



Town of Lampman
Meeting Minutes
Regular Meeting December 8, 2021

1 CALL TO ORDER

Resolution No: 2021-12-1

Mayor Jay Jones called the meeting to order. The time being 7:04 p.m. The attendance being as follows:

Mayor Jay Jones
Councillor Dustin Ferguson
Councillor Glen Fichter
Councillor Randy Fleck - via phone
Councillor Duane Freeden
Councillor Daryle Runge - absent
Councillor Ryan Saxon
Administrator Dena Scott

2 MINUTES

Resolution No: 2021-12-2

Moved By: Glen Fichter

That the minutes of the November 10, 2021 meeting of Council be approved as circulated.

CARRIED

2.1 Special Meeting - November 16, 2021

Resolution No: 2021-12-2.1

Moved By: Duane Freeden

That the minutes of the November 16, 2021 special meeting of Council be approved as circulated.

CARRIED

2.2 Special Meeting - November 26, 2021

Resolution No: 2021-12-2.2

Moved By: Ryan Saxon

That the minutes of the November 26, 2021 special meeting of Council be approved as circulated.

CARRIED


2.3 Special Meeting - November 30, 2021

Resolution No: 2021-12-2.3

Moved By: Randy Fleck

That the minutes of the November 30, 2021 special meeting of Council be approved as circulated.

CARRIED

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3 BANK RECONCILIATION

Resolution No: 2021-12-3

Moved By: Glen Fichter

That the October, 2021 bank reconciliation for the Town of Lampman be hereby approved as presented.

CARRIED

4 CASH STATEMENT

Resolution No: 2021-12-4

Moved By: Glen Fichter

That the Statement of Receipts and Payments for the month of November, 2021 be adopted as presented for the Town of Lampman.

CARRIED

5 CORRESPONDENCE

Resolution No: 2021-12-5

Moved By: Dustin Ferguson

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

CARRIED

6 COMMITTEE MEETINGS/INFORMATION/REPORTS

Resolution No: 2021-12-6

Moved By: Duane Freeden

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

CARRIED

7 UNFINISHED BUSINESS

7.1 Proposed Meeting Dates for 2022

Resolution No: 2021-12-7.1

Moved By: Glen Fichter

That the Council meeting dates for 2022 be approved as attached to, forming part of these minutes.

CARRIED

7.2 Bylaw No. 2021-10: Council Procedures Bylaw - Second Reading

Resolution No: 2021-7.2

Moved By: Ryan Saxon

That Bylaw No. 2021-10 be read the second time.

CARRIED

7.3 Bylaw No. 2021-10: Third & Final Reading

Resolution No: 2021-12-7.3

Moved By: Dustin Ferguson

That Bylaw No. 2021-10, being a bylaw to establish clear, transparent, consistent and accessible procedures to follow for conducting business at council meetings, and committee meetings, 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.

CARRIED



7.4 Bylaw No. 2021-12: Property Maintenance & Nuisance Abatement - Second Reading

Resolution No: 2021-12-7.4

Moved By: Duane Freeden

That Bylaw No. 2021-12 be read the second time.

CARRIED

7.5 Bylaw No. 2021-12: Third & Final Reading

Resolution No: 2021-12-7.5

Moved By: Glen Fichter

That Bylaw No. 2021-12, being a Bylaw to provide for the proper maintenance of property and the abatement of nuisances, 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.

CARRIED

7.6 Minard Road Drainage - update

Councillor Ryan Saxon provided a verbal update on the progress of the Minard Road Drainage project.

7.7 Job Descriptions

Resolution No: 2021-12-7.7

Moved By: Dustin Ferguson

That the job descriptions be approved as presented, and filed for future reference of Council and Administration.

CARRIED

8 NEW BUSINESS

8.1 Municipal Revenue Sharing

Resolution No: 2021-12-8.1

Moved By: Glen Fichter

That the Council of the Town of Lampman confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2020 Audited Financial Statement to the Ministry of Government Relations;
- Is in good standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct;
- All members of Council have filed and annually updated their Public Disclosure Statements, as required; and

that we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

CARRIED


8.2 Incident Reports - Nov 16, 2021

Resolution No: 2021-12-8.2

Moved By: Dustin Ferguson

That the incident reports received from Foreman, Shane Evans and Greg Feuring (G.E.F. Contractors) be acknowledged and filed for future reference of Council and Administration.

CARRIED

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8.3 Incident Reporting Policy No. 300-33

Resolution No: 2021-12-8.3

Moved By: Glen Fichter

That Policy No. 300-33, being a policy to provide a process for the reporting of incidents and/or accidents to be risk-assessed and where necessary, investigated to determine root cause and to be recorded for future prevention, be approved as presented and attached to, forming part of these minutes.

CARRIED

8.4 Donation-In-Kind Receipt - TnT Oilfield Services Limited

Resolution No: 2021-12-8.4

Moved By: Glen Fichter

That the Town of Lampman issue a donation-in-kind receipt to TnT Oilfield Services Ltd. in the amount of fifteen thousand, three hundred and fifteen dollars (\$15,315.00) for the donation of goods and services done for the walking path.

CARRIED

8.5 Policy No. 200-7: Complaint & Concerns Procedures

Resolution No: 2021-12-8.5

Moved By: Dustin Ferguson

That Policy No. 200-7, being a Policy to set the complaint and concern procedures for the Town of Lampman be approved as presented and attached to, forming part of these minutes.

CARRIED

8.6 Request for Letter to the RCMP Regarding Backpay

Resolution No: 2021-12-8.6

Moved By: Ryan Saxon

That the Town of Lampman send a letter to the Federal Government stating that we are not in favour of the back pay to the RCMP that the Federal Government had promised being download onto municipal governments to cover this 23% increase; and that the back pay should be covered by the Federal Government.

CARRIED

8.7 SUMAssure Renewal & Increases - Zoom Meeting to Discuss Increases

Resolution No: 2021-12-8.7

Moved By: Duane Freeden

That Mayor Jay Jones, Councillors Dustin Ferguson and Glen Fichter, and Administrator Dena Scott attend the Zoom meeting with SUMAssure regarding the twenty (20%) percent proposed rate increase to the SUMAssure Insurance Plan.

CARRIED

8.8 Employee 2021 Bonus/Inflation Compensation

Resolution No: 2021-12-8.8

Moved By: Dustin Ferguson

That all the Town of Lampman employees and joint employees be given a one (1%) percent bonus based on their 2021 annual salary amount paid by the Town of Lampman.

CARRIED

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8.9 Employee Wages - 2016-2021

Resolution No: 2021-12-8.9

Moved By: Glen Fichter

That discussion on the employee wages be tabled to the January, 2022 meeting of Council.

CARRIED

8.10 Foreman - Task List

Resolution No: 2021-12-8.10

Moved By: Dustin Ferguson

That further discussion on the Foreman Task List be tabled to the January, 2022 meeting of Council.

CARRIED

8.11 Spring Workshop - 2022 - RMAA/UMAAS - Dealing with difficult conversations

Resolution No: 2021-12-8.11

Moved By: Duane Freeden

That the discussion on who, if any, will be attending the Spring Workshop 2022 presented by UMAAS be tabled to the January, 2022 meeting of Council.

CARRIED

8.12 Microsoft Teams

Resolution No: 2021-12-8.12

Moved By: Dustin Ferguson

That the Town of Lampman cancel the subscription with All-Net effective December 31, 2021 for Council meetings; and that the Town of Lampman pay for the monthly subscriptions for each member of Council and Administration, which is sixteen (\$16.00) dollars per month per computer, to upgrade the Microsoft subscriptions to allow for Microsoft Teams.

CARRIED

8.13 Lagoon - Direct Dumping Fee

Resolution No: 2021-12-8.13

Moved By: Ryan Saxon

That the Town of Lampman not allow any direct dumping of raw sewage directly into the lagoon.

CARRIED

8.14 Appointing Assistant Administrator

Resolution No: 2021-12-8.14

Moved By: Duane Freeden

That Amber Rittaler be appointed as Assistant Administrator; therefore, giving her all the authority as assigned in the Administration Bylaw; and that she be added to the Town of Lampman Affinity Credit Union bank account as signing authority.

CARRIED

9 FOREMAN'S REPORT

9.1 Foreman's Report

Resolution No: 2021-12-9.1

Moved By: Glen Fichter

That the Foreman's Reports be hereby approved as presented.

CARRIED

9.2 Water Treatment Plant Records

Resolution No: 2021-12-9.2

Moved By: Randy Fleck

That the water treatment plant records for the month of November, 2021 be acknowledged and filed for future reference and signed by the mayor.

CARRIED

10 OTHER MATTERS

The property maintenance committee will look at the flooring issues in the Lampman Prairie Lily Club and get quotes for repairs to bring back to the January, 2022 council meeting.

11 DELEGATIONS

There were no delegations present at this meeting.

12 ACCOUNTS

Resolution No: 2021-12-12

Moved By: Randy Fleck

That the accounts covered by cheque no.'s 14126 to 14162 in the amount of \$67,702.81; and the electronic funds transfer no.'s VP73 to VP96 in the amount of \$62,113.48; and the direct payroll payments no's DD906 to DD915 for the amount of \$15,037.18 be approved for payment.

CARRIED

13 NEXT MEETING

That the next meeting of Council be held on January 12, 2022 at 7 p.m.

14 ADJOURNMENT

Resolution No: 2021-12-14

Moved By: Jay Jones

That this meeting now be adjourned. The time being 8:56 p.m.

CARRIED



Administrator



Mayor

List of Cheques for Council Approval**Minutes: December 8, 2021****2021-12-12**

Cheque #	Paid To	In Payment Of	Amount
14126	Les Dube	Oct, 2021 waste site hours	\$1,080.00
14127	Jay Jones	November, 2021 Indemnity	\$450.00
14128	Dustin Ferguson	November, 2021 Indemnity	\$1,200.00
14129	Glen Fichter	November, 2021 Indemnity	\$525.00
14130	Randy Fleck	November, 2021 Indemnity	\$450.00
14131	Duane Freeden	November, 2021 Indemnity	\$450.00
14132	Daryle Runge	November, 2021 Indemnity	\$450.00
14133	Border Cleaning Services	Office mat cleaning	\$101.17
14134	Veronica Branch	Fire hall cleaning Nov 2021	\$88.97
14135	Les Dube	Nov, 2021 waste site hours	\$216.00
14136	Diane Dziallas	Overpaid taxes	\$1,005.12
14137	Estevan Mercury	Office supplies - envelopes	\$646.33
14138	Barb Fornwald	Office cleaning Nov 2021	\$425.06
14139	Gerry's Store	Lampman Bucks reimbursement	\$360.00
14140	GFL Environmental	Waste/recycle collection	\$6,319.88
14141	Girard Bulk Service	Fuel	\$171.75
14142	JJ Trucking Ltd.	Hydrant replacement/concrete	\$14,135.30
14143	Lampman Library	Donation	\$120.00
14144	Krista Mack	Library cleaning Nov 2021	\$118.62
14145	Picture Perfect Truck & Carwash	Vehicle maintenance	\$70.88
14146	R.M. & Town Rec Board	Donation/Insurance Claim Proceeds	\$8,675.48
14147	Redhead Equipment	Equipment repairs	\$61.55
14148	Sask Health Authority	Water test samples	\$530.00
14149	Schilling Home Hardware	Office/shop supplies	\$87.62
14150	Dena Scott	July-Dec meetings	\$1,575.00
14151	SUMA	Benefits	\$1,872.13
14152	The House of Stationery	Office supplies	\$1,206.30
14153	The Observer	Advertising	\$31.50
14154	TnT Oilfield Services Ltd.	Dug out/install culvert	\$20,422.50
14155	Maureen Ulrich	Food bank purchases	\$37.04
14156	Holly Veroba	Food bank purchases	\$41.95
14157	Western Municipal Consulting Ltd.	GST on retainer	\$12.50
14158	Wolseley Waterworks Group	Water repairs/supplies	\$1,420.10
14159	Michelle Woodley	Food bank purchases	\$22.14
14160	Xylem Canada	Converted lift station repairs	\$2,080.19
14161	Lampman Service Station	Fuel	\$537.73
14162	102031558 Saskatchewan Ltd.	Overpaid utilities	\$705.00

**TOTAL:**\$67,702.81

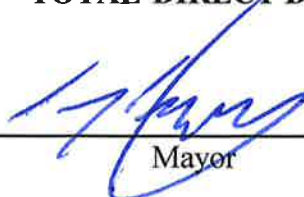
List of Electronic Funds Transfers

Date	Paid To	In Payment of	Amount
VP73	MEPP	Superannuation Nov 1-15, 2021	\$1,791.18
VP74	Receiver General	Remittance Nov 1-15, 2021	\$2,679.82
VP75	SaskEnergy	Oct 4 -WTP/Sanitary Lift Energy	\$123.31
VP76	MEPP	Superannuation Nov 16-30, 2021	\$1,774.88
VP77	Receiver General	Remittance Nov 16-30, 2021	\$2,794.73
VP78	Minister of Finance - EPT	School Tax Collections Nov'21	\$48,826.33
VP79	SaskPower/Energy	2021-11-5 shop power	\$78.81
VP80	SaskPower/Energy	2021-11-5 shop gas	\$118.19
VP81	SaskPower/Energy	2021-11-5 library power	\$311.36
VP82	SaskPower/Energy	2021-11-5 library gas	\$78.98
VP83	SaskPower/Energy	2021-11-5 Lynn St. powewr	\$33.11
VP84	SaskPower/Energy	2021-11-5 fire hall power	\$45.78
VP85	SaskPower/Energy	2021-11-5 fire hall gas	\$57.60
VP86	SaskPower/Energy	2021-11-5 WTP power	\$798.50
VP87	SaskPower/Energy	2021-11-5 street lights	\$1,542.09
VP88	SaskPower/Energy	2021-11-5 pump jack power	\$33.11
VP89	SaskPower/Energy	2021-11-5 storm lift power	\$96.81
VP90	SaskPower/Energy	2021-11-5 dump power	\$43.73
VP91	SaskPower/Energy	2021-11-5 lift station power	\$272.20
VP92	SaskPower/Energy	2021-11-16 shop power	\$78.81
VP93	SaskTel	2021-11-8 lift cell	\$60.66
VP94	SaskTel	2021-11-25 shop	\$212.32
VP95	SaskTel	2021-11-25 fire hall	\$112.90
VP96	SaskTel	2021-11-25 office	\$148.27
TOTAL:			\$62,113.48

List of Direct Deposits

DD No.	Paid To	In Payment of	Amount
906	Shane Evans	November 1-15, 2021	\$2,574.41
907	Brenda Schulties	November 1-15, 2021	\$1,052.85
908	Steven Parry	November 1-15, 2021	\$1,374.56
909	Amber Rittaler	November 1-15, 2021	\$1,161.35
910	Liam Boyle	November 1-15, 2021	\$1,265.82
911	Shane Evans	November 16-30, 2021	\$2,385.66
912	Brenda Schulties	November 16-30, 2021	\$1,307.29
913	Steven Parry	November 16-30, 2021	\$1,471.63
914	Liam Boyle	November 16-30, 2021	\$1,265.82
915	Amber Rittaler	November 16-30, 2021	\$1,177.79
TOTAL DIRECT DEPOSITS:			\$15,037.18


Administrator


Mayor