



CAO Report: Kevin Trew
Prepared for:

Date: May 5, 2026

Council
 Committee

Public

Human Resources:

- Community Development has filled its seasonal positions and they are putting welcome packages and orientation packages together
- Assistant CAO Rachel Sillers will be leaving the Town of Outlook effective June 4, 2026. We wish her well at her new position at the RM of Montrose #315 as CAO. She has been with the Town of Outlook for 12 years
- We do not plan to backfill her position, we will be making adjustments amongst the current administrative staff in an effort to find efficiencies and enhance already existing positions, we will not have an Assistant CAO at this time

Policy and Procedural Items:

- The Assessment Appeals period has just wrapped up with no appeals filed. We had a few questions asked and we provided the information to those asking. For the most part, we made referrals to SAMA as they have clearer understanding of the details. We were able to glean information for property owners from the assessment cards. As Council is aware, there was a revision completed in 2025 which saw the average residential property increase 11% in value from 2025. This revision captured finished basements and other pieces that have not been seen for the past 12 to 15 years. SAMA indicates that a full revision should be completed in each municipality every 10 to 12 years, however we are unsure if SAMA has ever had the resources to complete a residential revision in Outlook in its existence. A commercial revision was completed in 2018
- The leadership team has been reviewing the 2026 operations budget and the 2026-2035 Capital Plan and are prepared to present an update to Council in May

Successes this Month:

- In April, our biggest success would likely have been public works' response to the perpetual freeze, thaw, spring, winter cycle that happened weekly. Rarely do we have to activate the snow management policy in April, but this year, we looked to this on at least two occasions, and we were on the verge to do so for a third occasion. Development of this policy, engaging the public and Council in establishing it has served us well. This has been our first full winter season of working under this policy
- Another success is the Housing Accelerator Fund, we more than met the deliverables for 36 units in the past three years, we are waiting for the dust to settle on those applications that came in prior to March 31 and our Community Development Director is prepping a final report for CDAC and then that will be relayed to Council

Learning Opportunities/Capacity Development:

- Mann Street future development sales – we received no additional bids on the tenders for developable for residential property on Mann Street. Council made it clear that we would not risk using public funds to develop residential properties if there are no deposits made for properties
- The Town of Outlook has received no bids on the McKenzie Street North serviced lot for sale, we will internally review processes and look to stakeholders for input for future offerings. We heard more than once that the value assigned was too high, however these are estimated costs for development, the Town does not plan to discount prices at the expense of the taxpayer at this stage. We will get a better idea of costs as the engineer finishes the documents for Mann Street this summer

Current Unfinished Projects:

- Subdivisions Projects
 - 2025-2026 Saskatchewan Road Highway Commercial Subdivision – KMS has resumed work on this project, they are currently working on the Storm Water Retention Pond which will serve the Saskatchewan Road, Mann Street and Fraser Avenue properties as well as east of Mann Street future subdivision
 - 2026-2027 Mann Street and Fraser Avenue Residential Subdivision – The tender period expired and there were no bids submitted, we will re-evaluate once the engineer's estimate of probable cost comes in



- 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)
- Highway 15 Rehabilitation – We met with Minister of Highways Gartner and MLA Kropf prior to SUMA Convention and this is hopeful to start in 2027. The Town of Outlook has been approved to use Building Canada grant for traffic accommodations necessitated with the Railway, Mann Street and Saskatchewan Road developments
- ER Temporary Closures – Council met along with the Village of Broderick, with Health Minister Cockrill and MLA Kropf to discuss the ongoing bypass issues with the Outlook Hospital ER, we made some recommendations and told our lived experiences with Virtual Physician services