



MINUTES
TOWN OF LAMPMAN
Regular Meeting July 18, 2023

1. **CALL TO ORDER**
Resolution No. 2023-07-01
Mayor Jones called the meeting to order at 6:53 pm, the attendance being as follows:

Mayor – Jay Jones
Councillor – Glen Fichter
Councillor – Randy Fleck
Councillor – Duane Freeden
Councillor – Daryle Runge
Councillor – Ryan Saxon
Councillor – Dustin Ferguson – Absent

2. **CONFLICT OF INTEREST**
There were no conflicts of interest with the agenda

3. **ADDITIONS OF URGENT OR EMERGENT BUSINESS**
Resolution No. 2023-07-03
Moved by: Fleck
That the amended agenda be accepted as amended. **CARRIED**

4. **MINUTES**
 1. Town of Lampman Regular Meeting June 14
Resolution No. 2023-07-04-01
Moved by: Fleck
That Council rescind Resolution 2023-06-12.1 **CARRIED**
 - Resolution No. 2023-04-02**
Moved by: Fichter
That Council approve the July Regular Minutes as amended. **CARRIED**

5. **BANK RECONCILIATION**
 1. May
Resolution No. 2023-07-05-01
Moved by: Fichter
That Council approve the Bank Reconciliation for May as presented. **CARRIED**

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Resolution No. 2023-07-09.3

Moved by: Runge

That Council approve the use of remote computer access for the Administrator at an initial cost of \$1,100, and the purchase of the Munisoft extensions AP Multi Batch and Budget \$1,099 plus taxes.

CARRIED

Resolution No. 2023-07-09.4

Moved by: Saxon

That Council accept the Administrator's Report as presented.

CARRIED

10. **UNFINISHED BUSINESS**

1. Ratify Resignation from Melissa MacKenzie

Resolution No. 2023-07-10.1

Moved by: Fleck

That Council ratify the acceptance of the resignation from M MacKenzie effective June 15, 2023.

CARRIED

2. Ratify Repairs to Truck approximately \$2,000 plus taxes

Resolution No. 2023-07-10.2

Moved by: Freeden

That Council ratify the repairs to the Town truck at approximately \$2,000. **CARRIED**

3. Ratify \$5,000 Operating Deficit to Rec Board

Resolution No. 2023-07-10.3

Moved by: Fleck

That Council ratify payment of the \$5,000 deficit to the Rec Board for June \$5,000. **CARRIED**

4. Moose Mountain Health Care Annual Meeting

Resolution No. 2023-07-10.4

Moved by: Fleck

That Council acknowledge the unsigned minutes from the Moose Mountain Health Care Annual Meeting, as presented.

CARRIED

5. Dust Control 50% \$3,400; Retention Pond 1/3 \$4,000; Shared Office Equip

Resolution No. 2023-07-10.5.1

Moved by: Saxon

That Council does not approve any Dust Control Expense this year. **CARRIED**

Resolution No. 2023-07-10.5.2

Moved by: Runge

That Council authorize a joint expenditure with the RM and the Golf Club, to install a pumping system from the retention pond to the golf course as proposed, with a total capital expenditure for the Town not to exceed \$3,813; with the understanding that the retention pond must not be holding water for any length of time, and the Town is not responsible for any future upkeep for the project.

CARRIED

6. Water Billing at 505 – 1st Ave E

Resolution No. 2023-07-10.6

Moved by: Saxon

That Council authorize the administrator to reply to the complaint about the water billing at 505-1st Ave E explaining that our records do not show cash payments at any time on the account and that the billing will remain as is without more proof from the resident. **CARRIED**



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8. Applications for Administrator

Resolution N. 2023-07-11.8

Moved by: Freeden

That Council authorize the Administration to do interviews with 2 applicants for the administrator position. **CARRIED**

9. Fence Permit 201-5th Ave E

Resolution No. 2023-07-11.9

Moved by: Runge

That Council approve Building Permit 2023-01 for a Fence Permit at 201-5th Ave E, following all Policies as sent to the resident, and applied for on the application. **CARRIED**

10. Joint Buildings, and Assets, including Copier

Resolution No. 2023-07.11.10

Moved by: Jones

That Council respond to the RM proposal of separation of assets as per list provided, with a counter offer of \$100,000 payout by the RM on the buildings, the Town will take over the copier lease as of August 1, 2023, and there will be no other exchange of money. **CARRIED**

12. **COMPLAINTS**

Resolution No. 2023-07-12.1

Moved by: Jones

That Council authorize the administrator to proceed with the process of attending to the property at 209-2nd Ave to make it safe and get it cleaned up. **CARRIED**

Resolution No. 2023-07-12-2

Moved by: Saxon

That Council authorize the administrator to write letters to those residents that have untidy lots at this time, giving a specific time frame to have things cleaned up. **CARRIED**

13. **FOREMAN ITEMS TO DISCUSS**

1. Water Treatment Plant Records

Resolution No. 2023-07-13.1

Moved by: Jones

That the monthly water treatment records be signed, and acknowledge the turbidity. **CARRIED**

2. HAA Test Haloacetic Acids

Resolution No. 2023-07-13.2

Moved by: Fichter

That Council acknowledge that the Haloacetic Acid Sample is within limits and the Trihalomethane Sample has been completed. **CARRIED**

3. Annual Notice Drinking Water Quality and Compliance.

Resolution No. 2023-07-13.3

Moved by: Freeden

That Council acknowledge that the Annual Drinking Water Quality and Compliance Report was completed and distributed to the Residents and Water Security. **CARRIED**



Tax Incentives and Penalties

TOWN OF LAMPMAN

BYLAW NO 2023-2

A BYLAW TO ESTABLISH PROPERTY TAX INCENTIVES AND PENALTIES

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

1. Due Date

Property and other taxes imposed by the Town of Lampman are deemed to be imposed on the first day of January in each year and shall be due on December 31.

2. Penalty on Arrears of Taxes

- a) Taxes which remain unpaid after the 31st day of December of the year in which they are levied shall be subject to a penalty.
- b) The method of calculating the penalty shall be a simple rate of 5% per annum, added on January 1st applied to the total taxes that remain unpaid as at January 1 of the year in which the penalty is being applied.
- c) The method of calculating the penalty shall be a simple rate of 5% per annum, added on February 1st applied to the total taxes that remain unpaid at February 1 of the year in which the penalty is being applied.
- d) The penalty charges are to be added to and shall form part of the tax roll.
- e) These Penalties shall be effective January 1, 2024.

3. Incentive Program – Prompt Payment

- a) Discounts shall be allowed from the time the notice of the levy is sent until September 30, to encourage prompt payment of:
 - i) the current year's taxes on property;
- b) Payments of current taxes received:
 - i) from the time the notice of the levy is sent until the end of August shall be eligible for a discount of 4% of the amount paid;
 - ii) during the month of September shall be eligible for a discount of 2% of the amount paid;
- c) These incentives shall be effective July 1, 2023.



4. Incentive Program – Prepayments

- a) From January 1 until July 31, discounts shall be allowed with respect to the prepayment of the current year's taxes on property;
- b) The rate of discount relative to prepayment of taxes shall be 4% for the months of January to July.
- c) These incentives shall be effective July 1, 2023.

5. Education Property Taxes

Sections 3 and 4 do not apply to property taxes levied on behalf of a school division.

6. Repeal Previous Incentive and/or Penalty Programs

Bylaw 2013-2 is hereby repealed

7. Coming Into Force

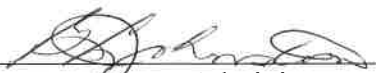
The Penalty Portion of this bylaw shall come into force on January 1, 2024.
The Incentive Portion of this bylaw shall come into force on July 1, 2023

8. Dated at Lampman, Sask on this 18th day of July, 2023.





Mayor



Administrator

Read a third time and adopted
this 18th day of July, 2023.



Administrator

Date Printed
07/18/2023 4:22 PM

Town of Lampman
List Of Accounts for Approval
Batch: 2023-00015 to 2023-00022

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Part of
July minute
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Bank Code - GEN - General Bank

COMPUTER CHEQUE

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
79	06/29/2023	R.M. and Town Rec Board 39	Operating Deficit	5,000.00	5,000.00
80	07/08/2023	VOID - Cheque Confirmation			
81	07/08/2023	VOID - Cheque Confirmation			
82	07/08/2023	VOID - Cheque Confirmation			
83	07/08/2023	VOID - Cheque Confirmation			
84	07/08/2023	McComb Auto Supply 565734	Jack for Town Trailer and DEET S	181.31	181.31
85	07/08/2023	Municipal Sewer Maintenance Ltd 2104	Municipal Sewer Maintenance	9,198.46	9,198.46
86	07/08/2023	MuniSoft 2023/24-01578	Cheques Stub over Cheque	1,394.51	1,394.51
87	07/08/2023	Schilling Home Hardware Bldg Centre 643274	Shop Supplies	276.79	276.79
88	07/12/2023	Border Cleaning Services 21377	Mat Rental	159.94	159.94
89	07/12/2023	Branch, Veronica June 2023	Cleaning June	98.85	98.85
90	07/12/2023	Carlyle Observer COD100033081	Advertising for Grad , hire pos	437.22	437.22
91	07/12/2023	Carson Safety Services 14357	various safety signs shop	316.35	316.35
92	07/12/2023	Deren, Georgina June30,23	Water Refund Account Closed	101.36	101.36
93	07/12/2023	DMS Services Inc. 1000019898	IT support for printer rep	52.73	52.73
94	07/12/2023	Dynamic Signs Inc. 14975	Town Sign	627.15	627.15
95	07/12/2023	E Bourassa and Sons INC24960 IC25140 IC24955 WO05050	return vbelt and filters Tractor rep tube, hyd oil Damamaged Tube BiDirectional Tractor Rep	-63.01 2,373.42 -1,995.19 4,487.23	4,802.45
96	07/12/2023	Estevan Mercury ESD100110610 ESD100110690 ESD100110755	Advertising Lampm Grad Administrator advertising Admin Advertising	152.25 302.40 302.40	757.05
97	07/12/2023	Ferguson, Dustin June exp	Fireworks donations - reimb Dustir	400.00	400.00
98	07/12/2023	Fichter, Glen June receipts	Hose reel, fittings for water trailer	419.01	419.01
99	07/12/2023	Four Season Rentals 99530	Blades for trimmer	107.62	107.62
100	07/12/2023	Gerry's Store 12,13,14	Shop supplies, Cleaning supplies	127.94	127.94

in June listing but not printed

57 139

Town of Lampman
List Of Accounts for Approval
Batch: 2023-00015 to 2023-00022

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
			3436028	Water Tests	23.00	
			3436027	Water Test	23.00	
			3436633	Water Tests	23.00	
			3437242	Water Tests	23.00	
			3437243	Water Tests	23.00	
			1171824	Annual Water Tests	265.75	
			3437743	Water tests	23.00	
			3438275	Water Tests	23.00	
			3438276	Lab Water Test	23.00	449.75
122	07/12/2023	Sask. Workers Compensation				
		22June23		WCB prem 2023	7,262.88	7,262.88
123	07/12/2023	Schilling Home Hardware Bldg Centre				
		5642		Repairs for rink	133.24	
		636355		Shop plumbing rep	17.95	
		640296		Shop Supplies	40.49	
		640255		shop plumbing	89.85	
		646759		WTP pipe	310.79	592.32
124	07/12/2023	Grant Sinkewicz				
		June 2023		Hour for June	684.00	684.00
125	07/12/2023	SRC SK Research Council				
		2023-7967		Haloacetic Acid Tests	338.10	338.10
126	07/12/2023	SUMA				
		INV-000101474		Adds for Admin	157.50	157.50
127	07/12/2023	SUMAssure				
		Oct-Dec2022		Outstand inv	135.00	135.00
128	07/12/2023	The House of Stationery				
		425337		office supplies	76.73	
		430282		Drums and tonner	1,136.53	1,213.26
129	07/12/2023	Todd Thompson				
		291489		WTP oversight June10	250.00	
		291490		WTP Operator Oversight	250.00	500.00
130	07/12/2023	TML Auto Repair				
		1516		Rep 2004 ford	2,476.09	2,476.09
				Total Computer Cheque:		106,733.51

ONLINE BANKING

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
OB 2023-23	06/19/2023	SaskPower/Energy				

Part of
July
miscellaneous

Town of Lampman
Listing of Payroll Deposits to Approve

April 1 - 15, 2023	Kochie, Richard	1,418.23	
	MacKenzie, Melissa	1,246.95	
	Olver, April	2,325.18	
	Parry, Steven	2,274.13	
	Schulties, Brenda	1,770.52	9,035.01
April 16 - 30, 2023	Kochie, Richard	1,403.21	
	MacKenzie, Melissa	1,135.27	
	Olver, April	2,575.75	
	Parry, Steven	2,121.28	
	Schulties, Brenda	1,364.45	8,599.96
May 1 - 15, 2023	Kochie, Richard	1,597.38	
	MacKenzie, Melissa	1,135.27	
	Olver, April	3,230.72	
	Parry, Steven	2,088.21	
	Schulties, Brenda	1,549.18	
	Taillon, Ashlyn	939.58	10,540.34
May 16 - 31, 2023	Kochie, Richard	2,162.79	
	Olver, April	2,519.54	
	Parry, Steven	2,824.53	
	Schulties, Brenda	2,306.34	
	Taillon, Ashlyn	1,731.01	11,544.21
June 1 - 15, 2023	Kochie, Richard	1,761.75	
	Olver, April	2,652.30	
	Parry, Steven	2,302.68	
	Schulties, Brenda	2,009.61	
	Taillon, Ashlyn	2,260.54	10,986.88
June 16 - 30, 2023	Kochie, Richard	1,679.24	
	Olver, April	1,556.75	
	Parry, Steven	2,114.47	
	Schulties, Brenda	1,778.80	
	Taillon, Ashlyn	1,667.92	8,797.18
July 1 - 15, 2023	Johnson, Tobin	865.57	
	Kochie, Richard	1,488.38	
	Parry, Steven	2,389.45	
	Schulties, Brenda	1,859.95	
	Taillon, Ashlyn	1,612.19	8,215.54
			67,719.12

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Deposit Register

Pay group : **EMP (Employees)**

Pay period : **07 (01Apr2023 to 15Apr2023)**

Cheque date : **15Apr2023**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Institute / Transit / Account	Amount
00000037	15Apr2023	003	Kochie, Richard	PUBWRK		1418.23
00000036	15Apr2023	002	Mackenzie, Melissa	ADMIN		1246.95
00000035	15Apr2023	001	Olver, April C.	ADMIN		2325.18
00000038	15Apr2023	004	Parry, Steven	PUBWRK		2274.13
00000039	15Apr2023	005	Schulties, Brenda	PUBWRK		1770.52

Pay Group Totals :

Number of Deposits:5
Total Amount of Deposits:9035.01

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**Town of Lampman
Direct Deposit Log**

Direct Deposit No.	Transaction Type	Payee	Transaction Date	User	Trans. No.	Creation Date	Creation Number	Direct Deposit Date	Routing / Account No.	Amount
DD1147	Payroll	Oliver, April	04/26/2023	April	J781	04/28/2023	187	04/28/2023		2,575.75
DD1148	Payroll	MacKenzie, Melissa	04/26/2023	April	J782	04/28/2023	187	04/28/2023		1,135.27
DD1149	Payroll	Kochie, Richard	04/26/2023	April	J783	04/28/2023	187	04/28/2023		1,403.21
DD1150	Payroll	Parry, Steven	04/26/2023	April	J784	04/28/2023	187	04/28/2023		2,121.28
DD1151	Payroll	Schulties, Brenda	04/26/2023	April	J785	04/28/2023	187	04/28/2023		1,364.45
										8,599.96

Number of direct deposit transactions: 5

Generated On: 04/28/2023

Deposit Register

Pay group : **EMP (Employees)**

Pay period : **09 (01May2023 to 15May2023)**

Cheque date : **15May2023**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Institute / Transit / Account	Amount
00000047	15May2023	003	Kochie, Richard	PUBWRK		1597.38
00000046	15May2023	002	MacKenzie, Melissa	ADMIN		1135.27
00000045	15May2023	001	Olver, April C.	ADMIN		3230.72
00000048	15May2023	004	Parry, Steven	PUBWRK		2088.21
00000049	15May2023	005	Schulties, Brenda	PUBWRK		1549.18
00000050	15May2023	014	Taillon, Ashlyn	REC		939.58

Pay Group Totals :

Number of Deposits: 6
Total Amount of Deposits: 10540.34



Deposit Register

Pay group : **EMP (Employees)**

Pay period : **10 (16May2023 to 31May2023)**

Cheque date : **31May2023**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Institute / Transit / Account	Amount
00000052	31May2023	003	Kochie, Richard	PUBWRK		2162.79
00000051	31May2023	001	Olver, April C.	ADMIN		2519.54
00000053	31May2023	004	Parry, Steven	PUBWRK		2824.53
00000054	31May2023	005	Schulties, Brenda	PUBWRK		2306.34
00000055	31May2023	014	Taillon, Ashlyn	REC		1731.01

Pay Group Totals :

Number of Deposits: 5
 Total Amount of Deposits: 11544.21

Deposit Register

Pay group : **EMP (Employees)**

Pay period : **11 (01Jun2023 to 15Jun2023)**

Cheque date : **15Jun2023**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Institute / Transit / Account	Amount
00000057	15Jun2023	003	Kochie, Richard	PUBWRK		1761.75
00000056	15Jun2023	001	Olver, April C.	ADMIN		2652.30
00000058	15Jun2023	004	Parry, Steven	PUBWRK		2302.68
00000059	15Jun2023	005	Schulties, Brenda	PUBWRK		2009.61
00000060	15Jun2023	014	Taillon, Ashlyn	REC		2260.54

Pay Group Totals :

Number of Deposits:5
Total Amount of Deposits:10986.88

Deposit Register

Pay group : **EMP (Employees)**

Pay period : **12 (16Jun2023 to 30Jun2023)**

Cheque date : **30Jun2023**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Institute / Transit / Account	Amount
00000062	30Jun2023	003	Kochie, Richard	PUBWRK		1679.24
00000061	30Jun2023	001	Olver, April C.	ADMIN		1556.75
00000063	30Jun2023	004	Parry, Steven	PUBWRK		2114.47
00000064	30Jun2023	005	Schulties, Brenda	PUBWRK		1778.80
00000065	30Jun2023	014	Taillon, Ashlyn	REC		1667.92

Pay Group Totals :

Number of Deposits:5
 Total Amount of Deposits:8797.18

Deposit Register

Pay group : **EMP (Employees)**

Pay period : **13 (01Jul2023 to 15Jul2023)**

Cheque date : **14Jul2023**

Voucher No.	Pay Date	Emp. No.	Employee Name	Dept. No.	Institute / Transit / Account	Amount
00000070	14Jul2023	015	Johnson, Tobin	PUBWRK		865.67
00000066	14Jul2023	003	Kochie, Richard	PUBWRK		1488.38
00000067	14Jul2023	004	Parry, Steven	PUBWRK		2389.45
00000068	14Jul2023	005	Schulties, Brenda	PUBWRK		1859.95
00000069	14Jul2023	014	Taillon, Ashlyn	REC		1612.19

Pay Group Totals :

Number of Deposits:5
Total Amount of Deposits:8215.64

