

CAO Report: Kevin Trew
Prepared for:

Date: March 22, 2023

Council
 Committee

Public

Human Resources:

- We are in the midst of recruiting personnel for the Van Raay and Community Pool for the summer with interviews taking place over the next couple of weeks – this summer we will not have Chantelle Segovia as the manager of the pool as she has taken a permanent position elsewhere. We are very confident that we will have a suitable replacement developed in house and we will confirm that very soon
- In addition, our recreation staff will be shifting from winter to summer schedules soon, we don't anticipate funding for summer staff at the 2021 level and we will not be hiring many additional staff other than pool staff
- We are looking at the possibility of hiring an office student again; in addition we have committed to hiring a library summer programming student, our team at the library is very excited to take this on as they had a small taste of that in 2022 and hope to build on that success in 2023
- The Kinsmen Park program will see some additional hiring although we hope to build on the successful partnership with Small Steps Early Learning Centre with a very positive program in 2022 followed up by an equally fantastic program in 2023
- Unfortunately, Whitney has had to go on a short term health leave while she recovers from surgery; we have also heard from Darren who has learned that he is expected to return to work in July, our Public Works Team is beginning to make plans for his expected return
- With the rink wrapping up later this month, we will soon say goodbye to those team members, it looks like generally the season has been a success and we look forward to financial reports reflecting that

Policy and Procedural Items:

- The 2022 audit review has gone quite well, with the auditing firm of Jensen Stromberg attending our office once again; we should have a draft audited statement for Council to review in early to mid April
- The 2023 assessment maintenance files have just been completed with SAMA, so we expect assessment notices to be sent out before the end of March to those property owners that are new owners in 2022, had a change in assessment or have requested us to review the assessment numbers in the past year. Even if someone does not receive an assessment notice they CAN appeal their assessment during the assessment appeal period (while the roll is open); owners simply need to reach out to us prior to April 10 and we can send them an assessment notice even if it is not automatically triggered
- We are excited to be planning our 3rd open house, this one set for April 5 in the evening. We are confident we will have a host of people turning up to get information on the various things going on with the Town – 2023 promises to be a very busy summer with a number of major projects coming to fruition; we will certainly be busy! Along with Town staff and presentations at the open house, we are looking for community groups to have booths as well; anyone interested should call Crystal at the office

Successes this Month:

- Audit preparation – it isn't fancy nor is it a very popular endeavour but our admin staff has put together a pretty methodical approach to the audit and, as often is the case, our auditor is generally a pleasure to host – it is a testament to the fine work our team does in the office to keep track of finances
- Recruitment of volunteers to participate in committees – it really is an awesome community, when we ask for volunteers to serve positions, we are getting them – the cemetery advisory committee has been building up momentum and we have a few people stepping up to volunteer, it will be very exciting to see where this all goes in the next few years; in addition, we have a great team of volunteers with the Community Development Advisory Committee; these community champions are helping us achieve lofty goals and motivating our team to do even more in regards to tourism and community and economic development while continuing with recreation projects

- Joint Council Meeting – we held a very successful joint meeting of Councils on March 1 with the RM of Rudy Council and staff – we discussed many topics of mutual interest and overall it is fantastic to be able to collaborate with a great group from the surrounding RMs. We look forward to a similar meeting held soon with the RM of Fertile Valley Council.

Learning Opportunities/Capacity Development:

- The sign up for PAD, pre-authorized payment, of utility and tax accounts continues to leave a lot to be desired; while we continue letting people know of the possibility, it doesn't seem to attract many people to it; we can't stress enough the convenience of PAD and how much more secure and easier it is to set up instead of post dated cheques (our goal is to discontinue this practice very soon) Anyone wishing to sign up for PAD should give us a call, we can do this over the phone. Pre-payment of taxes gets a few dollars off in discount in these early months of 2023, lightening the load closer to Christmas.

Current Unfinished Projects:

- Highway Water, Sewer and Storm Water Replacement – Phase 2 is being presented to our Phase 1 contractor for pricing – there will be significant traffic shutdowns in the spring and early summer, we will be informing businesses and residential property owners along the highway very soon. Businesses can expect a visit where we expect feedback; residential property owners can expect a letter in the mail; we expect and appreciate feedback; now, more than ever, it is imperative that this work be completed so that we can accommodate a future Highway 15 rehabilitation project
- Storm Water Outfalls rehabilitation – Accurate HD is expected to complete the outfall rehabilitation project this summer
- Landfill Decommissioning of Old Cell – The source material has been secured – the tender is advertised and the end date is in March – the completion of this project is expected by September 30 of this year.
- Raw Water Intake/ Water Treatment Plant Upgrade Project –This project is divided into two parts - Our engineer is completing the design of the Water Treatment Plant Upgrade and we expect this to go to tender very soon; we will be doing further testing of the water from the test wells located on the east side of the river (adjacent to the golf course) March through most of April
- Subdivisions Projects
 - Railway Commercial/Industrial – it looks very promising that we will be making an announcement very soon regarding a new development start in the subdivision
 - Highway Commercial – CP Rail has indicated that they would be willing to lease us the land for a 1 in 500 retention pond as well as for source material for the Mann Street Subdivision when we are ready; this is great news – we will be looking at a lease agreement with them very soon
 - Residential – No news to report at this time
- New Zoning Bylaw – Urban Systems has reported that they expect the first draft to be available at the open house April 5 and that they will take any feedback from the open house and then present it to Council for first reading – we will have a public meeting following first reading and will go from there

Future Projects:

- There is a growing number of people wishing to discuss the Skytrail bridge – we are planning an information session this summer and will invite different community champions to discuss their commitment to the future of the bridge in Outlook as well as hear from people with capacities and expertise who want to help us get it reopened
- We are looking forward to opening a few more properties up for tender very soon and we will be wrapping up the sales agreements with the successful bidders from the February tender very soon
- The Town Hall Complex parking lot project will be proceeding as planned in 2023
- 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 eagerly awaiting news regarding a U22 Female Junior Hockey Franchise – we should hear very soon if this is a reality for our community
- Our team is working at delivering on many of the capital projects planned for 2023 and they are keeping all of us working together to make them a success