:**

- Assessment Notices – All properties with a change in assessment, change in owner or change of some sort for 2022 will receive an assessment notice very soon. The appeal period is 30 days. Anyone can appeal their assessment and details will be included in the mailout. Property owners should look forward to receiving this in late March/early April
- Storm Water Outfalls rehabilitation will be complete in 2022
- Landfill Decommissioning of Old Cell – Nothing new to report, the engineers are working at completing the detailed plan for implementation very soon
- Raw Water Intake/ Water Treatment Plant Upgrade Project – Nothing new to report
- Subdivisions Projects
  - Railway Commercial/Industrial – At the end of March Council meeting we will be discussing pricing of lots for sale in early April
  - Highway Commercial – We are meeting with the Ministry of Highways at the end of March to discuss the results of the Traffic Impact Assessment conducted by Associated Engineering wherein there are improvements identified for Highway 15 to support development in both the Highway Commercial and Railyard Commercial Subdivisions
  - Residential – Nothing new to report

### **Future Projects:**

- At the second meeting of Council, we are hearing from Loraas Disposal in regards to a possible contract wherein Loraas introduces an automated waste collection service to residential property owners and they transport direct to the Outlook Regional Landfill; this will be something that Council will discuss and hear from the public regarding the interest in pursuing this contract
- 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