**CAO Report:** Kevin Trew **Date:** **October 14, 2026**

**Prepared for:**

**☒Council** **☒Public**

**☐Committee**

## Human Resources:

- Public Works has hired Stacey Harris as a full time employee of the Town, thereby now operating at full staffing complement. Stacey started with us October 7
- Summer/Fall Staff Appreciation – As has been tradition, the Town has held its staff appreciation event on September 30. Staff, Council and Outlook Fire and Rescue members along with families, took part in the event. We recognized many staff, Council and Fire and Rescue members on their achievement of significant milestones of 5, 10, 15, 20, 25 and 30 years. Congratulations to all but a special shout out to James Jones celebrating 20 years of service in Fire and Rescue, Luke Lockhart for 25 years of service with the Town and, finally, Donna Smith for celebrating 30 years on Town Council

## Policy and Procedural Items:

- Annual Report and annual open house/question period – This will be held on November 9. Plans are under way to host an open house starting at 6 with Town Hall open forum starting at 7 or thereabouts

## Strategic Goal Successes this Month:

- Expand and Retain Business Community and Broaden Tax Base – throughout my tenure here in Outlook, this has been one of my top 5 professional goals, I am incredibly proud to be here today attesting to the incredible amount of expansion that has happened here in the past 5 years. We will very soon see a UFA Farm Service Centre and a Tim Horton's operating in Outlook and, there is ample room for other franchises to come to Outlook. We are, indeed, open for business!

## Learning Opportunities/Capacity Development:

- Team Outlook is at a time of certain renewal which is an incredible gift. The team here has incredible leaders throughout, many of whom are in positions of authority but some who simply come to work and lead by example. We continue to follow the best practices in good governance with all of us knowing where our lane is, and, should we stray from time-to-time, there are those colleagues quick to point out that we are straying. Times of change can foster uncertainty and a tendency to retreat. We have asked for a third party to conduct a full review of the organization as it stands and look to them to look at industry best practices and tell us what is working well and what can be tweaked to make Team Outlook even better

## Current Capital Projects:

- Subdivisions Projects
    - 2025-2026 Saskatchewan Road Highway Commercial Subdivision and Stormwater retention pond – KMS has pretty much completed their part of the project. It looks as though the utilities are both going to be in very soon, fully commissioning the road and the properties for sale
    - 2026-2027 Mann Street and Fraser Avenue Residential Subdivision – On hold, nothing more to report at this time.
- Raw Water Intake Overhaul – The tender closed and Council is expected to award the contract at the October 14 meeting
- Landfill Expansion – Associated Engineering has completed the design documents, Council will review these in the coming months and make a decision whether to tender prior to December 31, 2026