



**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, February 12th, 2020**

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

Staff Present: Chief Administrative Officer Huguetta Lutz
Assistant Administrator Rachel Sillers
Public Works Manager Bonnie Pshyk

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

Adoption of Agenda:

114/20 - Childerhose/Applin:

That the agenda for this regular meeting as attached hereto to form a part of these minutes, be approved with the following changes:

- Add Lagoon Item in Public Works (6.2)
- Add Snow Removal Personnel Item in Camera (11.2.1)

Carried.

Adoption of Minutes:

115/20 - Smith/Childerhose:

That the minutes of regular meeting of Council held Wednesday January 29th, 2020, be approved as presented.

Carried.

Adoption of Minutes:

116/20 - Grotheim/Applin:

That the minutes of special meeting of Council held Friday February 7th, 2020, be approved as presented.

Carried.

Recreation Personnel Cell Phone Allowance:

117/20 - Applin/Grotheim:

That Recreation Facility Manager Jesse Layton and Bowling Alley Attendant Kathryn King be granted a monthly cell phone allowance in the amount of thirty dollars (\$30.00) as per Town policy EMP -010 to commence for the month of February 2020.

Carried.

Swimming Pool Managers:

118/20 - Grotheim/Smith:

That we offer the position of Swimming Pool Manager to Nicole Pederson at an hourly wage of \$20.00, and further that we offer the position of Swimming Pool Assistant Manager to Megan Anthony at an hourly wage of \$18.00.

Carried.

Swimming Pool Timeclock:

119/20 - Grotheim/McLeod:

That we purchase an electronic swipe card timeclock for the Swimming Pool building at an estimated cost of \$419.00 plus applicable taxes.

Carried.

Regular Council Meeting of Town of Outlook
Wednesday February 12th, 2020
Page 2 of 7

Swimming Pool Advertising:

120/20 – Grotheim/McLeod:

That we proceed with offering advertising space at the Van Raay & Community Swimming Pool in the form of 16" x 24" signs to be displayed on the interior fence, and further that we establish the annual advertising fee at a price of \$100.00 each with the individual businesses incurring all costs associated with sign design and printing.

Carried.

Recreation Float Increases:

121/20 – Grotheim/Smith:

That we increase the RecPlex Kitchen float from \$230.00 to \$400.00, and further that we increase the Bowling Alley float from \$40.00 to \$100.00.

Carried.

Outdoor Rink Project:

122/20 – Applin/Grotheim:

That we contract Omnisport to complete the full Outdoor Rink project including the ground leveling and concrete work.

Carried.

Recreation Committee Minutes:

123/20 – Grotheim/Childerhose:

That the Recreation Committee Meeting minutes of February 10th, 2020 be accepted with the following change:
Recommendation #3 be corrected to reflect the discussion on advertising at the Van Raay & Community swimming pool as per resolution #120/20.

Carried.

Committee of the Whole Minutes:

124/20 – Grotheim/Applin:

That the Committee of the Whole Meeting minutes of February 10th, 2020 be accepted as presented.

Carried.

Chief Administrative Officer Lutz opened one (1) bid for the sale of tax title property known as Lot 34, Block 11, Plan T6729, and one (1) bid for the sale of tax title property known as Lot 30, Block 26, Plan G160.

Lot 34, Block 11, Plan T6729:

125/20 – Smith/Applin:

That we accept the bid from Tyson Simonson in the amount of \$250.00 for the purchase of Lot 34, Block 11, Plan T6729.

Carried.

Lot 30, Block 26, Plan G160:

126/20 – Applin/McLeod:

That we accept the bid from Kyle Ylioja in the amount of \$3000.00 for the purchase of Lot 30, Block 26, Plan G160.

Carried.

Table Bylaw 19(2019):

127/20 – Applin/Simonson:

That we table the discussion on Bylaw 19(2019) A Bylaw for the Licensing, Regulating of Food Trucks to the next regular meeting of Council to be held on Wednesday February 26th, 2020.

Carried.

Mayor

Regular Council Meeting of Town of Outlook
Wednesday February 12th, 2020
Page 3 of 7

Table Bylaw 22(2019):

128/20 – Applin/Childerhose:

That we table the discussion on Bylaw 22(2019) A Bylaw to Regulate the Installation of a Sump Pit and Surface Discharge System to the next regular meeting of Council to be held on Wednesday February 26th, 2020.

Carried.

Table Bylaw 13(2019):

129/20 – Simonson/Smith:

That we table the discussion on Bylaw 13(2019) A Bylaw to Regulate the Commercial Use of Single Use Plastic Bags to the next regular meeting of Council to be held on Wednesday February 26th, 2020.

Carried.

BYLAW 18(2019) A BYLAW TO AMEND BYLAW 08(2014) KNOWN AS THE ZONING BYLAW – 3RD READING:

130/20 – Smith/Applin:

That Bylaw 18(2019) a bylaw to amend bylaw 08(2014) known as the zoning bylaw, be read a third and final time and finally adopted, a copy attached hereto to form a part of these minutes.

Carried.

BYLAW 02(2020) A BYLAW TO ESTABLISH A LANDFILL AND TO REGULATE AND CONTROL THE DISPOSAL OF WASTES IN THE TOWN'S LANDFILL -3RD READING:

131/20 – Grotheim/Applin:

That Bylaw 02(2020) a bylaw to establish a landfill and to regulate and control the disposal of wastes in the Town's landfill, be read a third time and finally adopted, a copy attached hereto to form a part of these minutes.

Carried.

Lots 7-8, Block 17, Plan T6729:

132/20 – Grotheim/Smith:

That we accept the addendum to the existing tax enforcement payment agreement establishing a monthly payment to the Town for tax arrears in the amount of \$500.00 payable by the property owner of Lots 7-8, Block 17, Plan T6729.

Carried.

Recreation Committee Appointment:

133/20 – Childerhose/Grotheim:

That Councillor Donna Smith be appointed to the Recreation Committee effective immediately.

Carried.

Approval of Payments:

134/20 – Applin/McLeod:

That we acknowledge and approve the list of payments Cheques #50266 -#50341 inclusive in the amount of one hundred and sixty-five thousand two hundred and eighty-five dollars and eighty-two cent as attached hereto forming part of these minutes.

Carried.

Public Works Training:

135/20 – Applin/Simonson:

That we approve the enrollment in four (4) Boots on the Ground training modules for Superintendent of Municipal Operations Luke Lockhart and Public Works Foreman Kelton MacDonald at an estimated cost of \$736.00 plus applicable taxes per person.

**Regular Council Meeting of Town of Outlook
Wednesday February 12th, 2020
Page 4 of 7**

Public Works Report:

136/20 – Smith/McLeod:

That we accept the written report from Public Works Manager Bonnie Pshyk as presented.

Carried.

Lots 33-36, Block 61, Plan 102009192:

137/20 – Applin/Grotheim:

That we proceed with tax enforcement on the properties known as Lots 33-36, Block 61, Plan 102009192.

Carried.

Zero Tolerance for Abuse Policy:

138/20 – McLeod/Simonson:

That we approve Policy No. REC-002 a policy on Zero Tolerance for Abusive Behaviour, to come into effect immediately with the follow amendments:
Change the objective and scope of the policy to apply to all persons within any municipal facilities.

Carried.

Civic Centre Donation Request:

139/20 – Childerhose/Applin:

That we donate the use of the Outlook Civic Centre to the Outlook Kinsmen Club on March 1st and 2nd, 2020 for their Poor Man’s Lunch fundraiser.

Carried.

BYLAW 06(2020) A BYLAW TO REPEAL CERTAIN BYLAWS -1st READING:

140/20 - Applin/McLeod:

That Bylaw No. 06(2020), a Bylaw to Repeal Certain Bylaws, be introduced and read a first time.

Carried.

BYLAW 06(2020) A BYLAW TO REPEAL CERTAIN BYLAWS -2nd READING:

141/20 – Simonson/Smith:

That Bylaw No. 06(2020), a Bylaw to Repeal Certain Bylaws, be read a second time.

BYLAW 06(2020) A BYLAW TO REPEAL CERTAIN BYLAWS:

142/20 – Childerhose/Grotheim:

That Bylaw No. 06(2020), a Bylaw to Repeal Certain Bylaws, be given three readings at this meeting.

Carried Unanimously.

BYLAW 06(2020) A BYLAW TO REPEAL CERTAIN BYLAWS -3rd READING

143/20 – Smith/Applin:

That Bylaw 06(2020), a Bylaw to Repeal Certain Bylaws, be read a third and final time and finally adopted, a copy attached hereto to form a part of these minutes.

Carried.

List of Lands in Arrears:

144/20 – Grotheim/McLeod:

That we acknowledge the List of Lands in Arrears report for the period ending December 31st, 2019 as presented.

Carried.

Regular Council Meeting of Town of Outlook

Wednesday February 12th, 2020

Page 5 of 7

BYLAW 01(2020) A BYLAW TO REGULATE THE PROCEEDINGS OF MUNICIPAL COUNCIL AND COUNCIL'S COMMITTEES -1ST READING:

145/20 – Grotheim/McLeod:

That Bylaw No. 01(2020), a Bylaw to Regulate the Proceedings of Municipal Council and Council's Committees, be introduced and read a first time.

Carried.

BYLAW 01(2020) A BYLAW TO REGULATE THE PROCEEDINGS OF MUNICIPAL COUNCIL AND COUNCIL'S COMMITTEES -2ND READING

146/20 – Applin/Smith:

That Bylaw No. 01(2020), a Bylaw to Regulate the Proceedings of Municipal Council and Council's Committees, be read a second time.

Carried.

BYLAW 05(2020) A BYLAW TO PROVIDE FOR THE APPOINTMENT OF PEST CONTROL OFFICERS AND THE CONTROL OF PESTS -1ST READING:

147/20 – Smith/Grotheim:

That Bylaw No. 01(2020), a Bylaw to Provide for the Appointment of Pest Control Officers and the Control of Pests, be introduced and read a first time.

Carried.

BYLAW 05(2020) A BYLAW TO PROVIDE FOR THE APPOINTMENT OF PEST CONTROL OFFICERS AND THE CONTROL OF PESTS – 2ND READING:

148/20 – Childerhose/Grotheim:

That Bylaw No. 01(2020), a Bylaw to Provide for the Appointment of Pest Control Officers and the Control of Pests, be read a second time.

Carried.

Student Fees Policy:

149/20 – Grotheim/McLeod:

That we approve Policy No. REC-001 a policy on Student Fees, to come into effect immediately as presented.

Carried.

Employee Pay and Hours of Work Policy:

150/20 – Grotheim/Applin:

That we approve the amendments to Policy No. EMP-013 a policy on Employee Pay and Hours of Work, to come into effect immediately as presented.

Carried.

Office Clerk Probation Periods:

151/20 – Applin/Grotheim:

That we acknowledge Office Clerks Renee Buys and Crystal Fisher successful completion of their six-month probationary periods.

Carried.

Chief Administrative Officer's Report:

152/20 – Grotheim/Childerhose:

That we accept Chief Administrative Officer Huguette Lutz' written and verbal reports as presented.

Carried.

**Regular Council Meeting of Town of Outlook
Wednesday February 12th, 2020
Page 6 of 7**

Chief Administrative Officer's Meeting Report:

153/20 – Childerhose/McLeod:

That we accept Chief Administrative Officer Huguette Lutz' written report of her meeting with the Outlook Regional Park Executive from February 10th, 2020.

Carried.

SAMA AGM:

154/20 – Smith/Simonson:

That we authorize two (2) elected officials to attend the Saskatchewan Assessment Management Agency (SAMA) Annual General Meeting to be held in Saskatoon on April 9th, 2020 at an estimated cost of \$75.00 per person.

Carried.

Paratransit Meeting:

155/20 – Childerhose/Applin:

That we authorize Councillor Applin to attend the Paratransit meeting to be held on June 5th, 2020.

Carried.

Lifesaving Society Aquatic Conference:

156/20 – Grotheim/Childerhose:

That we register two (2) recreation employees for the Lifesaving Society Provincial Aquatic Conference to be held in Prince Albert on April 3rd – 5th, 2020 at an estimated cost of \$110.00 per person.

Carried.

Heritage Forum:

157/20 – Simonson/Childerhose:

That we authorize two (2) elected officials to attend the 2020 Heritage Forum to be held in Saskatoon on February 27th, 2020 at an estimated cost of \$70.00 per person.

Carried.

CATPC Membership:

158/20 – Childerhose/Applin:

That we renew our annual membership with the Central Area Transportation Planning Committee (CATPC) at a cost of \$500.00.

Carried.

Outlook & District Music Festival Donation:

159/20 – Childerhose/Simonson:

That we make a donation to the Outlook & District Music Festival in the amount of \$100.00 to be given in the form of a scholarship.

Carried.

Correspondence:

160/20 – Smith/Simonson:

That we receive and file the correspondence as listed on the agenda.

Carried.

In – Camera:

161/20 – McLeod/Grotheim:

That we move into an In-Camera session at 9:41 p.m. to discuss the following agenda items:

- 11.1 Land
- 11.2 Personnel

Carried.

Out of In-Camera:

162/20 – Smith/Applin:

That we move out of camera at 10:33 p.m. and convene to regular session.

Carried.

Mayor

**Regular Council Meeting of Town of Outlook
Wednesday February 12th, 2020
Page 7 of 7**

Airport Hangars:

163/20 - Applin/Grotheim:

That we notify the owners of the hangars located at the Outlook Airport that hangars are to be removed by December 31st, 2020.

Carried.

Airport Closure:

164/20 - Simonson/Applin:

That we close the Outlook Airport for future development, and further advise Navigation Canada of the closure as soon as possible.

Carried.

Summer Student Wages:

165/20 - McLeod/Childerhose:

That we accept the wage schedule for the summer student personnel, a copy attached hereto to form a part of these minutes.

Carried.

Emergency Measures Coordinator:

166/20 - Simonson/Grotheim:

That we remove Sean Ferguson from the position of Emergency Measures Coordinator effective immediately.

Carried.

167/20 - Grotheim/Applin:

That we proceed with advertising the position of Emergency Measures Coordinator.

Carried.

Emergency Response Plan Quote:

168/20 - McLeod/Applin:

That we proceed with obtaining a quote from Datasafe for the revising of the Town's Emergency Response Plan, and additionally request a time frame as to when this could be completed.

Carried.

Adjourn:

169/20 - Grotheim:

That this meeting of council be adjourned at 10:43 p.m.

Chief Administrative Officer

Mayor/Deputy Mayor

Mayor