



**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, November 26, 2025**

- Council Present:** Councillors: Sharon Bruce  
Kyle McLeod  
Andy Long  
Guy Derald  
Donna Smith  
Kevin Grotheim
- Council Absent:** Mayor Ryan Husband
- Staff Present:** Kevin Trew, CAO  
Rachel Sillers, Assistant CAO
- Delegations:** 7:15 p.m. – Todd MacPherson, Outlook Disc Golf Course
- Media in Gallery:** None
- Call to Order:** A quorum being present, Deputy Mayor Grotheim called the meeting to order at 7:00 p.m.
- Adoption of Agenda:**  
**187/25 – McLeod:**  
That the agenda for this regular meeting as attached hereto and forming a part of these minutes, be approved as presented.  
Carried.
- Consent Agenda:**  
**188/25 – Bruce:**  
That the consent agenda (including minutes of the November 12, 2025 regular meeting, November 18, 2025 Community Development Advisory Committee, and November 18, 2025 Cemetery Advisory Committee, communications from SAMA regarding service fees, letter to A. Starosta regarding Cemetery Advisory Appointments, STARS Annual Ally Impact Report, and Government of SK Municipal Revenue Sharing submission of annual declaration, staff reports from CAO, Assistant CAO, Director of Community Development, Recreation Facilities Supervisor and Superintendent of Public Works, as well as direct payroll deposits totaling \$38,380.44 and bills and accounts for payment, cheques 57294 to 57335 and online payments 1478 to 1490 and PP1-PP20 totaling \$410,006.83) be adopted and attached to these minutes.  
Carried.
- BYLAW 08(2025) A Bylaw to Dispense with the Mailing of Assessment Notices (Second Reading):**  
**189/25 – Derald:**  
That Bylaw 08 (2025), A Bylaw of the Town of Outlook to Dispense with the Mailing of Assessment Notices, be read a second time.  
Carried.
- BYLAW 08(2025) A Bylaw to Dispense with the Mailing of Assessment Notices (Third Reading):**  
**190/25 – Long:**  
That Bylaw 08 (2025), A Bylaw of the Town of Outlook to Dispense with the Mailing of Assessment Notices, be read a third and final time.  
Carried.

**BYLAW 09(2025) A Bylaw to Establish Tax Discounts and Penalties (First Reading):**

**191/25 – Smith:**

That Bylaw 09(2025), A Bylaw of the Town of Outlook to Establish Tax Discounts and Penalties, be introduced and read a first 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 (Second Reading):**

**192/25 – Derald:**

That Bylaw 10(2025), A Bylaw of the Town of Outlook to Provide for the Town of Outlook to Enter into and Agreement to form a Joint Board of Revision with the Rural Municipality of Rudy No. 284, be introduced and read a first time.

Carried.

**BYLAW 011(2025) A Bylaw to Provide for the Management, Control and Regulation of the Town of Outlook Cemetery (First Reading):**

**193/25 – McLeod:**

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 introduced and read a first time.

Carried.

**Cemetery Pricing Policy:**

**194/25 – Long:**

That Council approve Policy PUB-009 the Cemetery Pricing Policy as presented.

Carried.

**Delegation:**

Todd MacPherson arrived at the meeting at 7:16 p.m. to provide comments in support of the Outlook Disc Golf Course.

Mr. MacPherson left the meeting at 7:29 p.m.

**Q3 Financial Statement:**

**195/25 – Smith:**

That Council accept the Q3 2025 Financial Statement as presented.

Carried.

**Highway Commercial-Residential Development Sales Analysis:**

**196/25 – Bruce:**

That Council accept the Highway Commercial-Residential Development Sales Analysis Report as presented.

Carried.

**Solid Waste Collection Contract:**

**197/25 – Bruce:**

That Council accept the tender from Loraas Disposal North for residential solid waste collection hauled to the Outlook Landfill at a bid price of \$5.28 per cart per month for a term of two years beginning December 1, 2025.

Carried.

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Mayor

**Mayor and Councillors' Forum:**

Councillor Smith congratulated Equinox Theatre on their recent production of Little Town of Christmas, noting that the show was enjoyed by many. She also shared highlights from the Saskatchewan Economic Development Alliance (SEDA) Summit, where succession planning for community leaders was a key topic of discussion. Smith noted that Outlook is ahead of the curve by welcoming youth members onto its committees.

Deputy Mayor Grotheim reminded everyone about the upcoming Outlook & District Regional Park Winter Wonderland, an annual event that draws visitors from both near and far.

**Outlook & District Health Foundation Appointment:**

**198/25 – Smith:**

That Council appoint Justin Turton as a representative to the Outlook & District Health Foundation Board.

Carried.

**Snow Management Policy:**

**199/25 – Smith:**

That Council approve Policy PUB-001 the Snow Management Policy as presented.

Carried.

**Housing Strategy Report:**

**200/25 – McLeod:**

That Council accept Building Outlook's Future: A Strategic Approach to Housing Development report as presented.

Carried.

Councillor Smith and Deputy Mayor Grotheim declared a conflict of interest on agenda item 12.ii Non Arm's Length Payments and left the meeting at 8:55 p.m. Councillor McLeod assumed the Chair.

**Non-Arm's Length Payments:**

**201/25 – Derald:**

That Council approve the payments to Kevin Grotheim in the amount of \$40 for one months of cell phone allowance and to Donna Smith in the amount of \$440 for 11 months of cell phone allowance.

Carried.

Deputy Mayor Grotheim and Councillor Smith returned to the meeting at 8:56 p.m.

**2025 Staff Christmas Gifts:**

**202/25 – Long:**

That Council approve gift cards for staff to be purchased for the sum of \$6,700 to be delivered to the staff in the month of December with half the gift cards being purchased from Outlook AG Foods and the other half being purchased from Riverbend Co-Operative Ltd.

Carried.

**Adjournment:**

**203/25 – Bruce:**

That this meeting be adjourned at 8:58 p.m.

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Chief Administrative Officer

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Mayor/Deputy Mayor

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Mayor