

Assistant CAO Report

For Meeting Date: May 13, 2026
Prepared by: Rachel Sillers
Date Prepared: April 29, 2026

In March of 2026, I had the opportunity to attend the Effective Executive leadership program through the Edwards School of Business with Luke. It was a very valuable experience, and I am grateful for the opportunity to participate and expand my knowledge. In April, Kevin and I also attended a Government Relations workshop, which provided useful insight and was much appreciated. Additionally, I had the opportunity to attend the 2026 SUMA Convention with Council, and I am thankful to have been able to represent the Town in that capacity.

The 2025 audit is progressing well. We have completed the review and submission of all additional items requested by the auditor, and they will continue their work on their end. We are anticipating delivery of the completed audit prior to June 15th, 2026.

With the first quarter of 2026 now complete, I have reopened the 2026 Operating Budget and 10-year Capital Plan. I have begun making amendments in consultation with other members of the Executive Team, which will be brought forward to Council for review in May.

Recent changes in administration staffing have been undertaken smoothly, and we are continuing to adjust to our new structure and distribution of duties. Both Administrative Clerks, Shanda and Wendy, recently celebrated work anniversaries with the Town of Outlook, Shanda in February (13 years) and Wendy in March (5 years).

The Town's Facilities Technicians are currently working on transitioning our buildings from winter to spring operations. They are also undertaking a review of aging systems within the Town Hall Complex. In addition, internal changes are underway on the east side of the Town Hall Complex to better utilize our spaces.

Administration is currently working on streamlining payroll and scheduling processes across departments. This includes transitioning to new software to improve efficiency, consistency, and overall quality of work, all things detailed in the Town's Strategic Plan goals, and something we've been wanting to update for quite some time. The change will allow us to have everything on one platform, reduce admin time and paper forms, and will include built in scheduling which will allow us to cancel our other scheduling subscription.



Annual Benchmarks

Cash Position

| | Mar 31, 2026 | Mar 31, 2025 | Change |
|------------------|-------------------|--------------|-------------------|
| Chequing Account | \$-206,967 | \$219,527 | \$-426,494 |
| Reserve Account | \$559,292 | \$272,133 | \$287,159 |

Receivables

| | Mar 31, 2026 | Mar 31, 2025 | Change |
|----------------------|--------------|--------------|------------------|
| Municipal Taxes | \$-607,762 | \$-776,956 | \$169,194 |
| Accounts Receivable | \$51,416 | \$87,034 | \$-29,618 |
| Utilities Receivable | \$123,627 | \$123,757 | \$-130 |

Long Term Debt

| | Mar 31, 2026 | Mar 31, 2025 | Change |
|-------|--------------|--------------|------------|
| Loans | \$5,712,864 | \$6,691,972 | \$-979,108 |