



**Town of Lampman**  
**Meeting Minutes**  
**Regular Meeting May 11, 2022 - 07:00 PM**

**1. CALL TO ORDER**

**Resolution No:** 2022-5-1

Mayor Jay Jones called the meeting to order. The time being 6:53 PM. 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 - Amber Rittaler  
Administrative Assistant – Melissa MacKenzie  
Recreation Employee – Steve Massel

**CARRIED**

**2. CONFLICT OF INTEREST**

None were declared

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

**3.1 Recreation Signage**

**Resolution No.** 2022-5-3.1

**Moved by:** Glen Fichter

That the Town of Lampman allow the R.M. of Browning No. 34 and Town of Lampman Recreation Board to place a sign within the Town of Lampman's property at the corner of Lynn Street and Corrigan Road (HWY 361) and across from Railway Avenue for the purpose of displaying events and updates regarding recreation facilities.

**CARRIED**

**4. MINUTES**

**4.1 Regular Meeting – April 18, 2022**

**Resolution No:** 2022-5-4.1

**Moved By:** Randy Fleck

That the minutes of the April 18, 2022 meeting of Council be approved as circulated.

**CARRIED**

**4.2 Special Meeting – April 27, 2022**

**Resolution No:** 2022-5-4.2

**Moved By:** Ryan Saxon

That the minutes of the April 27, 2022 special meeting of Council be approved as circulated.

**CARRIED**

**5. BANK RECONCILIATION**

**Resolution No:** 2022-5-5

**Moved By:** Daryle Runge

That the April 30, 2022 bank reconciliation for the Town of Lampman be hereby approved as presented.

**CARRIED**

**6. CASH STATEMENT**

**Resolution No:** 2022- 5-6

**Moved By:** Dustin Ferguson

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

**CARRIED**

**7. ACCOUNTS**

**Resolution No:** 2022-5-7

**Moved By:** Duane Freeden

That the accounts covered by cheque no.'s 14379 to 14419 in the amount of \$69,444.75; and the electronic funds transfer no.'s 196 to 221 in the amount of 23,658.39; and the direct payroll payments no's DD 973 to 986 for the amount of \$18,579.25 be approved for payment.

**CARRIED**

**8. CORRESPONDENCE**

**Resolution No:** 2022-5-8

**Moved By:** Ryan Saxon

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

**CARRIED**

**8.1 Matthewson & Co. – Volunteer Recruitment & Retention Webinar**

**Resolution No:** 2022-5-8.1

**Moved By:** Randy Fleck

That the Council of the Town of Lampman authorizes Dustin Ferguson to attend the webinars hosted by Matthewson & Co. on May 25<sup>th</sup> and 27<sup>th</sup>, 2022 for the 10 Ways to Engage Your Community and the Volunteer Recruitment & Retention webinar.

**CARRIED**

**9. COMMITTEE MEETINGS/INFORMATION/REPORTS**

**9.1 Committee Meetings**

**Resolution No:** 2022-5-9.1

**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**

**9.2 Administration Reports**

**Resolution No:** 2022-5-9.2

**Moved By:** Glen Fichter

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

**CARRIED**

**10. UNFINISHED BUSINESS**

**10.1 Retention Pond – Parcel L: Plan 102011093**

**Resolution No:** 2022-5-10.1

**Moved By:** Glen Fichter – requested as a recorded vote

That the Town of Lampman agrees to have the R.M. of Browning No. 34 dig the retention pond to the engineered design specifications provided by Stantec in the Phase 2 for the flood prevention measures for a retention pond; and that administration send a request to the R.M. of Browning No. 34 confirming their assistance with the ongoing maintenance of the retention pond.

Glen Fichter – In Favour

Randy Fleck – Opposed

Duane Freeden – In Favour

Daryle Runge – Opposed

Dustin Ferguson – In Favour

Jay Jones – In Favour

Ryan Saxon – Opposed

**CARRIED**

**10.1.1 Retention Pond – Sale Parcel L; Plan 102011093**

**Resolution No:** 2022-5-10.1.1

**Moved By:** Ryan Saxon – requested as a recorded vote

That the Town of Lampman offer to sell the Parcel L; Plan 102011093 for the sale value of one dollar (\$1.00) to the R.M. of Browning No. 34.

Glen Fichter – In Favour

Randy Fleck – In Favour

Duane Freeden – In Favour

Daryle Runge – In Favour

Dustin Ferguson – In Favour

Jay Jones - In Favour

Ryan Saxon – In Favour

**CARRIED**

**10.2 Frozen Lines - 402 Railway Ave.**

**Resolution No:** 2022-5-10.2

**Moved By:** Duane Freeman

That administration research the building permit for this property and any documentation regarding water and sewer lines regulations. This topic be tabled until the special meeting on May 25, 2022.

**CARRIED**

**10.3 Joint Services Agreement – Approval**

**Resolution No:** 2022-5-10.3

**Moved By:** Ryan Saxon

That the proposed changes to the Joint Services Agreement from the Joint Meeting of Councils of the R.M. of Browning No. 34 and Town of Lampman be signed as presented.

**CARRIED**

Handwritten initials: JS LR

**10.4 R.M. of Browning No. 34 – Invoices for Services**

**Resolution No:** 2022-5-10.4

**Moved By:** Randy Fleck

That the discussion on the invoices for services provided in 2021 from the R.M. of Browning No. 34 be tabled to the Special Meeting on May 25, 2022.

**CARRIED**

**11. NEW BUSINESS**

**11.1 Professional Building Inspections, Inc. – New Inspector**

**Resolution No:** 2022-5-11.1

**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 Amanda Kaufmann, a licensed Building Official, who is a resident of the Province of Saskatchewan.

**CARRIED**

**11.1.1 Professional Building Inspections, Inc. – Active Permits Report**

**Resolution No:** 2022-5-11.1.1

**Moved By:** Ryan Saxon

That the Council of the Town of Lampman acknowledges receipt of the Active Permits Reports list from Professional Building Inspections, Inc. and that any additional charges billed to the Town of Lampman due to outstanding building permits be invoiced to the applicable ratepayer holding an outstanding Building Permit.

**CARRIED**

**11.1.2 Professional Building Inspections, Inc. – Active Permits**

**Resolution No:** 2022-5-11.1.2

**Moved By:** Randy Fleck

That all the ratepayers that have outstanding building permits be sent a reminder of the outstanding building permit.

**CARRIED**

**11.2 Consent of Surface Consolidation for Lots 18 & 19 Block 6 Plan AH8550**

**Resolution No:** 2022-5-11.2

**Moved By:** Duane Freeden

That the Council of the Town of Lampman consents to the consolidation of the Lots 18 and 19, Block 6, Plan AH8550, into one lot.

**CARRIED**

**11.3 Water Treatment Plant – ISC Title**

**Resolution No:** 2022-5-11.3

**Moved By:** Jay Jones

That the discussion on the Title for the land where the Water Treatment Plant is located be tabled until the regular June 15, 2022 council meeting.

**CARRIED**

**11.4 Request for Permission – Semi Truck Delivery on Galloway Street**

**Resolution No:** 2022-5-11.4

**Moved By:** Daryle Runge

That the request for the consent to have an exemption for a semi-truck to be able to deliver Sisco products off the truck route is denied.

**CARRIED**

**11.4.1 Motion to Rescind 11.4 Request for Permission – Sisco Semi Truck Delivery on Galloway Street**

**Resolution No:** 2022-5-11.4.1

**Moved By:** Dustin Ferguson

That the Resolution No: 2022-5-11.4 be rescinded.

**CARRIED**

**11.4.2 Request for Permission – Semi Truck Delivery on Galloway Street**

**Resolution No:** 2022-5-11.4.2

**Moved By:** Daryle Runge

That the Council of the Town of Lampman give consent to an exemption in regard to the business that requires deliveries with a semi-truck on Galloway Street (off of the truck route) via the shortest route possible off of the designated truck route with the restriction; this occurs only once a month.

**CARRIED**

**11.5 R.M. of Browning No. 34 & Town of Lampman Agreement for Rink Compressor Room**

**Resolution No:** 2022-5-11.5

**Moved By:** Glen Fichter

That the Council of the Town of Lampman sign the agreement with the Rural Municipality of Browning No. 34 with the agreement to split the costs 50 – 50 percent cost share basis with regard to the Recreation Board project for rink compressor room renovations.

**CARRIED**

*Melissa MacKenzie and Steve Massel left the room at 9:33 PM.*

**11.6 Melissa MacKenzie – Three (3) Months' Probation**

**Resolution No:** 2022-5-11.6

**Moved By:** Jay Jones

That Melissa MacKenzie, Administrative Assistant, be classified as a permanent, full-time employee and be put on the employee benefits as of June 1, 2022.

**CARRIED**

**11.7 Confidentiality regarding Human Resources Matters**

A discussion was held reinforcing the importance of not revealing confidential matters with the general public with regard to employees when discussed in camera sessions.

*Melissa MacKenzie and Steve Massel returned to the room at 9:45 PM*

**11.8 Fire Department – Ownership discussion**

**Resolution No:** 2022-5-11.8

**Moved By:** Randy Fleck

That the discussion on the ownership of the Fire Department be tabled to the June 2022 regular meeting.

**CARRIED**

**11.9 Bylaw No. 2022-4 – Incurring Debt– Recreation Board Rink Compressor Room Renovations**

**Resolution No:** 2022-5-11.9

**Moved By:** Dustin Ferguson

That Bylaw No. 2022-4, being a Bylaw to incur a debt for the purpose of financing the renovation to the rink compressor room on behalf of the Recreation Board, be introduced and read for the first time.

**CARRIED**

*SR LR*

**11.9.1 Bylaw No. 2022-4 – Second Reading**

**Resolution No:** 2022-5-11.9.1

**Moved By:** Ryan Saxon

That Bylaw No. 2022-4 be read the second time.

**CARRIED**

**11.9.2 Bylaw No. 2022-4 – Consent for Third Reading**

**Resolution No:** 2022-5-11.9.2

**Moved By:** Duane Freeden

That the third and final reading of Bylaw No. 2022-4 be permitted at this meeting.

**CARRIED UNANIMOUSLY**

**11.9.3 Bylaw No. 2022-4 – Third and Final Reading**

**Resolution No:** 2022-11.9.3

**Moved By:** Daryle Runge

That Bylaw No. 2022-4 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**

**12. DELEGATIONS**

**8:00 PM - Town Employees:** Shane Evans, Steve Massel, Steve Parry and Brenda Schulties attended the meeting at 8:07 PM to discuss with council different expectations regarding start times and re-establishing expectations between employees and Council of the Town of Lampman.

*Steve Parry and Brenda Schulties left the meeting at 8:45 PM.*

*Shane Evans left the meeting at 9:01 PM.*

**13. FOREMAN'S REPORT**

**13.1 Water Treatment Plant Records**

**Resolution No:** 2022-5-13.1

**Moved By:** Duane Freeden

That the water treatment plant records for the month of April, 2022 be acknowledged by the Council of the Town of Lampman and filed for future reference and signed by Mayor, Jay Jones.

**CARRIED**

**13.2 Foreman's Report**

**Resolution No:** 2022-5-13.2

**Moved By:** Dustin Ferguson

That the Foreman's Weekly Reports be hereby approved as circulated.

**CARRIED**

**13.3 Foreman's Task List**

**Resolution No:** 2022-5-13.3

**Moved By:** Dustin Ferguson

That administration and the foreman work establish a plan with regard to orders and task lists to associated dates and timelines in order to complete outstanding items in a timely manner.

**CARRIED**

57 ER

**13.5 Waterworks Compliance Inspection - Source**

**Resolution No:** 2022-5-13.5

**Moved By:** Randy Fleck

That the Waterworks Compliance Inspection – Source report dated April 21, 2022 be acknowledged and filed for future reference by the Council of the Town of Lampman.

**CARRIED**

**13.6 Waterworks Compliance Inspection – Human Consumptive Use**

**Resolution No:** 2022-5-13.6

**Moved By:** Dustin Ferguson

That the Waterworks Compliance Inspection – Human Consumptive Use report dated April 21, 2022 be acknowledged and filed for future reference by the Council of the Town of Lampman.

**CARRIED**

**13.7 Water Security Agency – Scheduled Maintenance, Water/Sewer**

Administration advised Council to the changes to Water Security Agency (WSA) for Precautionary Drinking Water Advisories for scheduled non-emergent maintenance work that a three (3) day notification is required by the WSA going forward.

**14. NEXT MEETING**

**Resolution No:** 2022-5-14

**Moved By:** Jay Jones

That the next meeting of Council be held on June 15, 2022 at 7:00 p.m.

**CARRIED**


**15. ADJOURNMENT**

**Resolution No:** 2022-5-15

**Moved By:** Jay Jones

That this meeting now be adjourned. The time being 10:01 p.m.

**CARRIED**

  
\_\_\_\_\_  
Administrator

  
\_\_\_\_\_  
Mayor

**List of Cheques for Council Approval****Minutes: May 11, 2022****2022-05-7**

<b>Cheque #</b>	<b>Paid To</b>	<b>In Payment Of</b>	<b>Amount</b>
14379	UMAAS	2022 Administrators Convention	\$231.00
14380	Lutz, Huguette	Administrator Mentor	\$406.87
14381	Rittaler, Amber	SAMA Convention Mileage	\$810.00
14382	Jones, Jay	April 2022 Indemnity	\$719.52
14383	Ferguson, Dustin	April 2022 Indemnity	\$440.97
14384	Fleck, Randy	April 2022 Indemnity	\$299.52
14385	Fichter, Glen	April 2022 Indemnity	\$299.52
14386	Freeden, Duane	April 2022 Indemnity	\$299.52
14387	Runge, Daryle	April 2022 Indemnity	\$299.52
14388	Saxon, Ryan	April 2022 Indemnity	\$150.00
14389	Border Cleaning Services	Office Mats Cleaning	\$116.79
14390	Branch, Veronica	Firehall Janitor	\$138.39
14391	Carson Safety Services	Fire Dept Supplies	\$2,712.09
14392	Cleartech Industries	Water Treatment Services	\$3,068.65
14393	Collabria	Courses/Hotels/Misc Expenses	\$2,103.72
14394	Dube, Les	Waste Site Contractor	\$828.00
14395	Evena, Shane	Course Mileage	\$540.00
14396	Fornwald, Barb	Office Janitor	\$395.40
14397	GFL Environmental Inc.	Waste/Recycling Services	\$6,453.35
14398	Girard Bulk Service	Fuel/Oil	\$51.95
14399	Grant Thornton LLP	Auditor 2021	\$15,728.92
14400	Jay's Group of Companies	Water Supplies Shipping	\$816.96
14401	Kendall's Auto Electric	Shop Supplies	\$75.49
14402	Lampman Curling Club	Donation - Tundra Oil & Gas	\$200.00
14403	Lampman Service Station Ltd	Fuel	\$650.15
14404	Lutz, Huguette	Administrator Mentor	\$396.86
14405	Mack, Krista	Library Janitor	\$158.16
14406	McComb Auto Supply	Maintenance/Supplies	\$84.47
14407	Monster Enterprise Ltd.	Hydrovac	\$1,953.60
14408	Munisight Ltd	2021 Allnet Payment	\$2,217.23
14409	Professional Building Inspections	Ir Plan Reviews/Building Inspector	\$168.00
14410	Purolator Courier Ltd.	Water Services	\$89.00
14411	Sask Research Council	Water Testing Supply	\$306.60
14412	Sask Workers Compensation	WCB 2021/2022	\$5,150.65
14413	Saskatchewan Health Authority	Water Testing	\$218.75
14414	Staples Professional	Office Supplies	\$501.36
14415	The Floor Store	Lily Club Floor	\$3,577.59
14416	The House of Stationary	Office Supplies	\$541.68
14417	Turnbull Excavating Ltd.	Water Line Repairs	\$6,163.82
14418	Woodley, Michelle	Food Bank Purchases	\$80.68
14419	R.M. and Town Rec Board	Deficit Expenses	<u>\$10,000.00</u>
		<b>TOTAL:</b>	<u><u>\$69,444.75</u></u>





**List of Electronic Funds Transfers**

<b>Date</b>	<b>Paid To</b>	<b>In Payment of</b>	<b>Amount</b>
196	MEPP - April 1-15, 2022	Pension/Superannuation	\$1,973.14
197	Reciever General	CRA - Council March 2022	\$134.00
198	Reciever General	CRA - Employees Ap 1-15, 2022	\$3,807.09
199	SaskEnergy	FH - April 4, 2022	\$227.07
200	SaskEnergy	Library - April 4, 2022	\$236.35
201	SaskEnergy	Shop - April 4, 2022	\$232.14
202	SaskPower	Lynn - April 4, 2022	\$127.53
203	SaskPower	PumpJack - April 7, 2022	\$55.65
204	SaskPower	Shop - April 4, 2022	\$113.07
205	SaskPower	FH - April 4, 2022	\$152.91
206	SaskPower	Library - April 4, 2022	\$340.82
207	SaskPower	Streetlights - April 7, 2022	\$1,693.30
208	SaskPower	Storm - April 7, 2022	\$142.24
209	SaskPower	Lift - April 7, 2022	\$410.28
210	SaskPower	Garbage Dump - April 7, 2022	\$48.56
211	SaskPower	WTP - April 7, 2022	\$1,014.38
212	MEPP - April 16-30, 2022	Pension/Superannuation	\$2,027.20
213	Reciever General	CRA - Employees Ap16-30, 2022	\$4,325.86
214	Minister of Finance - EPT	EPT Remittance	\$2,244.52
215	SUMA	Convention (Jay)	\$588.00
216	SUMA	Employee/Council Benefits	\$2,655.82
217	SaskEnergy	Water Treatment Plant	\$583.60
218	SaskTel	Mobile Services - Lift Station	\$50.63
219	SaskTel	Office	\$148.51
220	SaskTel	Waste Transfer Station	\$212.57
221	SaskTel	Firehall	\$113.15
<b>TOTAL:</b>			<b>\$23,658.39</b>

**List of Direct Deposits**

<b>DD No.</b>	<b>Paid To</b>	<b>In Payment of</b>	<b>Amount</b>
973	Rittaler, Amber	April 1-15, 2022	\$1,515.93
974	Evans, Shane	April 1-15, 2022	\$2,150.83
975	Massel, Steven	April 1-15, 2022	\$710.84
976	Schulties, Brenda	April 1-15, 2022	\$1,072.13
977	Parry, Steven	April 1-15, 2022	\$963.48
978	MacKenzie, Melissa	April 1-15, 2022	\$1,157.79
979	Boyle, Liam	April 1-15, 2022	\$1,268.41
980	Rittaler, Amber	April 1-15, 2022	\$1,439.97
981	Evans, Shane	April 1-15, 2022	\$2,433.03
982	Massel, Steven	April 1-15, 2022	\$1,189.84
983	Schulties, Brenda	April 1-15, 2022	\$1,029.48

→ BK

**List of Direct Deposits**

<b>DD No.</b>	<b>Paid To</b>	<b>In Payment of</b>	<b>Amount</b>
984	Parry, Steven	April 1-15, 2022	\$1,197.13
985	MacKenzie, Melissa	April 1-15, 2022	\$1,181.98
986	Boyle, Liam	April 1-15, 2022	<u>\$1,268.41</u>
<b>TOTAL DIRECT DEPOSITS:</b>			<u><u>\$18,579.25</u></u>

  
Administrator

  
Mayor