



CAO Report: Kevin Trew

Date:

September 25, 2025

Prepared for:

☒ Council

☒ Public

☐ Committee

Human Resources:

- Summer, 2025 was a time of renewal for Team Outlook, while we said goodbye, regrettably, to long serving employees Merv McGill and Dylan Herron who both continue to work in the community with different roles, we are looking forward to announcing new additions soon
- Our summer staff complement was made up of returning young faces in both the Community Development and the Public Works department as well as some new ones, the programming these young team members led had many positives attached and we are looking forward to many of these young people returning next summer
- Plans are under way to hire new permanent staff in Community Development (Recreation Labourer) and Public Works (Equipment Operator(s)) and we are hiring kitchen staff as well as a student worker for the Jim Kook Recplex. As we ended off last year's season in the kitchen with Whittney Greig managing the kitchen to great success, we are heading into this next season with Whittney doing this job in the winter months, her position as Community Development Program Assistant is not currently full time
- I was on a two week sick leave at the end of August and early September, Nancy Gorman, Head Librarian, continues her leave

Policy and Procedural Items:

- All assessment appeals ended this summer with agreements to adjust as SAMA decided that they did not have enough evidence to support the increased valuations of the 7 properties with appeals. In addition, SAMA shared a supplementary valuation for 12 other properties within the same zoning district. We issued corrections to the tax notices and adjustments where necessary to these 19 files
- We received significant tax payments prior to the end of the discount period, July 31 however many payments come in throughout the year, final date of payment without interest or penalty is December 31
- The Outlook-Rudy fire hall build is moving along fairly well, with Saskpower taking a bit of time to bring power to the building but progression is still such that we expect commissioning in 2025. Final tenders have been issued and we are about to award the tenders for landscaping and possibly paving of the Fire Hall property later this month

Successes this Month:

- I am very proud of Team Outlook this summer, with our staff performing extremely well through the season, much has been said about the plants and the burning of weeds as well as the general maintenance levels of service for all public spaces, this, in a summer where rainfall exceeded norms, but I need to mention our development Team, working to support building and development in the Town of Outlook and beyond. We have some exciting new businesses coming to Outlook and we are in the process of approving development and building permits. We have plenty more discussions happening with developers and interested businesses considering locating to the Irrigation Capital of Saskatchewan. I have worked tirelessly on these projects, as well as working to bring subdivision projects to fruition. These tasks are learning opportunities for me and the team. We would not have the success we are having if we were not firing on all cylinders, supporting each other and doing our part. Special mention to my executive team Rachel, Megan, Luke, Kelton and Owen for each taking great lead with their teams

Learning Opportunities/Capacity Development:

- Great Potato Festival and other events – While the festival was a great success, we are looking for community champions to take a bigger role in these events so that we can support them instead of leading them, while I relish the roles I take in being involved in the community AND many of our staff do



as well, we really are trying to support champions interested in the event, not necessarily leading the way. It is a balance and we are glad to do what we can to make these events happen.

Current Unfinished Projects:

- Subdivisions Projects
 - 2024-2025 Highway Commercial and Residential Subdivision – This is now the 2025-2026 Subdivision, we tendered the project and are about to award the bidder, we expect the work to be complete in summer, 2026. The subdivision of lots was approved by community planning and we will be proceeding to presell lots this winter (residential (R1, R2 and R3 and commercial C2)
 - College South Residential – This will be temporarily shelved while we develop the Mann Street lots
- Sales of Commercial Lots – we sold 1 lot in the new Saskatchewan Road Subdivision and will have 10 just shy of 1 acre each lots for sale very soon, we also have 6 lots available in the Railyard Subdivision
- Highway 15 Rehabilitation – The Town signed an agreement for the Town's part of the Traffic Impact Assessment, work to be done on the Highway to support the Railyard, Saskatchewan Road and Mann Street developments. The Ministry of Highways says that they will start work in the spring of 2026.