

CAO Report: Kevin Trew
Date: May 26, 2021

Prepared for:

Council

Public

Committee

Human Resources:

- Our staffing complement in PW was already not full as we had a resignation this spring from the shared PW/Recreation Labourer position; we have advertised this position with plans to fill it this spring/summer; we received only one application prior to the deadline. Luke, Megan and I are interviewing this candidate this week; we do not have a specific start date in mind at this time, I will make the decision to hire or not taking budget set by Council into consideration
- We have advertised the Assistant Administrator's leave as a clerical position and I am confident that we will find a suitable candidate. I have shared this ad to Municipal sites stating that it is possible that a person studying for their LGA Certificate could apply and that mentorship is possible. We have received many strong applications both local and provincially. The deadline for applications is May 25. Rachel and I will conduct interviews, it is our hope to have a person selected and able to start in the beginning of July so that there will be time for Rachel to train before she takes holidays prior to her leave

Policy and Procedural Items:

- Transparent – We had some difficulty posting the staff reports on our website, I am confident that we have that worked out now.
- Efficient – the team has been working on ensuring that we are collaborative but also efficient – while everyone has a role to play, the lead role is assigned to one executive team member and they are instructed to delegate when applicable
- Accountable – Staff have capably and professionally fielded many calls about the assessment as well as many tax and utility customer specific questions – we try to respond quickly and with specific answers so that our customer understands how much we appreciate their contact, we can only do better with their help
- Effective – I submit a draft continuous agenda for Council's review and comments; I hope to take a little bit of time during this meeting to gather input. The idea behind it is that, going forward into 2022 we will have the months when Council will expect to review certain items, it still needs a bit of work but I am confident this will be helpful to Council and staff
- Competent – We are working with staff to put together professional development opportunities for their personal and professional growth. There are specific plans for individual employees, we have CPR/First Aid training next Tuesday and Wednesday
- Confident – we keep talking about risk – analyzing the risk, knowing what the outcomes of decisions might be, being intentional – this risk culture is starting at the top with Council, proper risk management gives us sound decisions making us more confident and gaining confidence from our stakeholders

Successes:

- Sign Corridor Insurance - CP Rail has indicated that the current liability insurance the Town holds with AON with a \$2 million is sufficient for their lease. There will be no added costs to our insurance. I have informed the Chamber of Commerce as well
- The Camp Outlook building has been moved to the pool and there is still more work to be done, Thank you to Guy Derald from All Star Towing who is donating his work to the project; Council will discuss further plans for the buildings and property at Camp Outlook at a future meeting of Council
- We are finalizing the new cell with a landfill operations management plan and emergency response plan that should satisfy MoE. We met with our EPO and she advised us what is lacking in the submitted plans, we have reached out to Associated Engineering and they have provided input for no added cost

- New to us street sweeper has been ordered from Fermarc and expected delivery is mid to late June

Learning Opportunities/Capacity Development:

- The Water Treatment Plant Door replacement and generator trailer that was awarded to Lumber Plus in October will be opening again for quotes/bids as the orders could not be filled
- Landfill building and reconfiguration project is 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

Current Unfinished Projects:

- Joint Protective Services Planning Committee – We have representatives appointed from both the Town of Outlook and the RM of Rudy, expect first planning meeting to be called in June
- 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, Council will soon be looking at selecting an engineer to proceed with this project, we plan to put the engineering portion to tender on Sasktenders and inviting Tetratex and Associated Engineering to bid
- Raw Water Intake Project – Very early stages, ICIP was approved up to \$10 million in principle, next step will be to explore various alternatives with an engineer, not on plan for 2021
- Storm Water Outfalls – Asked Associated Engineering to proceed with the Skyfall project as soon as possible, awaiting planning and tender documents
- Civic Centre Project – Award of Tender to Leeville Construction at May 12 meeting, awaiting contracts to be returned from Leeville for our signature before proceeding, last update May 20
- 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; Conversion of runway to farmland – we have been in contact with Miles Moore, former lessor, to see if he is interested in leasing the small piece of land that the Mann Street Subdivision would take up – this includes chem and summer fallow for 2021 then seeding alfalfa in 2022 – he would sign a five year (expiring in fall 2025) agreement on the basis of 1/3 crop share with the Town, I offered to pay for costs to chem fallow and he preferred to do it with crop share. He indicated that he is amenable to stipulation in the agreement that, if the Town needed the land or portion thereof during the agreement period that he would not stop us, I suggest stipulation that he would require one crop year notice
 - 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; Council has information in the package at May 26 meeting for consideration and decision
- Agreements:
 - MidSask Rental Agreement (ongoing original signed 2013) – Went for a walkthrough of the Quadra building with Ray and Rachel. Ray will address many of the safety and minor issues. Notified MidSask that we would not increase rent for 2021 but that we are looking at different arrangements for 2022. Need to change the zoning on the property (currently residential) and putting together a briefing note for Council regarding sale. MidSask is aware of possible plans.
 - Government of Sask Rental Agreement Town Office Complex (5 year expired 2020) – Walkthrough performed – new 5 year agreement will be ready at next meeting for Council to discuss/approve; included new window treatments throughout on this year's capital plan; will be looking at completing LED lighting plan for future (possibly 2023)
 - 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; the CAO has had preliminary discussions with RM of Rudy and fact

finding mission regarding financial support provided in 2018 and the terms around that – not ready to report on this yet

- Mutual Aid Agreement (only formal agreement appears to have been made in 1988) – operating under informal agreements and have made contact with all signors of 1988 agreement asking whether they are using it (some response – most are not)

Future Projects:

- We are working at vision of government – once budget and levy is complete we expect to begin working on a strategic plan following that as a long term project engaging many stakeholders including staff and the general public
- We are working at connecting and communicating with our stakeholders and customers – the website and social media pages are being continuously updated and kept up to date so that we can refer people to it