



**Minutes**  
**TOWN OF LAMPMAN**  
**Regular Meeting – April 10, 2024**

1. **CALL TO ORDER**

Mayor Jones called the meeting to order at 4:57 pm, the attendance being as follows:

Mayor – John Jones  
Deputy Mayor – Randy Fleck  
Councillor – Glen Fichter  
Councillor – Duane Freeden  
Councillor – Darryl Runge - Absent  
Councillor - Ryan Saxon – Absent  
Councillor– Dustin Ferguson – Absent  
Town Foreman- Steve Parry - By Phone 6:08 -6:24

2. **CONFLICT OF INTEREST**

None declared.

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

4. **APPROVAL OF AGENDA**

**Resolution: 2024-04-4**

**Moved by:** Fichter

That Council approve the agenda.

**CARRIED**

5. **MINUTES**

1. Regular Meeting Minutes March 13, 2024

**Resolution: 2024-04-5**

**Moved by:** Freeden

That Council approve the Regular Meeting Minutes of March 13, 2024.

**CARRIED**

6. **BANK RECONCILIATION** Chequing, Savings, Foodbank

1. March 2024

**Resolution: 2024-04-6**

**Moved by:** Fleck

That Council approve the Bank Reconciliation for March 2024: Chequing, Savings and Foodbank Accounts.

**CARRIED**

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7. **FINANCIALS**

1. March 2024 – Affinity Bank Account

2. Financial Statement March 2024

**Resolution: 2024-04-7**

**Moved by:** Fleck

That Council Acknowledge the March Bank Statement and the YTD Financial Statement ending March 31, 2024.

**CARRIED**

8. **LIST OF ACCOUNTS FOR APPROVAL**

1. April 10, 2024

**Resolution: 2024-04-8**

**Moved by:** Fichter

That Council approve the April 10, 2024 List of Accounts for Approval as: Cheques #452- #494 in the amount of \$59,446.98, OB2024-057 – OB2024-78 in the amount of \$34,090.84, Food Bank 2024-016 to 2024-023 in the amount of \$115.68, and Paymate Batches March1-31, in the amount of \$19,953.98 for a total of: \$113,607.48.

**CARRIED**

9. **CORRESPONDENCE**

1. Xylem Contract: Pump PM

**Resolution: 2024-04-9.1**

**Moved by:** Freeden

That Council authorize the Administrator to sign Xylem three year contract to perform annual preventative maintenance on the lift station pumps in the amount of \$7100.00 plus tax per year.

**CARRIED**

2. Education Property Tax Mill Rate

**Resolution: 2024-04-9.2**

That Council acknowledge the Education Property Tax Mill rates for 2024.

**CARRIED**

3. USWA Membership 2024

**Resolution: 2024-04-9.3**

**Moved by:** Fleck

That Council authorize the Administrator to pay for the Upper Souris Watershed Membership for April 1, 2024 – March 31, 2025 in the amount of \$356.50.

**CARRIED**

4. PBI Appointment

**Resolution: 2024-04-9.4**

**Moved by:** Fichter

That Council appoint PBI Building inspectors Joshua Nitz and Cristin Korchinski as the licensed building officials to act on behalf of the Town of Lampman.

**CARRIED**

5. MRI St. Joseph Hospital Donation

**Resolution: 2024-04-9.5**

**Moved by:** Jones

That Council table the donation to St. Joseph Hospital to a later date.

**CARRIED**



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6. Fire and Rescue Minutes April 2, 2024  
**Resolution: 2024-04-9.6**  
**Moved by:** Fichter  
That Council acknowledge the Fire and Rescue Minutes from April 2, 2024. **CARRIED**
7. SETPC Minutes March 26, 2024  
**Resolution: 2024-04-9.7**  
**Moved by:** Fleck  
That Council acknowledge the SETPC Minutes from March 26, 2024. **CARRIED**
8. SETPC AGM April 23, 2024 at The Kenosee Inn  
**Resolution: 2024-04-9.8**  
**Moved by:** Freeden  
That Council Authorize Councillor Jones to attend the SETPC AGM on April 23, 2024. **CARRIED**
9. Thank you From Richard Wilhelm  
**Resolution: 2024-4-9.9**  
**Moved by:** Fichter  
That acknowledge gratitude from Mr. Wilhelm and file correspondence as dealt with. **CARRIED**
10. **COMMITTEE MEETINGS/INFORMATION/REPORTS**  
1. Moose Mountain Health Care Corp  
**Resolution: 2024-04-10**  
**Moved by:** Fleck  
That Council acknowledge the MMHCC report and updates presented by Councillor Fleck. **CARRIED**
11. **ADMINISTRATION REPORT**  
**Resolution: 2024-04-11.1**  
**Moved by:** Freeden  
That Council approve the Administrator’s report as presented. **CARRIED**
12. **UNFINISHED BUSINESS**  
1. Fire Hall Discussions – repairs needed  
**Resolution: 2024-04-12.1**  
**Moved by:** Freeden  
That Council table the proposed repairs to the Fire Hall until the Fire Board meets and provides recommendations for the future of the Fire Department. **CARRIED**
2. BCL Quote for Lagoon Dirt Work  
**Resolution: 2024-04-12.2**  
**Moved by:** Fichter  
That Council table the BCL quote for drawings until after stakeholder meeting on April 11, 2024 to decide what is required to reroute the Lagoon discharge. **CARRIED**



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3. WTP Draft

**Resolution: 2024-04-12.3**

**Moved by:** Fleck

That Council acknowledge the WTP Draft as received and will review with appropriate authorities to address questions and concerns.

**CARRIED**

4. ACME Infrastructure Services Updated Quote

**Resolution: 2024-04-12.4**

**Moved by:** Fichter

That Council accept the quote from ACME Infrastructure Services in the amount of \$13,350.00 plus taxes to repair the sewer line on 4<sup>th</sup> Ave. East.

**CARRIED**

5. Planning and Development Policy 600-9

**Resolution: 2024-04-12.5**

**Moved by:** Fleck

That Council approve Policy 600-9 Lots Combined per Tax Card to form a part of these minutes.

**CARRIED**

6. TNT Invoices

**Resolution: 2024-04-12.6**

**Moved by:** Fichter

That Council authorize the Administrator to pay TNT invoices from 2023 in the amount of \$35,497.50.

**CARRIED**

7. Bylaw to Name Grimes Road

**Resolution: 2024-04-12.7.1**

**Moved by:** Fleck

That Bylaw 2024-01 Being a Bylaw to Name Grimes Road, be introduced for the first time.

**CARRIED**

**Resolution: 2024-04-12.7.2**

**Moved by:** Fichter

That Bylaw 2024-01 Being a Bylaw to Name Grimes Road, be read for the second time.

**CARRIED**

**Resolution: 2024-04-12.7.3**

**Moved by:** Freeden

That third and final reading of Bylaw 2024-01 Being a Bylaw to Name Grimes Road, be enacted at this meeting.

**CARRIED UNANIMOUSLY**

**Resolution: 2024-04-12.7.4**

**Moved by:** Jones

That Bylaw 2024-01 Being a Bylaw to Name Grimes Road, 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 thus forming a part of these Minutes.

**CARRIED**

8. Seasonal Worker

**Resolution: 2024-04-12.8**

**Moved by:** Fichter

That the Council authorize the Administrator to advertise for a seasonal worker.



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**CARRIED**

9. Icon Land Transfer

**Resolution: 2024-04-12.9**

**Moved by:** Fleck

That the Council authorize the Administrator to complete the transfer papers for the Icon land transfer, Icon will be responsible for the costs.

**CARRIED**

13. **NEW BUSINESS**

1. Time Off Requests

**Resolution: 2024-04-13.1**

**Moved by:** Freeden

That Council authorize the following time off requests.

Steve Parry April 17,18,19,20 (Thurs – Sat)

**CARRIED**

2. UMAAS Convention

**Resolution: 2024-04-13.2**

**Moved by:** Jones

That Council authorize the Administrator to attend the UMAAS Convention from May 28-31, 2024 in Saskatoon in the amount of \$315.00.

**CARRIED**

3. Commercial Building Permit 2024-01

**Resolution: 2024-04-13.3**

**Moved by:** Fleck

That Council authorize the Commercial Building Permit for 215 Main Street for renovations.

**CARRIED**

4. Revision to Policy 500-7 Collection Procedures

**Resolution: 2024-04-13.4**

**Moved by:** Fleck

That Council authorize the revision Policy 500-7 Collection Procedures that form a part of these minutes.

**CARRIED**

5. Bylaw for Protective Service Agreement

**Resolution: 2024-04-13.5.1**

**Moved by:** Freeden

That Bylaw 2024-02 Being a Bylaw for Protective Service Cost Recovery, be introduced for the first time.

**CARRIED**

**Resolution: 2024-04-13.5.2**

**Moved by:** Fleck

That Bylaw 2024-02 Being a Bylaw for Protective Service Cost Recovery, be read for the second time.

**CARRIED**

**Resolution: 2024-04-13.5.3**

**Moved by:** Fichter

That the third and final reading of Bylaw 2024-02 Being for Protective Service Cost Recovery, be enacted at this meeting.

**CARRIED UNANIMOUSLY**



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**Resolution: 2024-04-13.5.4**

**Moved by:** Jones

That Bylaw 2024-02 Being a Bylaw for Protective Service Cost Recovery, 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 thus forming a part of these minutes.

**CARRIED**

6. Drainage – Turnbull quote

**Resolution: 2024-04-13.6**

**Moved by:** Fichter

That the Turnbull quote be tabled so that Councillor Saxon and Councillor Runge can do a sight meeting with Turnbull to discuss more drainage options for dugout at the end of the new ditch.

**CARRIED**

7. Roll #186 Sewer

**Resolution: 2024-04-13.7**

**Moved by:** Fleck

That Council authorize the Administrator to send a letter to Roll #186 in regards the agreement that the Town signed with the previous property owner in regards to the sewer and water installation.

**CARRIED**

8. Airmaster Street Sign Quote

**Resolution: 2024-04-13.8**

**Moved by:** Freeden

That Council approve the quote from Airmaster for the replacement of street signs in the amount of \$2317.15 plus shipping and taxes.

**CARRIED**

9. After meeting Cheques-Rec Board & GEF Invoice 32

**Resolution: 2024-04-13.9**

**Moved by:** Fleck

That Council approve the after meeting cheque for the Rec Board Deficit in the amount \$12,500.

**CARRIED**

10. Bylaw 2024-03 To Authorize Certain Expenditures

**Resolution: 2024-04-13.10.1**

**Moved by:** Fleck

That Bylaw 2024-03 Being a Bylaw to Authorize Certain Expenditures, be introduced for the first time.

**CARRIED**

**Resolution: 2024-04-13.10.2**

**Moved by:** Fichter

That Bylaw 2024-03 Being a Bylaw to Authorize Certain Expenditures, be read for the second time.

**CARRIED**

**Resolution: 2024-04-13.10.3**

**Moved by:** Freeden

That the third and final reading of Bylaw 2024-03 To Authorize Certain Expenditures, be enacted at this meeting.

**CARRIED UNANIMOUSLY**



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**Resolution: 2024-04-13.10.4**

**Moved by:** Jones

That Bylaw 2024-03 Being a Bylaw to Authorize Certain Expenditures, 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 thus forming a part of these minutes.

**CARRIED**

11. Declaration of Council Seat Vacancy

**Resolution: 2024-04-13-11**

Moved by: Jones

That Council declare the seat of Councilor Ferguson vacant in accordance with the Municipality's Act section 148.2.

**CARRIED**

14. **DELEGATIONS/PUBLIC HEARINGS**

15. **FOREMAN ITEMS TO DISCUSS**

1. Water Treatment Plant Records

**Resolution 2024-04-15.1**

**Moved by:** Jones

That Council approve and sign the Water Treatment Plant and Lagoon records for March as presented.

**CARRIED**

2. Foreman's Report

That Foreman Steve Parry gave the foreman's report by phone from 6:08- 6:24pm.

**Resolution 2024-04-15.2**

**Moved by:** Jones

That Council accept the verbal the foreman's report as presented.

**CARRIED**

16. **NEXT MEETING**

**Resolution 2024-04-16**

**Moved by:** Fleck

That the next meeting of Council be held on Wednesday May 15, 2024, 5:00 p.m.

**CARRIED**

17. **ADJOURN**

**Resolution 2024-04-17**

**Moved by:** Jones

That this meeting now be adjourned at 7:41 p.m.

**CARRIED**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator



# TOWN OF LAMPMAN

## *BYLAW NO. 2024-01*

### A BYLAW TO NAME GRIMES ROAD

The Council of the Town of Lampman in the Province of Saskatchewan, enacts as follows:

1. That the north-south road commencing at the intersection of Hwy 361 and Primary Grid 605 on the west side of Lampman, extending south to the Intersection of Primary Grid 605 and Kickley Road, within the boundaries of the Town of Lampman, hereinafter called "Grimes Road".
2. This Bylaw will be in effect upon approval from ISC of the Plan Amendment Change Order pursuant to Section 42 of the Land Surveys Act 2000.
3. Signed at Lampman, Saskatchewan, this 10<sup>th</sup> day of April, 2024.



Deputy Mayor

Administrator

Read a third time and adopted  
this 10<sup>th</sup> day of April, 2024.

Administrator



# TOWN OF LAMPMAN

## Protective Services Cost Recovery Bylaw

BYLAW NO 2024-02

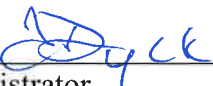
### A BYLAW TO RECOVER PROTECTIVE SERVICES COSTS

The Council of the Town of Lampman in the Province of Saskatchewan enacts as follows:

1. In this bylaw:
  - a) "Administrator" shall mean the administrator of the municipality;
  - b) "Council" shall mean the council of the municipality; and
  - c) "Municipality" shall mean the Town of Lampman.
2. 1) The Department is authorized to charge the applicable fees for the various services, tests and emergency responses listed in the Procedure Policy 700-2 Protective Services Cost Recovery Fee Schedule which may be revised from time to time.  
  
2) The fees shall be reviewed and set by Town Council on the advice of the Fire Chief and SGI, as required.  
  
3) The Department may charge Residents and Non-Residents the current SGI rate for any/all Motor Vehicle Collisions, Traffic Incidents, Suppression Efforts or Emergencies involving Motor Vehicles both within and outside the Town boundaries.
3. The Council may authorize the Administrator to add to the taxes of any property owned by the person referenced in Section 2 of this bylaw any amount which remains unpaid at the end of the calendar year.
4. This Bylaw will be effective January 1, 2024.
5. Dated at Lampman, SK this 10<sup>th</sup> day of April, 2024.



Read a third time and adopted  
this 10<sup>th</sup> day of April

  
\_\_\_\_\_  
Administrator

  
\_\_\_\_\_  
Deputy Mayor

  
\_\_\_\_\_  
Administrator

# TOWN OF LAMPMAN

## BYLAW NO 2024-03

### A BYLAW TO AUTHORIZE CERTAIN EXPENDITURES

The Council of the Town of Lampman in the Province of Saskatchewan enacts as follows:


1. In this bylaw:
  - a) "Administrator" shall mean the administrator of the municipality;
  - b) "Council" shall mean the council of the municipality; and
  - c) "Municipality" shall mean the Town of Lampman.
2. The administrator, together with another person designated by council to sign cheques on its behalf, is hereby authorized to pay certain accounts either by cheque or by electronic transfer in a timely fashion, namely:
  - a) Wages and salaries payable to municipal employees;
  - b) Employee payroll deductions, including municipal contributions;
  - c) Telephone, energy, power services;
  - d) Collections on behalf of other taxing authorities;
  - e) Indemnity to Council;
  - f) Office Rent;
  - g) Janitors, Transfer Station Attendant;
  - h) Other types of payments as may be authorized by council.
3. The administrator shall advise council at its next regular meeting of the particulars of transactions undertaken in accordance with section 2 of this bylaw, including but not limited to:
  - a) The transaction date;
  - b) The amount paid;
  - c) The payee; and
  - d) Any other particulars requested by council.
4. Dated at Lampman, SK this 10<sup>th</sup> day of April, 2024.



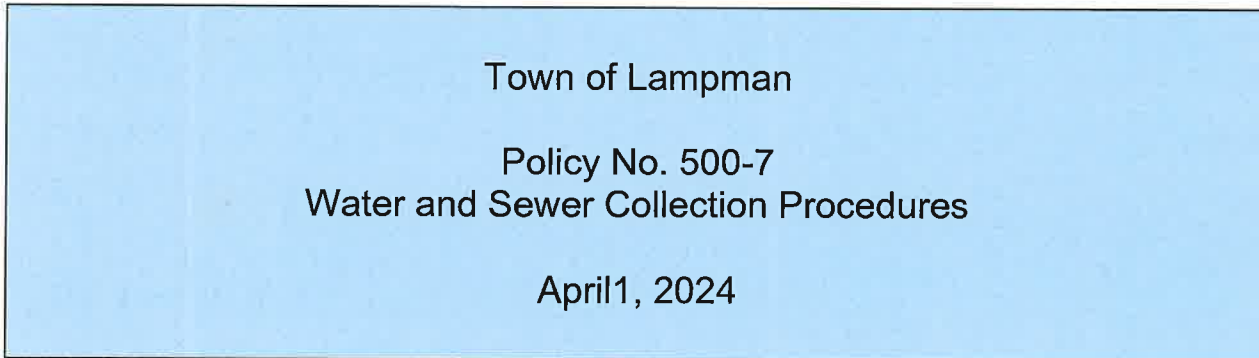
Read a third time and adopted  
this 10th day of April 2024.

  
Deputy Mayor

  
Administrator

  
Administrator

<b>Water and Sewer Collection Procedures</b>	Authority: Approved by Council	Type: Employee
	Effective date: April 1, 2024	Revised date: April 10, 2024
	Policy No. 500-7 Water and Sewer Collection Procedures	



## **Water and Sewer Collection Procedures**

### **1. Purpose**

The purpose of this Policy is to establish procedures that must be adhered to by the administration for the Town of Lampman in order to maintain the most efficient method of utility account collections and keeping equitable payment schedules for the residents of Lampman.

### **2. Application for Service**

All utilities shall only be put into the name(s) of the assessed owner(s) for each property.

### **3. Procedures**

a) All procedures must abide by legislation set out in *The Municipalities Act* and all related Policies and Bylaws of the Town of Lampman.

b) Utility bills will be sent out to the appropriate customers every three (3) months.

c) Utility bills will be calculated as per the submission of water meter card readings or estimated readings according to Policy No. 500-6 Water Meter Reading Surcharge.

<b>Water and Sewer Collection Procedures</b>	Authority: Approved by Council	Type: Employee
	Effective date: April 1, 2024	Revised date: April 10, 2024
	Policy No. 500-7 Water and Sewer Collection Procedures	

d) After every utility billing, accounts overdue more than 30 days will be sent a final notice and given fourteen (14) days to have the account paid in full. Water will be turned off if not paid or appropriate arrangements made.

e) There will be a \$20 charge added to accounts to which overdue notices have been sent.

f) In the winter months for accounts that are in arrears and when disconnection of utilities is not possible due to the weather, that the owner be advised by letter that the waste and recycle bins will be pulled within fourteen (14) days of the date of letter and remain pulled until payment is received; the re-connect charge will be added even if the water is not turned off, and that the utilities to the subject property will be disconnected as soon as weather conditions permit if the account is still in arrears.

g) Once utilities have been disconnected or waste and recycle bins pulled due to lack of payment, the utilities will not be connected or bins returned until payment in full is received.

h) This policy will be effective April 1, 2024.

Document Revision History:

Document Title	Revision Date	Approved By
Policy No. 500-7 Water and Sewer Collection Procedures	June 12, 2019	Council

<b>Water and Sewer Collection Procedures</b>	Authority: Approved by Council	Type: Employee
	Effective date: April 1, 2024	Revised date: April 10, 2024
	Policy No. 500-7 Water and Sewer Collection Procedures	

Policy No. 500-7 Water and Sewer Collection Procedures	June 15, 2022	Council
Policy No. 500-7 Water and Sewer Collection Procedures	September 13, 2023 Effective January 1, 2024	Council

**Town of Lampman**

**Protective Services Cost Recovery  
Fee Schedule**

**Policy No. 700-2**

**April 10, 2024**

Subject:	Protective Services Cost Recovery Fee Schedule
Type:	Protective Services
Authority:	Approved by Council: April 10, 2024

**Protective Services Cost Recovery Fee Schedule**

Emergency Response Charges

- i) Motor Vehicle Collisions out of Town or RM of Browning #34

Resident / Ratepayer	Current SGI Rate
Non-Resident	Current SGI Rate

- ii) Motor Vehicle Collisions in Town or RM of Browning #34

Resident / Ratepayer	Current SGI Rate
Non-Resident	Current SGI Rate

<b>Number of Years of Service</b>	<b>Award Earned</b>
20 years - Upon Retirement	Watch