



CAO Report: Kevin Trew
Prepared for:

Date: August 10, 2026

☒ Council
☐ Committee

☒ Public

Human Resources:

- July has been a period of adjustment as we have moved all of our office staff into one area of the Town Hall Complex and we have reassigned roles and restructuring amongst administrative staff. People are settling into their new roles and I am very happy with the progress made so far. We continue to monitor and make slight tweaks as necessary
- The seasonal staff have been busy offering summer programming as well as helping fill vacation and medical leaves so that our levels of service are minimally affected by leaves
- Our best wishes and prayers continue to be with Brad B (Public Works-Landfill) and Harry R (Community Development - Facilities) who are both seeking medical treatment and are currently off on short term disability

Policy and Procedural Items:

- The 2026 Property Taxes were levied at the end of May, 2026. 72% of the 2026 municipal property taxes have been collected at July 31, 2026 compared to 75% of the 2025 municipal property taxes collected at the same time 1 year ago
- We continue to receive bylaw infraction concerns and complaints at the office through the summer months, the majority being related to the nuisance bylaw. As the de facto bylaw enforcement officer, I have issued warnings and fines when the property owner is found to not be compliant with the bylaw. I also follow up with the complainant as the file progresses to compliance when I am able. I am delighted to report that the nuisance complaints received have been resolved or are approaching resolution shortly. Animal complaints are another matter. We are working with pet owners but have encountered two different files that have found us elevating enforcement to higher levels. We document the information provided and our investigation as it progresses and we are prepared to take these infractions, if continue to be unresolved, to the regional bylaw court in Kindersley, if the matter(s) do not find resolution
- Annual Report and annual open house/question period – Town Council will be setting a date for the annual open house and question period to occur in October, 2026. We are working to have information for the public on a number of topics including the 2025 Annual Report (currently gathering all department reports and collating), ongoing operations and progress of capital projects and a presentation about the future of the Skytrail Bridge.

Successes this Month:

- Community Events - It is wonderful to see the use of the public facilities for both private and community events, this past 6 weeks have seen a number of events put on by various volunteer and community groups with grand success. It is great to see how the annual nature of events is now a given in our community. Kudos to all volunteers and community leaders and, of course, congratulations and thank you to all participants and event goers, a true community effort
- Community Beautification – Team Outlook is very proud of the work we are doing and the support and recognition we receive from the public in the area of beautification, we recently ran a social media information piece about invasive plants and this gained a bit of notice from the public and beyond our borders. These programs all feed into our Communities in Bloom program, we are proud to be hosting the judges again very soon, but the key is to be on top of things even when we are not being judged, strongly reflecting one of our core values, having a strong work ethic.

Learning Opportunities/Capacity Development:

- Members of Team Outlook, including Council, met with representatives of the Villages of Broderick, Glenside and the RM of Rudy #284. We have all agreed, in principle, to form a working group focussed on development of a regional community economic model that utilizes our strengths and focusses on opportunity while acknowledging our threats and mitigating our weaknesses. While we all agree to move forward, dedicating the time to put actionable plan together and gathering the technicians to draft a plan has been harder than one would think. We are working on submitting a Targeted Sector Support application to engage and pay for outside help very soon.
- The long anticipated new Sask Recycles residential curbside program that would replace the MMSW program shifting more responsibility of costs and coordination on the stewards and away from the municipality is not going to work out for the Town of Outlook at this time. We had signed an agreement with



SK Recycles to start the program June 1. There were some hiccups with our recycling hauler that delayed the beginning to July 1. Unfortunately, there was not enough buy-in from other municipalities around us to make this program economically feasible for all three stakeholders. The new program will become mandatory on February 1, 2028 and the Town of Outlook will reap the rewards at that time. We were very hopeful to be an early adopter of the new program but fate had other plans. We continue to work with our customer base to prepare for the 2028 program start and look for opportunities to provide feedback and input to make the new program successful for ourselves and other municipalities

Current Capital Projects:

- Subdivisions Projects
 - 2025-2026 Saskatchewan Road Highway Commercial Subdivision and Stormwater retention pond – KMS continues to work on the Sask Road project, making good progress, their estimated time for completion is September 30. We notice that the UFA private development is moving along very quickly alongside the KMS work. Saskatchewan Road will see an upgrade as a part of the project with the east part of Saskatchewan Road being brought to the same grade and standard as the west part of Sask Road (west of the Co-op Cardlock) The project included plans to put the first lift of asphalt on Sask Road similarly to what we did on Railway Avenue, the second and final lift would be applied once at least 50% of the services to the newly developed lots are completed. This is best practice when working with commercial development. Council is considering a marketing proposal with CBRE to market these lots going forward.
 - 2026-2027 Mann Street and Fraser Avenue Residential Subdivision – We are still awaiting the engineer's statement of probable cost prior to evaluating next steps on this project, Council is considering a proposal from Silver Creek Developments to work with local developers once we have these estimated costs
- Raw Water Intake Overhaul – The tender for the work is expected to be live mid-August. We should have responses and a bid analysis ready for the September 23 meeting of Council for Council to review
- Development Permits – A number of property owners are developing both commercial and residential properties in Outlook. As such, temporary traffic accommodations (detours) become a necessary inconvenience. We continue to advocate to developers to make accommodations that have the least amount of impact over the shortest amount of time. In addition, we take on the task of public and private notification of the accommodations with the highest regard to safety and timeliness