



**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 8, 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  
Assistant Administrator Rachel Sillers  
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 6:59 p.m.

**Adoption of Agenda:**

**004/20 – McLeod/Childerhose:**

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

3.2 January 7, 2020 Special Meeting Minutes

4.4 Letter of Response Re: Fire Protection Agreements

7.2 Recreation - Legal (in-camera)

~~5.1 December 2019 Financial Summary Report~~

~~5.2 December 2019 Statement of Financial Activities~~

~~5.3 Statement of Reserve Accounts for the period ending December 31<sup>st</sup>, 2019~~

Carried.

**Adoption of Minutes:**

**005/20 – Grotheim/Smith:**

That the minutes of the last regular meeting of Council held Wednesday December 11<sup>th</sup>, 2019 be approved as presented.

Carried.

**006/20 – Applin/Grotheim:**

That the minutes of the special meeting of Council held Tuesday, January 7<sup>th</sup>, 2020 be approved as presented.

Carried.

**Approval of Payments:**

**007/20 – Applin/Grotheim:**

That we acknowledge and approve the list of payments Cheques #50098 to #50213 inclusive in the amount of four hundred and fourteen thousand two hundred and sixty-two dollars and forty-nine cents (\$414,262.49) and payroll deposits in the amount of sixty-one thousand six hundred and ninety dollars and fifty-five cents (\$61,690.55) as attached hereto forming part of these minutes.

Carried.

Recreation Director Jordy Jones appeared before Council to present his report since the last period at 7:23 p.m.

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**In - Camera:**

**008/20 - Grotheim/Smith:**

That we move into an In-Camera session at 7:23p.m. to discuss the following agenda item: 7.2 Recreation - Legal

Carried.

**Out of In-Camera:**

**009/20 - Grotheim/Applin:**

That we move out of camera at 7:36 p.m. and convene to regular session.

Carried.

**Recreation Legal Advice:**

**010/20 - McLeod/Smith:**

That we authorize Administration to seek legal advice on matters related to recreation.

Carried.

**Outlook Minor Sports Request:**

**011/20 - Applin/Grotheim:**

That we send a letter to Sheldon Grywachski notifying him that we support Outlook Minor Sports' request to ban him indefinitely from the Jim Kook Recplex on the grounds that our facilities have a zero tolerance policy for harassment and abuse.

Carried.

**Recreation Director Report:**

**012/20 - Childerhose/McLeod:**

That we accept Recreation Director Jordy Jones' written and verbal reports as presented.

Carried.

Jones left the meeting at 7:37 p.m.

**Administrator Delegation of Authority:**

**013/20 - Smith/Childerhose:**

That pursuant to Section 110(4) of *The Municipalities Act* the Town of Outlook Administrator may delegate any of her powers, duties or functions to any employee of the municipality.

Carried.

Superintendent of Municipal Operations Luke Lockhart appeared before Council at 7:39 p.m. to present his report since the last period at 7:39 p.m.

**Water Report:**

**014/20 - Smith/Childerhose:**

That we acknowledge the water treatment plant report for the period of December 2019, and further accept Foreman Kelton MacDonald's written water report as presented.

Carried.

**Purchase Label Maker:**

**015/20 - Applin/McLeod:**

That we authorize the purchase of a BradyPrinter M611 mobile label printer with outdoor material kit at a cost of one thousand one hundred and sixty-nine dollars and ninety-nine cents (\$1,169.99) plus applicable taxes and freight.

Carried.

**Public Works Report:**

**016/20 - Grotheim/Childerhose:**

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

Carried.

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**Table Deputy Mayor Appointment:**

**017/20 – Grotheim/Applin:**

That we table the discussion on the 2020 Deputy Mayor appointment to the next regular meeting of Council to be held Wednesday January 29<sup>th</sup>, 2020.

Carried.

**Public Disclosure Statements:**

**018/20 – Smith/Childerhose:**

That pursuant to Section 142 of *The Municipalities Act* that we accept and place on file Public Disclosure Statements for each member of council.

Carried.

**Table Line of Credit Authorization:**

**019/20 – Grotheim/McLeod:**

That we table the discussion on the authorization for Administration to access the Town of Outlook's line of credit to the next regular meeting of Council to be held Wednesday January 29<sup>th</sup>, 2020 and further instruct Administration to gather more information on the subject.

Carried.

**Assessment Roll Information:**

**020/20 – Applin/Childerhose:**

That pursuant to Section 213(2) of *The Municipalities Act* that we make a portion of the assessment roll being Fair Value and Taxable Assessment only, available for public inspection for the entire year.

Carried.

**SUMA Membership:**

**021/20 – Childerhose/Grotheim:**

That we approve the payment of the 2020 Saskatchewan Urban Municipalities Association (SUMA) membership fee in the amount of three thousand five hundred and fifty-seven dollars and thirty-two cents (\$3,557.32) plus applicable taxes.

Carried.

**FCM Membership:**

**022/20 – McLeod/Applin:**

That we approve the payment of the 2019 Federation of Canadian Municipalities (FCM) membership fee in the amount of six hundred and sixty-five dollars and eighty-six cents (\$665.86).

Carried.

**Table Committee and Board Appointments:**

**023/20 – Applin/Smith:**

That we table the discussion on the 2020 committees of Council and board appointments to the next regular meeting of Council to be held on Wednesday January 29<sup>th</sup>, 2020.

Carried.

**WCB Assessable Earnings:**

**024/20 – Grotheim/Smith:**

That the positional coverage option of Workers Compensation for elected officials and appointed representatives of the municipality be set at the minimum assessable earnings rate of thirty-five thousand nine hundred and twenty-two dollars (\$35,922.00).

Carried.

**Board of Revision:**

**025/20 – Applin/Childerhose:**

That we appoint Gord Krismer & Associates Ltd. to serve as the 2020 Board of Revision and further that Aileen Swenson serve as Secretary.

Carried.

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**Municipal Auditor:**

**026/20 - Childerhose/Applin:**

That we appoint Jensen Stromberg as the Municipal Auditor for the 2020 fiscal year.  
Carried.

**Remuneration and Expense Rates:**

**027/20 - Grotheim/Childerhose:**

That we approve the 2020 Council remuneration rates and expense reimbursement rates as presented a copy attached hereto to form a part of these minutes.  
Carried.

**Table Equipment Rates:**

**028/20 - Grotheim/Smith:**

That we table the discussion on the 2020 equipment rates to the next regular meeting of Council to be held Wednesday January 29<sup>th</sup>, 2020, and further instruct the Public Works department to gather more information on the subject.  
Carried.

**Building Inspector:**

**029/20 - Smith/Childerhose:**

That we appoint Remi Boissonnault from Meridan Inspections as the official Building Inspector for 2020.  
Carried.

**Development Appeals Board:**

**030/20 - McLeod/Applin:**

That we appoint Gord Krismer & Associates Ltd. to serve as the 2020 Development Appeals Board and further that Aileen Swenson serve as Secretary.  
Carried.

**Purchase Office Computers:**

**031/20 - McLeod/Applin:**

That we authorize the purchase of four (4) replacement desktop computers for the Administration staff and Public Works Manager from Munisoft at an estimated cost of eight thousand six hundred and twenty-three dollars (\$8,623.00) plus applicable taxes.  
Carried.

**Boot Allowance:**

**032/20 - Childerhose/McLeod:**

That we increase the annual employee boot allowance to two hundred dollars (\$200.00) per employee per calendar year effective immediately.  
Carried.

**Engage Accounting Services:**

**033/20 - Grotheim/Applin:**

That we approve the contracting of a Certified Professional Accountant from Jensen Stromberg CPA's to review and balance the Town's 2019 bank reconciliations at an hourly rate of one hundred and twenty-five dollars (\$125.00).  
Carried.

**Amend Bylaw 10(2019):**

**034/20 - Grotheim/Childerhose:** That we instruct Administration to draft changes to Bylaw 10(2019) A Bylaw to Establish a Landfill and to Regulate and Control the Disposal of Wastes in the Town's Landfill, to remove the charge for Outlook residents who take household waste to the landfill, and further to allow for approved businesses to have monthly charge accounts at the landfill.  
Carried.

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Mayor

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**Transfer 2019 Airport Revenue to Reserves:**

**035/20 – Smith/Grotheim:** That we authorize the transfer of the 2019 Airport revenue in the amount of four hundred dollars (\$400.00) to General reserves.

Carried.

**Transfer 2019 Co-Op Grant to Reserves:**

**036/20 – McLeod/Applin:**

That we authorize the transfer of the grant received from Federated Co-Op received in 2019 in the amount of one hundred and twenty-eight thousand and four hundred dollars (\$128,400.00) to reserves for the Outlook outdoor rink project.

Carried.

**Transfer to Health Services Reserve:**

**037/20 – Childerhose/Grotheim:**

That we authorize the transfer of nineteen thousand and two dollars and ninety-two cents (\$19,002.92) from the General reserves to the Health Services reserve to cover the current deficit balance.

Carried.

**Chief Administrative Officer’s Report:**

**038/20 – McLeod/Applin:**

That we accept Chief Administrative Officer Huguetta Lutz’ written and verbal reports as presented.

Carried.

**Assistant Administrator’s Report:**

**039/20 – Childerhose/Smith:**

That we accept Assistant Administrator Rachel Sillers’ verbal report as presented.

Carried.

**Zero Tolerance Policy:**

**040/20 – Grotheim/Smith:**

That we instruct Administration to draft a formal written policy for zero tolerance of harassment and abuse for the all Town of Outlook facilities to bring back to Council for approval.

Carried.

**Student Recreation Rates:**

**041/20 – Grotheim/McLeod:**

That we establish a fee of two dollars (\$2.00) per student per use for activities at the Jim Kook RecPlex to begin upon commencement of the fall 2020 winter season, and further that we send a letter to the local schools advising them of the change.

Carried.

**Bowling Alley Manager:**

**042/20 – Smith/Grotheim:**

That we ratify the hiring of Kathryn King for the position of Bowling Alley Manager as per the recommendation from the Recreation Committee effective Monday January 6<sup>th</sup>, 2020 at an hourly wage of \$17.00 per hour, and further that the position be subject to a six (6) month probationary period.

Carried.

**Recreation Committee Minutes:**

**043/20 – Smith/Grotheim:**

That we acknowledge the Recreation Committee meeting minutes from December 18<sup>th</sup>, 2019 as presented.

Carried.

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Mayor

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**Kin Canada Week Proclamation:**

**044/20 – Smith/Applin:**

That we proclaim February 16<sup>th</sup> – 22<sup>nd</sup>, 2020 as Kin Canada Week, and further approve the request from the Outlook Kinsmen Club to hold a sunrise flag raising ceremony on Thursday February 20<sup>th</sup>, 2020 at the Town of Outlook office complex.

Carried.

**Crime Stoppers Donation:**

**045/20 – Childerhose/Smith:**

That we donate two hundred dollars (\$200.00) to the Crime Stoppers Fostering Safer Communities program.

Carried.

**Correspondence:**

**046/20 – Applin/Grotheim:**

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

Carried.

**In – Camera:**

**047/20 – Grotheim/Applin:**

That we move into an In-Camera session at 9:40p.m. to discuss the following agenda items: 13.1 Land  
13.2 Personnel

Carried.

Lockhart left the meeting at 9:55 p.m.

**Out of In-Camera:**

**048/20 – Smith/Childerhose:**

That we move out of camera at 10:22 p.m. and convene to regular session.

Carried.

**Maintenance Technician:**

**049/20 – Grotheim/Smith:**

That we offer Ray Ames the position of Maintenance Technician to commence Monday March 2<sup>nd</sup>, 2020 at an hourly wage of \$24.00 per hour pending the receipt of satisfactory criminal record check and driver's abstract report, and further that the position be subject to a six (6) month probationary period.

Carried.

**Chief Administrative Officer Contract Changes:**

**050/20 – Grotheim/McLeod:**

That we cancel the remainder of Chief Administrative Officer Huguette Lutz' probationary period effective immediately, and further grant an additional week of holidays to her annual allowance for a total of four (4) weeks per calendar year.

Carried.

**Adjourn:**

**051/20 – Smith:**

That this meeting of council be adjourned at 10:32 p.m.

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Chief Administrative Officer

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Mayor/Deputy Mayor

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Mayor