



**Minutes of the Regular Council Meeting of the Town of Outlook
Held in the Town Hall Complex Council Chamber, 400 Saskatchewan Avenue West, Outlook,
Saskatchewan on Wednesday, August 12, 2020**

Council Present: Mayor: B. Ross Derdall
Councillors: David Simonson Maureen Applin
Kevin Grotheim Kyle McLeod
Donna Smith Floyd Childerhose

Staff Present: Assistant Administrator Rachel Sillers
Office Clerk Crystal Fisher

Call to Order: A quorum being present, Mayor Derdall called the meeting to order at 6:56p.m.

Adoption of Agenda:

679/20 – Simonson/Childerhose:

That the agenda for this regular meeting as attached hereto and forming a part of these minutes, be approved as circulated, with the following item added:
9.3 – Land: Barrich (in-camera)

Carried.

Delegation:

Shay and Logan Stephenson arrived at 6:57p.m. to discuss a proposal to open a fitness facility. Mr. S. Stephenson and Mr. L. Stephenson left the meeting at 7:11p.m.

Zoning Bylaw Amendment:

680/20 – Smith/Grotheim:

That we ask Urban Systems to add the required changes to the amendment to Bylaw 08(2014) known as the Zoning Bylaw that is currently being prepared to allow for the operation of a fitness facility in the C2 district.

Carried.

Adoption of Minutes of Regular Meeting:

681/20 – Smith/Grotheim:

That the minutes of the Regular Meeting of Council held Wednesday, July 22, 2020, be adopted as presented.

Carried.

Table Minutes of Public Hearing:

682/20 – Applin/Simonson:

That the minutes of the Public Hearing held Wednesday, July 29th, 2020 be tabled.

Carried.

Regular Council Meeting of Town of Outlook
Wednesday, August 12, 2020
Page 2 of 6

Adoption of Minutes of Special Meeting:

683/20 – Grotheim/Simonson:

That the minutes of the Special Meeting of Council held Tuesday, July 28, 2020, be adopted as presented.

Carried.

Adoption of Minutes of Special Meeting:

684/20 – Childerhose/McLeod:

That the minutes of the Special Meeting of Council held Friday, August 7, 2020, be adopted as presented.

Carried.

Adoption of Minutes of Recreation Committee Meeting:

685/20 – Smith/McLeod:

That the minutes of the Recreation Committee Meeting held on Tuesday, August 11, 2020 be adopted as presented.

Carried.

4-H Saskatchewan Donation:

686/20 – Grotheim/Childerhose:

That we make a donation in the amount of one hundred dollars (\$100.00) to 4-H Saskatchewan.

Carried.

Correspondence:

687/20 – Smith/McLeod:

That the correspondence be received and filed.

Carried.

Financial Reports:

688/20 – Simonson/Childerhose:

That the financial reports for the month of July, 2020, be accepted as circulated.

Carried.

Accounts:

Councillor Simonson declared conflict of interest and left the chambers at 7:43 p.m.

689/20 – Childerhose/Applin:

That we approve the payment of invoices received from Triple S. Industries Ltd., in the amount of \$15,041.25, for work conducted at the Outdoor Rink and Town shop yard, which is included in the list of accounts for payment.

Carried.

Councillor Simonson returned to chambers at 7:47 p.m.

690/20 – Smith/McLeod:

That Council acknowledge and approve the list of payments, Cheques #50898-#50954, and on-line payment #123, in the amount of Three Hundred and Ninety-two Thousand Six Hundred and Sixty-four Dollars and Twenty-seven Cents (\$392,664.27) and Payroll deposits of Thirty-nine Thousand Six Hundred and Seventy-nine Dollars and Sixty-Three Cents (\$39,679.63) as attached to and forming part of these minutes.

Carried.

Mayor

**Regular Council Meeting of Town of Outlook
Wednesday, August 12, 2020
Page 3 of 6**

Development Costs:

691/20 – Smith/Childerhose:

That we pursue costs of infrastructure development in four (4) phases for the College South subdivision.

Councillor Applin requested a recorded vote.

Councillor Smith and Councillor Childerhose withdrew their original motion.

Withdrawn.

Committee of the Whole Meeting:

692/20 - Applin/Grotheim:

That we request Community Planner Danial Gray of Urban Systems to meet with Council to discuss future residential development at a Committee of the Whole meeting.

Carried.

Assistant Administrator's Report:

693/20 – Smith/McLeod:

That the Assistant Administrator's written and verbal report be accepted as presented.

Carried.

Public Works Report:

694/20 – Applin/McLeod:

That the Public Works' written report be accepted as circulated.

Carried.

Table Depot Renovations:

695/20 – Smith/Grotheim:

That we table the discussion on the depot renovations to the Committee of the Whole meeting to be held Thursday, August 13, 2020.

Carried.

Lumber Plus Lease:

696/20 – Smith/McLeod:

That we accept the Lumber Plus lease with proposed changes, a copy attached hereto to form a part of these minutes.

Carried.

Appoint Acting Administrator:

697/20 – Smith/Childerhose:

That we appoint Rachel Sillers as the Acting Administrator effective immediately for a period of not more than three (3) months.

Carried.

Signing Authority:

698/20 – Applin/McLeod:

That we grant signing authority to Crystal Fisher, Office Clerk for the Town of Outlook.

Carried.

Mayor Derald left the meeting at 9:13p.m.

Mayor

Regular Council Meeting of Town of Outlook
Wednesday, August 12, 2020
Page 4 of 6

Three (3) bids were opened for the Removal of Recycling Depot Loading Dock/Glass Bunker; two (2) bids received were in order complete with WCB letter of good standing, or equivalent, and proof of liability insurance.

Removal of Recycling Depot Loading Dock/Glass Bunker:
699/20 – McLeod/Appling:

That Council accept the bid from Bob’s Backhoe Services for the removal of the recycling depot loading dock/glass bunker at their price of \$1335.60 taxes inclusive.

Carried.

Mayor Deraldall returned to the meeting at 9:18 p.m.

Landfill Weigh Scale Piles:
700/20 – Applin/Simonson:

That Council accept the quote from Innovative Piling Solutions for the installation of steel pipe piles to support the landfill weigh scale at their price of \$12,750.00 plus applicable taxes.

Carried.

Return to Work after Illness Policy:
701/20 – Simonson/Applin:

That we adopt the Returning to Work after Illness Policy (EMP-017) as presented.

Carried.

Employee Pay and Hours of Work Policy:
702/20 – Applin/Smith:

That we adopt the changes to the Employee Pay and Hours of Work Policy (EMP-013) as presented.

Carried.

Lot 30, Block 5, Plan 68S24685:
703/20 – Grotheim/McLeod:

That we accept the conditions of development as per the report from Urban Systems and P. Machibroda Engineering for development permit 07(20) for Lot 30, Block 5, Plan 68S24685, and further instruct that these conditions be put in an agreement to accompany the development permit notice of decision.

Carried.

Lot 30, Block 5, Plan 68S24685:
704/20 – Applin/Simonson:

That we contract Troy Baril of Miller Thomson LLP to prepare a development agreement to accompany the notice of decision for development permit number 07(20) for Lot 30, Block 5, Plan 68S24685.

Carried.

Table M. Larson Utility Account:
705/20 – Simonson/Smith:

That we table the discussion on M. Larson’s Utility Account inquiry to the next regular meeting of Council to be held Wednesday, August 26, 2020.

Carried.

Mayor

Regular Council Meeting of Town of Outlook
Wednesday, August 12, 2020
Page 5 of 6

Tax Abatement Request:

706/20 – Simonson/Applin:

That we instruct Administration to send a response to the Outlook Community Garden advising that they will not be receiving an abatement of municipal taxes for the property known as Lots 26-28, Block 15, Plan T6729 for the 2020 year, and further requests for tax cancellations need to be received each year prior to the closing of the assessment roll.

Carried.

Community Garden Donation:

707/20 – McLeod/Grotheim:

That we make a donation in the amount of two hundred dollars (\$200.00) to the Outlook Community Garden.

Carried.

In Camera:

708/20 – Childerhose/Smith:

That we move into an In-Camera session at 9: 46 p.m. to discuss the items as listed on the agenda.

Carried.

Councillor Grotheim declared a conflict of interest and left the meeting at 10:19p.m.

Councillor Grotheim returned to the meeting at 10:50 p.m.

Out of In-Camera Session:

709/20 – Smith/Childerhose:

That we move out of the in-camera session at 10:57 p.m. and reconvene to regular session.

Carried.

Recreation Acting Facility Manager:

710/20 – Childerhose/McLeod:

That we promote Megan Anthony to the position of Acting Recreation Facility Manager until such time that J. Layton returns to work, and further increase her hourly rate of pay to \$22.00 retroactive to May 1, 2020.

Carried.

Hiring:

711/20 – Grotheim/Smith:

That Council approve the hiring of Trevor Andrew as Recreation Personnel, effective August 10, 2020, at a rate of \$18.00 per hour.

Carried.

Administration Personnel:

712/20 – McLeod/Simonson:

That Council approve the salary increase to “Office Clerk Step #3” from the approved Town of Outlook Salary Grid for Renee Buys and Crystal Fisher effective August 17, 2020.

Carried.

Mayor

**Regular Council Meeting of Town of Outlook
Wednesday, August 12, 2020
Page 6 of 6**

Contract Administration Services:

713/20 – Smith/McLeod:

That Council approve the contract for Huguette Lutz to provide financial and mentorship administration services for a period of sixty (60) days or until such time that a permanent administrator is hired, a copy attached hereto to form a part of these minutes.

Carried.

Formal Complaint:

714/20 – Grotheim/McLeod:

That the Formal Complaint received August 10, 2020 be tabled to the regular meeting of Council to be held September 9, 2020.

Councillor Applin abstained from voting on resolution 714/20.

Carried.

Adjournment:

715/20 – Derald:

That the meeting now be adjourned.

Carried.

The meeting was adjourned at 11:07 p.m.

Chief Administrative Officer

Mayor/Deputy Mayor

Mayor