



**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, January 29, 2020**

Council Present: Councillors: David Simonson Donna Smith
Maureen Applin Kevin Grotheim
Kyle McLeod Floyd Childerhose

Council Absent: Mayor: B. Ross Derald

Staff Present: Chief Administrative Officer Hugulette Lutz
Recreation Director Jordy Jones (7:12p.m.)
Public Works Manager Bonnie Pshyk
Superintendent of Municipal Operations Luke Lockhart (7:39p.m.)

Call to Order: A quorum present Deputy Mayor Simonson called the meeting to order at 7:05 p.m.

Adoption of Agenda:

052/20 – Applin/Grotheim:

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

- Add Personnel Item in Camera
- Change order of business on the agenda

Carried.

Deputy Mayor Appointment:

053/20 – McLeod/Smith:

That Councillor David Simonson be appointed Deputy Mayor for 2020.

Carried.

Adoption of Minutes:

054/20 – Applin/Childerhose:

That the minutes of regular meeting of Council held Wednesday January 8, 2020, be approved as presented, with changes to the numbering of pages.

Carried.

Delegation:

Mr. Lee Baker came before council at 7:10 p.m. to discuss the proposed food truck bylaw and the new business license bylaw. Mr. Baker left at 7:30 p.m.

Public Hearing re: Bylaw No. 18(2019):

Deputy Mayor Simonson declared the Public Hearing open at 7:35 p.m. Bylaw No. 18(2019) was read. Seeing no petitions for or against the bylaw, and there being no one present to speak to the proposed bylaw changes, Deputy Mayor Simonson declared the Public Hearing closed at 7:37 p.m.

055/20 – Applin/Childerhose:

That Bylaw No. 18(2019) be read a second time.

Carried.

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Line of Credit:

056/20 – Smith/Grotheim:

That, pursuant to Section 166(1) of The Municipalities Act, the Mayor and Chief Administrative Officer are authorized to borrow on behalf of the municipality, an amount equivalent to \$350,000 from the Bank of Montreal for the purpose of facilitating cash flow in meeting current operating expenses prior to the levy and collection of tax revenue. The amount to be borrowed together with the unpaid principal of other borrowings may not exceed an amount equal to the amount the municipality estimates it will raise in taxes and receive in unconditional provincial or federal grants in the year the borrowing is made.

Carried.

Committees of Council:

057/20 – Smith/Applin:

That the list of committee appointments for 2020 be accepted with agreed upon changes, as attached to these minutes.

Carried.

Board Appointments:

058/20 – Grotheim/Childerhose:

That the list of board appointments for 2020 be accepted with agreed upon changes, as attached to these minutes.

Carried.

Recreation:

Recreation Director Jordy Jones appeared before Council to present his report since the last period at 7:50 p.m.

Coop Family Day Skate:

059/20 – McLeod/Childerhose:

That there be no charge to the Co-op for the Family Day Skate, to be held February 17, 2020, from 1:00 p.m. to 4:00 p.m.

Carried.

Pool Advertisement Repairs:

060/20 – McLeod/Applin:

That Iron Monkey Garage be reimbursed mileage from Moose Jaw and return in exchange for labour and materials to repair the floor advertisements at the swimming pool.

Carried.

Recreation Report:

061/20 – Grotheim/Smith:

That the Recreation Director's written and verbal Report be accepted as presented by Jordy Jones.

Carried.

Museum:

062/20 – Grotheim/Smith:

That all museum business be referred to the Recreation Committee, and further that the Town appointed museum board representative be a member of the Recreation Committee.

Carried.

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Pool Lighting:

063/20 – Smith/Childerhose:

That Council authorize the purchase of six (6) shades for the outdoor light posts at the Van Raay & Community Swimming Pool at an estimated cost of Four Hundred and Twenty Dollars (\$420.00) plus applicable taxes.

Carried.

Swimming Pool Staff:

064/20 – McLeod/Smith:

That returning swimming pool staff be offered an hourly increase of \$.50 per hour for the 2020 season.

Carried.

Potato Festival:

065/20 – Grotheim/McLeod:

That we spearhead a committee to organize a Potato Festival, and further than an ad be placed in the paper to determine if there is sufficient interest from volunteers to proceed.

Carried.

Rec-Plex Multi-Purpose Room:

066/20 – Smith/Grotheim:

That we send out a Request for Proposal for upgrades to the Rec-Plex Multi-purpose room.

Carried.

Recreation Committee Meeting Minutes:

067/20 – Smith/Childerhose:

That the Recreation Committee Meeting Minutes of January 15, 2020, be accepted as presented.

Carried.

Committee Meeting Minutes:

068/20 – Applin/Grotheim:

That the following meeting minutes be accepted as presented:

- Administration Committee Meeting, January 15, 2020
- Committee of the Whole, January 27, 2020
- Joint Meeting, January 27, 2020
- Protective Services Committee Meeting, January 28, 2020.

Carried.

Custom Work and Equipment Rental Rates for 2020:

069/20 – Grotheim/Childerhose:

That the 2020 rates for Custom Work and Equipment Rental be approved as attached to these minutes.

Carried.

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Bylaw No. 02(2020):

070/20 – Grotheim/Smith:

That Bylaw No. 02(2020), a Bylaw to Amend Bylaw No. 10(2019), a Bylaw to Establish a Landfill and to Regulate and Control the Disposal of Wastes in the Town’s Landfill, be introduced and read a first time.

Carried.

071/20 – McLeod/Childerhose:

That Bylaw No. 02(2020), a Bylaw to Amend Bylaw No. 10(2019), a Bylaw to Establish a Landfill and to Regulate and Control the Disposal of Wastes in the Town’s Landfill, be read a second time.

Carried.

072/20 – Grotheim/Applin:

That Bylaw No. 02(2020), a Bylaw to Amend Bylaw No. 10(2019), a Bylaw to Establish a Landfill and to Regulate and Control the Disposal of Wastes in the Town’s Landfill, be given three readings at this meeting.

Carried.

(As this was not carried unanimously, third reading did not proceed).

Office Telephone System:

073/20 – McLeod/Applin:

That Council authorize the purchase of a Polycom 411 Telephone system for the Town Office, at a quoted price of \$2,560.00, plus \$648.00 installation costs, and any applicable taxes.

Carried.

LIDAR Map:

074/20 – McLeod/Grotheim:

That the proposal to purchase Lidar maps be tabled pending further information.

Carried.

Rudy Landing Agreement:

075/20 – Applin/Childerhose:

That the proposed Rudy Landing Agreement be sent back to the lawyers with council’s recommended changes.

Carried.

Waterworks System Assessment:

076/20 – Smith/Applin:

That BCL Engineering Ltd. be awarded the contract for the 2020 Waterworks System Assessment, at their quoted price of \$6,100.00, plus applicable taxes.

Carried.

Dutch Elm Disease Survey Service:

077/20 – Grotheim/McLeod:

That KBM Resources Group be awarded the contract for Dutch elm disease survey in 2020, at their quoted price of \$1,224.00 plus applicable taxes.

Carried.

Memorial Arch:

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078/20 – Applin/Grotheim:

That the request to designate the memorial arch as a municipal heritage property be tabled pending further information. Carried.

Financial Reports:

079/20 – Childerhose/Applin:

That the December, 2019, Financial Report and December, 2019, Detailed Statement of Financial Activities be accepted as presented. Carried.

Approval of Payments:

080/20 – Applin/Grotheim:

That we acknowledge and approve the list of payments Cheques #50214 to #50265 inclusive in the amount of One Hundred Sixty-three Thousand and Thirteen Dollars and Thirty-three cents (\$163,013.33) and payroll deposits in the amount of Fifty Thousand One Hundred and Two Dollars and Fifty-one Cents (\$50,102.51) as attached hereto forming part of these minutes. Carried.

Superintendent of Municipal Operations Luke Lockhart appeared before Council to present his report.

Geo-Tech Study at Landfill

081/20 – McLeod/Smith:

That we authorize a Request for Quote through the SUMAdvantage preferred vendor program for a geo-tech study at the landfill, to find the best location for the installation of the scale and office building at the landfill. Carried.

Waste Reduction Council:

082/20 – Applin/McLeod:

That we authorize the attendance of Dylan Herron at the Waste Reduction Council Conference on April 1-3, 2020, in Regina, and that registration fee, travel and accommodation costs be paid on his behalf. Carried.

Sale of Cardboard:

083/20 – McLeod/Grotheim:

That the Superintendent of Public Works be authorized to sell as much cardboard as possible from the recycling program in order to clean up the depot yard. Carried.

Cardboard Recycling Bin:

084/20 – Applin/Grotheim:

That the issue of charges for the cardboard recycling bin at the landfill be referred to committee for a recommendation. Carried.

K2 Light Recycling:

085/20 – Applin/Smith:

That we authorize Administration to enter into a one year contract with K2 Light Recycling for fluorescent tube recycling, on a trial basis. Carried.

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Museum Furnace:

086/20 – Grotheim/Smith:

That we authorize the repair of the furnace at the museum, at the quoted price of \$577.00 plus labour by Rafoss Plumbing and Heating.

Carried.

Museum Summer Student:

087/20 – Grotheim/Applin:

That the issue of the town paying for a summer student at the museum be referred to committee for further information.

Carried.

'Being a Safety Leader' Training:

088/20 – Childerhose/Smith:

That we authorize Luke Lockhart and Kelton MacDonald's attendance at a "Being a Safety Leader" course in Regina on March 9-10, 2020, and that registration fees, travel and accommodations be paid on their behalf.

Carried.

Neptune Water Meter Reader:

089/20 – Grotheim/McLeod:

That we authorize the purchase of a Neptune 360 Walk-By Data meter reader at a cost of \$12,917.60, and the purchase of a tablet at an approximate cost of \$1,000.00.

Carried.

Lots 1-4, Block 30, Plan G160:

090/20 – Applin/Grotheim:

That a letter be placed in the property file for **Lots 1-4, Block 30, Plan G160**, indicating the deficiencies in the construction of the garage, so as to become a permanent record for any future property information disclosure statements.

Carried.

Lagoon Upgrade Report:

091/20 – Applin/Grotheim:

That Council accept the proposal from Associated Engineering for sewage lagoon expansion, at their quoted price of \$24,000, plus applicable taxes.

Carried.

Associated Engineering Invoice:

092/20 – Grotheim/Applin:

That council approve the payment to Associated Engineering of \$2,500 for work done on the lagoon upgrade report to date.

Carried.

Man Subdivision Drainage:

093/20 – Grotheim/Smith:

That council accept the proposal from Associated Engineering for Mann Subdivision drainage, at their quoted price of \$19,200 plus applicable taxes.

Carried.

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Public Works Report:

094/20 – Smith/Grotheim:

That we accept the written and verbal reports from Public Works Manager Bonnie Pshyk and Superintendent of Municipal Operations Luke Lockhart as presented.

Carried.

Advertise Tax Title Property for Sale:

095/20 – Grotheim/Applin:

That the following properties be advertised for sale by tender, with tenders to close on February 11, 2020, at 4:00 p.m.

Carried.

Bylaw No. 04(2020):

096/20 – Applin/Grotheim:

That Bylaw No. 04(2020), a Bylaw to Repeal Certain Bylaws, be introduced and read a first time.

Carried.

097/20 – Childerhose/Smith:

That Bylaw No. 04(2020), a Bylaw to Repeal Certain Bylaws, be read a second time.

Carried.

098/20 – McLeod/Applin:

That Bylaw No. 04(2020), a Bylaw to Repeal Certain Bylaws, be given three readings at this meeting.

Carried Unanimously.

099/20 – Smith/Childerhose:

That Bylaw No. 04(2020), a Bylaw to Repeal Certain Bylaws, be read a third time, signed and sealed.

Carried.

Block J, Plan 78S14628

100/20 – McLeod/Applin:

That TAXervice be authorized under section 22(1) of the Tax Enforcement Act on or after January 31, 2020, to commence proceedings to request title with respect to the following described lands: Roll 6002000 Block J, Plan 78S14628, Ext. 0, Title 123699729.

Carried.

Chief Administrative Officer's Report:

101/20 – McLeod/Applin:

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

Carried.

Hudson Energy Natural Gas Program:

102/20 – Grotheim/McLeod:

That we enter into a contract with Hudson Energy for the SUMAdvantage natural gas program for all town-owned facilities.

Carried.

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Resignation:

103/20 – Smith/Applin:

That we accept, with regret, the resignation of Jordy Jones as Recreation Director, effective February 10, 2020.

Carried.

Correspondence:

104/20 – Grotheim/Childerhose:

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

Carried.

In – Camera:

105/20 – Grotheim/Childerhose:

That we move into an In-Camera session at 10:10 p.m. to discuss the following agenda

- items: 14.1 Land
- 14.2 Legal
- 14.3 Personnel

Carried.

Jones left the meeting at 10:20 p.m.

Lockhart left the meeting at 10:25 p.m.

Out of In-Camera:

106/20 – Smith/Childerhose:

That we move out of camera at 10:50 p.m. and convene to regular session.

Carried.

Foreman Salary:

107/20 – Grotheim/Smith:

That Kelton MacDonald’s salary be increased to \$28.00 per hour, effective February 9, 2020.

Carried.

Landfill Manager Salary:

108/20 – Grotheim/Smith:

That Dylan Herron’s salary remain at his current rate, for reasons discussed.

Carried.

Land Survey:

109/20 – Applin/McLeod:

That Meridian Surveys be contracted to survey Lots L and M, Block 65, Plan 84S11050, at their quoted price of \$2,900 for the plan of proposed subdivision and \$6,175 for the final legal survey, plus applicable taxes.

Carried.

Machibroda Report:

110/20 – Childerhose/Smith:

That the Machibroda report of January 10, 2020, be accepted as presented.

Carried.

Adjourn:

111/20 – Smith:

That this meeting of council be adjourned at 11:00 p.m.

Chief Administrative Officer

Mayor/Deputy Mayor

Mayor