



**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 Thursday, March 26, 2020**

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

Staff Present: Chief Administrative Officer Huguette Lutz

Call to Order: A quorum being present, Mayor Derdall called the meeting to order at 6:55 p.m.

Adoption of Agenda:

255/20 – Simonson/Childerhose

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

Delete Delegation.

Carried.

Adoption of Minutes of Regular Meeting:

256/20 – Applin/Grotheim:

That the minutes of the Regular Meeting of Council held Wednesday, March 11, 2020, be approved as presented.

Carried.

Adoption of Minutes of Special Meeting:

257/20 – Applin/Grotheim:

That the minutes of the Special Meeting of Council held Wednesday, March 18, 2020, be approved as amended.

Carried.

Adoption of Minutes of Committee of the Whole Meeting:

258/20 – Simonson/Applin:

That the minutes of the Committee of the Whole Meeting held Wednesday, March 11, 2020, be approved as presented.

Carried.

259/20 – Applin/McLeod:

That the minutes of the Committee of the Whole Meeting held Wednesday, March 11, 2020, be approved as presented.

Carried.

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Adoption of Minutes of Recreation Committee Meeting:

260/20 – Grotheim/Smith:

That the minutes of the Recreation Committee Meeting held Wednesday, March 18, 2020, be approved as presented.

Carried.

Recreation Recommendations:

261/20 – Applin/Grotheim:

That Council create a Tourism/Museum/Communities in Bloom department, and that staff be charged with drafting a proposal for the reallocation of responsibilities from the recreation department and/or public works department to this new department.

Carried.

262/20 – Grotheim/Applin:

That Council meet with the museum committee to discuss with the members the need to take control of the museum so that the Town can apply for grants and allocate resources as required.

Carried.

263/20 – McLeod/Simonson:

That the Facilities Technician be responsible for the maintenance of the civic center.

Carried.

264/20 – Grotheim/Applin:

That the Recreation Director and Public Works Manager/Superintendent draft a proposal to outline the responsibilities for full time shared Recreation/Public Works staff.

Carried.

265/20 – Grotheim/Childerhose:

That the Recreation Director look at options for operation of the bowling alley, and bring recommendations back to council.

Carried.

266/20 – Grotheim/Simonson:

That the bowling alley manager be given 2 week notice of layoff, effective March 18, 2020, because of the Covid 19 virus and closure of the facility.

Carried.

267/20 – Grotheim/Childerhose:

That the Rec Plex Manager be authorized to return kitchen supplies as he is able to, and the remaining food supplies that cannot be returned be donated to staff.

Carried.

268/20 – Applin/Simonson:

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That the Rec Plex kitchen staff be given two week notice of layoff, effective March 18, 2020, and that they be assigned to clean the kitchen during this notice period.

Carried.

269/20 – Applin/Grotheim:

That council table the discussion of the beautification budget until next meeting.

Carried.

270/20 – Grotheim/McLeod:

That Rafoss Plumbing & Heating be authorized to replace the boilers form the old pool into the new pool, at their estimated price of \$15,000.00.

Carried.

271/20 – Simonson/Smith:

That Trevor Ouellette be granted a vehicle allowance of \$100.00 per month for in town use of his own vehicle on town recreation business.

Carried.

272/20 – Grotheim/Childerhose:

That Unit #18, 2003 Ford ½ ton truck and Unit #92, 1997 Ford ½ ton truck be advertised for sale.

Carried.

273/20 – Grotheim/McLeod:

That a checklist be prepared for maintenance of recreation vehicles, and that all recreation staff be provided with an orientation on what is required for vehicle maintenance.

Carried.

Infrastructure Committee Meeting Minutes:

274/20 - Applin/Grotheim:

That the minutes of the Infrastructure Committee Meeting held Wednesday, March 18, 2020, be approved as presented.

Carried.

Borrowing by way of Debenture:

275/20 – Applin/Grotheim:

That application be made to the Local Government Committee for permission to borrow by way of debentures, the sum of One Million Nine Hundred Sixty Thousand (\$1,960,000.00) in 2020, repayable over a period of twenty (20) years, for the purpose of a new raw water intake and upgrades to the water treatment plant, debentures to be repayable so that the principal and interest are combined and made payable in equal annual instalments during the term of the securities, interest at the rate of 2.72 per centum, per annum, payable at least annually.

Carried.

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Recycle Depot Equipment:

276/20 – Applin/McLeod:

That the recycling equipment at the depot be advertised for sale.

Carried.

Adoption of Minutes of Committee of the Whole Meeting:

277/20 – Childerhose/Grotheim:

That the minutes of the Committee of the Whole Meeting held on Monday, March 23, 2020, be approved as presented.

Carried.

Adoption of Minutes of Planning & Development Committee Meeting:

278/20 – Applin/Grotheim:

That the minutes of the Planning & Development Committee Meeting held on Tuesday, March 24, 2020, be approved as presented.

Carried.

Adoption of Minutes of Recreation Committee Meeting:

279/20 – Grotheim/Applin:

That the minutes of the Recreation Committee Meeting held on Thursday, March 26, 2020, be approved as presented and amended.

Carried.

Recreation Committee Recommendations:

280/20 – McLeod/Grotheim:

That the job descriptions for facility manager and swimming pool positions be accepted as presented and amended.

Carried.

281/20 – Smith/Grotheim:

That the swimming pool staffing proposal and operations plan be accepted, with the addition of two or more lifeguards if required.

Carried.

282/20 – Smith/Grotheim:

That Megan Bailey be offered the job of assistant pool manager at a rate of \$19.50 per hour, for approximately 680 hours.

Carried.

283/20 – McLeod/Applin:

That Council approve the reduced hours for the swimming pool manager to approximately 510 hours for the 2020 season.

Carried.

284/20 – Grotheim/Simonson:

That Council authorize the purchase of rash guards for the swimming pool staff, to a maximum expenditure of \$700.00.

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Carried.

Prices for Truck:

285/20 – Applin/Smith:

That staff be authorized to obtain prices for a used ¾ ton service truck.

Carried.

Bylaw No. 07(2020):

286/20 – Applin/Grotheim:

That Bylaw No. 07(2020) be tabled until next meeting.

Carried.

Bylaw No. 08(2020):

287/20 – McLeod/Childerhose:

That bylaw NO. 08(2020), a Bylaw to Amend Zoning Bylaw No. 08(2014) be introduced and read a first time.

Carried.

Lake Diefenbaker Tourism Membership:

288/20 – McLeod/Grotheim:

That Council authorize the payment of membership to the Lake Dievenbaker Tourism association, at a cost of \$150.00 plus GST.

Carried.

Sewer Backup, 211 McTavish Street:

289/20 – Simonson/Smith:

That the owners of 211 McTavish Street be reimbursed \$1,000.00 for insurance deductible because of a sewer backup as a result of sewer lift malfunction.

Carried.

Education Mill Rate:

290/20 – Childerhose/Grotheim:

That Council acknowledge the 2020 Education Mill Rates as follows:

Agriculture	1.43 mills
Residential	4.12 mills
Commercial/Industrial	6.27 mills
Resource	9.68 mills

Carried.

Correspondence:

291/20 – Applin/McLeod:

That the correspondence, as listed on the agenda for this meeting, be received and filed.

Carried.

Accounts:

292/20 – Applin/Smith:

That Council acknowledge and approve the list of payments, Cheques #50478-

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#50531 inclusive, in the amount of One Hundred Eighty-two Thousand, Two Hundred and Three Dollars and Twenty-six Cents (\$182,203.26) and payroll deposits in the amount of Fifty-two Thousand, Four Hundred Twenty-six Dollars and Fifty-five Cents (\$52,426.55), as attached to and forming part of these minutes, except that Cheque #50491 be withheld until inspection of the building and review of the quote has been done to the satisfaction of council.

Carried.

Reserve Transfers:

293/20 – Grotheim/Applin:

That Council authorize the transfer of \$34,850.57 to the Water Reservoir reserve to reconcile bank balance to amounts collected of \$740,297.25.

Carried.

294/20 – McLeod/Applin:

That Council authorize the transfer of \$80,866.33 from General Revenue Bank account to Reserves Bank Account to reconcile balances.

Carried.

CAO Report:

295/20 – Simonson/McLeod:

That The Chief Administrative Officer's written and verbal report be accepted as presented.

Carried.

Landfill Operations Management Plan:

296/20 – Applin/Grotheim:

That the Landfill Operations Management Plan be accepted as circulated and amended.

Carried.

Public Works Report:

297/20 – Childerhose/Smith:

That the Public Works written report be accepted as circulated.

Carried.

Emergency Response Plan:

298/20 – Grotheim/McLeod:

That the proposal from DataSafe for a new Emergency Response Plan be accepted as submitted, at their quoted price of \$2,500 for the first year and \$2,000.00 for the second year.

Carried.

Omni-Sport Contract:

299/20 – Applin/Simonson:

That Council authorize the signing of OmniSport contract for the outdoor skating rink, at a cost of \$87,206.00 plus \$10,854.00 for Concrete Piling System.

Carried.

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Mayor Derdall left the meeting room at 9:40 p.m. Mayor Derdall returned at 9:45 p.m.

Policies:

300/20 – Applin/Grotheim:

That Policy COM-001 – Compassionate Gift - be approved as amended.

Carried.

301/20 – Applin/Grotheim:

That Policy COU-001 – Council Remuneration – be approved as amended.

Carried.

302/20 – McLeod/Grotheim:

That Policy COU-002 – Council Recognition – be approved as presented.

Carried.

303/20 – Applin/Smith:

That Policy EMP-015 – Long Service Recognition – be approved as presented.

Carried.

304/20 – Grotheim/Childerhose:

That Policy PRO-001 – Fire Chief Fleet Vehicle Use – be approved as amended.

Carried.

305/20 – McLeod/Applin:

That Policy PRO-002 – False Fire Alarm Fee – be approved as amended.

Carried.

306/20 – Applin/McLeod:

That Policy PUB-001 – Snow Removal – be approved as amended.

Carried.

307/20 – Simonson/Childerhose:

That Policy PUB-002 – Road and Sidewalk Inspections – be approved as amended.

Carried.

Waterworks Emergency Plan:

308/20 – Grotheim/Smith:

That the Waterworks Emergency Plan be approved as circulated and amended.

Carried.

Water Quality Assurance and Quality Control Policy:

309/20 – Childerhose/Simonson:

That the Water Quality Assurance and Quality Control Policy be approved as circulated and amended.

Carried.

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**Adjournment:
310/20 – Smith:**

That the meeting now be adjourned.

Carried.

The meeting was adjourned at 10:45 p.m.

Chief Administrative Officer

Mayor/Deputy Mayor

Mayor