



Town of Lampman
Meeting Minutes
Regular Meeting June 15th, 2022 - 07:00 PM

1. CALL TO ORDER

Resolution No: 2022-6-1

Mayor Jay Jones called the meeting to order. The time being 6:58 p.m. The attendance being as follows:

Mayor Jay Jones – *left the meeting at 7:24 PM*

Councillor Dustin Ferguson

Councillor Glen Fichter

Councillor Randy Fleck – *via Zoom*

Councillor Duane Freeden

Councillor Daryle Runge – *arrived at 7:22 PM via Zoom*

Councillor Ryan Saxon

Administrator - Amber Rittaler

Administrative Assistant - Melissa MacKenzie

CARRIED

2. CONFLICT OF INTEREST

None were declared.

3. ADDITIONS OF URGENT OR EMERGENT BUSINESS

3.1 Quotes for Waste and Recycling

Resolution No: 2022-6-3.1

Moved By: Ryan Saxon

That administration contact additional companies to obtain quotes for services provided for waste and recycling.

CARRIED

4. MINUTES

4.1 Regular Meeting – May 11, 2022

Resolution No: 2022-6-4.1

Moved By: Glen Fichter

That the minutes of the May 11, 2022 meeting of Council be approved as circulated.

CARRIED

SJ dx

4.2 Special Meeting – June 1, 2022

Resolution No: 2022-6-4.2

Moved By: Randy Fleck

That the minutes of the June 1, 2022 special meeting of Council be approved as circulated.

CARRIED

5. BANK RECONCILIATION

Resolution No: 2022-6-5

Moved By: Glen Fichter

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

CARRIED

6. CASH STATEMENT

Resolution No: 2022-6-6

Moved By: Duane Freeden

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

CARRIED

7. ACCOUNTS

Resolution No: 2022-6-7

Moved By: Glen Fichter

That the accounts covered by cheque no.'s 14420 to 14474 in the amount of \$175,896.50; and the electronic funds transfer no.'s V222 to VP249 in the amount of \$30,638.88; and the direct payroll payments no's DD 987 to 1000 for the amount of \$22,171.40 be approved for payment.

CARRIED

8. CORRESPONDENCE

Resolution No: 2022-6-8

Moved By: Ryan Saxon

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

CARRIED

9. COMMITTEE MEETINGS/INFORMATION/REPORTS

9.1 Committee Meetings

Resolution No: 2022-6-9.1

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

9.2 Administration Reports

Resolution No: 2022-6-9.2

Moved By: Daryle Runge

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

CARRIED



9.3 New Laptop

Resolution No: 2022-6-9.3

Moved By: Duane Freeden

That the Administrator obtain quotes for a new laptop computer to replace the existing one used to conduct meetings as the current laptop is no longer usable.

CARRIED

10. UNFINISHED BUSINESS

10.1 Water Treatment Plant - Title

Resolution No: 2022-6-10.1

Moved By: Randy Fleck

That the discussion on the Title to the property where the water treatment plant is located on be tabled to the regular meeting before the budget in 2023.

CARRIED

10.2 Fire Department Ownership Discussion

Resolution No: 2022-6-10.2

Moved By: Randy Fleck

That the discussion on the ownership of the Lampman Fire Department be tabled to the next regular meeting.

CARRIED

10.3 Policy No. 100-6 Computer Allowance

Resolution No: 2022-6-10.3

Moved By: Duane Freeden

That Policy No. 100-6 Computer Allowance be amended to read that "the computer allowance is only to be paid out if a Councillor requests the allowance."

CARRIED

10.4 Bylaw No. 2022-1 – Building Bylaw – Rescind First Reading

Resolution No: 2022-6-10.4

Moved By: Glen Fichter

That the Council of the Town of Lampman rescind motion No. 2022-4-11.6 for first reading for the Building Bylaw.

CARRIED

Councillor Dustin Ferguson requested an In-camera session to discuss confidential HR matters as per The Freedom of Information and Protection of Privacy Act section 24(1)(b). The meeting went in-camera at 8:32 PM. Administration (Amber Rittaler & Melissa MacKenzie) left the room at 8:32 PM and returned at 8:55 PM.

10.5 Employee Wages/Employee Performance Reviews

The meeting went out of camera at 9:07 PM.

10.5.1 Wage Increase

Resolution No: 2022-6-10.5.1

Moved By: Dustin Ferguson

That Schedule "A" from Special Meeting held on June 1, 2022 be amended with the following wage increase added starting on June 1, 2022:

Shane Evans wage increase \$1.00/hour effective June 1, 2022



As well any additional employee wage requests will be dependent on the yearend reviews in November or December, 2022 and will be judged on meeting goals as well as performance based.

CARRIED

10.6 Retention Pond

Resolution No: 2022-6-10.6

Moved By: Glen Fichter

That the Council of Town of Lampman accept the proposal for excavation of the retention pond in the letter dated June 15, 2022 from the Rural Municipality of Browning No. 34 ("R.M.") and that administration write a response to the R.M. advising the acceptance.

CARRIED

10.7 402 Railway Avenue – Frozen Lines

Resolution No: 2022-6-10.7

Moved By: Duane Freeden

That the Invoice No. 838 related to the water and sewer frozen lines be amended to remove the Town of Lampman custom work charge of two hundred and forty dollars (\$240.00) due to the employee having to call additional resources to thaw the lines. As well, that administration write a response letter addressing these changes to the residents at 402 Railway Avenue.

CARRIED

10.8 Invoices from the R.M. of Browning No. 34

Resolution No: 2022-6-10.8

Moved By: Duane Freeden

That the discussion of the invoices from the R.M. of Browning No. 34 be tabled until the next joint meeting.

CARRIED

10.9 Bylaw No. 2022-2 – Waste Transfer Station

Resolution No: 2022-6-10.9

Moved By: Duane Freeden

That Bylaw No. 2022-2, being a Bylaw to regulate the disposal of wastes at the Municipal Waste Transfer Station, be introduced for the first time.

CARRIED

10.9.1 Bylaw No. 2022-2 – Second Reading

Resolution No: 2022-6-10.9.1

Moved By: Daryle Runge

That Bylaw No. 2022-2 be read the second time.

CARRIED

10.9.2 Bylaw No. 2022-2 – Consent for Third Reading

Resolution No: 2022-6-10.9.2

Moved By: Ryan Saxon

That the third and final reading of Bylaw No. 2022-2 be permitted at this meeting.


CARRIED UNANIMOUSLY

10.9.3 Bylaw No. 2022-2 – Third Reading and Final Reading

Resolution No: 2022-6-10.9.3

Moved By: Glen Fichter

That Bylaw No. 2022-2 be given the third and final reading at this meeting and now be adopted, signed and sealed as a Bylaw of the Town of Lampman.

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CARRIED

10.10 Town Emergency Measures – Updates Needed

A discussion was held regarding updates needed to be done to the town emergency measures and that administration start working on these updates.

10.11 Fundraising Ideas for the Rink Compressor and Additional Costs for the Fire Department

A discussion was held regarding fundraising ideas that have been happening and what is planned for the future.

10.12 Waterworks – Annual Information 2022

Resolution No: 2022-6-10.12

Moved By: Duane Freeden

That the Council of the Town of Lampman approve the Waterworks – Annual Information 2022 and that this be posted in the Town office and on the website as well be sent out with the April – June 2022 utility bills.

CARRIED

10.13 Lampman Housing Authority

A discussion was held regarding the status of having a board established for the Lampman Housing Authority.

10.14 Awarding Tenders for Therapeutic Park

Resolution No: 2022-6-10.14

Moved By: Randy Fleck

That the Town of Lampman award the following tender for the therapeutic park project: That the quote received from JW Landscaping in the amount of one hundred and sixty-eight thousand and six dollars and twenty-seven cents (\$168,006.27) including taxes be accepted for the landscaping and installation of the therapeutic park at the 302 2nd Street. The paving portion of the project will be decided at a later date.

CARRIED

11. NEW BUSINESS

11.1 Policy No. 200-8 – NSF Fee Policy

Resolution No: 2022-6-11.1

Moved By: Randy Fleck

That Policy No. 200-8, being a Policy regarding a NSF fee charge, be adopted as a Policy of the Town of Lampman, as presented and attached to, forming part of these minutes.

CARRIED

11.2 Professional Building Inspections, Inc. – New Inspector

Resolution No: 2022-6-11.2

Moved By: Daryle Runge

That in accordance with the service agreement with Professional Building Inspections, Inc., Town of Lampman hereby resolves to issuing a Certificate of Appointment for Virginia Shepley, a licensed Building Official, who is a resident of the Province of Saskatchewan.

CARRIED



11.3 GFL Environmental Customer Service Agreements

Council reviewed the existing agreements with GFL Environmental and instructed administration to contact GFL Environmental for a response from GFL Environmental to their proposal for an amalgamated service agreement for the next regular meeting.

11.4 Detached Garage Moving Permit – 104 Grove Street

Resolution No: 2022-6-11.4

Moved By: Ryan Saxon

That the moving permit application received dated June 14th, 2022, for moving the detached garage located on 106 Grove Street to 104 Grove Street (Lot 2 Block 6 Plan AH8550) be accepted as long as the requirements of Professional Building Inspections, Inc. (“PBI”) are met and approval received from (“PBI”) as to the condition of the detached garage and whether or not it is able to be moved. In addition, that provided approval is received from PBI, the detached garage may be moved as long as any resulting excavations from removal of foundations, floors, etc. shall be filled/fenced so as not to allow the public access to the open area; the site shall remain in a clean and aesthetically pleasing state until the excavation is filled and leveled off or a development permit application is received.

CARRIED

11.4.1 Detached Garage Building Permit – 104 Grove St.

Resolution No: 2022-6-11.4.1

Moved By:

That the Building Development Permit Application received dated June 13th, 2022 to construct a foundation for an existing detached garage on 104 Grove Street (Lot 2, Block 6, Plan AH8550), be approved subject to local building and zoning bylaws, the National Building Code of Canada, all Provincial fire regulations and codes, *The Uniform Building and Accessibility Standards Act* and to all recommendations of the plan review performed by Professional Building Inspections, Inc.

CARRIED

11.5 Policy No. 500-7 – Water and Sewer Collections Procedures

Resolution No: 2022-6-11.5

Moved By: Randy Fleck

That Policy No. 500-7, being a Policy of a Water and Sewer Collections, be adopted as a Policy of the Town of Lampman, as presented and attached to, forming part of these minutes.

CARRIED

11.6 Tax Cancellation


Resolution No: 2022-6-11.6

Moved By: Glen Fichter

That the taxes for the following tax enforcement properties under the Town of Lampman be cancelled:

<u>Properties</u>	<u>Assessment #</u>	<u>Municipal</u>	<u>Base</u>	<u>School</u>	<u>Total</u>
108 Railway Ave	505002200	\$291.26	\$860.00	\$139.47	\$1290.73
106 Railway Ave	505002250	\$485.43	\$860.00	\$232.45	\$1577.88
306-308 Main Street	505004900	\$2201.09	\$2580.00	\$864.06	\$5645.15

CARRIED

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11.7 Affinity Credit Union - Grant

A discussion was held regarding the grant awarded to the Town of Lampman from the Affinity Credit Union for the therapeutic park.

12. DELEGATIONS

7:00 PM – Janine Fleck

Janine Fleck attended the meeting to hand in her resignation effective August 15, 2022.

12.1 Janine Fleck – Resignation

Resolution No: 2022-6-12.1

Moved By: Dustin Ferguson

That the Council of Town of Lampman acknowledge the resignation letter received from the Administrative Assistant, Janine Fleck, effective August 15, 2022.

CARRIED

12.2 Administration Assistant

Resolution No: 2022-6-12.2

Moved By: Ryan Saxon

That the Town of Lampman advertise for the position of a part-time administrative assistant that, dependent on the applicant, have a potential for full-time employment.

CARRIED

12.3 Janine Fleck – Offer of Contract Services

Resolution No: 2022-6-12.3

Moved By: Glen Fichter

That the Council of Town of Lampman offer Janine Fleck a contract casual position on her basis of availability to help relieve the administrator of training new employees.

CARRIED

7:30 PM – Asphalt Crack Sealing – David Chatterson

David Chatterson from Asphalt Crack Sealing from the R.M. of Wolseley, SK, attended the council meeting via Zoom call to present and discuss services provided by his company at 7:30 PM.

13. FOREMAN'S REPORT

13.1 Water Treatment Plant Records

Resolution No: 2022-6-13.1

Moved By:

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

CARRIED

13.2 Foreman's Report

A discussion was held regarding the Foreman's Report.

13.3 Foreman's Task List

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

14. **NEXT MEETING**

Resolution No: 2022-6-14

Moved By: Randy Fleck

That the next meeting of Council be held on July 13, 2022 at 7:00 p.m.

15. **ADJOURNMENT**

Resolution No: 2022-6-15

Moved By: Randy Fleck

That this meeting now be adjourned. The time being 10:19 p.m.

CARRIED



Administrator



Mayor

Amended
Schedule "A"
to Town of Lampman
June 15, 2022 Minutes

	<u>Current Salary</u>	<u>Increase</u>	<u>New Salary</u>
Steve Parry	\$20.00/hour	\$2.00/hour	\$22.00/hour
Brenda Schulties	\$18.00/hour	\$2.00/hour	\$20.00/hour
Les Dube	\$18.00/hour	\$1.00/hour	\$19.00/hour
Shane Evans	\$30.21/hour	\$1.00/hour	\$31.21/hour

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List of Cheques for Council Approval**Minutes: June 15, 2022****2022-6-7**

Cheque #	Paid To	In Payment Of	Amount
14420	Town of Lampman	Prepaid Taxes 2022	\$12,282.64
14421	Ferguson, Dustin	May 2022 Indemnity	\$370.25
14422	Fichter, Glen	May 2022 Indemnity	\$582.42
14423	Fleck, Randy	May 2022 Indemnity	\$440.97
14424	Freedden, Duane	May 2022 Indemnity	\$440.97
14425	Runge, Daryle	May 2022 Indemnity	\$299.52
14426	Saxon, Ryan	May 2022 Indemnity	\$299.52
14427	Jones, Jay	May 2022 Indemnity	\$370.25
14428	All Creatures Training Services	Dog Evaluation	\$299.25
14429	Appolo Electric & Controls LP	Fire Hall Maintenance	\$584.47
14430	Border Cleaning Services	Office Mats Cleaning	\$116.79
14431	Branch, Veronica	Firehall Janitor	\$118.62
14432	Carson Safety Services	Fire Dept Supplies	\$12,851.81
14433	Dubes, Les	Waste Site Contractor	\$918.00
14434	Estate of Eileen Mokolky	Water Meter Deposit Refund	\$70.00
14435	Fornwald, Barb	Office Janitor	\$405.29
14436	Gerry's Store	Office/Fire/Library/Shop Supply	\$632.02
14437	GFL Environmental Inc.	Waste/Recycling Services	\$9,235.43
14438	Girard Bulk Service	Fuel/Oil	\$3,289.98
14439	ISC	Title Searches/Tax Enforcement	\$12.00
14440	Kendall's Auto Electric	Shop Supplies	\$4.20
14441	Lampman Curling Club	Donation - Surge Energy	\$1,200.00
14442	Lampman Library	Dons-Woodley, Hutts, Carson F.	\$300.00
14443	Carson Safety Services	Fire Dept Supplies	\$271.95
14444	City of Estevan	Construction Rental	\$277.01
14445	Cleartech Industries	Water Treatment Services	\$1,305.70
14446	Green, Linda	Water Meter Deposit Refund	\$70.00
14447	Kendell's Auto Electric	Shop Supplies	\$452.30
14448	Lampman Service Station	Fuel/Oil	\$1,151.46
14449	Mattewson, Lorri	Dustin Ferguson	\$105.00
14450	Lutz, Hugulette	Administrator Mentor	\$579.05
14451	Mack, Krista	Library Janitor	\$197.70
14452	MacKenzie, Melissa	Dog Evaluation - Mileage	\$61.20
14453	Mid City Plumbing & Heating Inc.	Office Maintenance	\$159.64
14454	Monster Enterprise Ltd.	Hydrovac	\$708.75
14455	Municipal Sewer Maintenance Ltd.	Sewer Flushing	\$13,561.38
14456	Nut-Nae Art	Website/Domain	\$371.20
14457	Parry, Steve	Mileage	\$26.40
14458	Picture Perfect Truck & Carwash	Shop Maintenance Supplies	\$75.60
14459	Professional Building Inspections	Plan reviews/Building Inspection	\$84.00
14460	R.M. and Town Rec Board	ICIP Expenses	\$83,753.94

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Cheque #	Paid To	In Payment of	Amount
14461	Redhead Equipment	Maintenance/Supplies	\$1,183.18
14462	Rittaler, Amber	UMAAS Convention Mileage	\$540.00
14463	Saskatchewan Health Authority	Water Testing	\$161.00
14464	Schilling Home Hardware Bldg	Shop Supplies	\$201.22
14465	Schulties, Brenda	WCB Claim	\$30.24
14466	Southeast Regional Library	Library Fees #2	\$8,189.62
14467	Swift Oilfield Supply Inc.	Water Repair/Maintenance	\$246.34
14468	The House of Stationary	Office Supplies	\$917.55
14469	The Observer	Advertising Costs	\$304.29
14470	TML Auto Repair	Machine Repair	\$876.91
14471	Top Shot Concrete	Sewer Repair/Supplies	\$12,099.00
14472	Town of Lampman	Employees Deduction Tax/Utiliti	\$1,990.00
14473	Wilhelm, Joyce	Water Meter Refund	\$70.00
14474	Wolseley Waterworks Group	Sewer Repair/Supplies	\$750.47
TOTAL:			<u>\$175,896.50</u>

List of Electronic Funds Transfers

Date	Paid To	In Payment of	Amount
222	Receiver General	Council April 2022	\$22.86
223	Receiver General	CRA May 1-15, 2022	\$5,130.85
224	MEPP	Pension May 1-15, 2022	\$2,192.24
225	Sasktel	May 8/22 Lift Station Cell	\$124.36
226	SaskPower	May 9/22 WTP	\$960.71
227	SaskEnergy	May 3/22 Library	\$184.25
228	SaskEnergy	May 5/22 Shop	\$184.25
229	SaskEnergy	May 4/22 Firehall	\$165.51
230	SaskPower	May 6/22 Firehall	\$389.14
231	SaskPower	May 6/22 Library	\$274.91
232	SaskPower	May 6/22 Streetlights	\$1,693.30
233	SaskPower	May 5/22 Dump	\$48.05
234	SaskPower	May 4/22 Lift Station	\$331.77
235	SaskPower	May 5/22 Lynn Street	\$36.22
236	SaskPower	May 6/22 Shop	\$333.66
237	SaskPower	May 6/22 Stormwater Lift	\$118.56
238	SUMA Benefits	June Group Benefits	\$2,655.82
239	SUMA Benefits	Additional Benefits Missed Prev.	\$1,652.45
240	MEPP	Pension May 16-31, 2022	\$2,510.94
241	Receiver General	CRA May 16-31, 2022	\$5,371.39
242	Minister of Finance	Education Property Tax Payment	\$3,379.45
243	MEPP	Missed Massel Dec 1-13, 2021	\$289.82
244	SaskTel	FH - May 25, 2022	\$113.15
245	SaskTel	WTP - May 25, 2022	\$212.57
246	SaskTel	Additional Line - May 25, 2022	\$148.51


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247	Collabria	CC - Adobe Fee	\$22.19
248	Collabria	Subscriptions/Dog Eval/Mis Supp	\$1,607.75
249	SaskEnergy	WTP/Sanitary May 31, 2022	<u>\$484.20</u>
TOTAL:			<u><u>\$30,638.88</u></u>

List of Direct Deposits

DD No.	Paid To	In Payment of	Amount
987	Rittaler, Amber	Payroll May 1-15th, 2022	\$1,720.66
988	Evans, Shane	Payroll May 1-15th, 2022	\$2,108.44
989	Massel, Steve	Payroll May 1-15th, 2022	\$1,610.09
990	Schulties, Brenda	Payroll May 1-15th, 2022	\$1,545.26
991	Parry, Steven	Payroll May 1-15th, 2022	\$1,277.38
992	Boyle, Liam	Payroll May 1-15th, 2022	\$1,268.41
993	MacKenzie, Melissa	Payroll May 1-15th, 2022	\$1,416.84
994	Rittaler, Amber	Payroll May 16-31st, 2022	\$1,746.74
995	Evans, Shane	Payroll May 16-31st, 2022	\$2,132.39
996	Massel, Steve	Payroll May 16-31st, 2022	\$1,806.84
997	Schulties, Brenda	Payroll May 16-31st, 2022	\$985.58
998	Parry, Steven	Payroll May 16-31st, 2022	\$1,425.12
999	MacKenzie, Melissa	Payroll May 16-31st, 2022	\$1,392.66
1000	Boyle, Liam	Payroll May 16-31st, 2022	<u>\$1,734.99</u>
TOTAL DIRECT DEPOSITS:			<u><u>\$22,171.40</u></u>


 Administrator


 Mayor