



**Town of Lampman**  
**Special Meeting Minutes**  
**Special Meeting February 2, 2022 - 05:00 PM**

**1. CALL TO ORDER**

**Resolution No:** 2022-2.1-1

Mayor Jay Jones called the meeting to order. The time being 5:01 PM. The attendance being as follows:

- Mayor Jay Jones – via telephone
- Councillor Dustin Ferguson
- Councillor Glen Fichter - *absent*
- Councillor Randy Fleck – via telephone
- Councillor Duane Freeden - *absent*
- Councillor Daryle Runge
- Councillor Ryan Saxon
- Acting Administrator - Amber Rittaler

**CARRIED**

**2. CONFLICT OF INTEREST**

No conflict of interests was declared.

**3. UNFINISHED BUSINESS**

**3.1 ADMINISTRATOR MENTOR**

**Resolution No:** 2022-2.1-3.1

**Moved By:** Ryan Saxon

Whereas per the regulations of the Urban Board of Examiners require that Amber Rittaler be mentored for one year (1800 hours) of on-the-job training; therefore, that the Town of Lampman contract Huguette Lutz to mentor Amber to obtain her Urban Standard Certificate; furthermore, the contract entered will commence on February 1, 2022 and conclude February 1, 2023 and rate of fifty dollars per hour (\$50.00) and milage rate of \$0.52 per kilometer.

**CARRIED**

*Councilor Dustin Ferguson requested that the town go into an "In Camera" session at 5:09 PM per authority of The Local Freedom of Information and Protection of Privacy Act Section 23(1) and The Municipalities Act Section 120(2) with regards to discussing Strategic Planning & Human Resources.*

**3.2 STRATEGIC PLANNING & HUMAN RESOURCES**

*The Town went out of "In Camera" session at 6:21 PM.*

**3.2 ADMINISTRATIVE PLANNING**

**Resolution No:** 2022-2.1-3.2

**Moved By:** Jay Jones

That the discussion of hiring an assistant administrator be tabled until the next regular meeting.

**CARRIED**

**3.2 PREVIOUS ADMINISTRATOR RESIGNATION**

**Resolution No:** 2022-2.1-3.2

**Moved By:** Jay Jones

That Dena Scott be acknowledged for her years of service, and that in appreciation the Town of Lampman gift her a cheque of one thousand dollars (\$1000.00); and that administration conduct a write up thanking Dena for her years of dedication to be advertised on the municipality's Facebook page as well as in the next newsletter to ratepayers.

**CARRIED**

**4. ADJOURNMENT**

**Resolution No:** 2022-2.1-4

**Moved By:** Jay Jones

That this meeting now be adjourned. The time being 6:30 PM.

**CARRIED**



Administrator



Mayor



**A G E N D A**  
**TOWN OF LAMPMAN**  
**Special Meeting – Wednesday, February 2, 2022**

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1. **CALL TO ORDER**
2. **CONFLICT OF INTEREST -**
3. **UNFINISHED BUSINESS –**
  1. Administrative Mentor
  2. Strategic Planning & Human Resources –
  3. Administrative Planning
  4. Previous Administrator Resignation
6. **ADJOURN**

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