



CAO Report: Kevin Trew  
Prepared for:

Date: June 18, 2026

Council  
 Committee

Public

### **Human Resources:**

- In June, we said goodbye to two long term employees, both giving exceptional service to us over the past 12 years, Assistant CAO Rachel Sillers and Town Foreman Kelton Perry MacDonald. Each of them have given so much of themselves to the community and it has been a distinct pleasure and a privilege to work alongside, learn from, laugh with and even shed a few tears with over our time together
- It is my pleasure to announce that Graham Thomson has been promoted to the position of Town Foreman effective June 8, 2026. Graham has been with the Town of Outlook for 3 years and he brought many years of management experience with a former employer. We have publicly advertised an entry level position in Public Works and the position is open until filled. HR reports that there are a few applications received to date
- We are restructuring the administration department and will not be filling the Assistant CAO position. This will bring cost savings to the Town. Wendy Ball has been promoted to Chief Financial Officer and will be taking on full responsibility of the accounting function, she has been mentoring and preparing for this for a few months. She is enrolled in an online class to supplement her in house training. Crystal Fisher has a job change to Municipal Operations Assistant. She is continuing with the HR functions as she has a Degree in Human Relations and she is assisting Luke and myself with the fulfillment of all regulatory requirements of the Town of Outlook, including Landfill, Utility and other nonfinancial obligations. Shanda Rolleston continues as the receptionist along with AR and Development duties. Whitney Greig and Megan Anthony, will continue with their roles in the Community Development Department but will also take on some additional responsibilities on the administration team. They will both be moving to the Town Office portion of the Town Hall Complex. We are doing some small renovations to accommodate all admin staff in one space. In addition, the space their offices occupied previously will be available for private rental
- Dovan Dalisay, a community member who is completing his Legal Office Assistant Diploma, has joined us for 100 hours of Work Placement. He is working with Crystal and is reviewing our bylaws and assisting in researching and drafting a new traffic bylaw for the Town of Outlook. We are also hoping to present a new code of ethics bylaw while he is here as well.

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

- The 2026 Property Taxes were levied at the end of May, 2026. Office staff have been busy collecting payments as the discount period expires June 30
- Bylaw enforcement has been top of mind this past month as we have received many reports from the public with regards to possible bylaw violations and have taken the time to investigate them. I plan to work with Dovan on process for a couple of the infractions. With the provincial government's investment in two more bylaw courts in the province, it is an opportunity for us to follow up if there is a case that is not resolved locally

### **Successes this Month:**

- April showers bring May flowers – or grass, and weeds, and mosquitoes...our PW and Community Development Departments have been busy mowing, trimming and caring for public properties. It is great to see how green the Town can be. I had the privilege of hosting many people from out of town this past while and was very proud of the incredible compliments that were made of this community. It continues to be my honour to be a part of it.
- I would be remiss if I didn't point out the other community events we have enjoyed this past while including a variety of successful festivals, fundraisers and shows, but the grand opening of the Outlook-Rudy Fire Hall is a career highlight for me and I daresay to all of those involved. There were so many people involved in this and I want to make sure to point out some people that may not have been recognized on the day of the event in addition to all of those who were. First, the Council of Mayor Ross Derald which included Dave Simonson, Maureen Applin, Donna Smith, Floyd Childerhose, Kyle McLeod and Kevin Grotheim. They started the conversation and the fundraising for a fire hall. Next, the RM Council of Reeve Dennis Fuglerud and the Town Council of Mayor Maureen Weiterman. Without their leadership having "community" top of mind rather than "separate municipalities" we would not be in the hall today. Of course, the present RM and Town Councils have been crucial, and I want to point out the members of the Outlook-Rudy Joint Protective Services Committee: Chairperson Justin Turton, who has been the chair since the beginning in 2022, along



with members Kent Harrington, Bree Campbell, Marcel Vermette, Guy Derald and Andy Long. These are the people charged with making decisions about the department and recommendations to the two municipal councils. All major decisions about the fire hall were vetted through them.

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

- The restructuring of the administration office staff and the office space itself is a big undertaking, our admin staff team is taking on expanded roles, learning new aspects of the Town, in a dynamic environment that the only constant is change whether we want it or not. We are currently upgrading our municipal software programs as Munisoft has made significant upgrades, we changed our third party payments provider to a more efficient and industry best practices provider, we have adopted Bis Hub, a service that helps us plan and monitor quality assurance, we are changing our HR reporting and payment software to increase efficiencies with staff reporting and supervision to name a few things changing
- I am not only confident in our team's ability but I have seen our resilience first hand, I know that whatever challenges we see, that we will continue to learn, grow and serve the community to the best of our collective abilities

### **Current Unfinished Projects:**

- Subdivisions Projects
  - 2025-2026 Saskatchewan Road Highway Commercial Subdivision – KMS is completing the Storm Water Retention Pond and is continuing on the grading of the 10 lots on the new subdivision. They will be shifting their focus to installing utility and storm water mains as well as Saskatchewan Road upgrades soon
  - 2026-2027 Mann Street and Fraser Avenue Residential Subdivision – We are awaiting the engineer's statement of probable cost prior to evaluating next steps on this project
  - Sales of Commercial Lots – We have 7 developed lots on Railway Avenue available immediately, we should have 5 approximately 1 acre developed lots on Saskatchewan Road available this fall (with 5 more lots adjacent to those to the south)
- Raw Water Intake Overhaul – Council has heard from the engineers and staff regarding the assessment of the raw water intake. There were still funds available through ICIP (approximately \$1.2 million) to attribute to the raw water intake. Council approved proceeding to tender for this project. Council will assess the tenders before approving the project approval.