



CAO Report: Kevin Trew  
Prepared for:

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Council  
 Committee

Public

### **Human Resources:**

- We have prepared a slight rejig of staff complements for 2026 and going forward and have presented an updated organization chart to Council for approval
- Equipment Operator A. Shaw continues to be on leave as does Library Manager N. Gorman, Rec Facility Caretaker S. Mellen is on parental leave
- We have not backfilled the equipment operator position and expect the incumbent's return shortly. We have backfilled the library and facility caretaker positions for the duration
- We welcome Chris Colinares to our Rec department

### **Policy and Procedural Items:**

- We are working at incorporating the new SUMASSURE risk management app BISHUB into our asset management program, this will facilitate preventative maintenance tracking and act as a database for actions taken in the case of malfunction or insurance claims going forward, our team is excited to use this new program for the Town's benefit
- The Outlook-Rudy fire hall was commissioned in early January and the crew is moved in, the SCBA fill machine remains at the old fire hall for the moment. We were able to have an intimate celebration earlier in January with the members, their spouses and some key contributors to the fire hall build
- Our facilities team is working at making the old fire hall space useable for storage and maintenance as well as prepping to use a portion of it for possible rental space with Sask Ag and Food
- Byelection – The Byelection date has been set for March 25, 2026, nomination day is February 18, nomination packages are available at the Town office and online at [www.townofoultook.ca](http://www.townofoultook.ca); this is for the election of 1 Council member only

### **Successes this Month:**

- Much has been said about December 15 – 23, 2025. It is not a week that any of our team will soon forget, but I am convinced that out of the ashes will rise a phoenix, our team and our community didn't just survive this calamity, we kicked its ass, thank you to EVERYONE for their incredible patience, grace and help as we made a molehill out of a mountain

### **Learning Opportunities/Capacity Development:**

- January can be a let down month, following the Christmas hubbub and the weather playing a huge part in our general malaise, but this January was more of a relief month, where most of our team took the time to repair, renew and reenergize, and sometimes, just take the time to do the ordinary tasks; our team looks to complete a few things very soon that maybe should have been done sooner, starting with the 2026 operations budget and 2026-2035 capital plan, in addition we are looking to complete a new library agreement with partner municipalities that should help sustainable and dependable library services for years to come

### **Current Unfinished Projects:**

- Subdivisions Projects
  - 2025-2026 Saskatchewan Road Highway Commercial Subdivision – The contractor was able to get started in November and will resume work in the spring; the Town has offered tender of 8 lots and awaits the end date to open bids for highway commercial development then, we have a prospectus available for those interested
  - 2026-2027 Mann Street and Fraser Avenue Residential Subdivision – The Town has begun planning with Associated Engineering for services of the already subdivided lots; the lots have been tendered for presale as well, the results of the tenders will drive the prioritization of lot development going forward, we have a prospectus for those interested
  - Sales of Commercial Lots – we have been meeting with investors regularly over the past few weeks and expect to consider terms soon
- Highway 15 Rehabilitation – We have nothing new to report but we are meeting with Minister Gartner and MLA Kropf this spring, we are expecting an announcement at the Ministry regarding this long awaited Ministry project