

Council Package

October 26, 2021



Page left intentionally blank



**AGENDA
TOWN OF LAMONT
ORGANIZATIONAL MEETING OF COUNCIL
October 26, 2021**

1. CALL TO ORDER AND RELATED BUSINESS

1.1. CALL TO ORDER

1.2. ADOPTION OF AGENDA

1.3. DECLARATION OF PECUNIARY INTEREST

2. BUSINESS

2.1. CONFIRMATION OF OATHS.....Page 1

2.2. 2022 REGULAR COUNCIL MEETING SCHEDULEPage 2

**2.3. APPOINTMENT OF DIRECTOR OF EMERGENCY MANAGEMENT/DEPUTY DIRECTOR OF
EMERGENCY MANAGEMENTPage 4**

2.4. APPOINTMENT OF MUNICIPAL INSPECTOR.....Page 6

2.5. DEPUTY MAYOR APPOINTMENTPage 7

2.6. 2021 - 2022 COUNCIL APPOINTMENTS TO BOARDS, COMMITTEES AND

COMMISSIONSPage 11

2.7. PROFESSIONAL APPOINTMENTSPage 14

2.8. ACCESS AND SIGNING AUTHORITY.....Page 16

3. ADJOURNMENT



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

AGENDA ITEM: 2.1

ORGINIZATIONAL MEETING DATE: October 26, 2021

ITEM DESCRIPTION OR TITLE

Confirmation of Oaths

RECOMMENDATION

That Council accept the confirmation of oaths as information.

BACKGROUND

There are no modifications to the Oaths of Office Act enabling virtual signing of the official oath for elected officials.

If the first meeting of Council (organizational meeting) is held virtually, elected officials will need to sign their oaths of office after election results are official, and prior to the meeting.

Oaths were completed in advance of the virtual organizational meeting and placed on file at the Town office.

COMMUNICATIONS

N/A

IMPLICATIONS OF DECISION

Oath of Office is a requirement of the Election Act.

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

MGA s156

ATTACHMENTS

N/A

Report Prepared By: Rick Bastow, Chief Administrative Officer

Approved by CAO:



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 2.2

ORGINIZATIONAL MEETING DATE: October 26, 2021

ITEM DESCRIPTION OR TITLE

2022 Regular Council Meeting Schedule

RECOMMENDATION

That Council set the schedule of the second and fourth Tuesday of each month at 7:00 p.m. for the 2022 Regular Council Meetings with the exception of:

- July 26, 2022 and August 9, 2022 (Summer Break)
- December 27, 2022 (Seasonal Break)

BACKGROUND

In accordance with Section 193 of the *Municipal Government Act*, a Council may decide at a Council meeting at which all members are present, the dates, times and location of regularly scheduled Council meetings.

The establishment of meeting dates is normally approved at the annual Council Organizational meeting. No further notice of regularly scheduled meetings is required, once approved.

It is recommended that the Tuesday, July 26, 2022 and Tuesday, August 9, 2022 Regular Council Meetings be cancelled for summer break. Council has previously cancelled summer meetings to recognize few Council business items coming forward during the summer months, and to allow scheduling of holidays.

Additionally, the second regular Council meeting in December is typically cancelled, and this date will be December 27, 2022.

If any urgent business should arise, a Special Meeting of Council may be scheduled.

COMMUNICATIONS

Meeting dates are published on the Town website, newsletter and social media.

IMPLICATIONS OF DECISION

N/A

FINANCIAL IMPLICATIONS

N/A



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

POLICY AND/OR LEGISLATIVE REFERENCES

Municipal Government Act - Section 193

ATTACHMENTS

N/A

Report Prepared By: Jackii Ponto, Executive Assistant

Approved by CAO:

A handwritten signature in black ink, appearing to be "JP", is written over the text "Approved by CAO:".



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

AGENDA ITEM: 2.3

ORGINIZATIONAL MEETING DATE: October 26, 2021

ITEM DESCRIPTION OR TITLE

**Appointment of Director of Emergency Management and
Deputy Director of Emergency Management**

RECOMMENDATION

That Council appoint Herman Sieker as Director of Emergency Management, and Scott Calder as Deputy Director of Emergency Management until such time as the Regional Director of Emergency Management and Regional Deputy Director of Emergency Management have been appointed by the Regional Emergency Advisory Committee.

BACKGROUND

Council is required to appoint a Director of Emergency Management (DEM) and Deputy Director of Emergency Management as per the Regional Emergency Management Bylaw 03-21.

It is noted that Council approved a Regional Emergency Management Partnership Agreement, Regional Emergency Management Bylaw, and associated Terms of Reference in 2019. To date the Regional Emergency Management Partnership has been endorsed by the province. However, the Regional Emergency Management Committee and Regional Emergency Management Agency are yet to commence. Therefore, at this time, it is recommended that appointments for the DEM and Deputy DEM positions still be made. Once the Regional Emergency Management Committee and Regional Emergency Management Agency is fully established then the appointment of Director of Emergency Management and Deputy Director of Emergency Management will be rescinded, and additional appointments will be completed.

If Council were to not approve the recommended appointments, they could provide alternate appointments.

COMMUNICATIONS

N/A

IMPLICATIONS OF DECISION

N/A

FINANCIAL IMPLICATIONS

N/A



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

POLICY AND/OR LEGISLATIVE REFERENCES

Regional Emergency Management Bylaw 03-21

ATTACHMENTS

None.

Report Prepared By: Jackii Ponto, Executive Assistant

Approved by CAO:

A handwritten signature in black ink, appearing to be "JP", is written over the text "Approved by CAO:".



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

AGENDA ITEM: 2.4

ORGINIZATIONAL MEETING DATE: October 26, 2021

ITEM DESCRIPTION OR TITLE

Appointment of Municipal Inspector

RECOMMENDATION

That Council appoint Leslie Jans as Municipal Inspector under *the Alberta Agricultural Pest Act* and *Alberta Weed Control Act*.

BACKGROUND

Municipalities are responsible for ensuring that Weed and Pest Inspectors are appointed as per the *Weed Control Act* and *Agricultural Pests Act*. A Weed and Pest Inspector is responsible for monitoring compliance and enforcing the *Weed Control Act* and *Agricultural Pests Act*.

COMMUNICATIONS

N/A

IMPLICATIONS OF DECISION

Administration recommends that Council approves the proposed motion. In doing so, the municipality would adhere to provincial requirements set out in the *Alberta Agricultural Pests Act* and the *Alberta Weed Control Act*.

FINANCIAL IMPLICATIONS

Failure to appoint sufficient municipal inspectors may result in appointment of inspectors by the Minister of Agriculture and Forestry. All expenses incurred when the Minister appoints inspectors are recovered from the municipality.

POLICY AND/OR LEGISLATIVE REFERENCES

Agricultural Pests Act
Weed Control Act

ATTACHMENTS

None.

Report Prepared By: Jackii Ponto, Executive Assistant

Approved by CAO:



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 2.5

ORGINIZATIONAL MEETING DATE: October 26, 2021

ITEM DESCRIPTION OR TITLE

Deputy Mayor Appointment

RECOMMENDATION

That Council determine the appointment for Deputy Mayor.

BACKGROUND

Historically, Council approves the appointment of Deputy Mayor(s) at the Organizational Meeting. It is typically recommended that a schedule be set for Deputy Mayor. Currently, Councillor Al Harvey is appointed as Deputy Mayor for the period of February 24, 2021, through to October 26, 2021.

The official oath for the next Deputy Mayor would occur following the October 26, 2021, Organizational meeting. Deputy Mayor appointments have traditionally been for a period of 8 months.

COMMUNICATIONS

Once approved, the appointment will be made available on the Town of Lamont website.

IMPLICATIONS OF DECISION

The Deputy Mayor provides support capacity in the event the Mayor is unavailable.

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

- Under section 152 of the *Municipal Government Act*, RSA 2000, c. M-26 (MGA), “A Council must appoint one or more Councillors as deputy chief elected official so that (a) only one councillor will hold that office at any one time, and (b) the office will be filled at all times.”
- Under section 152(2) of the MGA, “A deputy chief elected official must act as the chief elected official (a) when the chief elected official is unable to perform the duties of the chief elected official, or (b) if the office of chief elected official is vacant.”
- Under section 152(3) of the MGA, “A council may appoint a councillor as an acting chief elected official to act as the chief elected official (a) if both the chief elected official and the deputy chief elected official are unable to perform the duties of the chief elected



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

official, or (b) if both the office of chief elected official and the office of deputy chief elected official are vacant.”

- Further, as per section 156 of the MGA, “A councillor, a chief elected official and a deputy and acting chief elected official may not carry out any power, duty or function until that person has taken the official oath prescribed by the *Oaths of Office Act*.”

ATTACHMENTS

Deputy Mayor Oath
Meeting Protocol for Oath of Office – Deputy Mayor

Report Prepared By: Jackii Ponto, Executive Assistant

Approved by CAO:

A handwritten signature in black ink, appearing to be the initials "JP" or similar, written over a light blue horizontal line.



Official Oath of Office

I, _____, do swear that I will diligently, faithfully and to the best of my ability, execute according to law the office of Deputy Mayor for the Town of Lamont. So help me God.

Sworn before me at)
the Town of Lamont, in) _____
the Province of Alberta, this) Deputy Mayor
____ Day of _____ 2021.)

Commissioner for Oaths

The swearing in ceremony for the Deputy Mayor Oath of Office was performed on _____, 2021 through video technology using the following process:

Deputy Mayor and Dawn Nielsen, Commissioner for Oaths in the Province of Alberta had in their possession paper copies of the Oath which they reviewed prior to Mayor Skinner conducting the Oath of Office. The Commissioner witnessed the Deputy Mayor sign his copy which was subsequently sent to the Commissioner electronically. The Commissioner printed the copy and confirming it to be identical to her copy, affixed her name to the signed oath.

Meeting Protocol for Oath of Office – Deputy Mayor

The Court of Queen's Bench of Alberta is allowing remote commissioning of documents for use in civil proceedings during the COVID-19 Pandemic and Administration is recommending to follow the same protocol for the Oath of Office for Deputy Mayor on _____, 2021.

- Mayor, Councillor _____ and the Deputy CAO will be provided with printed copies of the official oath of office form before the Council Meeting.
- Mayor will introduce the Swearing in Ceremony explaining that this duty will take place virtually in accordance with restrictions during COVID-19. Mayor explains that once the Oath has been signed and the meeting is over, Deputy Mayor will forward it electronically to the Deputy CAO to commission.
- Mayor asks Councillor _____ to show his copy of the Oath so it can be viewed by the CAO and the public.
- Both the Deputy Mayor and Deputy CAO must initial the bottom right corner of the Oath verifying that it is the same document.
- Mayor asks Councillor _____ to raise his right hand, place his left hand on the bible and read the Oath of Office aloud.
- Deputy Mayor signs and once again displays the Oath indicating it's been signed.
- Once the Deputy CAO receives the electronic copy, it will be printed and attached to the Deputy CAO's initialled copy with a certificate signed by the Deputy CAO stating that the process was necessary because it was unsafe to be physically present together.



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

AGENDA ITEM: 2.6

ORGINIZATIONAL MEETING DATE: October 26, 2021

ITEM DESCRIPTION OR TITLE

2021-2022 Council Appointments to Boards, Committees and Commissions

RECOMMENDATION

That Council approve the membership list for the 2021-2022 Council appointments to Boards, Committees and Commissions as presented.

BACKGROUND

Council annually approves the appointment of members of Council to the Council Boards, Committees and Commissions at the annual Organizational Meeting of Council.

A list for the proposed 2021-2022 Council appointments to Council Boards, Committees and Commissions has been prepared and will need to be reviewed for approval or any changes that may be required.

COMMUNICATIONS

Letters would be sent to the appropriate Boards, Committees and Commissions with the updated information.

IMPLICATIONS OF DECISION

If Council were to not approve the recommended appointments, they could provide alternate appointments. There would be no impact to the organization if alternate appointments were approved.

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

N/A

ATTACHMENTS

2021-2022 Council Boards, Committees and Commissions Appointment Listing

Report Prepared By: Jackii Ponto, Executive Assistant

Approved by CAO:

2021/2022 EXTERNAL BOARDS, COMMITTEES AND COMMISSIONS APPOINTMENTS		
Committee Name	Committee/Commission Purpose	Council Representatives
Lamont Catering Club	Decision making and running of the Hall Kitchen	P. Koroluk Alternate: C. Holowaychuk
Lamont County Housing Foundation	We commit ourselves to provide safe, quality and affordable group housing to those in need, and offer an environment which promotes equality, and enhanced healthy lifestyle, in a cost-effective manner.	L. Sieker Alternate: A. Harvey
Lamont Public Library Board	The initial function of the Board was to access municipal and provincial funding to be distributed among our four local libraries in Andrew, Bruderheim, Lamont and Mundare	C. Holowaychuk
Northern Lights Library System Board	The board members participate in making important decisions, and bring their knowledge, experience, time and energy to this task.	C. Holowaychuk
St. Michael Regional Solid Waste Commission	The St. Michael Regional solid Waste Commission has been established by the Lieutenant Governor in council under Alberta Regulation 232/99 as amended by the Lamont County Regional Solid Waste Commission Amendment Regulation AR 177/2014 pursuant to the Municipal Government Act (Alberta); to provide solid waste service to its Member Municipalities and to other customers as approved by the Board.	J. Foulds Alternate: K. Perrin
John S. Batiuk Regional Water Commission	John S. Batiuk Regional Water commission which supplies water services to the counties of Strathcona and Lamont and AB Central East.	D. Taylor Alternate: A. Harvey
Lamont County Regional Mayors and Administrators Committee	Discussion on what other municipalities are doing and to help each other.	K. Perrin Alternate: Deputy Mayor
Lamont County Inter-Municipal FCSS Regional Board	Regional programming	P. Koroluk Alternate: L. Sieker
Educational Liaison Elementary	The mission of our school council is to enhance the educational experience at Lamont Elementary School through actively supporting staff, students, programs, facilities, parents, school events and the Elk Island Public School Division.	C. Holowaychuk Alternate: P. Koroluk

Educational Liaison Secondary	The Lamont High School Foundation raises and distributes money to support the school programming and enhance the education of our students. These meetings are run by Parents and need volunteers. It is always informative, sometimes challenging but always fun to be involved in our children's educational experience through attending and supporting the Parent Council and Foundation meetings.	C. Holowaychuk Alternate: J. Foulds
Fort Saskatchewan & District Chamber of Commerce Liaison	Fort Saskatchewan & District Chamber of Commerce is an advocate for today's business community and our future business leaders.	A. Harvey Alternate: J. Foulds
Alberta Hub		A. Harvey Alternate: J. Foulds
Regional Emergency Management Committee		A. Harvey Alternate: K. Perrin

Committee Name	Appointed Representative
Governance and Priorities Committee	ALL
Parks and Recreation Committee	D. Taylor, J. Foulds, Ex-officio K. Perrin
Emergency Management Committee	P. Koroluk, J. Foulds, A. Harvey
Economic Development Board	A. Harvey, J. Foulds, Ex-officio K. Perrin
Weed Control Act Appeal Committee	ALL
Agricultural Pest Act Appeal Committee	ALL



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 2.7

ORGINIZATIONAL MEETING DATE: October 26, 2021

ITEM DESCRIPTION OR TITLE

Professional Appointments

RECOMMENDATION

1. That Council appoint Metrix LLP as auditors for the Town of Lamont for 2022.
2. That Council appoint Select Engineering Consultants Ltd. for engineering services for the Town of Lamont for 2022.
3. That Council appoint Ronald W. Poitras and Brownlee LLP to provide legal services to the Town of Lamont for 2022.
4. That Council appoint Mike Krim, Tanmar Consulting Inc. as designated officer to carry out the functions, duties and powers of a municipal assessor for the Town of Lamont for 2022.
5. That Council appoint Lamont County to provide Intermunicipal Subdivision and Development Appeal Board (ISDAB) services to the Town of Lamont for 2022.
6. That Council appoint the Capital Region Assessment Services Commission for Assessment Review Board services for the Town of Lamont for 2022.
7. That Council appoint Laraine Stuart for Planning and Development Officer services for the Town of Lamont for 2022.
8. That Council appoint the Inspection Group for Building Permit services for the Town of Lamont for 2022.

BACKGROUND

Council annually approves the appointment of the Auditors, Engineers, Solicitors and Assessors to provide their services for the upcoming year.

It is a legislative requirement that the assessor be appointed as designated officer for the municipality (Section 284.2 (1)).

Further the MGA requires that a municipality must appoint auditors (Section 280).

Currently, the professional appointments are as follows:

Town Auditor

Metrix LLP

Town Engineers

Select Engineering Consultants Ltd.



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

Town Solicitors

Ronald W. Poitras, Professional Corporation
Brownlee LLP

Town Assessor

Tanmar Consulting Inc.

Intermunicipal Subdivision and Development Appeal Board (ISDAB)

Lamont County

Assessment Review Board

Capital Region Assessment Services Commission

Planning and Development

Lorraine Stuart

Building Permit

Inspection Group

If Council were to not approve the recommended appointments, they could provide alternate appointments.

COMMUNICATIONS

N/A

IMPLICATIONS OF DECISION

N/A

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

Section 280 and 284, MGA

ATTACHMENTS

None.

Report Prepared By: Jackii Ponto, Executive Assistant

Approved by CAO:



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 2.8

ORGINIZATIONAL MEETING DATE: October 26, 2021

ITEM DESCRIPTION OR TITLE

Access and Signing Authority

RECOMMENDATION

1. THAT Council authorize access for all ATB Financial and Servus Credit Union accounts to the following members of staff: Chief Administrative Officer Rick Bastow; Deputy Chief Administrative Officer Dawn Nielsen; Finance Officer Robert (Guofu) Mu and Administrative Assistant Betty Malica;
2. THAT Council authorize access for the Credit Union Payment Services (CUPS) to the following members of staff: Deputy Chief Administrative Officer Dawn Nielsen and Administrative Assistant Betty Malica;
3. THAT Council authorize Servus Credit Union Credit Cards in the limit of \$35,000.00 in the names of Chief Administrative Officer Rick Bastow and Director Operations and Infrastructure, Tyler Edworthy;
4. THAT Council authorize BMO Corporate (AMSC) Credit Card in the limit of \$15,000.00 in the name of Chief Administrative Officer Rick Bastow;
5. THAT Council appoint the signing authority, any two (2) to sign, consisting of one elected official and one town employee for all ATB Financial and Servus Credit Union accounts to the following members of Council and staff: Mayor Kirk Perrin; Councillor Perry Koroluk; Chief Administrative Officer Rick Bastow; Deputy Chief Administrative Officer Dawn Nielsen.

BACKGROUND

Section 213 (4) of the Municipal Government Act, 1994, Chapter M-26.1 as amended states:

Agreements and cheques and other negotiable instruments must be signed and authorized

- (a) by chief elected official or by another person authorized by Council to sign them, and (b)
- (b) by a designated officer,

or by a designated officer acting alone if so authorized by Council.

COMMUNICATIONS

Update Financial Institutions as required.

IMPLICATIONS OF DECISION

N/A



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

Section 213 (4) of the Municipal Government Act

ATTACHMENTS

None.

Report Prepared By: Jackii Ponto, Executive Assistant

Approved by CAO:

A handwritten signature in black ink, appearing to be "JP", is written over the text "Approved by CAO:".