



**Town of Lampman**  
**Meeting Minutes**  
**Regular Meeting April 18, 2022 - 07:00 PM**

**1. CALL TO ORDER**

**Resolution No: 2022-4-1**

Mayor Jay Jones called the meeting to order. The time being 7:02 p.m. The attendance being as follows:

Mayor Jay Jones  
Councillor Dustin Ferguson  
Councillor Glen Fichter  
Councillor Randy Fleck  
Councillor Duane Freeden  
Councillor Daryle Runge  
Councillor Ryan Saxon  
Acting Administrator - Amber Rittaler

**CARRIED**

**2. CONFLICT OF INTEREST**

None were declared.

**3. ADDITIONS OF URGENT OR EMERGENT BUSINESS**

None were added

**4. MINUTES**

**4.1 Regular Meeting – March 9, 2022**

**Resolution No: 2022-3-4.1**

**Moved By: Glen Fichter**

That the minutes of the March 9, 2022 meeting of Council be approved as circulated.

**CARRIED**

**4.2 Special Meeting – March 23, 2022**

**Resolution No: 2022-4-4.2**

**Moved By: Dustin Ferguson**

That the minutes of the March 23, 2022 special meeting of Council be approved as circulated.

**CARRIED**

*5<sup>17</sup> ER*

5. **BANK RECONCILIATION**

**Resolution No:** 2022-4-5

**Moved By:** Ryan Saxon

That the March 31, 2022 bank reconciliation for the Town of Lampman be hereby approved as presented.

**CARRIED**

6. **CASH STATEMENT**

**Resolution No:** 2022- 4-6

**Moved By:** Glen Fichter

That the Statement of Receipts and Payments for the month of March, 2022 be adopted as presented for the Town of Lampman.

**CARRIED**

7. **ACCOUNTS**

**Resolution No:** 2022-4-7

**Moved By:** Glen Fichter

That the accounts covered by cheque no.'s 14324 to 14378 in the amount of \$71,788.31; and the electronic funds transfer no.'s V171 to VP195 in the amount of \$30,501.43; and the direct payroll payments no's DD 959 to 972 for the amount of \$20,133.91 be approved for payment.

**CARRIED**

8. **CORRESPONDENCE**

**Resolution No:** 2022-4-8

**Moved By:** Randy Fleck

That the correspondence presented to this meeting now be filed for future reference of Council and Administration.

**CARRIED**

8.1 **Asphalt Crack Sealing – David Chatterson**

**Resolution No:** 2022-4-8.1

**Moved By:** Randy Fleck

That administration contact David Chatterson from Asphalt Crack sealing out of the R.M. of Wolseley, SK and invite him to attend the next council meeting to present and discuss services provided by his company.

**CARRIED**

8.2 **Proclamation “Ready and Resilient” – May 15, 2022 be National Public Works Week**

**Resolution No:** 2022-4-8.2

**Moved By:** Duane Garton

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the Town of Lampman; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in the Town of Lampman to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2022 marks the 62<sup>nd</sup> annual National Public Works Week sponsored by the Canadian Public Works Association be it now,



RESOLVED, we, the Council of the Town of Lampman, do hereby designate the week May 15 – 21, 2022 as National Public Works Week; I urge all citizens to join with representatives of the Canadian Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

**CARRIED**

**9. COMMITTEE MEETINGS/INFORMATION/REPORTS**

**9.1 Committee Meetings**

**Resolution No:** 2022-4-9.1

**Moved By:** Dustin Ferguson

That the committee meeting minutes, information and reports presented to this meeting now be filed for future reference of Council and Administration.

**CARRIED**

*Councillor Dustin Ferguson left the meeting at 8:56 p.m.*

**9.2 Administration Reports**

**Resolution No:** 2022-4-9.2

**Moved By:** Ryan Saxon

That the Administration Reports be acknowledged as presented and filed for future reference of Council and Administration.

**CARRIED**

**9.2.1 UMAAS Convention – June 7-10, 2022 Saskatoon Travelodge**

**Resolution No:** 2022-4-9.2.1

**Moved By:** Jay Jones

That the Council of the Town of Lampman authorizes Amber Rittaler, Acting Administrator, to attend the UMAAS Convention in Saskatoon on June 7-10, 2022; and that all travel and out-of-pocket expenses be paid by the Town of Lampman.

**CARRIED**

**9.2.2 SUMA Convention – Mayor, Jay Jones**

**Resolution No:** 2022-4-9.2.2

**Moved By:** Daryle Runge

That the Council of the Town of Lampman authorized Mayor, Jay Jones, to attend the SUMA Convention on Monday, April 4, 2022; and that all travel and out-of-pocket expenses be paid by the Town of Lampman.

**CARRIED**

**9.2.3 Gas Chlorination Workshop – Saskatoon – April 27-28, 2022**

**Resolution No:** 2022-4-9.2.2

**Moved By:** Glen Fichter

That the Town of Lampman authorizes Shane Evans, Foreman, to attend the Gas Chlorination Workshop in Saskatoon, SK, on dates April 27-28, 2022; and that all travel and out-of-pocket expenses be paid by the Town of Lampman.

**CARRIED**

*Handwritten initials: SJ LR*

**10. UNFINISHED BUSINESS**

**10.1 Employee Wages/Employee Performance Reviews**

**Resolution No:** 2022-4-10.1

**Moved By:** Randy Fleck

That the discussion on employee wages and employee performance reviews be tabled to the next regular council meeting so that the office employees' reviews can be completed.

**CARRIED**

**10.2 Retention Pond Discussion**

A discussion was held regarding the preventive measures already taken for flooding prevention following the report given from the Saskatchewan Watershed Authority.

**10.3 Second Budget Meeting – Set Special Meeting Date**

**Resolution No:** 2022-4-10.3

**Moved By:** Daryle Runge

That a Special Meeting date be set for April 27, 2022 at 7:00 p.m.

**CARRIED**

**10.4 Joint Meeting – Set Date**

A discussion was held regarding which days would work for council members to hold a joint meeting with the R.M. of Browning No. 34.

**11. NEW BUSINESS**

**11.1 Motion to Proceed with 6-month Tax Notice**

**Resolution No:** 2022-4-11.1

**Moved By:** Duane Freeden

That, following the six (6) month expiration since the tax liens were registered, the Council authorizes the Administrator to commence with tax enforcement proceedings on the following properties:

Lot	Block	Plan	Alternate Number
8	16	102011364	505040750
6	16	102011364	505040650
10	16	102011364	505040850
5	16	102011364	505040600
13	13	102011364	505040350
7	16	102011364	505040700
9	16	102011364	505040800
6	13	102011364	505040000
10	13	102011364	505040200
28	8	101863076	505008560
1-2	4	AN 2691	505003600
22	2	AG 5479	505002300
10	6	AH 8550	505021550
6	11	AE 5675	505010600
2-3	13	67R09507	505011800
14	6	C2663	505006800
13	9	AF 4698	505009150
13	3	AG 2691	505003050

**CARRIED**

**11.2 New Employees – Criminal Record Check Policy**

**Resolution No:** 2022-4-11.2

**Moved By:** Daryle Runge

That Policy No. 300-34, being a policy to set procedures for new employees before their hire date be required to obtain a criminal record check, be approved as presented and attached to, forming part of these minutes.

**CARRIED**

**11.3 Canada Community Revitalization Fund Grant Tendering Projects**

A discussion was held regarding the tendering for the projects for the Canada Community Revitalization Fund (CCRF).

**11.4 Waste and Recycling Fees**

**Resolution No:** 2022-4-11.4

**Moved By:** Randy Fleck

That the Town of Lampman set the waste and recycling fees charged on the utility bills to be increased as follows:

Waste: \$12.00/month,

Recycle: \$ 9.00/month,

And that these changes take effect starting July 1, 2022. This rate increase be accounted to recouping the fees charged by GFL Environmental Ltd. for fuel surcharge.

**CARRIED**

**11.5 Appoint Administrator**

**Resolution No:** 2022-4-11.5

**Moved By:** Jay Jones

That Amber Rittaler be appointed as the Administrator for the Town of Lampman as the time limit for Acting Administrator will expire at the end of the month.

**CARRIED**

**11.6 Bylaw No. 2022-1: Building Bylaw**

**Resolution No:** 2022-4-11.6

**Moved By:** Randy Fleck

That Bylaw No. 2022-1, the Building Bylaw, being a Bylaw to establish clear, transparent, consistent and accessible procedures to follow for construction, building, renovating, removing and/or adding following the new Construction Code Act, be introduced for the first time.

**CARRIED**

**11.7 Community Garden – Rates and Possibility of Third Plot**

A discussion was held regarding the possibility of third garden plot.

**11.8 Lampman District Lions Club – Special Events Permit**

**Resolution No:** 2022-4-11.8

**Moved By:** Ryan Saxon

That the Town of Lampman approve the issuance of a Special Events Permit for Sports Weekend for the Lampman District Lions to hold a beer garden from Friday, June 10, 2022, 5 pm to 11 pm, Saturday, June 11, 2022, 11 am -7 pm and Sunday, June 12, 2022, from 12 pm -5 pm to be held at the Lampman Recreation Grounds; as well as hold a street dance in an enclosed area of the 100 block of Main Street on Saturday June 11, 2022 from the times of 7 pm to 2 am.

**CARRIED**

*SR ER*

**11.9 CN Rail – Metal Pile**

A discussion was held regarding the metal pile sitting on the CN Rail property and to inquire about when it should be anticipated to be cleaned up.

**11.10 Summer Student**

A discussion was held regarding the possibility of hiring a summer student this year.

**12. DELEGATIONS**

*7:30 PM – Damon Sutherland*

Attended the meeting to discuss the frozen sewer lines and water lines that happened at his property in March 2022.

*Delegation left the meeting at 7:53 p.m.*

**12.1 Frozen Lines at 406 Railway Ave.**

**Resolution No:** 2022-4-12.1

**Moved By:** Dustin Ferguson

That administration research any and all records with regard to the sewer installation at 406 Railway Avenue as well as any records regarding an installation of the freezer protection unit and that Council review any records regarding this situation before proceeding with a decision.

**CARRIED**

*8:00 PM - Lampman Housing Authority*

Leann Hoffman attended via Zoom to do a presentation on the situation of the low-income rentals in Lampman.

*Delegation left the meeting at 8:37 p.m.*

**13. FOREMAN'S REPORT**

**13.1 Water Treatment Plant Records**

**Resolution No:** 2022-4-13.1

**Moved By:** Jay Jones

That the water treatment plant records for the month of March, 2022 be acknowledged and filed for future reference and signed by the Mayor.

**CARRIED**

**13.2 Foreman's Report**

As the Foreman's Reports were conducted through the Administrator's weekly updates, no motion was needed.

**13.3 Foreman's Task List**

A discussion was held regarding the Foreman's Task List.

**13.4 Laundromat for Town Purposes**

A discussion was held regarding the intention that the Council of the Town of Lampman has for the laundromat.

**13.5 Top Shot Concrete Systems – Work to Restore Manholes**

A discussion was held regarding the proposed work to restore the manholes from Top Shot Concrete Systems.

*JJ AR*

**13.6 Water Treatment Information – Element Water Systems**

A discussion was held regarding the information sent by Element Water Systems regarding their water treatment system.

**14. NEXT MEETING**

**Resolution No:** 2022-4-14

**Moved By:** Jay Jones

That the next meeting of Council be held on May 11, 2022 at 7:00 p.m.

**CARRIED**

**15. ADJOURNMENT**

**Resolution No:** 2022-4-15

**Moved By:** Jay Jones

That this meeting now be adjourned. The time being 10:10 p.m.

**CARRIED**

  
\_\_\_\_\_  
Administrator

  
\_\_\_\_\_  
Mayor

**List of Cheques for Council Approval****Minutes: April 18, 2022****2022-4-7**

<b>Cheque #</b>	<b>Paid To</b>	<b>In Payment Of</b>	<b>Amount</b>
14324	MacKenzie, Melissa	Payroll March 1-15, 2022	\$1,282.14
14325	Town of Lampman	Tax Reversal Motion: 2022-3-3.1	\$507.89
14326	Jones, Jay	March 2022 Indemnity	\$500.97
14327	Freedden, Duane	March 2022 Indemnity	\$225.00
14328	Ferguson, Dustin	March 2022 Indemnity	\$1,664.60
14329	Saxon, Ryan	March 2022 Indemnity	\$440.97
14330	Runge, Daryle	March 2022 Indemnity	\$299.52
14331	Fichter, Glen	VOID	\$0.00
14332	Fichter, Glen	March 2022 Indemnity	\$582.42
14333	Fleck, Randy	March 2022 Indemnity	\$299.52
14334	Border Cleaning Services	Office Mats Cleaning	\$111.24
14335	Branch, Veronica	Firehall Janitor	\$158.16
14336	Carnivores	Lampman Bucks Reimbursement	\$70.00
14337	Carson Safety Services	Fire Dept Supplies	\$1,264.56
14338	Cleartech Industries	Water Treatment Supplies	\$2,437.95
14339	CN National	Railway Agreement	\$15.75
14340	DMS Services Inc.	Tech Support Fees	\$52.73
14341	Dube, Les	Waste Site Contractor	\$162.00
14342	Estevan Mercury Publications	Office Supplies	\$937.35
14343	Fornwald, Barbara	Office Janitor	\$375.63
14344	Gerry's Store	Office/Fire/Library/Shop Supplie	\$890.17
14345	GFL Environmental Inc.	Waste/Recycling Services	\$7,013.86
14346	Girard Bulk Services Ltd.	Fuel/Oil	\$1,800.07
14347	Gress Electric Ltd.	Electrical Work	\$1,217.33
14348	Hach Sales & Service	Water Treatment Supplies	\$436.66
14349	ISC	Title Searches/Tax Enforcement	\$264.00
14350	J.C. Industries	Water Supplies/Equipment	\$105.00
14351	Jay's Transportation Group	Water Supplies Shipment	\$376.83
14352	Kandrea Insulation (1995) Ltd.	Water Meter Deposit Refund	\$70.00
14353	Kerslake, Stacey	Food Bank Supplies	\$230.98
14354	Lampman Curling Club	Donation 2022-Farmer's Bonspie.	\$100.00
14355	Lampman Fire & Rescue	Fire School Reimbursement	\$1,795.00
14356	Lampman Service Station Ltd.	Fuel	\$1,029.29
14357	Lampman Walking Trail	Donation from FMC	\$572.40
14358	Lutz, Huguette	Administrator Mentor	\$584.36
14359	Mack, Krista	Library Janitor	\$177.93
14360	McComb Auto Supply	Maintenance/Supplies	\$66.29
14361	Minister of Finance	Assessment Ad/Publication Printi	\$261.00
14362	Minister of Finance	Fire Dispatch Services	\$799.20
14363	Moose Mountain Health Care Corp	House Payment/Deficit	\$30,204.00
14364	Nelson Motors	Shop Maintenance Supplies	\$499.11
14365	Nut-Nae Art	Website/Domain	\$406.00



<b>Cheque #</b>	<b>Paid To</b>	<b>In Payment of</b>	<b>Amount</b>
14366	Picture Perfect Truck and Carwash	Shop Maintenance Supplies	\$18.90
14367	Redhead Equipment	Maintenance Supplies	\$587.44
14368	Rittaler, Petty Cash	CanadaPost/FH Supplies/Cleanin	\$351.82
14369	Saskatchewan Health Authority	Water Testing	\$184.00
14370	Staples Professional	Office Supplies	\$454.07
14371	SUMA	Benefits/Membership Fee	\$2,666.85
14372	The Floor Store	Maintenance Supplies	\$237.27
14373	House of Stationary	Office Supplies	\$1,648.35
14374	Town of Lampman	Employees Deduction Tax/Utiliti	\$1,380.00
14375	Upper Souris Watershed Associatio	Membership Fees	\$356.50
14376	Wil-Tech Industries Ltd	Maintenance Supplies	\$37.27
14377	Woodley, Garrett	Food Bank Purchases	\$113.22
14378	Collabria	Subs/Convention/Supplies/Chem	\$3,464.74
		<b>TOTAL:</b>	<u><u>\$71,788.31</u></u>

**List of Electronic Funds Transfers**

<b>Date</b>	<b>Paid To</b>	<b>In Payment of</b>	<b>Amount</b>
171	MEPP	Superannuation March 1-15, 2021	\$2,243.06
172	Receiver General	Council Remittance February 2021	\$54.16
173	Receiver General	Remittance March 1-15, 2022	\$4,610.52
174	SaskPower	March 7, 2022 - PumpJack	\$56.29
175	SaskPower	March 7, 2022 - Library	\$220.61
176	SaskEnergy	March 7, 2022 - Library	\$281.63
177	SaskPower	March 7, 2022 - Firehall	\$156.68
178	SaskEnergy	March 7, 2022 - Firehall	\$269.93
179	SaskPower	March 7, 2022 - Shop	\$115.55
180	SaskEnergy	March 7, 2022 - Shop	\$270.77
181	SaskTel	March 8, 2022 - Lift Cell	\$60.40
182	SaskEnergy	February 28, 2022 - WTP	\$548.30
183	SaskPower	March 7, 2022 - Lift	\$833.38
184	SaskPower	March 7, 2022 - Storm	\$181.71
185	SaskPower	March 7, 2022 - Lynn	\$36.22
186	SaskPower	March 7, 2022 - WTP	\$1,006.80
187	SaskPower	March 7, 2022 - Streetlights	\$1,693.30
188	SaskPower	March 7, 2022 - WTS	\$49.04
189	MEPP	Superannuation Mar. 16-31, 2022	\$2,222.40
190	Receiver General	Remittance March 16-31, 2022	\$5,368.10
191	Minister of Finance - EPT	School Tax Collections March 22	\$9,173.46
192	SaskTel	March 25, 2022 Office	\$148.45
193	SaskTel	March 25, 2022 Fire Hall	\$113.08
194	SaskTel	March 25, 2022 WTP	\$212.51
195	SaskEnergy	March 31, 2022 WTP/Lift	\$575.08
		<b>TOTAL:</b>	<u><u>\$30,501.43</u></u>

AR

**List of Direct Deposits**

<b>DD No.</b>	<b>Paid To</b>	<b>In Payment of</b>	<b>Amount</b>
959	Rittaler, Amber	March 1-15, 2022	\$1,641.95
960	Evans, Shane	March 1-15, 2022	\$1,893.06
961	Massel, Steven	March 1-15, 2022	\$1,681.18
962	Schulties, Brenda	March 1-15, 2022	\$1,288.96
963	Parry, Steven	March 1-15, 2022	\$1,166.60
964	Boyle, Liam	March 1-15, 2022	\$1,268.41
965	Void	Void	\$0.00
966	Rittaler, Amber	March 16-31, 2022	\$1,822.20
967	MacKenzie, Melissa	March 16-31, 2022	\$1,503.18
968	Evans, Shane	March 16-31, 2022	\$2,700.67
969	Massel, Steven	March 16-31, 2022	\$781.43
970	Schulties, Brenda	March 16-31, 2022	\$1,224.61
971	Parry, Steven	March 16-31, 2022	\$1,893.25
972	Boyle, Liam	March 16-31, 2022	\$1,268.41

**TOTAL DIRECT DEPOSITS:** \$20,133.91

  
Administrator

  
Mayor