

CAO Report: Kevin Trew

Date: November 24, 2021

Prepared for:

Council

Public

Committee

Human Resources:

- There are still kitchen staff being hired for the Recplex, however we have a fairly good complement of staff at the facility
- In recreation, we have eliminated the position of Recplex Facility Manager, the incumbent, Jesse Layton continues to work for the Town of Outlook as a Recreation Facility Operator. We are studying restructuring in the recreation/community development department, with new job descriptions, shifting of responsibilities within the department to qualified personnel as well as the possible elimination of some seasonal positions in both the winter and summer months. In addition we are examining different models of supervision including senior multiple shift supervisors reporting to the director rather than a junior manager
- Loren Blosky continues to serve as our building maintenance technician for the projects of Cottage renovations and Civic Centre reno, Loren will also be working on the Town's behalf on the preparation of Bounty Theatre for use as a public meeting space including possible space for pop up shops and small business and seasonal showcases. Loren started with the Town of Outlook in 2020 in the recreation department and he lends a hand there when needed as well. We were quick to assess Loren's carpentry skills and we assigned him the task of renovating our landfill office. We are extremely proud of the work he completed there and look forward to his success with the Town of Outlook for a long time to come

Policy and Procedural Items:

- Strategic Planning – Council and Staff have spent time going over the raw data created by our staff workshop in October and we expect to have a draft document for public review in early December
- Effective governance – Staff is busy working on the 2022 draft operations budget as well as a 10 year Capital plan for presentation to Council at their first meeting in December, we are proud that our new joint committees (health with the RMs of Fertile Valley and Rudy plus protective services with the RM of Rudy) have already formulated a 2022 operations budget and capital plan to present to Council
- Competent Team – We continue to follow the public health order which includes mandatory masking indoors as well as Proof of Vaccination or Negative Test result in the consumption of alcohol in the Recplex (hence the cordoned off area). We look forward to a time when these orders are relaxed somewhat, Town Council may need to consider local policy regarding proof of vaccination or negative test result for staff and users of the facilities, however the directive for now is to stay the course of following the province's lead only

Successes:

- The Railyards Subdivision moved at a rapid pace with a few required "boil water advisories" in some localized areas in order to enhance the services we provide not only to the new subdivision but also to those businesses and residences close by. We certainly appreciate everyone's cooperation during the construction of the new water and sewer lines. With the dirt haul and main construction of phase 1a being complete, we are now setting our sites on pricing the lots appropriately for sale throughout the winter; it should be noted that Railway Avenue will be paved in the spring, staff have provided gravel to ease the transition at streets and parking lots during the winter, during the project, weeping tile and fabric was used which should serve the drainage on Railway well over the long term

Learning Opportunities/Capacity Development:

- The Civic Center renovation continues to lag far behind in producing results. Shortly after stripping the inside, contractors discovered serious structural failure in the wall of the southwest corner of the Civic Center that was unknown to either the contractor or the project manager. We were made aware of this

early on and did not fully understand the complexity of repair until we recently received a quote for it. This and delays caused by the project manager as well as some minor changes that were approved early on and NOT relayed have made this project far delayed. I have received assurance from the project manager that the renovations will be complete by calendar year end 2021, however I am meeting with the contractor directly before I get my hopes up

- Cottages – we still have not heard from SHA regarding their needs for cottage space, the Town is prepared to offer cottages for the public to rent and with a recent vacancy we have done just that, when the renovation is complete, we expect to have up to 3 single bedroom cottages for rent

Current Unfinished Projects:

- The Storm Water Outfalls are expected to be completed in summer 2022, we will have the plans in our hands during the winter months so that approval can be garnered and tenders put out to contractors prior to March 31, 2022
- Landfill Decommissioning of Old Cell – Associated Engineering has been contracted to complete this project as the engineer and project managers – I have nothing to report at this time as I await more information
- Raw Water Intake/ Water Treatment Plant Upgrade Project – A draft water study has arrived which looked at 4 sources of water, 2 of those options – Groundwater source and the Broderick Reservoir or Channel B2 have been quickly discounted as the cost for development ranges from \$18 million to as high as \$32 million, the other two options, river as source with different collection point and aquifer as source are both more affordable with estimates at this point of \$6 to \$11 million total project costs
- Subdivisions Projects
 - Highway Commercial – We are still awaiting information from CP Rail before finalizing the concept plan for Highway Commercial in order to secure approvals for our drainage plan from water security and community planning
 - Residential – The Town of Outlook has both the College South subdivision which has already been approved and subdivided and the Mann Street development for subdivision both on its agenda, we look forward to having more information mid winter
- Engaging Partnership for growth
 - One of the most important partnerships the Town is ALWAYS working on is with its constituents, staff and Council has been working on engaging the public as time and health orders allow, the public should reach out with questions or comments by email, telephone or dropping in to the office, we will be happy to hear you

Future Projects:

- We are very excited about the partnership with the RM of Rudy #284 regarding Outlook-Rudy Fire and Rescue, this 50/50 partnership will bode well for the community for years to come – we can't wait to make announcements regarding the capital improvements that will come about because of this joint venture, please look for a joint media release in the very near future
- The Recreation Committee is in a state of metamorphosis right now as we incorporate tourism and economic development in their realm with the eventual renaming as the Community Development Committee; we have 4 members at large appointed from the community and we could still use as many as 2 more to be appointed to supplement the 3 Council members on the committee; currently the committee is looking at its own terms of reference and planning for the future of the community; one of the projects that is being worked on is a plan to better utilize the sports ground space around the Jim Kook Recplex and the Van Raay and Community Swimming Pool, another project will be the support of establishing this community as a destination for visitors; this is an aggressive plan with staff and committee champions already hard at work