



CAO Report: Kevin Trew
Prepared for:

Date: September 23, 2026

☒ Council
☐ Committee

☒ Public

Human Resources:

- We are happy to share that Harry has returned to work after a short stint on ST Disability, Brad also reports that he is getting ready to return to work in October
- We are in a state of seasonal staff turnover as the pool and summer seasons wrapped up and we shift our attention to the rink season. The Community Development team has been interviewing seasonal workers and have reported that they still have some openings although they are quite happy with the staff they have signed on so far. Whittney will be returning to manage the kitchen part time as this was a success for us last season.
- Our public works team interviewed to fill the Utility Operator position this summer. Unfortunately, we were unable to come to terms with a suitable candidate. We have pulled the ad and we are planning to explore a different recruitment method shortly. With one member of the PW team off and this shortage, once our summer staff were done, we have seconded a few different admin staff to fill in when necessary
- National Day for Truth and Reconciliation – Just a reminder, as per policy, and in conjunction with the federal declaration of September 30 as a statutory holiday, all facets of the Town of Outlook will be closed on September 30, 2026.
- Summer/Fall Staff Appreciation – As has been tradition, the Town has had a staff appreciation event late summer/early fall. Our team has chosen to hold this event late in the day on September 30. Staff, Council and Outlook Fire and Rescue members along with families, will be invited to partake in the event. This is where we recognize significant achievements of dedicated service to the community. Usually we host a similar event where we recognize volunteers and staff early in the new year, (an alternative to a Christmas party)

Policy and Procedural Items:

- Annual Report and annual open house/question period – We are working to have information for the public on a number of topics including the 2025 Annual Report (currently gathering all department reports and collating), ongoing operations and progress of capital projects and a presentation about the future of the Skytrail Bridge.
- We are pleased to see the Railway Avenue properties listed and sales promoted by both Michelle Nadeau Realty Executives and REMAX Shoreline Realty, both located in Outlook. We expect to sign with CBRE to assist us in marketing the soon to be completed Saskatchewan Road properties.

Strategic Goal Successes this Month:

- Improve Efficiencies and Reduce Errors – I am really proud of the admin team this summer, I challenged them to reach beyond their ordinary tasks and look for ways to improve upon our service delivery at the office. I want to especially commend Shanda and Whittney as they are working well as a team in the front office. Earlier this month, each of them have privately shared with me that they are very happy with the new working arrangement in reception. In addition, both Crystal and Wendy are adjusting to their new roles and looking to find ways that they can improve efficiencies. Wendy is monitoring the bank reconciliation and has set lofty goals to reduce the amount of receipting errors. She has included information on her bank rec report. Wendy is also taking classes in accounting and LGA this fall. Crystal continues to work alongside Public Works while we prepare for a landfill expansion and has been a great asset to me looking for sources of grants and opportunities for greater efficiency. I want to especially commend Crystal for her work with the new BusHub program. This is our biggest effort at efficiency and we are looking to our whole team to make this a very valuable endeavour

Learning Opportunities/Capacity Development:

- We learned a lot about Bats this past 8 weeks. Who knew that bats are an endangered species in the Province of Saskatchewan and can not be vacated from their habitat in any month except September and May. We also learned what it is like when bats can not vacate (when we blocked it) Unfortunately, renters of our Town Hall Complex space had a first hand experience to see what would happen when we mistakenly assumed that bats could be treated similarly to mice and other rodents. Such is definitely not the case. I am relieved to announce that we are very certain that the Town Hall Complex is now bat free and all of the things that go with bats in a building have been cleaned and exterminated. The active entrance is now closed and we have thoroughly investigated and ensured other openings do not exist. Thank you to Green



Pest Controls for their prompt and exhaustive work on our behalf. Thank you also to the staff of Sask Ag and Food for their patience while we figured this out.

Current Capital Projects:

- Subdivisions Projects
 - 2025-2026 Saskatchewan Road Highway Commercial Subdivision and Stormwater retention pond – KMS is working to complete this project very soon with the Saskatchewan Road upgrade and the lift of pavement expected this week. UFA has put in their water and sewer services and paved their lot
 - 2026-2027 Mann Street and Fraser Avenue Residential Subdivision – On hold, nothing more to report at this time.
- Raw Water Intake Overhaul – The tender for the work is live and an extension to the tender was granted, making the deadline to submit Friday, September 25.
- 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