



**Minutes of the Regular Council Meeting of the Town of Outlook
Held in the Town Hall Complex Courtroom, 400 Saskatchewan Avenue West, Outlook, Saskatchewan
on Wednesday, February 24, 2021**

Council Present: Mayor: Maureen Weierman
Councillors: Bob Stephenson Ryan Husband
Kyle McLeod Kevin Grotheim
Justin Turton Sharon Bruce

Staff Present: Rachel Sillers, Acting Administrator
Crystal Fisher, Office Clerk
Megan Anthony, Acting Recreation Director (7:07p.m.)

Call to Order: A quorum being present, Mayor Weierman called the meeting to order at 7:00p.m.

Adoption of Agenda:

66/21 – Grotheim/McLeod:

That the agenda for this regular meeting as attached hereto and forming a part of these minutes, be approved with the following additions:

- 5.1.1 SHA Draft Lease Agreement
- 5.1.2 Living Sky Ice Plant Quotation
- 5.3.1 Utility Interest

Carried.

Adoption of Minutes of Regular Meeting:

67/21 – Turton/Bruce:

That the minutes of the Regular Meeting of Council held Wednesday, January 27, 2021 be approved as presented.

Carried.

Adoption of Minutes of Special Meetings:

68/21 – Stephenson/Husband:

That the minutes of the Special Meeting of Council held Thursday, January 21, 2021 and Monday, February 1, 2021 be approved as presented, and further that the minutes of the Special Meeting of Council held Tuesday, February 16, 2021 be approved with the following changes:

- Resolution #62/21 time changed to 9:03a.m.
- Note Mrs. Schreiner left the meeting at 9:13a.m.
- Resolution #65/21 time changed to 9:14a.m.

Carried.

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Adoption of Minutes of Committee Meetings:

69/21 – Turton/McLeod:

That the minutes of the Recreation Committee Meeting held Wednesday, February 17, 2021 and the minutes of the Committee of the Whole Meeting held Wednesday, February 17, 2021, be approved as presented.

Carried.

Acting Recreation Director Megan Anthony arrived at the meeting at 7:07p.m. to present her report.

Recreation Report:

70/21 – Grotheim/Turton:

That we accept Acting Recreation Director Megan Anthony’s written and verbal report as presented.

Carried.

Communities in Bloom:

71/21 – Bruce/Grotheim:

That we register for the 2021 Communities in Bloom program in the non-evaluated “friends” category at a cost of one hundred and fifty dollars (\$150.00).

Carried.

Bowling Alley Action Plan:

72/21 – Grotheim/Stephenson:

That we accept the Bowling Alley Action Plan as presented.

Carried.

Freezer Donation:

73/21 – McLeod/Grotheim:

That we offer a chest-style deep freezer to the Outlook & District Food Bank as a donation.

Carried.

Ice Plant Repairs:

74/21 – Grotheim/Husband:

That we authorize the repairs to the ice plant at the Jim Kook RecPlex at a cost of two thousand five hundred and seventeen dollars and two cents (\$2,517.02) as per the quote provided from Living Sky Refrigeration.

Carried.

Ms. Anthony left the meeting at 7:25p.m.

Public Works Report:

75/21 – Turton/Stephenson:

That we accept Superintendent of Municipal Operations Luke Lockhart’s written report as presented.

Carried.

Water Report:

76/21 – McLeod/Husband:

That we accept Public Works Foreman Kelton MacDonald’s written report as presented.

Carried.

Mayor

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Effluent Monitoring Report:

77/21 – Grotheim/Stephenson:

That we acknowledge the Effluent Monitoring Report for the year 2020 as presented.

Carried.

Landfill Reconfiguration Project:

78/21 – Grotheim/Turton:

That we accept the quote from Link's Backhoe & Skidsteer Services for the supply and install of a 1000 gallon fiberglass septic holding tank in the amount of twelve thousand five hundred dollars (\$12,500.00) plus applicable taxes.

Carried.

Acting Administrator's Report:

79/21 – Grotheim/Stephenson:

That we accept Acting Administrator Rachel Sillers' written and verbal report as presented.

Carried.

Landfill Attendant Building Committee:

80/21 – Weiterman/Turton:

That we establish a Landfill Attendant Building Committee with Councillor Bruce as Chair and Councillors Grotheim and McLeod, and Landfill Manager Dylan Herron as members.

Carried.

Old Business Report:

81/21 – McLeod/Turton:

That we accept Acting Administrator Rachel Sillers' Old Business Report as presented.

Carried.

Statement of Financial Activities:

82/21 – Turton/Bruce:

That we accept the monthly statement of financial activities as presented for the period ending January 31, 2021 as attached hereto to form a part of these minutes.

Carried.

Bank Reconciliation Reports:

83/21 – Stephenson/McLeod:

That we accept the bank reconciliation reports for the period ending December 31, 2020 for the Swimming Pool account, Shared Health account, and Reserve account as presented.

Carried.

Statement of Reserves:

84/21 – Turton/Husband:

That we accept the statement of reserves for the period ending December 31, 2020 as presented.

Carried.

Mayor

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Approval of Payments:

85/21 – Stephenson/Bruce:

That we acknowledge and approve the list of payments being cheques #51452, #51477, #51503 and #51535 to #51586 inclusive and online payments #383 to #395 inclusive in the amount of three hundred and eighteen thousand two hundred and eighty-seven dollars and fifty-six cents (\$318,287.56) and payroll deposits in the amount of thirty thousand two hundred and fourteen dollars and seven cents (\$30,214.07) as attached hereto to form a part of these minutes.

Carried.

Civic Centre Project:

86/21 – McLeod/Bruce:

That we authorize Walker Projects to proceed with tendering out the Civic Centre project.

Carried.

Signing Authority and Credit Card:

87/21 – Turton/Husband:

That we authorize Acting Administrator Rachel Sillers to update the Bank of Montreal signing authority documents and apply for a temporary credit card with a ten thousand-dollar (\$10,000.00) limit.

Carried.

Council Chambers Project Boards:

88/21 – Grotheim/Turton:

That we purchase two (2) 48" x 96" whiteboards for the Council chambers at a cost of six hundred and twenty-four dollars and ninety-eight cents (\$624.98) plus applicable taxes.

Carried.

Drinking Water Quality and Compliance Report:

89/21 – Bruce/Stephenson:

That we acknowledge the Drinking Water Quality and Compliance Report, Annual Notice to Consumers for the period of January 1, 2020 to December 31, 2020 as presented.

Carried.

River and Rail Art Trail Donation:

90/21 – Grotheim/Husband:

That we donate to the Outlook and District Arts Council for the 2021 River and Rail Art Trail program in the amount of two hundred and fifty dollars (\$250.00).

Carried.

Landfill Decommissioning Ultimate Recipient Agreement:

91/21 – McLeod/Turton:

That we accept the draft Ultimate Recipient Agreement for the Investing in Canada Infrastructure Program Landfill Decommissioning Project as presented.

Carried.

Lots 6-7, Block 12, Plan T6729 Development Permit:

92/21 – Grotheim/McLeod:

That we require cash in lieu of the four (4) additional off-street parking spaces at a cost of two thousand dollars (\$2,000.00) each as per section 4.9.3 of Bylaw 08(2014) known as the Zoning Bylaw.

Carried.

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South Saskatchewan River Watershed Stewards Membership:

93/21 – Grotheim/Husband:

That we renew our membership with the South Saskatchewan River Watershed Stewards for the 2021 year at a cost of one thousand dollars (\$1,000.00).

Carried.

In-Camera:

94/21 – Husband/Bruce:

That we move into an In-Camera session at 9:36p.m.

Carried.

Councillor Grotheim left the meeting at 9:36p.m. and returned to the meeting at 9:38p.m.

Out on In-Camera:

95/21- Turton/Husband:

The Council moves out of the In-Camera session and reconvene to regular session at 10:30p.m.

Carried.

Head Librarian:

96/21 – Turton/Grotheim:

That we hire Susan Kasper for the position of Head Librarian with an hourly rate of pay of \$20.49, and further authorize the Local Library Board to determine her starting date.

Carried.

D. Rafoss Wage Review:

97/21 – McLeod/Grotheim:

That we establish Darren Rafoss' hourly rate of pay at \$23.09 effective March 1, 2021.

Carried.

Mentorship Contract:

98/21 – Stephenson/McLeod:

That we enter into a Contract for Municipal Administration Services with Huguette Lutz for the purpose of mentorship effective February 24, 2021, a copy attached hereto to form a part of these minutes.

Carried.

Adjournment:

99/21 – Turton:

That this meeting now be adjourned at 10:34p.m.

Carried.

Acting Administrator

Mayor/Deputy Mayor

Mayor