



**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, May 13, 2020**

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

**Staff Present:** Chief Administrative Officer Huguette Lutz

**Call to Order:** A quorum being present, Mayor Derdall called the meeting to order at 7:05 p.m.

**Adoption of Agenda:**

**399/20 – Applin/Grotheim:**

That the agenda for this regular meeting as attached hereto and forming a part of these minutes, be approved as circulated, with the following items referred to committee:

5.10 Mann Street Community Planning - to Planning and Development Committee

6.4 Camp Outlook – to Planning & Development Committee

7.6 Machibroda Slope Stability – to Planning & Development Committee

7.7 Fire Hall – to Protective Services Committee

Carried.

**Adoption of Minutes of Regular Meeting:**

**400/20 – Simonson/McLeod:**

That the minutes of the Regular Meeting of Council held Wednesday, April 22, 2020, be adopted as presented.

Carried.

**Adoption of Minutes of Special Meeting:**

**401/20 – Applin/Childerhose:**

That the minutes of the Special Meeting held Wednesday, May 6, 2020, be adopted as presented.

Carried.

**Minutes of Committee of the Whole Meetings:**

**402/20 – Grotheim/Applin:**

That the minutes of the Committee of the Whole Meeting held Wednesday, April 22, 2020, be approved as circulated.

Carried.

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**403/20 – Applin/Simonson:**

That the minutes of the Committee of the Whole Meeting held Tuesday, April 28, 2020, be approved as circulated.

Carried.

**Salary Grid:**

**404/20 – Grotheim/McLeod:**

That Council accept the proposed salary grid and further that it be implemented immediately with the understanding that current wages stand in accordance with the approved budget, and that step increases for existing staff will take place beginning in 2021 where applicable.

Carried.

**Revised Organizational Chart:**

**405/20 – Applin/Smith:**

That Council accept the revised Organizational Chart as presented, and further instruct Administration to revise job descriptions for the following positions to be implemented immediately:

Public Works Foreman

Public Works Clerk

Superintendent of Municipal Operations

Carried.

**Economic Development Officer/Tourism Director:**

**406/20 – Applin/Grotheim:**

That Council authorize Administration to look into options for government funding for the potential onboarding of an Economic Development Officer/Tourism Director in 2021.

Carried.

**Protective Services Committee Meeting:**

**407/20 – Grotheim/McLeod:**

That the minutes of the Protective Services Committee Meeting held on Wednesday, May 7, 2020, be approved as circulated.

Carried.

**Revised Fire Protection Agreement:**

**408/20 – Simonson/Grotheim:**

That the revised Protective Services Agreement be sent to the RM of Rudy with a letter detailing the changes as requested, and further that the letter include the following details:

- a) The RM must complete all applicable schedules to the agreement as written (Schedules A, C, and D);
- b) The signed agreement must be accompanied with payment in full for the sum of the annual retainer;
- c) A polite reminder that there are still balances outstanding on account for fire and airport services rendered in 2019.

Carried.

**Administration Committee Meeting:**

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Mayor

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**409/20 – Simonson/Applin:**

That the minutes of the Administration Committee meeting held on May 11, 2020, be approved as circulated.

Carried.

**Interviews:**

**410/20 – Simonson/McLeod:**

That, effective immediately, either the Chief Administrative Officer or the Assistant Administrator be present at all interviews.

Carried.

**Hiring Recommendations:**

**411/20 – Applin/Childerhose:**

That, effective immediately, any and all recommendations for hiring be brought to council only by the Chief Administrative Officer or the Assistant Administrator.

Carried.

**Mechanic:**

**412/20 – Childerhose/Applin:**

That Council authorize the hiring of Bill Bell as a mechanic for the town's equipment, on an as-needed basis for a minimum of three months, at his hourly rate of \$50.00, pro-rated on actual time worked, and that the first aspect of his work be the implementation of a maintenance schedule.

Carried.

**Utilities at Airport Terminal:**

**413/20 – Smith/McLeod:**

That utilities be discontinued at the airport terminal building, effective immediately.

Carried.

**Bylaw No. 11 (2020):**

**414/20 – Applin/Grotheim:**

That Bylaw No. 11 (2020) be tabled until the May 27, 2020, Regular Meeting.

Carried.

**Sea-Can:**

**415/20 – Smith/McLeod:**

That the sea-can at 200 Cameron Drive South be permitted, as it was located on this property prior to the implementation of the Town's Zoning Bylaw.

Carried.

**Fence Permit:**

**416/20 – Childerhose/Applin:**

That Council approve the fence permit application for 322 Semple Street, as submitted by Carol Simonson.

Carried.

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Mayor

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**Financials:**

**417/20 – Childerhose/Smith:**

That the Financial Statements to February 29, 2020, be accepted as circulated.  
Carried.

**Approval of Accounts:**

**418/20 – Simonson/Applin:**

That Council acknowledge and approve the list of payments, Cheques #50610 to 50669 inclusive, in the amount of One Hundred Seventy-two Thousand, Three Hundred Thirty Three Dollars and Sixty-one Cents (\$172,333.61) and payroll deposits in the amount of Forty-Six Thousand Seven Hundred Fifteen Dollars and Eight Cents (\$46,715.08), as attached to and forming part of these minutes.

Carried.

**Banked Time:**

**419/20 – McLeod/Simonson:**

That Chief Administrative Officer Lutz be granted time off from May 19 to 22, inclusive, from accumulated banked time.

Carried.

**CAO Report:**

**420/20 – Applin/McLeod:**

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

Carried.

**Sidewalk Repair:**

**421/20 – Simonson/Applin:**

That Council authorize the repair of the sidewalk at 310 Thomson Street, at the quoted price of \$750.00, under the supervision of the Town’s Superintendent of Public Works.

Carried.

**Honorarium:**

**422/20 – McLeod/Simonson:**

That Council authorize an honorarium of \$250.00 to Don Hurd for his help with his inspection of potential used genie lift and vehicle(s).

Carried.

**Free Landfill Day:**

**423/20 – Smith/Applin:**

That Council authorize four Saturdays in June as free landfill days, with the town divided into quadrants as per recycle map, to permit town residents to take refuse to the landfill, limited to one ½ ton load per household, free of charge.

Carried.

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Mayor

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**Public Works Report:**

**424/20 – Applin/Smith:**

That the Public Works written report be accepted as circulated.

Carried.

**Landfill Report:**

**425/20 – Childerhose/Simonson:**

That the Landfill written report be accepted as circulated.

Carried.

**Recreation Report:**

**426/20 – Smith/Grotheim:**

That the Recreation Director’s written report be accepted as circulated.

Carried.

Councillor Childerhose left the meeting at 9:45 p.m.

**Airport Terminal Building:**

**427/20 – Applin/McLeod:**

That the airport terminal building be moved to committee meeting for further discussion.

Carried.

**Cleaning Agreement:**

**428/20 – Applin/McLeod:**

That the cleaning agreement for Cottage #5 with AY Cleaning be approved as circulated.

Carried.

**Subdivision Street Names:**

**429/20 – Applin/Smith:**

That the names on the proposed Railway Subdivision be Preus Avenue and Taylor Drive.

Carried.

**Regional Park Lease Agreement:**

**430/20 – Applin/Grotheim:**

That the Regional Park Lease be amended to include sewer in clause 5.02 Utilities, and further that a clause be added to provide fire protection to the Regional Park, at no charge.

Carried.

**Clean Wood Pile at Landfill:**

**431/20 – Simonson/McLeod:**

That the Public Works Department be instructed to burn the clean wood/tree pile, in manageable amounts, in accordance with regulations.

Carried.

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Mayor

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Councillor Grotheim left the chambers at 10:05 p.m.

**Storage Building Bids:**

**432/20 – Simonson/McLeod:**

That the bids for the storage buildings at the swimming pool be tabled to the Recreation Committee Meeting.

Carried.

Councillor Grotheim returned at 10:12 p.m.

**Job Descriptions:**

**433/20 – Applin/Smith:**

That the following job descriptions be approved:

Maintenance Technician

Office Clerk

Kitchen Manager

Kitchen Worker

Civic Center Caretaker

Public Works Labourer – Summer Student

Town Beautification – Summer Student

Carried.

**Policies:**

**434/20 – Smith/Applin:**

That Policy PUB-003 Tree Waste Policy be approved as circulated.

Carried.

**435/20 – McLeod/Smith:**

That Policy REC-003 Lifeguard On-Call Policy be approved as circulated.

Carried.

**School Zones:**

**436/20 – Grotheim/Applin:**

That the Traffic Bylaw be amended to include school zones on Ash Street and on 4<sup>th</sup> Avenue.

Carried.

**Records Disposal:**

**437/20 – Simonson/Applin:**

That Council authorize the destruction of records as per attached list.

Carried.

**Watering Restrictions:**

**438/20 – Applin/McLeod:**

That water restrictions be effective June 1, 2020, in accordance with Bylaw No. 07(2020).

Carried.

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**Utility Interest Charges:**

**439/20 – Applin/Grotheim:**

That utility interest charges be delayed until the end of June, to be reviewed further at that time.

Carried.

**In Camera:**

**440/20 – Simonson/Grotheim:**

That we move into an In-Camera session at 10:35 p.m. to discuss personnel matters.

Carried.

Mayor Derdall left the chambers at 10:46 p.m.

Mayor Derdall resumed his chair at 10:50 p.m.

**Out of In-Camera Session:**

**441/20 – Grotheim/Simonson:**

That we move out of the in-camera session at 11:05 p.m. and reconvene to regular session.

Carried.

**Employee Hiring:**

**442/20 – Grotheim/Simonson:**

That the hiring of a recreation worker and a joint recreation/public works employee be tabled.

Carried.

**Adjournment:**

**443/20 – Simonson:**

That the meeting now be adjourned.

Carried.

The meeting was adjourned at 11:10 p.m.

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**Chief Administrative Officer**

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**Mayor/Deputy Mayor**

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Mayor