



**Town of Lampman
Meeting Minutes
Regular Meeting December 21, 2022 - 7:00 PM**

1. **CALL TO ORDER**

Resolution No: 2022-12-1

Mayor Jay Jones called the meeting to order. The time being 6:53 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

Administrator April Olver

Assistant Administrator – Melissa Mackenzie - Absent

CARRIED

2. **CONFLICT OF INTEREST**

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

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3.1 **Letter to RM**

Resolution No: 2022-12-3.1

Moved By: Dustin

That the council for The Town of Lampman acknowledge that a letter was sent to the RM regarding an urgent confidential HR matter on December 7, 2022; this letter is referred to as HR document forty-five (45).

CARRIED

4. **DELEGATIONS/PUBLIC HEARINGS**

Glenda Johnston

5. **MINUTES**

5.1 **Regular Meeting – November 10, 2022**

Resolution No: 2022-12-5.1

Moved By: Glen

That the minutes of the November 10, 2022 Town of Lampman Regular meeting be approved as circulated.

CARRIED

5.2 **Omissions on Previous Meeting Minutes**

Resolution No: 2022-12-5.2

Moved By: Dustin

That the council for The Town of Lampman acknowledge that a discussion was held during a in camera session over a confidential HR complaint during the regular meeting October 12, 2022.

CARRIED

5.3 **Omissions on Previous Meeting Minutes**

Resolution No: 2022-12-5.3

Moved By: Daryle

That the council for The Town of Lampman accept the motion to amend the minutes to include the in-camera HR discussion.

CARRIED

5.4 **Recreation Board Regular Meeting – October 11, 2022**

Resolution No: 2022-12-5.4

Moved By: Dustin

That the minutes of the October 11, 2022 Recreation Board Regular meeting be approved as circulated.

CARRIED

5.5 **Southeast Regional Library Report – October 29, 2022**

Resolution No: 2022-12-5.5

Moved By: Randy

That the minutes of the October 29, 2022 Southeast Regional Library Report be approved as circulated.

CARRIED

5.6 **Southeast Regional Library Report – October 29, 2022**

Resolution No: 2022-12-5.6

Moved By: Randy

That the council approve councilor Duane Freeden to get quotes for new LED lights for the library.

CARRIED

5.7 **Lampman Fire and Rescue – November 1, 2022**

Resolution No: 2022-12-5.7

Moved By: Dustin

That the minutes of the November 1, 2022 Lampman Fire and Rescue Regular meeting be approved as circulated.

CARRIED

6. **BANK RECONCILIATION**

6.1 **BANK RECONCILIATION** – November 2022 Bank Reconciliation has been tabled for January 2023.

7. **CASH STATEMENT**

7.1 **BALANCE SHEET**

Resolution No: 2022-12-7.1

Moved By: Glen

That the November 2022 balance sheet be approved as circulated.

CARRIED

7.2 **COMPARATIVE BALANCE SHEET**

Resolution No: 2022-12-7.2

Moved By: Jay

That the Comparative Balance for the month of November 2022 be approved as circulated.

CARRIED

7.3 **COMPARATIVE INCOME STATEMENT**

Resolution No: 2022-12-7.3

Moved By: Daryle Runge

That the Comparative Income Statement for the month of November 2022 be approved as presented.

CARRIED

7.4 **ACCOUNT RECONCILIATION SUMMARY REPORT**

Resolution No: 2022-12-7.4

Moved By: Duane

That the Account Reconciliation Summary Report for the month of November 2022 be approved as presented.

CARRIED

7.5 **ACCOUNTS**

Resolution No: 2022-12-7.5

Moved By: Jay

That the accounts covered by cheque no.'s 14717 to 14774 in the amount of \$72,131.65; and the electronic funds transfer no.'s VP372 to VP409 in the amount of \$31,778.24; and the direct payroll payments no's DD1067 to DD1083 for the amount of \$32,174.86 be approved for payment.

CARRIED

8. **COMMITTEE MEETINGS/INFORMATION/REPORTS**

8.1 **Southeast Transportation Planning Committee (SETPC) Q2 2022-2023 Call for Projects**

Resolution No: 2022-12-8.1

Moved By: Dustin

That the Combined Traffic Services Saskatchewan (CTSS) Q2 2022-2023 is provided to Council for review and be approved as circulated.

CARRIED

8.2 **Southeast Transportation Planning Committee (SETPC) November 22, 2022 Meeting Minutes**

Resolution No: 2022-12-8.2

Moved By: Dustin

That the Southeast Transportation Planning Committee (SETPC) November 22, 2022 Meeting Minutes is provided to Council for review and be approved as circulated.

CARRIED

8.3 **Professional Building Inspections, INC.**

Resolution No: 2022-12-8.3

Moved By: Daryle

That the Professional Building Inspections, Inc. Fee review for 2023-2024 receipt and acknowledgment is approved as presented, signed and submitted.

CARRIED

8.4 **Christmas Bonus**

Resolution No: 2022-12-8.4

Moved By: Dustin

That the council approve a two hundred- and fifty-dollar (\$250.00) Christmas bonus be given to administration and maintenance labors on their December 31, 2022 payroll.

CARRIED

8.5 **Nuisance Complaint**

Resolution No: 2022-12-8.5

Moved By: Dustin

That a notice of contravention of Bylaw 2021-12 Property Maintenance and Nuisance Abatement due to the abundant number of birds being attracted into town by feed.

CARRIED

8.6 **Snow Removal Complaint**

Resolution No: 2022-12-8.6

Moved By: Ryan

That the Town of Lampman acknowledges the snow removal complaint emailed to the Town of Lampman on December 15, 2022; but, then was recalled on December 19, 2022.

CARRIED

8.7 **Recreation Maintenance Employee**

Resolution No: 2022-12-8.7

Moved By: Dustin

That the hire of the Recreation Maintenance Employee be tabled for the joint meeting.

CARRIED

8.8 **MNP**

Resolution No: 2022-12-8.8

Moved By: Randy

That MNP be and is hereby appointed as the Internal Auditors for The Town of Lampman.

CARRIED

8.9 **Munisoft**

Resolution No: 2022-12-8.9

Moved By: Dustin

That the conversion to Munisoft commence as outlined in the December 7, 2022, Conversion and Determining a Cut-off and that all required forms are approved and submitted.

CARRIED

8.10 **SUMAssure 2023 Policy**

Resolution No: 2022-12-8.10

Moved By: Randy

That the 2023 SUMAssure policy be approved as circulated.

CARRIED

8.11 **Recreation Board Buildings Change of Locks**

Resolution No: 2022-12-8.11

Moved By: Glen

That the Town of Lampman recommend to the Lampman Recreation Board that all recreation locks are changed to have one master key.

CARRIED

8.12 **Payment of Use of Employee's Personal Cell Phones**

Resolution No: 2022-12-8.12

Moved By: Dustin

That the Town of Lampman pay employees using their personal cell phones seventy-five dollars (\$75.00) a month as stated in the Town of Lampman Policy No. 300-10.

CARRIED

8.13 **Western Municipal Consulting**

Resolution No: 2022-12-8.13

Moved By: Dustin

That the Town of Lampman appoints Western Municipal Consulting Ltd. to manage the Board of Revision process for the term of January 1, 2023, through to December 13, 2023; remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision: Tim Lafreniere, Mike Waschuk, Gordon Parkinson, Dave Thompson, Wayne Adams, Jeff Hutton, Dave Gurnsey, Murray Dean, and Stew Demmans. The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers.

CARRIED

Handwritten signature and initials in blue ink, appearing to be 'AD' with a flourish.

8.14 **Western Municipal Consulting**

Resolution No: 2022-12-8.14

Moved By: Randy

That the Town of Lampman appoints Liana Stepan with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2023, through to December 31, 2023; remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If Liana Stepan is unable to perform secretarial functions for reasons which may include scheduling difficulties the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

CARRIED

9. **UNFINISHED BUSINESS**

9.1 **209 2nd Avenue East, Lampman, SK.**

Resolution No: 2022-12-9.1

Moved By: Dustin

That the Town of Lampman send a notice with a deadline to the owner of 209 2nd Avenue East in Lampman, Saskatchewan requesting the house destroyed by fire is cleaned up.

CARRIED

10. **NEW BUSINESS**

10.1 **Administrative Consultant Bylaw**

Resolution No: 2022-12-10.1

Moved By: Randy

That the Town of Lampman repeal the Administrative Consultant Bylaw No. 2020-2.

CARRIED

10.2 **Town of Lampman Temporary Part-Time Employee**

Resolution No: 2022-12-10.2

Moved By: Ryan

That the Town of Lampman post a job opportunity for a temporary part-time employee.

CARRIED

10.3 **RM of Browning Invoice #31**

Resolution No: 2022-12-10.3

Moved By: Randy

That the Town of Lampman request supporting documentation for RM of Browning Invoice number thirty-one (31).

CARRIED

11. **FOREMAN'S REPORT**

11.1 **Water Treatment Plant Records**

Resolution No: 2022-11-11.1

Moved By: Jay

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

CARRIED

11.2 **Waterworks Compliance Inspection Report**

Resolution No: 2022-11-11.2

Moved By: Duane

That the Town of Lampman Waterworks Compliance Inspection completed on December 20, 2022, be approved as circulated.

CARRIED

11.3 **Electrical Outlet in WTP Gas Room**

Resolution No: 2022-11-11.3

Moved By: Glen

That the Town of Lampman have an electrician install a two-twenty (220) outlet in the Gas Room at the Water Treatment Plant.

CARRIED

12. **NEXT MEETING**

Resolution No: 2022-12-12

Moved By: Dustin

That the next meeting of Council be held on January 11, 2023 at 7:00 p.m.

CARRIED


13. **ADJOURNMENT**

Resolution No: 2022-12-13

Moved By: Jay

That this meeting now be adjourned. The time being 9:47 p.m.

CARRIED



Administrator

Mayor

70
