

# Village of Lipton

## Meeting Minutes

November 1, 2023 - Regular Meeting - 07:00 PM

Present: Mayor Ron Tomolak  
Deputy Mayor - Mark Horsman  
Councillor - Logan Horsman  
Councillor Monica Knowles  
Councillor - Stanley Norrish  
CAO - Wanda McLeod  
Assistant - Jenarae Spence

**1. Call To Order**

A quorum being present, Mayor Ron Tomolak called the meeting to order at 7:02 p.m.

2023/222

**2. Approval of Agenda: As Presented**

**Moved By:** Stanley Norrish

**Seconded By:** Mark Horsman

THAT Council approve and adopt the agenda.

CARRIED

**3. Approval of Minutes:**

2023/223

**3.1 October 11, 2023 Meeting Minutes**

**Moved By:** Mark Horsman

**Seconded By:** Logan Horsman

That the minutes of the Regular Meeting of Council held October 11, 2023 be approved.

CARRIED

**4. Financial:**

**4.1 Sask Housing Operating Loss 2022**

2023/225

**4.2 Payroll**

**Moved By:** Logan Horsman

**Seconded By:** Stanley Norrish

THAT Payroll be hereby approved as presented:

| PP#   | Description           | Amount     |
|-------|-----------------------|------------|
| PP#21 | Staff Oct 4-17, 2023  | \$5,004.84 |
| PP#10 | Council October 2023  | \$1,067.70 |
| PP#22 | Staff Oct 18-31, 2023 | \$5,191.50 |

CARRIED

2023/224

**4.2.1 Cheque and Online Payment Approval**

**Moved By:** Mark Horsman

**Seconded By:** Monica Knowles

THAT cheques and online payments are hereby approved as follows:

| Batch #    | Description             | Amount      |
|------------|-------------------------|-------------|
| 2023-00062 | End of October Payments | \$10,459.42 |
| 2023-00063 | November 1 meeting      | \$15,603.55 |



CARRIED

2023/226

**4.3 Statement of Financial Activities**

**Moved By:** Monica Knowles

**Seconded By:** Logan Horsman

THAT the Statement of Financial Activities for the month of October 2023 be approved as presented and will form part of these minutes.

CARRIED

2023/227

**4.4 Sensus Interim Audit**

**Moved By:** Logan Horsman

**Seconded By:** Stanley Norrish

THAT the Interim Audit completed by Sensus Chartered Professional Accountants Ltd be accepted as presented and instruct the Administrator to complete the adjusting entries as provided.

CARRIED

**5. Reports**

2023/229

**5.1 Christmas Item - Ideal Events**

**Moved By:** Mark Horsman

**Seconded By:** Monica Knowles

THAT we purchase Christmas Items and donate them to the Ideal Events Fundraiser being held on November 22 & 23, 2023 at the Lipton Hall. Councillor Knowles will follow up.

CARRIED

2023/230

**5.2 Legion - Remembrance Ceremonies**

**Moved By:** Monica Knowles

**Seconded By:** Stanley Norrish

THAT The Hall be provided to the Legion for the Remembrance Ceremonies at no charge.

CARRIED

2023/231

**5.3 Legion water**

**Moved By:** Mark Horsman

**Seconded By:** Stanley Norrish

THAT we have chosen to keep our donation to the Legion local, as opposed to advertising in the Legion Book, by forgiving half of the monthly utility bills effective November 1, 2023 going forth.

CARRIED

2023/232

**5.4 Approve Reports**

**Moved By:** Logan Horsman

**Seconded By:** Monica Knowles

THAT Council accept the verbal reports of the Mayor, Councillors and CAO.

CARRIED



6. **Old Business:**

6.1 **EMO appointments**

TABLED

6.2 **Bylaw 09-2023 Manage and Control Water and Sewer Bylaw**

TABLED

7. **New Business**

2023/233

7.1 **CAFT dual Authorization**

**Moved By:** Monica Knowles

**Seconded By:** Logan Horsman

THAT the CAFT Cups Payment Services be set up to have dual authorization for Payroll and Utility billing be set up with the following users where any two (2) can be used for authorization of payments.:

Administrator

Administrative Assistant

Mayor

CARRIED

2023/234

7.2 **TAXervice Roll #19**

**Moved By:** Stanley Norrish

**Seconded By:** Logan Horsman

THAT TAXervice be authorized under s. 22(1.1) of The Tax Enforcement Act to apply to the Provincial Mediation Board to shorten the 6 month waiting period on the following described land:

LOT 19-BLK/PAR 1-PLAN 62666 EXT 0, Title No. 111242472

THAT TAXervice be authorized under s. 22(1) of The Tax Enforcement Act to commence proceedings to request title with respect to the following described lands:

LOT 19-BLK/PAR 1-PLAN 62666 EXT 0, Title No. 111242472.

CARRIED

2023/235

7.3 **SUMAssure AON Insurance Renewal**

**Moved By:** Mark Horsman

**Seconded By:** Stanley Norrish

THAT the Renewal for SUMAssure AON Insurance is approved. CAO is instructed to sign and return the values and information for 2024 renewal as presented and reviewed.

CARRIED

2023/236

7.4 **Progressive Discipline Policy 2023-04**

**Moved By:** Stanley Norrish

**Seconded By:** Monica Knowles

THAT the Progressive Discipline Policy No 2023-04 be hereby approved as presented and will come into effect November 1, 2023.

CARRIED

2023/237

**7.5 Harassment Policy 2023-05**

**Moved By:** Logan Horsman  
**Seconded By:** Mark Horsman

THAT the Harassment Policy No 2023-05 be hereby approved as presented and will come into effect November 1, 2023.

CARRIED

2023/238

**7.6 LAFOIP Policy 2023-06**

**Moved By:** Monica Knowles  
**Seconded By:** Stanley Norrish

THAT the Local Authority Freedom of Information and Protection of Privacy Policy No 2023-06 be hereby approved as presented and will come into effect November 1, 2023.

CARRIED

**8. Correspondence:**

- 8.1 RCMP - weekly report**
- 8.2 CIF Call for Volunteers**
- 8.3 Ideal Events - table and bench**

CARRIED

**8.4 WCB 2024 Preliminary average premium rate**

2023/239

**8.5 Trent Pregizer**

**Moved By:** Mark Horsman  
**Seconded By:** Monica Knowles

THAT the Administrator is instructed to send a letter indicating authorization was not provided and invoice will not be paid

CARRIED

**8.6 STARS**

2023/240

**8.7 File Correspondence:**

**Moved By:** Logan Horsman  
**Seconded By:** Mark Horsman

THAT all correspondence be filed as provided.


CARRIED

2023/241

**9. Adjourn**

**Moved By:** Stanley Norrish  
**Seconded By:** Logan Horsman

That the meeting be adjourned at 8:43 p.m.

  
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Mayor Ron Tomolak

  
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Wanda McLeod CAO



CARRIED