



Town of Lampman
Meeting Minutes
Regular Meeting December 2, 2020 - 07:00 PM

1 CALL TO ORDER

Mayor Jay Jones called the meeting to order. The time being 7:03 p.m. The attendance being as follows:

Mayor	Jay Jones
Councillors	Dustin Ferguson
	Glen Fichter
	Randy Fleck
	Duane Freeden
	Daryle Runge
	Ryan Saxon
Administrative Consultant	Greg Wallin
Administrator	Dena Scott
Administrative Assistant	Jadon Carnduff
Administrative Intern	Amber Rittaler

2 MINUTES

2.1 Regular Meeting - October 14, 2020

Resolution No: 2020-12-2.1

Moved By: Randy Fleck

That the minutes of the October 14, 2020 meeting of Council be approved as circulated.

CARRIED

- 2.2 First Meeting - November 19, 2020**
Resolution No: 2020-12-2.2
Moved By: Glen Fichter

That the minutes of the November 19, 2020 meeting of Council be approved as circulated.

CARRIED

- 2.3 Joint Meeting - November 19, 2020**
Resolution No: 2020-12-2.3
Moved By: Daryle Runge

That the minutes of the November 19, 2020 joint meeting of the Councils of the R.M. of Browning No. 34 and the Town of Lampman be approved as circulated.

CARRIED

3 BANK RECONCILIATION

- 3.1 September, 2020 Bank Reconciliation**
Resolution No: 2020-12-3.1
Moved By: Glen Fichter

That the September, 2020 Bank Reconciliation for the Town of Lampman be hereby approved as presented.

CARRIED

- 3.2 October, 2020 Bank Reconciliation**
Resolution No: 2020-12-3.2
Moved By: Randy Fleck

That the October, 2020 Bank Reconciliation for the Town of Lampman be hereby approved as presented.

CARRIED

- 4 CASH STATEMENT**
Resolution No: 2020-11-4
Moved By: Jay Jones

That the Statement of Receipts and Payments for the months of October and November, 2020 be adopted as presented.

CARRIED

- 5 CORRESPONDENCE**
Resolution No: 2020-11-5.1
Moved By: Randy Fleck

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



CARRIED

5.7 Complaints
Resolution No: 2020-5-5.7
Moved By: Daryle Runge

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

CARRIED

6 COMMITTEE MEETINGS/INFORMATION/REPORTS
Resolution No: 2020-11-6
Moved By: Randy Fleck

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

CARRIED

7 RATES AND APPOINTMENTS
Resolution No: 2020-11-7
Moved By: Ryan Saxon

That the Appointments, Rates and Committees of the Town of Lampman for 2021 be hereby approved as attached to, forming part of these minutes.

CARRIED

7.1 Fire Fighting Insurance Coverage
Resolution No: 2020-12-7.1
Moved By: Jay Jones

That Administration look into home insurance coverage in the Town of Lampman for fire fighting coverage and any rates and regulations regarding costs charged for supplying fire fighting services to ratepayers within the Town in the event of a call out to their property.

CARRIED

8 UNFINISHED BUSINESS

Ron Carson donated 302 Second Street South to the Town on the condition that it would be turned into a parking lot and beautified. There needs to be a committee made to oversee this project.

8.1 302 Second Street South - Lampman Community Health Centre Parking
Resolution No: 2020-12-8.1
Moved By: Randy Fleck

That Mayor Jay Jones and Councillors Daryle Runge and Ryan Saxon be appointed to a committee to oversee the establishment of a parking lot and green space on Lot 16 Block A Plan 102141111 (302 Second Street South), which Ron Carson donated to the Town.

CARRIED



8.2 Bylaw Enforcement

There was discussion on bylaw enforcement and there were no changes to the current method at this time.

8.3 MEEP Grant

In the spring of 2020, the Federal Government released a grant called the Municipal Economic Enhancement Program to all municipalities as part of their COVID-19 relief spending. The Town was given \$97,017.00 to spend on local projects to boost the economy. The projects that Council applied for in the summer were to repair the fire hall roof, the transformation of 302 Second Street South into a parking lot, and the expansion of the dugout south of Cenaiko Street. The Town has already received the funds to complete these projects, but they have to be completed by the end of 2021 in order to retain the funds.

There was discussion on the dugout south of Cenaiko Street. Council will wait to hear what arrangements can be made by Mayor Jay Jones with the availability of a contractor and come to an agreement with Richard Wilhelm who is the owner of the PT NE 9-5-6 W2M to place clay and trees on property and to have access to cleanup the area.

9 NEW BUSINESS

9.1 Retiring Council Members

Resolution No: 2020-12-9.1

Moved By: Glen Fichter

That the Town of Lampman present each of the retiring Council members of the Town of Lampman with an one hundred dollar (\$100.00) Lampman Buck Gift Certificate in recognition of their years of service as a member of the Council of the Town of Lampman.

CARRIED

9.2 Christmas Lighting Contest

Resolution No: 2020-12-9.2

Moved By: Duane Freeden

That the Town of Lampman hold a Christmas lighting contest with four (4) prizes each being fifty dollar (\$50.00) Lampman Buck Gift Certificates; and that the judging take place from December 18 to 24, 2020; and that Councillor Duane Freeden be responsible to obtain judges for the event.

CARRIED

9.3 Cancel Taxes - 302 Second Street South

Resolution No: 2020-12-9.3

Moved By: Jay Jones

That the taxes be cancelled on Lot 16 Block A Plan 102141111 (302 Second Street South) as follows as this property was donated by Ron Carson in the spring to the Town of Lampman before the taxes were levied:

Municipal: \$174.65;

School: \$168.76.

CARRIED

The current wages of employees are as follows:

Employee	Wage	Last Raise
Shane Evans	\$30.21/hour	July 11, 2018 (Date of Hire)
Steve Massel	\$24.00/hour	June 12, 2019
Brenda Schulties	\$18.00/hour	February 12, 2020 (Date of Hire)

Administrator Dena Scott declared an interest and left the meeting at 9:00 p.m.

9.4 Wages and Salaries

Resolution No: 2020-12-9.4

Moved By: Randy Fleck

That all wage increases for the Town of Lampman employees be froze for the time being due to the COVID-19 Pandemic; and that all employees complete a performance review; and that the performance reviews and wage increases be reviewed in July, 2021.

CARRIED

Administrator Dena Scott returned to the meeting at 9:12 p.m.

The 2021 SUMA Convention will be held virtually on February 7-10, 2021. The early bird registration fee of \$185.00/person is good until December 22, 2020. After the deadline, the registration price is \$285.00/person.

9.5 2021 SUMA Virtual Convention - February 7 - 10, 2021

Resolution No: 2020-12-9.5

Moved By: Duane Freeden

That the Town of Lampman register one (1) person from Administration and one (1) Councillor for the 2021 SUMA Virtual Convention taking place February 7 to 10, 2021 for the price one hundred eighty-five dollars (\$185.00) per person.

CARRIED

9.6 Asset Management

The Government of Saskatchewan is requiring municipalities to perform asset management to continue to be eligible for revenue sharing and new deal funding. Asset management requires taking all of our assets and determining their remaining life and how much we should be saving each year to replace our assets. We currently have an Asset Management Plan, Policy, and Strategy in place. Walker Projects has done our critical infrastructure, but we still have to do the rest of our assets. The office is in the process of performing this task.

9.7 SUMAssure - Snow Removal Logs

The Town of Lampman's insurance provider SUMAssure is now requiring the Town to keep daily snow removal and floor cleaning logs as part of our insurance coverage on all municipal buildings and properties.



9.8 Professional Building Inspections, Inc. - New Inspector
Resolution No: 2020-12-9.8
Moved By: Duane Freeden

That in accordance with the service agreement with Professional Building Inspections, Inc., the Town of Lampman hereby resolves to issue a Certificate of Appointment for Ken Pasietchnyk, a Licensed Building Official, who is a resident of the Province of Saskatchewan.

CARRIED

9.9 Walker Projects - Waterworks System Assessment - Round 4
Resolution No: 2020-12-9.9
Moved By: Glen Fichter

That the Town of Lampman acknowledge receipt of the 2020 Waterworks System Assessment from Walker Projects.

CARRIED

9.10 Municipal Revenue Sharing
Resolution No: 2020-12-9.10
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 2019 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

9.11 Bylaws and Policies

One good practice to start going forward is to review one or two bylaws or policies at every regular council meeting. This practice would help keep them up to date and relevant. There was discussion on reviewing Bylaws and Policies at Council meetings, and it was decided that a one or two bylaws and policies be reviewed at meetings as time allows.

Two handwritten signatures in blue ink are located at the bottom right of the page. The first signature is a stylized 'SS' and the second is a more complex, cursive signature.

The Ministry of Government Relations hired a consulting firm last year to look into ways to improve the assessment appeal process. The main suggestion that the firm brought back was to establish a province wide Board of Revision Registrar to accept assessment appeals. The Ministry of Government Relations is looking to implement this new system in 2023. To implement this system, the cost to run this registrar would be over \$1,000,000.00 and would be split among the 775 municipalities of the province. The Ministry is looking for ways to fairly breakdown the cost among the municipalities. There are two options the Ministry has to split the cost: 1. Taxable Assessment (Our Cost \$1,189.63) 2. Base Rate and Taxable Assessment with Cap Out Rate (Our Cost \$1,768.00) The second option is more reasonable for Regina and Saskatoon as the cost per city would be \$30,300.00 compared to the cost of \$198,900.88 in the first option.

9.12 Board of Revision Registrar
Resolution No: 2020-11-9.12
Moved By: Glen Fichter

That the Ministry of Government Relations be sent a letter stating that the only fair way to fund a Board of Revision Registrar for the whole province is by taxable assessment as this would distribute the cost equally to all the ratepayers of the province.

CARRIED

At the August, 2020 joint meeting, Councils requested Administration to have MLT Aikins LLP draft a new agreement for joint services to better clarify the responsibilities of the municipalities. MLT Aikins has four sections to add to the agreement on the indemnification of legal fees. These include the definition of a Councillor, the indemnification by the Town and the R.M. with respect to members of Council, and joint legal fees. These additions need to be reviewed by both respective Councils before being agreed to and signed.

9.13 R.M. and Town Joint Services Agreement
Resolution No: 2020-12-9.13
Moved By: Duane Freeden

That the matter of the joint agreement between the R.M. of Browning No. 34 and the Town of Lampman be tabled to the next regular meeting of Council.

CARRIED

10 OTHER MATTERS

10.1 Council Indemnity
Resolution No: 2020-12-10.1
Moved By: Daryle Runge

That the matter of Council remuneration for attendance of virtual meetings be tabled to the next regular meeting of Council



11 FOREMAN'S REPORT

11.1 Foreman's Report
Resolution No: 2020-12-11.1
Moved By: Randy Fleck

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

CARRIED

11.2 Water Treatment Plant Records
Resolution No: 2020-12-11.2
Moved By: Randy Fleck

That the water treatment plant records for the months of October and November, 2020 be acknowledged, signed by the Mayor and filed for future reference.

CARRIED

12 DELEGATIONS

13 ACCOUNTS
Resolution No: 2020-12-13
Moved By: Ryan Saxon

That the accounts covered by cheque no.'s 13518 to 13590 in the amount of \$168249.00; that the electronic fund transfers for the months of October and November, 2020 in the amount of \$61,279.49; and that direct payroll payments no's 782 to 797 for the amount of \$26,730.25 be approved for payment.

CARRIED

13.1 Year End Cheques
Resolution No: 2020-12-13.1
Moved By: Dustin Ferguson

That the Mayor and Administrator be authorized to pay all year end accounts owing as of December 31, 2020.

CARRIED

14 NEXT MEETING
Resolution No: 2020-12-14
Moved By: Daryle Runge

That the next meeting of Council be held on January 6, 2021 at 7:00 p.m.

CARRIED



15

ADJOURN

Resolution No: 2020-12-15

Moved By: Jay Jones

That this meeting now be adjourned. The time being 10:50 p.m.

CARRIED



Administrator



Mayor