



**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, October 14, 2020**

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

Staff Present: Acting Administrator Rachel Sillers
Office Clerk Crystal Fisher
Recreation Director Trevor Ouellette (7:50p.m.)
Superintendent of Municipal Operations Luke Lockhart (8:47p.m.)

Call to Order: A quorum being present, Mayor Derdall called the meeting to order at 7:02p.m.

Adoption of Agenda:

858/20 – McLeod/Grotheim:

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

6.4 Chief Administrative Officer Offer

Carried.

Adoption of Minutes of Regular Minutes:

859/20 – Applin/Childerhose:

That the minutes of the Regular Meeting of Council held Wednesday, September 23, 2020 be adopted as presented.

Carried.

Adoption of Minutes of Special Meeting:

860/20 – Grotheim/Smith:

That the minutes of the Special Meeting of Council held Wednesday, September 23, 2020 be adopted as presented.

Carried.

861/20 – Applin/Grotheim:

That the minutes of the Special Meeting of Council held Tuesday, October 6, 2020 be adopted as presented.

Carried.

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Rescind Resolution 856/20:

862/20 – Childerhose/Applin:

That we rescind resolution number 856/20 “That an application be made to the Local Government Committee for permission to borrow by way of debentures, the sum of two million dollars (\$2,000,000.00) in 2020, repayable over a period of fifteen (15) years, for the purpose of constructing a new firehall, debentures to be repayable so that the principal and interest are combined and made payable in equal annual installments during the term of the securities, interest at the rate of 2.04 per centum, per annum, payable at least annually.”

Carried.

Public Hearing for Bylaw No. 23(2020):

863/20 – Grotheim/Smith:

That the Public Hearing for Bylaw No. 23(2020), a bylaw of the Town of Outlook to amend Bylaw No. 07(2014), the Official Community Plan, now be opened at 7:05 p.m.

Carried.

Applicant Presentation

There were no members of the public present; therefore, no presentations were made.

Written Submissions

There were no written submissions received prior to the hearing.

Declare Public Hearing Closed

Mayor Derdall declared the hearing closed at 7:08 p.m.

Bylaw No. 23(2020) – A Bylaw to Amend the Official Community Plan - 2nd Reading:

864/20 – Applin/McLeod:

That Bylaw No. 23(2020) be read a second time.

Carried.

Bylaw No. 23(2020) – A Bylaw to Amend the Official Community Plan - 3rd Reading:

865/20 – Applin/Simonson:

That Bylaw No. 23(2020) a bylaw of the Town of Outlook to amend bylaw No. 07(2014), the Official Community Plan, be read a third time, signed and sealed.

Carried.

Bylaw No. 26(2020) – Code of Ethics Bylaw - 3rd Reading:

866/20 – Smith/Grotheim:

That Bylaw No. 26(2020) a bylaw of the Town of Outlook to provide a code of ethics for members of council, be read a third time, signed and sealed.

Carried.

Bylaw No. 30(2020) – A Bylaw to Amend the Zoning Bylaw – 1st Reading:

867/20 – Simonson/Childerhose:

That Bylaw No. 30(2020) a bylaw of the Town of Outlook to Amend Bylaw 08(2014), the Zoning Bylaw, be introduced and read a first time.

Carried.

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Chief Administrative Officer:
868/20 - Grotheim/McLeod:

That we acknowledge that Kristine Brown did not accept the offer for the position of Chief Administrative Officer.

Carried.

Correspondence:
869/20 - Smith/Childerhose:

That the correspondence be received and filed.

Carried.

Public Hearing for Bylaw No. 24(2020):

Mayor Derdall declared the Public Hearing open at 7:30p.m. for Bylaw No. 24(2020) a bylaw of the Town of Outlook to amend bylaw No. 08(2014), the Zoning Bylaw.

Applicant Presentation

There were no members of the public present; therefore, no presentations were made.

Written Submissions

There were no written submissions received prior to the hearing.

Declare Public Hearing Closed

Mayor Derdall declared the hearing closed at 7:31 p.m.

Bylaw No. 24(2020) - A Bylaw to Amend the Zoning Bylaw - 2nd Reading:
870/20 - Grotheim/McLeod:

That Bylaw No. 24(2020) be read a second time.

Carried.

Bylaw No. 24(2020) - A Bylaw to Amend the Zoning Bylaw - 3rd Reading:
871/20 - Smith/Applin:

That Bylaw No. 24(2020) a bylaw of the Town of Outlook to amend bylaw No. 08(2014), the Zoning Bylaw, be read a third time, signed and sealed.

Carried.

Financial Reports:

872/20 - Smith/McLeod:

That the financial reports for September 2020, be accepted as presented.

Carried.

Councillor Grotheim declared conflict of interest and left the chambers at 7:31 p.m.

Approval of Accounts for Payments:

873/20 - Childerhose/Smith:

That we approve the payment of an invoice from Riverbend Industries for electrical work at the Water Treatment Plant, the Jim Kook RecPlex, and Van Raay and Community Swimming Pool, in the amount of \$2,191.55 which is included in the list of accounts for payment.

Carried.

Councillor Grotheim returned to chambers at 7:34 p.m.

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Councillor McLeod declared conflict of interest and left the chambers at 7:34 p.m.

874/20 – Applin/Smith:

That we approve the payment of an invoice from KTM Exteriors for the supply and installation of eave troughs, in the amount of \$255.30 which is included in the list of accounts for payment.

Carried.

Councillor McLeod returned to the chambers at 7:35 p.m.

875/20 – Applin/Grotheim:

That we acknowledge and approve the list of payments Cheques #51089-51167 inclusive, and on-line payment #244, in the amount of two hundred and seventy-nine thousand one hundred and seventeen dollars and sixty-six cents (\$279,117.66) and payroll deposits in the amount of forty-four thousand four hundred and seventy-seven dollars and fifty-eight cents (\$44,477.58) as attached hereto forming part of these minutes.

Carried.

Acting Administrator Permit:

876/20 – Childerhose/McLeod:

That we extend the appointment of Rachel Sillers as Acting Administrator for a period of three (3) months pending the approval of a permit from Urban Municipal Administrators Association of Saskatchewan (UMAAS).

Carried.

List of Lands with Arrears:

877/20 - Applin/McLeod:

That we acknowledge the presentation of the list of land in arrears to the head of the council as attached hereto to form a part of these minutes and further that we advertise the Tax Enforcement List in *The Outlook* deleting from the advertisement any properties that owe less than half of the previous year's levy.

Carried.

Tax Enforcement:

878/20 – Grotheim/Simonson:

That TAXervice be authorized to handle the Tax Enforcement proceedings on behalf of the Town of Outlook.

Carried.

Acting Administrator's Report:

879/20 – Grotheim/Smith:

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

Carried.

Council Presentation

880/20 - Applin/Simonson:

That we hold presentation for Laurie Tollefson.

Carried.

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Election Cleaning Personnel:

881/20 – Grotheim/McLeod:

That we authorize the Returning Officer to hire two (2) cleaners for the 2020 municipal election at an hourly wage of \$15.00.

Carried.

Recreation Director Trevor Ouellette arrived at the meeting at 7:50p.m. to present his report to Council.

Swimming Pool Extension Cords:

882/20 – Smith/Childerhose:

That we purchase the required extension cords to a maximum of five hundred dollars (\$500.00) for the purpose of heating the Van Raay and Community Swimming Pool during winter months.

Carried.

Outdoor Rink:

883/20 – Grotheim/Smith:

That we proceed with the interior earthwork, fencing, netting, lighting, and pouring of a ramp at the outdoor rink.

Carried.

Recreation Director's Report:

884/20 – Grotheim/Smith:

That the Recreation Director's written and verbal report be accepted as presented.

Carried.

Ouellette left the meeting at 8:38p.m.

Superintendent of Municipal Operations Luke Lockhart arrived at the meeting at 8:38 p.m. to present his report to Council.

Landfill Cell:

885/20 – Grotheim/Applin:

That we contract Bob's Backhoe to build up the landfill cell walls at an estimated cost of \$2,800.00 plus applicable taxes.

Carried.

Public Works Report:

886/20 – Smith/Simonson:

That the Public Works written and verbal report presented by Superintendent of Municipal Operations Luke Lockhart be accepted as presented.

Carried.

Landfill Report:

887/20 – Childerhose/Applin:

That we acknowledge the Landfill Report for the period of September 2020 as presented.

Carried.

Lockhart left the meeting at 8:42 p.m.

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Short Term Disability Coverage:

888/20 – Grotheim/Childerhose:

That the Municipalities of Saskatchewan insurance coverage for all Regular Full Time Employees be amended to include a short-term disability benefit with a Non-Taxable seven day waiting period, and further that the change be effective January 1, 2021.

Carried.

RecPlex Facility Booking Agreement:

889/20 – Smith/McLeod:

That the Jim Kook RecPlex Facility Booking Agreement be approved as presented.

Carried.

Recreation COVID-19 Cleaning Protocol Policy:

890/20 – Grotheim/McLeod:

That the COVID-19 Cleaning Protocol Policy No. REC-005 be approved as presented.

Carried.

Recreation Facility Access Policy:

891/20 – Applin/Childerhose:

That the COVID-19 Facility Access Policy No. REC-006 be approved with the following additions:

Masks are mandatory for all staff and users of the facility

Facility capacity will be in accordance with the Saskatchewan Daily Provincial Guidelines

Carried.

Councillor Grotheim declared a conflict of interest and left the chambers at 9:20 p.m.

Councillor Grotheim returned to the chambers at 9:26 p.m.

Councillor McLeod declared a conflict of interest and left the chambers at 9:26p.m.

Water Treatment Doors:

892/20 – Grotheim/Smith:

That we approve the quote from Lumber Plus to supply and install two (2) sets of commercial doors at the water treatment plant at a cost of \$5,854.22 taxes inclusive.

Carried.

Generator Trailer:

893/20 – Simonson/Childerhose:

That we approve the quote from Lumber Plus to supply and install a commercial door in the generator trailer at a cost of \$2,020.20 taxes inclusive.

Carried.

Councillor McLeod returned to the meeting at 9:32 p.m.

Staff Key Handling Policy:

894/20 – Applin/Grotheim:

That the Staff Key Handling Policy No. EMP-018 be approved as presented.

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Carried.

Water Treatment Plant Reports:

895/20 – Grotheim/Childerhose:

That we acknowledge the daily water treatment plant reports for the periods of July, August, and September 2020 as presented.

Carried.

P. Machibroda Engineering Proposal:

896/20 – Simonson/Grotheim:

That we table the discussion on the P. Machibroda Engineering Services Proposal No. 17323 for geotechnical and slope stability analysis.

Carried.

Re-Tender Heating Services Contract:

897/20 – Smith/Applin:

That we publicly re-tender the Heating Services Contract.

Carried.

In Camera:

898/20 – Childerhose/Smith:

That we move into an In-Camera session at 9:47 p.m. to discuss the items as listed on the agenda.

Carried.

Out of In-Camera Session:

899/20 – McLeod/Childerhose:

That we move out of the in-camera session at 10:43 p.m. and reconvene to regular session.

Carried.

Land Sale Agreement:

900/20 - McLeod/Applin:

That we accept the land sale agreement with the changes discussed, a copy attached hereto to form a part of these minutes.

Carried.

Consideration for Road Closure:

901/20 – Grotheim/Childerhose:

That we give public notice that Council will initially consider the closure of part of the alley located within block 10, Plan T76719 at the regular meeting to be held on Wednesday, November 4, 2020.

Carried.

Clerk Resignation:

902/20 – Simonson/Applin:

That we accept Office Clerk Renee Buys' resignation effective October 28, 2020 with regret.

Carried.

Chief Administrative Officer:

903/20 – Applin/Simonson:

That we offer the position of Chief Administrative Officer to Erinn Schreiner as per the terms outlined in the Employment Agreement as attached hereto to form a part of these minutes.

Carried.

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Public Works and Recreation Flex Worker:

904/20 – Smith/Childerhose:

That we hire Scott Frazer for the position of Full-time Public Works/Recreation worker effective November 2, 2020 at an hourly wage of \$20.00 and subject to a three (3) month probationary period.

Carried.

Adjournment:

905/20 – Derald:

That the meeting now be adjourned.

Carried.

The meeting was adjourned at 10:46 p.m.

Chief Administrative Officer

Mayor/Deputy Mayor

Mayor