

CAO Report: Kevin Trew

Date: May 10, 2023

Prepared for:

Council

Public

Committee

### **Human Resources:**

- We are sad to say goodbye to Susan at our library – she started with the Town March 2, 2021. We wish her well in her new role with Riverbend Co-operative and we know that she will be a volunteer with the library going forward
- We are advertising the position and expect to have it filled very soon
- The Town is planning to hire an office student again as well as public works summer students despite not being approved for Canada Summer Jobs Grants for any summer positions; in addition, we have committed to hiring a library summer programming student and will begin advertising these jobs for June start dates

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

- Assessment notices went out as scheduled and the final day to appeal is May 15. We have received no appeals thus far
- 2023 Tax notices are expected to be sent out just prior to month's end
- Audited 2022 statements should be available for Council's review well before June 30
- We continue to work on updated bylaws and policies with regards to the utilities (water, sewer and garbage collection) which we expect will see changes in billing from quarterly to monthly – we have been able to do two readings on the water and sewer bylaws and we expect to introduce first reading of the waste bylaw at next meeting of Council, we are still hopeful that these will be done in time for ministerial approval prior to July 31
- Council as well as myself and Rachel attended the SUMA convention in mid April – 6 of Council members were able to attend the majority of convention, it is a great networking opportunity as well as a fantastic team building exercise for our Council team

### **Successes this Month:**

- Project kickoffs – we are very excited that we are going to see some long awaited projects start this spring – the landfill decommissioning, storm water outfalls and the highway main replacement projects will all be happening this summer
- Public communication – we had a very successful 3<sup>rd</sup> installment of the open house in early April, the feedback received and the number of people in attendance proved an overwhelming success, we answered quite a few questions in person and we did get some that required follow up; in addition, I took the time to deliver personally, the notices to the property owners on McKenzie and Saskatchewan Avenue that would be affected by the highway project; while I did not see everyone, I did get a lot of feedback, mostly positive about the project and the need for the Town to do their work before Highways does theirs

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

- Road Maintenance – whether it is road grading, application of dust control, street sweeping, snow removal or simple spot repairs our Public Works team does a great job making the most of what they

have; our equipment is in decent shape and our staff is well trained, there is always opportunity to improve and meet the level of service expectations of the public – our team keeps working on that and we have a bit to go yet to meet these expectations fully. This is a total team effort with pivotal roles from Council down to labourer as well as members of the public; as Councils work on improving the state of the streets by setting budgets for operations and capital investment in roads and equipment, staff work on efficient use of the equipment as well as timely maintenance, the admin staff handles calls including complaints and questions and finally the public provides constructive feedback and keeps informing us of the level of service expectation

### **Current Unfinished Projects:**

- Highway Water, Sewer and Storm Water Replacement – Both phases of this project have now begun by Contech General Contractors and we expect this project to continue until the end of July at least; there will be excavations and detours for the highway for the whole time, the Ministry of Highways is well aware and has issued permit to us for this work; initially we had planned to replace 90 water and sewer individual service lines, however we will not be doing this as a part of this project in 2023
- Storm Water Outfalls rehabilitation – Accurate HD is expected to complete the outfall rehabilitation project this summer, we are awaiting the updated construction schedule
- Landfill Decommissioning of Old Cell – The tender has been awarded to Nemanishen and the source of dirt will Dale Wright. This should start shortly, we are just awaiting the schedule to be shared with us
- Raw Water Intake/ Water Treatment Plant Upgrade Project –This project is divided into two parts - Our engineer has completed the design of the Water Treatment Plant Upgrade and Council is tasked tonight with making the decision if it goes to tender; we are doing further testing of the water from the test wells located on the east side of the river (adjacent to the golf course) and have so far not seen the results we were hoping for – we continue to communicate and be in full discussion with the Riverview Golf Club Board and staff while we perform the testing
- Subdivisions Projects
  - Highway Commercial – CP Rail staff have changed over and the new staff member is familiarizing himself with our proposal; Associated Engineering has prepared an estimate and plan for servicing; we have not been able to give this our attention yet
  - Residential – No news to report at this time
- New Zoning Bylaw – Urban Systems was supposed to have a draft for us for this meeting, I have not been able to connect with the planner; they were in attendance at our open house in April

### **Future Projects:**

- There is a growing number of people wishing to discuss the Skytrail bridge – Con Hammer and Gary Rittinger were allowed access to the Skytrail Bridge to perform some measurements so we have a baseline. Con presented the Mayor and I with the results last Thursday. The plan is to perform more measurements later this summer so that we have numbers to compare to over time. I see a path toward a good solution here but the path will take a bit more time, the public has been very patient thus far and a little more patience is certainly appreciated
- As the Town continues to tender out vacant properties for sale, there are definitely interested parties in purchasing; we continue to identify different parcels that may garner interest from adjacent owners and we are open to having discussions about making sales
- The Town Hall Complex parking lot project will be proceeding as planned in 2023; clerk Crystal is our project coordinator for this project
- Our application was submitted for the Green and Inclusive Communities Building Grant where we applied for upgrades and enhancements to the Jim Kook Recreation Complex; we are still awaiting news on this front
- Capital projects such as air conditioning for the Civic Center, a new compressor for the hockey ice at the Recplex as well as a systems overhaul for the Town Hall Complex have kept our admin and recreation teams focussed on building improvements