



Minutes of the Regular Council Meeting of the Town of Outlook
Held in the Town Hall Complex Council Chambers, 400 Saskatchewan Avenue West, Outlook,
Saskatchewan on Wednesday, December 23, 2025

Council Present: Mayor Ryan Husband
Councillors: Sharon Bruce
Kyle McLeod
Andy Long
Guy Derald
Donna Smith

Staff Present: Kevin Trew, CAO

Delegations: None

Media in Gallery: None

Call to Order: A quorum being present, Mayor Husband called the meeting to order at 7:12 p.m.

Adoption of Agenda:
208/25 – Long:

That the agenda for this regular meeting as attached hereto and forming a part of these minutes, be approved as presented.

Carried.

Consent Agenda:
209/25 – McLeod:

That the consent agenda (including minutes of the November 26, 2025 regular meeting, December 15, 2025 emergency meeting, December 2, 2025 Joint Health Committee, and December 2, 2025 Joint Protective Services Committee, communications from the RM of Mariposa regarding an invitation to a forum, correspondence from the Villages of Glenside and Macrorie regarding the proposed library agreement, and Kevin Grotheim regarding his resignation from Council, as well as direct payroll deposits totaling \$84,225.30 and bills and accounts for payment, cheques 57336 to 57369 and online payments 1491 to 1507 and PP41-PP60 totaling \$322,526.56) be adopted and attached to these minutes.

Carried.

BYLAW 09(2025) A Bylaw to Establish Tax Discounts and Penalties (Second Reading):
210/25 – Derald:

That Bylaw 09(2025), A Bylaw of the Town of Outlook to Establish Tax Discounts and Penalties, be read a second time.

Carried.

BYLAW 09(2025) A Bylaw to Establish Tax Discounts and Penalties (Third Reading):
211/25 – Smith:

That Bylaw 09(2025), A Bylaw of the Town of Outlook to Establish Tax Discounts and Penalties, be read a third and final time.

Carried.

BYLAW 10(2025) A Bylaw to Provide for the Town of Outlook to Enter into an Agreement to form a Joint Board of Revision with the Rural Municipality of Rudy No. 284 (Third Reading):
212/25 – McLeod:

That Bylaw 10(2025), A Bylaw of the Town of Outlook to Provide for the Town of

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Outlook to Enter into an Agreement to form a Joint Board of Revision with the Rural Municipality of Rudy No. 284, be read and third and final time.

Carried.

BYLAW 11(2025) A Bylaw to Provide for the Management, Control and Regulation of the Town of Outlook Cemetery (Second Reading):

213/25 – Bruce:

That Bylaw 11(2025), A Bylaw of the Town of Outlook to Provide for the Management, Control and Regulation of the Town of Outlook Cemetery, be read a second time.

Carried.

BYLAW 12(2025) A Bylaw to Establish Assessment Appeal Fees for the Town of Outlook (First Reading):

214/25 – McLeod:

That Bylaw 12(2025), A Bylaw of the Town of Outlook to Provide for the Management, Control and Regulation of the Town of Outlook Cemetery, be read a first time.

Carried.

Mayor and Councillors' Forum:

Mayor Husband thanked the volunteers, staff and citizens for their patience and hard work during the water crisis, all of Council commented on the various good deeds and acts of kindness that shone through during the local emergency, proving the communities' resilience and fortitude as individuals and as a collective.

Mayor Husband also publicly thanked Kevin Grotheim for his 7 and a half years serving on Council reiterating some of the words in the news release and adding a few personal notes.

United Farmers of Alberta Amending and Extension Agreement:

215/25 – Derald:

That Council approve the CAO to sign the amending and extension agreement with United Farmers of Alberta as presented.

Carried.

Tax Enforcement:

216/25 – Smith:

That Council authorizes the CAO to negotiate an agreement with the former owner of the property at 309 Pangman Street to collect all outstanding taxes plus interest and penalties at January 2, 2026 on or before February 15, 2026. Failure for the former owner to negotiate an agreement will forfeit all claims to the property except those claims set out in the *Tax Enforcement Act*. In addition, the Town will insure the home and the property and collect rent for the property for the months of December, 2025 and January, 2026 until such time as the outstanding taxes, interest and penalties are collected.

Carried.

Tender – Saskatchewan Road and Fraser Avenue Highway Commercial Lots:

217/25 – Bruce:

That Council approve the Saskatchewan Road and Fraser Avenue Highway Commercial Lots tender as amended.

Mayor

Carried.

**Deputy Mayor Rotation and Administration Committee:
218/25 – Long:**

That Council approve the rotation schedule of the position of Deputy Mayor, for the remainder of this Council's term as follows:

- December 15, 2025 – August 31, 2026 – Kyle McLeod
- September 1, 2026 – April 30, 2027 Donna Smith
- May 1, 2027 – December 31, 2027 – Guy Derdall
- January 1, 2028 – August 31, 2028 – Andy Long
- September 1, 2028 to the next Civic Election results are accepted and the new Council is sworn in – TBD

Carried.

219/25 – Derdall:

That Council approves the Administration Committee of Council consist of Mayor Ryan Husband and:

- Councillors Kyle McLeod and Donna Smith from December 15, 2025 to August 31, 2026
- Councillors Donna Smith and Guy Derdall from September 1, 2026 to April 30, 2027
- Councillors Guy Derdall and Andy Long from May 1, 2027 to December 31, 2027
- Councillors Andy Long and TBD from January 1, 2028 to the next Civic Election results are accepted and the new Council is sworn in

Carried.

**Signing Authority:
220/25 – McLeod:**

That Council approves the appointment of all council members to have signing authority on all bank accounts and documents of the Town of Outlook and any other correspondence that requires a second signature in conjunction with the CAO or Assistant CAO in order to make the said document binding, with the resignation of Kevin Grotheim from Council, his signing authority is hereby revoked.

Carried.

**2026 Committee Appointments:
221/25 – Smith:**

That the following appointments be made to represent the Town of Outlook on Committees:

Community Development Advisory Committee:

Allison Park, Danielle Wagner, Lee Ponto, Andie Arnold, Lilah McIvor,
Sharon Bruce, Guy Derdall, Donna Smith

Cemetery Committee:

Floyd Childerhose, Erin Garbe, Michelle Stalwick, Kyle McLeod, Guy
Derdall

Outlook Development Appeals Board:

Western Municipal

Outlook & District Chamber of Commerce:

Kevin Trew

Outlook & District Heritage Museum Board:

Sharon Bruce

Mayor

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Outlook & District Joint Health Committee:
Kevin Trew, Sharon Bruce, Donna Smith
Outlook & District Health Foundation:
Justin Turton
Outlook & District Regional Park Board:
Dana Kendall, Andy Long
Outlook & District Community Library Board:
Christian Moulding, Maureen Weiterman
Wheatland Regional Library Board:
Christian Moulding
Outlook-Rudy District Board of Revision:
Ryan Husband, Kevin Trew, Justin Turton, Maureen Weiterman
Outlook-Rudy Joint Protective Services Committee:
Andy Long, Guy Derald, Kevin Trew, Justin Turton
SUMAssure Voting Delegate:
Kyle McLeod
WaterWolf District Planning Commission:
Donna Smith, Alternate – Ryan Husband
West Central Municipal Government Committee:
Ryan Husband, Alternate - Deputy Mayor
Auditor:
Jensen Stromberg Chartered Professional Accountants
Lawyer:
North Star Law
Emergency Measures Coordinator:
Bob Laidlaw
Outlook-Rudy Fire & Rescue Chief/Local Assistant:
Dalas King
Outlook-Rudy Fire & Rescue Deputy Chief:
Luke Lockhart
Pest Control Officers:
Dwight Erickson, Ryan Erickson

Carried.

Policy COU-004 Committee Remuneration Policy:

222/25 – Derald:

That Council approve Policy COU-004 the Committee Remuneration Policy as presented.

Carried.

By-Election Date:

223/25 – McLeod:

That Council set March 25, 2026 as the by-election date to fill the vacant seat of one Councillor, with nomination day being February 18, 2026.

Carried.

2026 Council Meeting Dates:

224/25 – Derald:

That Council set aside the following 21 dates for 2026 Regular Council Meetings:
January 14 and 28, February 11 and 25, March 11 and 18, April 1 and 22, May 13 and 27, June 10 and 24, July 15, August 19, September 9 and 23, October 14 and 28, November 18 and 25, December 16

Carried.

Mayor

Utility Credit for Local State of Emergency:

225/25 – Bruce:

That Council authorize a credit of \$40 per residential water service and \$16 per residential sewer service to be applied to accounts on December 31, 2025 to recognize the inconvenience, trauma and financial burden that the incident of a compromised distribution system caused utility customers.

Carried.

Mayor Husband and Councillor Long declared a conflict of interest in the next item on the agenda and left the meeting at 8:59 p.m. Deputy Mayor McLeod assumed the chair.

Non-Arm's Length Payments:

226/25 – Smith:

That Council approve the payments to Ryan Husband and Andy Long in the amount of \$480 each for twelve months of cell phone allowance, to Kevin Grotheim in the amount of \$80 for 2 months of cell phone allowance and to Riverbend Industries Ltd. in the amount of \$392.94 to replace the ballast in the women's washroom and 2 fixtures in the men's washroom in the Recplex.

Carried.

Mayor Grotheim and Councillor Long returned to the meeting at 9:01 p.m. Deputy Mayor McLeod and Councillor Derdall declared a conflict of interest in the next item on the agenda and left the meeting at 9:02 p.m. Mayor Husband assumed the chair.

227/25 – Bruce:

That Council approve the payments to Guy Derdall in the amount of \$80 for two months of cell phone allowance and to Kyle McLeod in the amount of \$240 for 6 months of cell phone allowance.

Carried.

Deputy Mayor McLeod and Councillor Derdall returned to the meeting at 9:03 p.m.

SUBD 005584-2025 Application:

228/25 – Bruce:

That Council approves subdivision application 005584-2025 submitted by Brody and Janay Hermanson as it complies with the Zoning Bylaw of the Town of Outlook (08-2023) and the Official Community Plan (07-2023), with the following conditions:

- That the dedicated municipal reserve is identified in the plan of proposed subdivision or cash-in-lieu amounting to \$17,000 has been provided prior to the application being approved by Community Planning;
- that the owners understand and agree that there is no intention on behalf of the municipality to provide municipal sewer or water services to the subdivision; and
- that there is no intention for the Town of Outlook to enhance the existing road infrastructure without a service agreement.

Carried.

Adjournment:

229/25 – Bruce:

That this meeting be adjourned at 9:08 p.m.

Chief Administrative Officer

Mayor/Deputy Mayor

Mayor