

Council Package

March 22, 2022



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**AGENDA
TOWN OF LAMONT
REGULAR MEETING OF COUNCIL
March 22, 2022**

1. CALL TO ORDER AND RELATED BUSINESS

1.1. CALL TO ORDER

1.2. ADOPTION OF AGENDA

1.3. DECLARATION OF PECUNIARY INTEREST

1.4. ADOPTION OF MINUTES

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8. ADJOURNMENT	



5307 – 50 Avenue
Lamont, AB T0B 2R0

**Town of Lamont
March 8, 2022
Regular Meeting of Council**

HELD BY ZOOM MEETINGS

PRESENT:

Kirk Perrin	Mayor
Jody Foulds	Councillor
Linda Sieker	Councillor
Al Harvey	Councillor
Perry Koroluk	Councillor
Colleen Holowaychuk	Councillor
Rick Bastow	Chief Administrative Officer
Dawn Nielsen	Deputy Chief Administrative Officer
Tyler Edworthy	Director, Operations & Infrastructure
Robert Mu	Finance Officer
Jaclyn Ponto	Recording Secretary

CALL TO ORDER AND RELATED BUSINESS:

Call to Order: Mayor Perrin: called the meeting to order at 7:00 p.m.

Adoption of Agenda

MOTION: 69/22 Councillor Sieker: That the Council Agenda be accepted as presented.

CARRIED

Declaration of Pecuniary Interest: None.

ADOPTION OF MINUTES:

a) Meeting Minutes – February 22, 2022

MOTION: 70/22 Councillor Harvey: That the Minutes of the February 22, 2022 Council Meeting be accepted as presented.

CARRIED

DELEGATIONS: None.

CORRESPONDENCE:

- Lamont Health Care Centre Regular Board Meeting Minutes – January 27, 2022
- Lamont County Housing Foundation Regular Board Meeting Minutes – January 31, 2022
- Fort Saskatchewan RCMP Detachment – Virtual Town Hall Invitation
- Fort Saskatchewan RCMP Detachment – Provincial Emergency – Redeployment of MPSA Resources
- Municipal Affairs – Budget 2022

MOTION: 71/22 Councillor Foulds: That Council accept the correspondence as information.

CARRIED

NEW BUSINESS:

Economic Development Week Proclamation

MOTION: 72/22 Councillor Koroluk: That Council proclaim the week of May 9-13, 2022 as Economic Development Week.

CARRIED

Capital Equipment Purchase Update

MOTION: 73/22 Councillor Holowaychuk: That Council accept the Capital Equipment Purchase update as information.

CARRIED

Capital Works Project – Tender Update

MOTION: 74/22 Councillor Koroluk: That Council accept the Capital Works Project – Tender update as information.

CARRIED

Councillor Absence

MOTION: 75/22 Councillor Harvey: That Council accept Councillor Taylor's absence due to prior volunteer commitments.

CARRIED

REPORTS:

Council Reports:

Mayor Perrin	Written report attached.
Councillor Taylor	Absent.
Councillor Harvey	Written report attached.
Councillor Koroluk	Nothing to report.
Councillor Sieker	Written report attached.
Councillor Foulds	Written report attached.
Councillor Holowaychuk	Written report attached.

Staff Reports:

CAO	Received commercial and industrial land development inquiries. Preliminary conversations regarding potential investment.
Director, Operations & Infrastructure Verbal Report:	Written report attached. Asset Management software training in March. Trunkline Project - relining and final inspection to be completed in March. Trail lighting target completion of mid April.
Finance Officer	Written report attached.
Fire	Written report attached.

MOTION: 76/22 Councillor Foulds: That Council accept the reports as presented.

CARRIED

NOTICES OF MOTION: None.

CLOSED SESSION:

- **2022 Capital Plan Debenture Update**
 - *FOIP Section 24 – Advice from Officials*

MOTION: 77/22 Councillor Harvey: That Council convene in closed session pursuant to Section 197 of the *Municipal Government Act* to meet in private to discuss matters protected from disclosure by Section 24 of the *Freedom of Information and Protection of Privacy Act* at 7:33 p.m.

CARRIED

MOTION: 78/22 Councillor Foulds: That Council revert to regular Council meeting session at 7:58 p.m.

CARRIED

MOTIONS ARISING FROM CLOSED SESSION:

MOTION: 79/22 Councillor Harvey: That Council receive the 2022 Capital Plan Debenture Update as information.

CARRIED

ADJOURNMENT: Mayor Perrin adjourned the meeting at 8:01 p.m.

Mayor

Chief Administrative Officer

TOWN OF LAMONT
Financial Statements
For The Year Ended December 31, 2021

DRAFT

INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of Town of Lamont

Opinion

We have audited the financial statements of Town of Lamont (the Town), which comprise the statement of financial position as at December 31, 2021, and the statements of operations and accumulated surplus, changes in net financial assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2021, and the results of its operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

(continues)



Independent Auditors' Report to the Mayor and Council of Town of Lamont (*continued*)

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

METRIX GROUP LLP

Chartered Accountants

Edmonton, Alberta
March 22, 2022

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

To His Worship the Mayor and Members of Council of the Town of Lamont

The integrity, relevance and comparability of the data in the accompanying financial statements are the responsibility of management.

The financial statements are prepared by management in accordance with Canadian public sector accounting standards. They necessarily include some amounts that are based on the best estimates and judgements of management.

To assist in its responsibility, management maintains accounting, budget and other controls to provide reasonable assurance that transactions are appropriately authorized, that assets are properly accounted for and safeguarded, and that financial records are reliable for preparation of financial statements.

Metrix Group LLP, Chartered Professional Accountants, have been appointed by the Town Council to express an opinion on the Town's financial statements.

Rick Bastow
Chief Administrative Officer

TOWN OF LAMONT
Statement of Financial Position
As At December 31, 2021

	2021	2020
FINANCIAL ASSETS		
Cash and cash equivalents (Note 2)	\$ 5,867,161	\$ 5,060,767
Receivables (Note 3)	<u>426,265</u>	<u>669,992</u>
	<u>6,293,426</u>	<u>5,730,759</u>
LIABILITIES		
Accounts payable and accrued liabilities	252,777	173,296
Deposits	495,278	491,929
Deferred revenue (Note 4)	64,784	325,591
Long-term debt (Note 5)	<u>1,042,881</u>	<u>1,143,022</u>
	<u>1,855,720</u>	<u>2,133,838</u>
NET FINANCIAL ASSETS	<u>4,437,706</u>	<u>3,596,921</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 6)	18,048,721	18,391,599
Inventory	500	500
Prepaid expenses	<u>-</u>	<u>2,735</u>
	<u>18,049,221</u>	<u>18,394,834</u>
ACCUMULATED SURPLUS (Note 7)	<u>\$ 22,486,927</u>	<u>\$ 21,991,755</u>
CONTINGENCY (Note 11)		

TOWN OF LAMONT

Statement of Operations and Changes in Accumulated Surplus

For the Year Ended December 31, 2021

	2021 (Budget) (Note 16)	2021 (Actual)	2020 (Actual)
REVENUE			
Net municipal taxes (Schedule 2)	\$ 1,793,937	\$ 1,802,215	\$ 1,842,954
Sales and user charges (Schedule 4)	1,103,584	1,076,708	1,098,685
Government transfers for operating (Schedule 3)	333,635	375,319	158,765
Franchise and concession contracts (Note 14)	274,000	259,967	251,355
Penalties and costs on taxes	75,603	96,639	60,998
Rentals	69,847	43,125	51,071
Interest	50,112	41,102	75,375
Other	7,800	12,132	3,712
Fine, licenses and permits	7,837	9,445	6,968
	<u>3,716,355</u>	<u>3,716,652</u>	<u>3,549,883</u>
EXPENSES			
Water supply and distribution	821,396	854,849	509,804
Recreation and cultural services	747,174	692,513	665,456
General administration	752,789	688,156	690,096
Roads, streets, walks and lighting	637,119	554,801	655,111
Common services	476,320	422,736	514,716
Waste management	399,763	392,432	392,801
Waste water treatment and disposal	253,265	236,614	290,281
Council	140,633	110,790	96,522
Subdivision land and development	108,300	63,927	133,463
Bylaws enforcement and police	65,176	63,390	39,959
Fire protection and safety services	52,978	48,473	49,151
Community service	17,500	17,247	5,887
Family and community support	17,275	11,275	11,275
Cemetery	6,100	4,212	4,800
	<u>4,495,788</u>	<u>4,161,415</u>	<u>4,059,322</u>
ANNUAL DEFICIT BEFORE OTHER REVENUE	<u>(779,433)</u>	<u>(444,763)</u>	<u>(509,439)</u>
OTHER REVENUE			
Government transfers for capital (Schedule 3)	824,719	926,435	533,800
Donations for capital	-	13,500	-
	<u>824,719</u>	<u>939,935</u>	<u>533,800</u>
ANNUAL SURPLUS	45,286	495,172	24,361
ACCUMULATED SURPLUS, BEGINNING OF YEAR	<u>21,991,755</u>	<u>21,991,755</u>	<u>21,967,394</u>
ACCUMULATED SURPLUS, END OF YEAR (Note 7)	<u>\$ 22,037,041</u>	<u>\$ 22,486,927</u>	<u>\$ 21,991,755</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF LAMONT
Statement of Changes in Net Financial Assets
For the Year Ended December 31, 2021

	2021 (Budget) (Note 16)	2021 (Actual)	2020 (Actual)
ANNUAL SURPLUS	\$ 45,286	\$ 495,172	\$ 24,361
Acquisition of tangible capital assets	(1,407,520)	(582,794)	(884,169)
Amortization of tangible capital assets	941,529	925,672	902,664
	(420,705)	838,050	42,856
(Acquisition) use of prepaid expenses	-	2,735	(981)
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	(420,705)	840,785	41,875
NET FINANCIAL ASSETS, BEGINNING OF YEAR	3,596,921	3,596,921	3,555,046
NET FINANCIAL ASSETS, END OF YEAR	\$ 3,176,216	\$ 4,437,706	\$ 3,596,921

TOWN OF LAMONT
Statement of Cash Flows
For The Year Ended December 31, 2021

	2021	2020
OPERATING ACTIVITIES		
Annual surplus	\$ 495,172	\$ 24,361
Non-cash items not included in annual surplus:		
Amortization of capital assets	<u>925,672</u>	902,664
	<u>1,420,844</u>	<u>927,025</u>
Changes in non-cash working capital balances related to operations:		
Receivables	243,729	(149,591)
Land held for resale	-	118,000
Accounts payable and accrued liabilities	79,481	(92,430)
Deferred revenue	(260,807)	272,715
Deposits	3,349	4,816
Prepaid expenses	<u>2,735</u>	<u>(981)</u>
	<u>68,487</u>	<u>152,529</u>
Cash flow from operating activities	<u>1,489,331</u>	<u>1,079,554</u>
CAPITAL ACTIVITIES		
Purchase of tangible capital assets	<u>(582,796)</u>	<u>(884,169)</u>
FINANCING ACTIVITIES		
Repayment of long-term debt	<u>(100,141)</u>	<u>(96,508)</u>
CHANGE IN CASH AND CASH EQUIVALENTS DURING YEAR	806,394	98,877
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>5,060,767</u>	<u>4,961,890</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 5,867,161</u>	<u>\$ 5,060,767</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF LAMONT**Schedule of Equity in Tangible Capital Assets
For the Year Ended December 31, 2021****(Schedule 1)**

	<u>2021</u>	<u>2020</u>
BALANCE, BEGINNING OF YEAR	\$ 17,248,577	\$ 17,170,564
Acquisition of tangible capital assets	582,794	766,169
Amortization of tangible capital assets	(925,672)	(902,664)
Repayment of capital long-term debt	100,141	96,508
Land held for resale transferred to tangible capital assets	-	118,000
	<hr/>	<hr/>
BALANCE, END OF YEAR	\$ 17,005,840	\$ 17,248,577
Equity in tangible capital assets is comprised of the following:		
Tangible capital assets (net book value)	\$ 18,048,721	\$ 18,391,599
Long-term debt used for tangible capital assets	(1,042,881)	(1,143,022)
	<hr/>	<hr/>
	\$ 17,005,840	\$ 17,248,577

TOWN OF LAMONT

Schedule of Property Taxes

(Schedule 2)

For the Year Ended December 31, 2021

	2021 (Budget) (Note 16)	2021 (Actual)	2020 (Actual)
TAXATION			
Real property tax	\$ 2,267,376	\$ 2,265,663	\$ 2,321,924
Linear property tax	54,299	61,134	56,415
Government grants in lieu of property tax	4,386	4,386	12,473
	<u>2,326,061</u>	<u>2,331,183</u>	<u>2,390,812</u>
REQUISITIONS			
Alberta School Foundation Fund	465,492	465,492	481,526
Lamont Seniors Foundation	66,332	63,476	66,332
Designated Industrial Property	300	-	-
	<u>532,124</u>	<u>528,968</u>	<u>547,858</u>
NET MUNICIPAL PROPERTY TAXES	<u>\$ 1,793,937</u>	<u>\$ 1,802,215</u>	<u>\$ 1,842,954</u>

TOWN OF LAMONT

Schedule of Government Transfers

(Schedule 3)

For the Year Ended December 31, 2021

	2020 (Budget) (Note 16)	2020 (Actual)	2019 (Actual)
TRANSFERS FOR OPERATING			
Provincial government transfers	\$ 294,948	\$ 307,946	\$ 91,392
Local government transfers	38,687	67,373	67,373
	333,635	375,319	158,765
TRANSFERS FOR CAPITAL			
Provincial government transfers	824,719	926,435	533,800
TOTAL GOVERNMENT TRANSFERS	\$ 1,158,354	\$ 1,301,754	\$ 692,565

TOWN OF LAMONT
Schedule of Segmented Information
For the Year Ended December 31, 2021

(Schedule 4)

	General Administration	Recreation Services	Protective Services	Transportation Services	Environmental Services	All Other	Total
REVENUE							
Taxation	\$ 314,829	\$ 450,051	\$ 88,052	\$ 579,933	\$ -	\$ 369,350	\$ 1,802,215
Sales and user charges	4,810	-	-	-	1,067,089	4,809	1,076,708
All other	2,239	2,676	5,210	6,383	7,465	354,210	378,183
Government transfers	294,948	76,823	-	-	-	3,548	375,319
Interest	41,102	-	-	-	-	-	41,102
Rentals	5,385	37,740	-	-	-	-	43,125
	663,313	567,290	93,262	586,316	1,074,554	731,917	3,716,652
EXPENSES							
Salaries, wages and benefits	423,778	211,319	-	289,678	210,958	73,244	1,208,977
Contracted and general services	162,170	24,569	66,469	35,074	629,255	42,037	959,574
Utilities	23,905	214,507	14,289	111,094	45,051	-	408,846
Repairs & maintenance	-	37,342	5,176	72,556	150,436	-	265,510
Materials, goods, and supplies	43,227	29,464	60	43,344	37,461	41,821	195,377
Insurance	10,233	50,089	7,268	11,719	6,536	1,082	86,927
Interest on long-term debt	-	-	-	22,851	21,635	-	44,486
Transfers to local boards	-	-	-	-	-	26,710	26,710
Provision for allowances	-	-	-	-	823	39,335	39,335
	\$ 663,313	\$ 567,290	\$ 93,262	\$ 586,316	\$ 1,102,155	\$ 224,229	\$ 3,235,742
NET REVENUE, BEFORE AMORTIZATION	-	-	-	-	(27,601)	507,688	480,910
Amortization	24,844	109,268	18,600	391,221	381,740	-	925,673
NET REVENUE (DEFICIT)	\$ (24,844)	\$ (109,268)	\$ (18,600)	\$ (391,221)	\$ (409,341)	\$ 507,688	\$ (444,763)

The accompanying notes are an integral part of these financial statements.

TOWN OF LAMONT

**Schedule of Segmented Information
For the Year Ended December 31, 2020**

(Schedule 4)

	General Administration	Recreation Services	Protective Services	Transportation Services	Environmental Services	All Other	Total
REVENUE							
Taxation	\$ 647,022	\$ 336,874	\$ 66,689	\$ 792,028	\$ -	\$ 341	\$ 1,842,954
Sales and user charges	3,766	-	-	-	1,063,987	30,932	1,098,685
All other	953	93	3,821	2,138	6,095	309,933	323,033
Government transfers	-	158,765	-	-	-	-	158,765
Investment income	7,006	-	-	-	-	68,369	75,375
Rentals	6,505	44,566	-	-	-	-	51,071
	<u>665,252</u>	<u>540,298</u>	<u>70,510</u>	<u>794,166</u>	<u>1,070,082</u>	<u>409,575</u>	<u>3,549,883</u>
EXPENSES							
Salaries, wages and benefits	\$ 486,459	\$ 139,744	\$ -	\$ 405,456	\$ -	\$ 70,028	\$ 1,101,687
Contracted and general services	106,469	54,310	43,244	79,812	702,158	145,626	1,131,619
Utilities	27,166	215,436	14,142	111,409	41,853	-	410,006
Repairs & maintenance	910	47,620	6,749	122,564	6,685	-	184,528
Materials, goods, and supplies	35,540	39,252	-	40,832	37,795	18,783	172,202
Insurance	8,708	43,936	6,375	10,280	5,733	949	75,981
Interest on long-term debt	-	-	-	23,813	23,977	-	47,790
Transfers to local boards	-	-	-	-	-	26,710	26,710
Provision for allowances	-	-	-	-	393	6,135	6,135
	<u>665,252</u>	<u>540,298</u>	<u>70,510</u>	<u>794,166</u>	<u>818,594</u>	<u>268,231</u>	<u>3,156,658</u>
NET REVENUE, BEFORE AMORTIZATION	-	-	-	-	251,488	141,344	393,225
Amortization	24,844	109,268	18,600	375,660	374,292	-	902,664
NET REVENUE (DEFICIT)	<u>\$ (24,844)</u>	<u>\$ (109,268)</u>	<u>\$ (18,600)</u>	<u>\$ (375,660)</u>	<u>\$ (122,804)</u>	<u>\$ 141,344</u>	<u>\$ (509,439)</u>

The accompanying notes are an integral part of these financial statements.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Town of Lamont (the "Town") are the representations of management, prepared in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the Town are as follows:

(a) Reporting Entity

The financial statements reflect the assets, liabilities, revenues and expenses, and cash flows of the reporting entity. The entity is comprised of all the organizations that are owned or controlled by the Town and are, therefore, accountable to Town Council for the administration of their financial affairs and resources.

The schedule of taxes levied also includes requisitions for education that are not part of the reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties.

(b) Basis of Accounting

Revenues are accounted for in the period in which the transactions or events occurred that gave rise to the revenues.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers are recognized in the financial statements as revenues in the period that the events giving rise to the transfer occurred, providing the transfers are authorized, the Town has met any eligibility criteria, and reasonable estimates of the amounts can be made.

Expenses are recognized in the period the goods and services are acquired and a liability is incurred or transfers are due.

(c) Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditures during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

(d) Cash and cash equivalents

Cash and cash equivalents include items that are readily convertible to known amounts of cash, are subject to an insignificant risk of change in value, and have a maturity of one year or less at acquisition.

(e) Investments

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

(continues)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(f) *Land held for resale*

Land held for resale is recorded at the lower of cost or net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping and leveling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks and street lighting are recorded as physical assets under the respective function.

(g) *Tax Revenue*

Property taxes are recognized as revenue in the year they are levied..

Construction and borrowing costs associated with local improvement projects are recovered through annual special assessments during the period of the related borrowings. These levies are collectable from property owners for work performed by the municipality and are recognized as revenue in the year in which the local improvement project is completed.

(h) *Tangible Capital Assets*

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

Land improvements	20 years
Buildings	50 Years
Engineered structures:	
Water systems	40 years
Wastewater systems	40 years
Storm Sewer	45 - 75 years
Roadways	20 - 40 years
Machinery and equipment	10 - 15 years
Vehicles	10 - 20 years

No amortization is recorded in the year of acquisition.

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

Works of art for display are not recorded as tangible capital assets but are disclosed.

(i) *Contaminated Sites*

Contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard. A liability for remediation on contaminated sites is recognized, net of any recoveries, when an environmental standard exists, contamination exceeds the environmental standard, the Town is directly responsible for or accepts responsibility for the liability, future economic benefits will be given up, and a reasonable estimate of the liability can be made.

(continues)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(j) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Assets (Debt) for the year.

(k) Over-levy and Under-levy

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

(l) Equity in Capital Assets

Equity in capital assets represents the town's net investment in its capital assets after deducting the portion financed by third parties through debenture, bond and mortgage debts, long term capital borrowings, capitalized leases and other capital liabilities which will be repaid by the municipality.

(m) New Accounting Standards not yet Adopted

Effective for fiscal years beginning on or after April 1, 2022, PS 3280 Asset Retirement Obligations provides guidance on how to account for and report liabilities for retirement of tangible capital assets.

Effective for fiscal years beginning on or after April 1, 2023, PS 3400 Revenue provides guidance on how to account for and report revenue, and specifically, it addresses revenue arising from exchange transactions and non-exchange transactions.

2. CASH AND CASH EQUIVALENTS

	<u>2021</u>	<u>2020</u>
Guaranteed Investment Certificates	\$ 2,256,809	\$ 3,258,064
Deposit accounts with financial institutions	3,604,281	1,796,632
Other	<u>6,071</u>	<u>6,071</u>
	<u>\$ 5,867,161</u>	<u>\$ 5,060,767</u>

The Guaranteed Investment Certificates bear interest at rates ranging from 0.20% - 0.75% maturing at dates ranging from July - October 2022.

Cash includes \$480,278 (2020 - \$476,929) received when the Town called a letter of credit related to a development agreement plus accrued interest to date. The proceeds from this letter of credit are restricted and to be used to fund any future costs needed to complete the related development project.

TOWN OF LAMONT
Notes to Financial Statements
December 31, 2021

3. RECEIVABLES

	<u>2021</u>	<u>2020</u>
Taxes and grants in place of taxes	\$ 197,825	\$ 217,323
Utilities	177,691	177,126
Trade and other	45,695	181,446
Other governments	43,403	216,158
Accrued interest	7,823	15,203
	<u>472,437</u>	<u>807,256</u>
Less: allowance for doubtful accounts	<u>(46,172)</u>	<u>(137,264)</u>
	<u>\$ 426,265</u>	<u>\$ 669,992</u>

4. DEFERRED REVENUE

	<u>2020</u>	<u>Funds Received</u>	<u>Funds Used</u>	<u>2021</u>
Other	\$ 58,158	\$ 22,311	\$ (15,685)	\$ 64,784
Municipal Operating Support	184,633	-	(184,633)	-
Municipal Stimulus Program	82,800	126,000	(208,800)	-
	<u>\$ 325,591</u>	<u>\$ 148,311</u>	<u>\$ (409,118)</u>	<u>\$ 64,784</u>

5. LONG-TERM DEBT

	<u>2021</u>	<u>2020</u>
Alberta Capital Finance Authority debenture repayable in semi-annual installments of \$48,594 including interest at 3.295% maturing December 2028.	\$ 603,161	\$ 678,607
Alberta Capital Finance Authority debenture repayable in semi-annual installments of \$23,956 including interest at 5.066% maturing March 2034.	<u>439,720</u>	<u>464,415</u>
	<u>\$ 1,042,881</u>	<u>\$ 1,143,022</u>

Principal and interest payments are due as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2022	\$ 103,913	\$ 41,189	\$ 145,102
2023	107,835	37,267	145,102
2024	111,911	33,191	145,102
2025	116,147	28,954	145,101
2026	120,551	24,551	145,102
To maturity	<u>482,524</u>	<u>71,201</u>	<u>553,725</u>
	<u>\$ 1,042,881</u>	<u>\$ 236,353</u>	<u>\$ 1,279,234</u>

TOWN OF LAMONT
Notes to Financial Statements
December 31, 2021

6. TANGIBLE CAPITAL ASSETS

	2021	2020
	Net Book	Net Book
	Value	Value
Engineered structures		
Water systems	\$ 4,603,441	\$ 4,794,188
Wastewater systems	4,400,144	4,260,815
Roadways	3,952,248	4,260,086
	12,955,833	13,315,089
Land	1,299,000	1,299,000
Buildings	2,591,512	2,701,461
Machinery and equipment	1,072,602	919,207
Vehicles	129,774	156,842
	\$ 18,048,721	\$ 18,391,599

Included in Wastewater systems is \$311,340 and included in Machinery and equipment is \$62,000 of work in progress. No amortization has been recorded on these amounts.

	Cost	Purchased	Disposals	Transfers	Cost
	Beginning of	Additions			End of
	Year				Year
Engineered structures					
Roadways	\$ 15,235,424	\$ 34,703	-	-	\$ 15,270,127
Water systems	8,177,123	-	-	-	8,177,123
Wastewater systems	6,799,727	311,340	-	-	7,111,067
	30,212,274	346,043	-	-	30,558,317
Buildings	5,501,563	-	-	-	5,501,563
Machinery and equipment	1,520,166	236,751	-	-	1,756,917
Land	1,299,000	-	-	-	1,299,000
Vehicles	551,117	-	-	-	551,117
	\$ 39,084,120	\$ 582,794	\$ -	\$ -	\$ 39,666,914

	Accumulated	Current	Disposals	Transfers	Accumulated
	Amortization	Amortization			Amortization
	Beginning of				End of
	Year				Year
Engineered structures					
Roadways	\$ 10,975,338	\$ 342,541	-	-	\$ 11,317,879
Water systems	3,382,935	190,747	-	-	3,573,682
Wastewater systems	2,538,911	172,012	-	-	2,710,923
	16,897,184	705,300	-	-	17,602,484
Buildings	2,800,102	109,949	-	-	2,910,051
Machinery and equipment	600,959	83,356	-	-	684,315
Vehicles	394,275	27,068	-	-	421,343
	\$ 20,692,520	\$ 925,673	\$ -	\$ -	\$ 21,618,193

TOWN OF LAMONT
Notes to Financial Statements
December 31, 2021

7. ACCUMULATED SURPLUS

	<u>2021</u>	<u>2020</u>
Unrestricted Surplus	\$ 2,924,191	\$ 2,248,237
Restricted surplus		
Reserves (Note 8)	2,556,896	2,494,941
Equity in tangible capital assets (Schedule 1)	<u>17,005,840</u>	<u>17,248,577</u>
	<u>\$ 22,486,927</u>	<u>\$ 21,991,755</u>

8. RESTRICTED SURPLUS

	<u>2021</u>	<u>2020</u>
Operating		
Subdivision	\$ 1,420,939	\$ 1,271,984
Administration	461,127	486,127
General administration	322,129	384,129
Sanitary sewer	77,500	77,500
Public works	62,073	62,073
Recreation	52,500	52,500
Arena	34,358	34,358
Parks	17,615	17,615
Storm sewer	15,000	15,000
Water	14,000	14,000
Hall	10,000	10,000
Curling rink	10,000	10,000
Fire	7,986	7,986
Capital		
Water	<u>51,669</u>	<u>51,669</u>
	<u>\$ 2,556,896</u>	<u>\$ 2,494,941</u>

TOWN OF LAMONT
Notes to Financial Statements
December 31, 2021

9. DEBT LIMITS

Section 276(2) of the *Municipal Government Act* requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Town of Lamont be disclosed as follows:

	<u>2021</u>	<u>2020</u>
Total debt limit	\$ 5,574,978	\$ 5,324,825
Total debt	<u>(1,042,881)</u>	<u>(1,143,022)</u>
Total debt limit remaining	\$ 4,532,097	\$ 4,181,803
Service on debt limit	\$ 929,163	\$ 887,471
Service on debt	<u>(145,102)</u>	<u>(145,102)</u>
Total service on debt limit remaining	\$ 784,061	\$ 742,369

The debt limit is calculated at 1.5 times revenue of the Town (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limits requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be a financial risk if further debt is acquired. The calculation taken alone does not represent the stability of the Town. Rather, the financial statements must be interpreted as a whole.

10. CREDIT FACILITY

The Town has a demand credit facility with its financial institution for a maximum amount of \$800,000 bearing interest at 2.20%. No amounts were drawn as at December 31, 2021 or 2020.

11. CONTINGENCY

The Town is a member of the Alberta Municipal Insurance Exchange (MUNIX). Under the terms of membership, the Town could become liable for its proportionate shares of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

12. SEGMENTED INFORMATION

The Town provides a range of services to its citizens. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1. For additional information see the Schedule of Segmented Disclosure (Schedule 4).

13. CONTRACTUAL OBLIGATIONS

The Town has entered into a waste collection service agreement for the period March 1, 2022 - February 28, 2027. The estimated cost of these services is approximately \$285,000 annually. For 2023 and ensuing years, the base rate shall be adjusted by multiplying the 2022 base rate by a fixed cost of living adjustment of 3.0%.

TOWN OF LAMONT
Notes to Financial Statements
December 31, 2021

14. UTILITY FRANCHISE AGREEMENTS

Disclosure of utility franchise agreement annual revenues as required by Alberta Regulation 313/2000 is as follows:

	<u>2021</u>	<u>2020</u>
Atco Gas	\$ 174,595	\$ 172,799
Fortis Alberta Inc.	85,372	78,556
	<u>\$ 259,967</u>	<u>\$ 251,355</u>

15. SALARIES AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for Town officials, the Town Chief Administrative Officer and designated officers are required by Alberta Regulation 313/2000 is as follows:

	<u>Salary (1)</u>	<u>Benefits (2)</u>	<u>2021</u>	<u>2020</u>
Mayor Skinner	\$ 14,290	\$ -	\$ 14,290	\$ 17,487
Councillors				
Perrin	11,081	-	11,081	9,648
Taylor	9,648	-	9,648	9,648
Harvey	9,648	-	9,648	9,648
Koroluk	9,648	-	9,648	9,648
Foulds	9,648	-	9,648	9,648
Holowaychuk	1,764	-	1,764	-
Sieker	1,764	-	1,764	-
Pewarchuk	-	-	-	1,899
	<u>\$ 67,491</u>	<u>\$ -</u>	<u>\$ 67,491</u>	<u>\$ 67,626</u>
Chief Administrative Officers (2)	\$ 109,822	\$ 25,212	\$ 135,034	\$ 163,178
Deputy Chief Administrative Officer	\$ 76,497	\$ 16,899	\$ 93,396	\$ 74,997

(1) Salary includes regular base pay, bonuses, overtime lump sum payments, gross honoraria and any other direct cash remuneration.

(2) Employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short term disability plans, professional memberships and tuition.

(3) Benefits and allowances figures also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances and club memberships.

16. LOCAL AUTHORITIES PENSION PLAN

Employees of the Town participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the *Public Sector Pension Plans Act*. The LAPP is financed by employer and employee contributions and by investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenses in the year in which they become due.

The Town is required to make current service contributions to the LAPP of 9.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 13.84% on pensionable earnings above this amount. Employees of the Town are required to make current service contributions of 8.39% of pensionable earnings up to the year's maximum pensionable earnings and 12.84% on pensionable earnings above this amount.

Total current service contributions by the Town to the LAPP in 2021 were \$82,996 (2020 - \$79,210). Total current service contributions by the employees of the Town to the LAPP in 2021 were \$74,812 (2020 - \$71,444).

At December 31, 2020, the Plan disclosed an actuarial surplus of \$4.961 billion (2019 - \$7.913 billion surplus).

17. BUDGET FIGURES

The 2021 budget data presented in these financial statements is based on the operating and capital budgets approved by Council on April 13, 2021. The chart below reconciles the approved financial plan to the figures reported in these financial statements.

	<u>2021 Budget</u>	<u>2021 Actual</u>
Annual surplus	\$ 45,286	\$ 495,172
Amortization expense	941,529	925,672
Repayment of long-term debt	(100,140)	(100,141)
Purchase of tangible capital assets	(1,407,520)	(582,796)
Net transfers (to) from reserves	520,845	(61,955)
	<u>\$ -</u>	<u>\$ 675,952</u>

18. FINANCIAL INSTRUMENTS

The Town is exposed to various risks through its financial instruments and has a risk management framework to monitor, evaluate and manage these risks. The Town is not exposed to significant interest, currency, credit, liquidity, market, or other price risk except as follows:

Credit risk

The Town is exposed to credit risk with respect to receivables. Credit risk arises from the possibility that customers may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of customers minimizes the Town's credit risk.

Interest rate risk

The Town is exposed to interest rate price risk as the long term debt bears interest at fixed interest rates, while the Guranteed Investment Certificates earn interest at fixed interest rates. Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in interest rates.

19. SUBSEQUENT EVENT

Subsequent to the year end, the Town passed a borrowing bylaw and obtained a debenture in the amount of \$1,536,063 for the purpose of road reconstruction projects. The loan bears interest at a fixed rate of 3.62% and is repayable in annual instalments of principal and interest of \$54,298, with the final instalment due March 15, 2042.

20. APPROVAL OF FINANCIAL STATEMENTS

These financial statements were approved by Council and management.

FEB. 17, 2022

Chair's Report

RECENT EVENTS

Board Chair Trina Boymook highlighted some recent events:

- On January 27, Chair Boymook participated in a David Irvine webinar entitled, Turning Yourself into a Leader: By bringing your authentic self to 2022. The webinar focused on leadership, dealing with adversity and developing leadership decision-making skills. Four key takeaways: be accountable, real, generous and clear.
- On January 31, Chair Boymook and trustees took part in a second orientation session, hosted by the Alberta School Boards Association (ASBA). Discussion highlights: Alberta Education's day-to-day operations and the roles and responsibilities of trustees—related to the trustee code of conduct.
- On February 7, Chair Boymook and Superintendent Mark Liguori met with Strathcona County Mayor Rod Frank and Darrell Reid, the CAO of Strathcona County. Topics discussed: future school sites, Sherwood Heights Junior High, Division facilities within Sherwood Park, and priorities and goals for the county and Elk Island Public Schools (EIPS).
- On February 8, a school board chairs meeting was held with Education Minister Adriana LaGrange about changes the province made to its public-health orders, related to COVID-19, and the impact for schools.
- On February 10, Chair Boymook took part in a Partners in Education virtual luncheon, hosted by the Alberta Teachers' Association (ATA). She thoroughly enjoyed keynote speaker Tanya De Mello, a human rights expert who also has a background in finance, economics, management consulting and law. De Mellow spoke about equity, diversity and inclusion. Chair Boymook thanked Deneen Zielke, the President of the ATA Local No. 28, for the invitation.
- On February 11, Chair Boymook participated in ASBA's Board Chair Orientation. Topics discussed: budgets and reserve use, Teachers' Employer Bargaining Association and collective bargaining, ASBA's curriculum advocacy strategy, and government relations and school Board chairs—facilitated by Education Minister LaGrange.
- On February 16, Chair Boymook met with Jordan Walker, the member of the legislative assembly of Alberta for Sherwood Park. The two discussed Sherwood Heights Junior High, the Division's experience dealing with COVID-19 and EIPS' recovery plan. This week, she meets with Nate Glubish, the Minister of Service Alberta and member of the legislative assembly of Alberta for Strathcona-Sherwood Park, to discuss the same topics.



Superintendent's Report

RECENT EVENTS

Superintendent Mark Liguori highlighted a number of recent events:

- On January 27, Superintendent Liguori took part in a charter school meeting with Alberta Education and other superintendents and secretary treasurers from across the province. Topics discussed: engagement and the recognition process for charter schools.
- On February 7, Superintendent Liguori joined Chair Boymook at a meeting with Strathcona County Mayor Rod Frank and Darrell Reid, the CAO of Strathcona County. Topics discussed: school sites and Division infrastructure needs.
- On February 8, Superintendent Liguori attended a meeting with Deputy Education Minister Andre Tremblay, hosted by the College of Alberta School Superintendents (CASS). The focus: recent changes to the province's public-health orders, related to COVID-19, and how the changes impact school operations.

Association and Local Report

ASBA ZONE 2/3 REPORT

Trustee Jacqueline Shotbolt attended the Alberta School Boards Association (ASBA) Zone 2/3 meeting on January 28. Highlights include:

- an Alberta Education update and question and answer period—two key highlights: the province has partnered with the federal government to improve access to broadband Internet services in Alberta, and a member asked for an update on the transportation task force, little is known at this time
- a professional learning session about intelligent presentations, facilitated by Paul Debal, the Founder of Toronto-based Perfect Balance Consulting;
- information about two upcoming community engagement sessions, entitled Have Your Say, which allows community members to share their local perspective on the kindergarten to Grade 6 draft curriculum; and
- various committee updates.

ATA LOCAL REPORT

The Board received for information the Alberta Teachers' Association (ATA) Local No. 28 report from the President, Deneen Zielke:

- On February 10-11, the ATA hosted its virtual North Central Teachers' Convention, which included a Partners in Education virtual luncheon with keynote speaker Tanya De Mello. Zielke thanked the Board for attending and meeting with the Local executive to discuss shared concerns before the luncheon.
- Zielke spoke about her disappointment regarding a series of recent interviews conducted by the Premier and Education Minister, which she says vilify teachers and the ATA.
- The ATA continues to work with Alberta Education and school divisions to find ways to solve problems.

New Business

2022 ASCA SCHOOL COUNCIL CONFERENCE AND AGM: REGISTRATION SPONSORSHIP

The Board approved sponsoring the registration fee for school council members to take part in the 2022 Alberta School Councils' Association (ASCA) School Council Conference and Annual General Meeting. The conference takes place April 22-24. The Board will fund the cost of one registration fee per EIPS school—up to a maximum of \$5,000.

POLICY AMENDMENTS

The Board approved the following policy amendments:

- [Board Policy 3: Role of the Trustee](#) – several amendments were made, including:
 - edits to strengthen the policy's clarity, language and readability; and
 - clarifications related to professional learning activities.
- [Board Policy 7: Board Operations](#) – several amendments were made, including:
 - various edits to strengthen the policy's clarity, language and readability;
 - updates to reflect current service charges;
 - added information about timelines for archiving Board meeting recordings;
 - clarification about discretionary fund use; and
 - updates about health-benefit provisions.
- [Board Policy 13: Appeals and Hearings Regarding Student Matters](#) – the changes strengthen the policy's clarity, language and readability.
- [Board Policy 23: School Fees](#) – the changes strengthen the policy's clarity, language and readability.

BOARD POLICY REVISIONS

The Board directed EIPS administration to revise all Board policies and administrative procedures to include gender-inclusive pronouns. The rationale: To support and strengthen the Division's commitment of ensuring its learning and working environments are welcoming, caring, respectful, safe and inclusive.

BORROWING RESOLUTION: 2021-22

The Board approved the Division's borrowing resolution to meet expenditures during the 2021-22 school year. Annually, the Division submits a borrowing resolution to the Bank of Montreal to support the credit-facility agreements in place.

Committee Report

STUDENT EXPULSION COMMITTEE

The Board received for information a report from two Student Expulsion Committee meetings held on January 28 and February 16. The committee reviewed all relevant information and upheld the recommendations put forward by school administration.

POLICY COMMITTEE

The Board received for information a report from the Policy Committee meeting held on February 8. The committee reviewed six policies. Several will come forward for amendments at the Caucus meeting in March.

Trustee Reports

RECENT EVENTS

Trustees shared information and highlighted recent events:

- **Trustee Cathy Allen** attended her regular school council meetings, the February Committee of School Councils' meeting (COSC), the ASBA Zone 2/3 meeting, the ATA's Partners in Education virtual luncheon and Alberta Education's draft curriculum engagement sessions—which included lots of engaged participants made up of families, educators and curriculum experts. She's also looking forward to attending the upcoming Alberta Rural Education Symposium in early March.
- **Trustee Randy Footz** attended a school council meeting for A.L. Horton Elementary and the February COSC meeting.
- **Trustee Don Irwin** attended the ATA's Partners in Education virtual luncheon; the February COSC meeting; and school council meetings for Brentwood Elementary, Salisbury Composite High and Wes Hosford Elementary. He also participated in a virtual engagement session hosted by the EIPS First Nations, Métis and Inuit Education Centre, which was excellent and informative.
- **Trustee Susan Miller** attended school council meetings for Ardrossan Elementary and Ardrossan Junior Senior High and the February COSC meeting.
- **Trustee Jacqueline Shotbolt** attended the February COSC meeting and Board Caucus, meetings about the Division's new Four-Year Education Plan, ASBA's orientation session, and represented the ASBA Zone 2/3 at an Edmonton Regional Learning Consortium stakeholder meeting. She also attended SouthPointe School's school council meeting. At the meeting, school administration highlighted Pink Shirt Day, taking place on February 23. The day also marks the 100th day of learning for students. As such, the school has various activities planned to celebrate.
- **Trustee Jim Seutter** attended the ATA's Partners in Education virtual luncheon, the February COSC meeting and four school council meetings.

- **Trustee Ralph Sorochan** attended ASBA's orientation session, the Board Caucus meeting, the February COSC meeting and his regular school council meetings. He enjoyed the ATA's Partners in Education virtual luncheon and thanked Deneen Zielke, the President of the Local, and the Local's executive for both the invitation and excellent dialogue. As well, he encouraged trustees to wear something pink to mark Pink Shirt Day on February 23. Trustee Sorochan also thanked all EIPS staff for their efforts navigating the constant changes to guidelines and procedures—not an easy task. Finally, he wished everyone a memorable Family Day long weekend.

Board Members

Trina Boymook, *Chair* | Colleen Holowaychuk, *Vice-Chair* | Cathy Allen | Randy Footz | Don Irwin | Susan Miller | Jim Seutter | Jacqueline Shotbolt | Ralph Sorochan

FOR MORE INFORMATION CONTACT:

Trina Boymook, *Board Chair* | P 780 417 8101

Laura McNabb, *Director, Communication Services* | P 780 417 8204

www.eips.ca | Twitter: [@eips](https://twitter.com/eips) | Facebook: [elkislandpublicschools](https://www.facebook.com/elkislandpublicschools)



EIPS QUARTERLY UPDATE

MARCH 2022

EIPS IN THE NEWS

Design work begins for Sherwood Park replacement school

| *The Fort Saskatchewan Record*

Local school divisions give budget mixed reviews

| *The Sherwood Park and Strathcona County News*

Elk Island Public Schools wear blue and yellow

| *CKVG Country 106.5*

EIPS release calendar for 2022-23 school year

| *The Fort Saskatchewan Record*

SAL partners with International Aesthetics Academy

| *The Sherwood Park and Strathcona County News*

Kids helping kids: Bev Facey completes third bed build for Sleep in Heavenly Peace | *The Wetaskiwin Times*

Students benefit from shared space

| *The Sherwood Park and Strathcona County News*

FOR STARTERS

A lot has transpired since the last *EIPS Quarterly Update*. Most significant, we welcomed the newly elected Elk Island Public Schools Board of Trustees. I'm pleased to share I remain the Chair and Colleen Hollowaychuk the Vice-Chair. Together we'll lead the Board for the 2021-22 school year.

The Board also has four new trustees—Cathy Allen, Susan Miller, Jacqueline Shotbolt and Ralph Soročan. All come highly qualified, share a strong belief in the value of public education and are motivated to work collaboratively with EIPS school communities to ensure all students have the tools needed to succeed. On the back page, we introduce the new Board. I encourage you to read through each profile to help put a name to a face and learn a little more about each one of us.

Since the Board's swearing-in, it's been a whirlwind four months. Trustees participated in orientation sessions, retreats, assurance reviews, budget meetings and developed the Board's work plan. We also developed an advocacy plan, which includes two key focus areas: sustainable, predictable and adequate education funding and autonomous school boards. And, finally, we're in the midst of fine-tuning the Four-Year Education Plan, including new goals, a tightened mission and focused belief statements. Now in draft form, it's a document the Board's incredibly proud of. We'll share the plan and the 2022-23 budget in the next issue. In the meantime, read through the March newsletter, especially the back page, to meet the new Board.

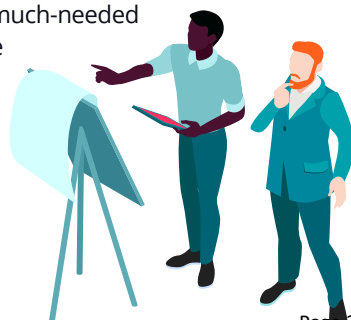
Trina Boymook,

Board Chair of Elk Island Public Schools

CAPITAL PLANNING: FUNDING ANNOUNCED

As part of the 2022 provincial budget, the

Government of Alberta announced funding to start design work for a new kindergarten to Grade 9 school in Sherwood Park—to replace École Campbelltown and Sherwood Heights Junior High. Sherwood Heights has been on the Division's capital project list for more than 10 years, progressing from a modernization to a replacement school as the facility aged. Similarly, École Campbelltown is near its end of life and can't accommodate any further enrolment growth. Over the years, the Board's advocated strongly for a much-needed replacement school. So, to receive funding to start the design work is good news. Once built, it will help ensure the Division continues to offer the quality education students need to succeed in the classroom. The Division plans to start working on the facility designs shortly.



INBOX

Now that the province has lifted restrictions, will the Division keep any of its public-health protocols in place?

With the easing of provincial public-health restrictions, EIPS also lifted most of its measures on March 1. However, many preventative measures remain in place, including ongoing hand hygiene and respiratory etiquette, daily health screening, staying home when sick, enhanced cleaning, strategies to reduce crowding, proper ventilation, encouraging immunizations, rapid response plans and illness tracking. The measures help ensure schools run smoothly and safely. For the complete details on how schools are operating see, [EIPS Operations Guidelines 2021-22](#).

MEET THE BOARD

Meet the new EIPS Board of Trustees, made up of nine locally elected members—a diverse group who share a common goal: Ensure all 17,125 students have the tools to succeed and realize their full potential. Together, they're focused on student achievement and well-being, the Division's education policies and meeting the communities' needs. They are your advocate for public education



Trina Boymook, Board Chair
Sherwood Park

Elected: 2013 **Profile:** Chair since 2013 and the vice-president of the Alberta School Boards Association (2018-21). **Why I'm an EIPS trustee?** My interest in being a trustee started shortly after my children entered school. I quickly discovered a passion for advocating for student interests and a strengthen the public education system. It's a privilege to shape policies, set the strategic direction and leverage resources to help students achieve their full potential.



Colleen Holowaychuk, Board Vice-Chair
Lamont County

Elected: 2010 **Profile:** EIPS Vice-Chair and Councillor for the Town of Lamont. **Why I'm an EIPS trustee?** Leadership has always been a passion of mine, and I enjoy serving my community. Trusteeship is an incredible opportunity to learn and grow. It's also an honour to be involved in students' success, celebrate their achievements and advocate for a strong public education system that builds vibrant, healthy communities.



Cathy Allen, Trustee, Sherwood Park

Elected: 2021 **Profile:** Trustee and former EIPS principal and educator. **Why I'm an EIPS trustee?** I believe strongly in public education, and I want to make decisions that are best for students. By working together—trustees, teachers, support staff, families and community members—we can provide the supports and resources that are requisite for student learning and achievement.



Randy Footz, Trustee
Vegreville and western Minburn County

Elected: 2017 **Profile:** Trustee, former EIPS educator, and long-time resident of the Vegreville area. **Why I'm an EIPS trustee?** As an educator for 33 years, I'm delighted to have the opportunity to continue working in the education sector. What I love most about being a Trustee is representing the community I serve, and ensuring the concerns of parents and students are heard. For me, it's an honour and a privilege to be an EIPS Trustee.



Don Irwin, Trustee, Sherwood Park

Elected: 2017 **Profile:** Trustee and former principal. **Why I'm an EIPS trustee?** I've spent my entire career advocating for students. My role as a Trustee is an extension of that work. I firmly believe school boards make better policy when they work collectively with parents, staff and students, and as such, it's a great honour to bring constituents' concerns forward at the board table.



Susan Miller, Trustee
Strathcona County, north of Wye Road

Elected: 2021 **Profile:** Trustee and former health care aid. **Why I'm an EIPS trustee?** I'm a Trustee because I want to see children, our most precious resource, receive the best educational experience available. Quality education is the right of every child in Canada, where skills for success and lifelong pursuits are taught. An excellent public education system is the foundation of a thriving community. I endeavour to work toward that end.



Jim Seutter, Trustee
Strathcona County, south of Wye Road

Elected: 2013 **Profile:** Trustee and former EIPS principal and educator. **Why I'm an EIPS trustee?** We're constantly facing significant educational issues. So, for me, it's compelling to be part of a group of trustees making policy decisions that support quality education practice for students. Through my own experience in education, I've learned to value and support parental program choice, class-size limits and budget priorities for new facilities, when needed.



Jacqueline Shotbolt, Trustee
Fort Saskatchewan

Elected: 2021 **Profile:** Trustee, senior management in the business-financial sector and completing a degree in business administration. **Why I'm an EIPS trustee?** I have two young children, who are my inspiration for becoming a school board trustee. I believe all students in EIPS deserve the best education and experience possible. I'm excited to be part of this Board, and it's an absolute privilege to represent Fort Saskatchewan and area.



Ralph Sorochan, Trustee
Fort Saskatchewan

Elected: 2021 **Profile:** Trustee and former EIPS principal and director. **Why I'm an EIPS trustee?** My entire life, I've felt strongly about protecting public education and spent my career ensuring students are prepared to go out into the world after graduation. So, for me, becoming a trustee was a natural progression of that. Over my term, I want to continue to work with the school community to ensure, as a Board, we're making sound decisions that both meet students' needs and build our future generations.



March 1, 2022

Mayor Kirk Perrin

Dear Mayor Kirk Perrin,

Family & Community Support Services, Lamont County Region respectfully request your presence at our **Annual Volunteer Appreciation Dinner**.

Lamont Volunteer Appreciation will be held on Wednesday, April 27th, 2022, from 5:30 p.m. – 9:00 p.m. at the Lamont Hall.

The Evening includes a free Supper, entertainment, great conversation, laughs and memories with the local volunteers from our community.

We hope you can come celebrate with us as we honor our **Community Volunteers**.

Please RSVP to Darlene at 780-895-2233. Ext 226.

Thank you for your consideration of our request.

We look forward to hearing from you.

Sincerely,



Jodie Conley
Board Chair
Family & Community Support Services
Lamont County Region



March 1, 2022

Town of Lamont Council Members

Dear Town of Lamont Council Members,

Family & Community Support Services, Lamont County Region respectfully request your presence at our **Annual Volunteer Appreciation Dinner**.

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Please RSVP to Darlene at 780-895-2233. Ext 226.

Thank you for your consideration of our request.

We look forward to hearing from you.

Sincerely,



Jodie Conley
Board Chair
Family & Community Support Services
Lamont County Region

#EmpathyInAction

Volunteers Bring Heart To Canada's Communities

Volunteer Strengthen Communities, They Keep Us Safe, Lead Movements, and Share Skills.

Are you a local volunteer in Lamont County?

Have you done a good deed for a local neighbor or helped a person in need?

In appreciation of ALL the volunteers that make our communities strong and vibrant, FCSS Lamont County Region would like to invite all local volunteers to an evening of entertainment and a free supper, so we can say THANK YOU!

Andrew

Monday April 25, 2022

5:30-9:00pm

Supper at 6:00pm

@ Rainbow Club

Bruderheim

Tuesday April 26, 2022

5:30-9:00pm

Supper at 6:00pm

@ Community Hall

Lamont

Wednesday April 27, 2022

5:30-9:00pm

Supper at 6:00pm

@ Lamont Hall

Mundare

Thursday April 28, 2022

5:30-9:00pm

Supper at 6:00pm

@ Mundare Rec Centre

To pick up your tickets to the event, visit the Town of Lamont office, Town of Mundare Office, Town of Bruderheim Office, Andrew Office, Andrew Lions Club (Wednesday's Only), or contact Darlene at 780-895-2233 ext. 226 Toll Free 1-877-895-2233 ext 226 for pick up at the Lamont County Building.

Tickets will be available March 16-April 16. Tickets are Free of charge, but limited in number.

Tickets are required for entrance to this event.

Brought to you by:



TOWN OF LAMONT PUBLIC LIBRARY BOARD MEETING
February 7, 2022 – 7:00pm via Zoom

PRESENT: Kelly VanDeurzen, Erin Thomas, Greg Huxley, Stephanie Walker, David Diduck, Colleen Holowaychuk, Dinah Sudyk, Michelle Selensky

ABSENT: Bonnie Fawcett,

MEETING CALLED TO ORDER AT: 7:02 PM

APPROVE AGENDA:

Dinah requests addition be added under New Business 3. Board Members.

Colleen moves to adopt the agenda as amended. Dinah seconds.

PREVIOUS MINUTES:

Dinah requests that the Previous Minutes be adopted as presented. Dave seconds.

TREASURER'S REPORT:

Chequing Account Balance: \$29,788.61 (end of December)
January 31, 2002 balance: \$28,907.08
Syd Joseph Account: \$2,042.70

Dinah moves the treasurers report be adopted as presented. Greg seconds. All in favour. Passed.

BUSINESS ARISING FROM PREVIOUS MINUTES:

1. Bylaw – Colleen confirmed that the Town of Lamont has taken care of the Establishment Bylaw, it will be presented to Lamont Town Council tomorrow night. Once approved Colleen will send us a copy for our records.
We will need to go over the operational bylaw/procedures. Kelly states that we are scheduled to update operational bylaws this year. Erin says that we have hard copies of this in our board binders but we do not have a digital copy of it.
2. APLAC Membership – Stephanie will send the membership information to Dinah this evening.
3. Book Cart Purchase – Erin found an approved motion to purchase a book cart in the June 3, 2019 minutes. Excerpt from minutes:
Need a book cart. Cheapest one is \$477 plus tax and shipping. Kelly moves to purchase cart for use by LPL. Greg seconds. Passed.
The credit card is in the mail that Dinah has. Stephanie will look for a book cart that falls in to the previously approved amount.
4. Daytime Hours – Stephanie is unable to make the daytime hours work for her at this time and suggests that we find someone to work the afternoon hours or perhaps one afternoon and a Saturday.

Erin reminds that shift minimum is three hours. We will need to advertise the job posting after we have notified the school.

Kelly will send a formal letter to Lamont High School Principal Greg Cruickshank stating the request for daytime hours. Possible hours would be 2-5pm Tuesdays and Thursdays and Saturday afternoons. We will not offer services during all these time slots but would like the option.

NEW BUSINESS:

1. James McDonald NLLS – Executive Director would like to meet with the Board in person (additional 25-45 minutes). Kelly has communicated meeting dates and times. Discuss the value of being a part of Northern Lights Library Systems. This is something that NLLS has been doing with many Town Councils and Library Boards.
2. Budget – Dinah spoke with Cindy Gruber about doing our books again this year. Cindy agreed. Dinah moves that we pay Cindy \$100 for doing the books. Dave seconds. All in favour. Passed.

Dinah requests help to complete this year's budget that is due in June 2022. Cindy needs to complete our books prior to our completing this budget. Budget meeting to take place in March, 2022. Kelly and Colleen volunteer to help Dinah.

3. Board Members – Dinah says that we need to advertise for Board Members. Stephanie will post on Facebook.

LIBRARIAN'S REPORT:

Stephanie:

Total Allotment: \$13,122.41

Expended: \$278.76.

Encumbered: \$1,015.21

Approximate free balance: \$11,818.44

New allotment came in and have made one purchase so far.

62 patrons in January, 3 new patrons, Facebook following is increasing.

Computer and monitor arrived and will get them set up this week. What do we want to do with the old equipment? Stephanie will ask other libraries what they do with their old equipment.

Recycle? Sell? Donate?

January 26 & 27 was the Story Walk for Literacy Day. 26th was slow due to horrible weather.

February plans– Random Acts of Kindness (RAK) day, Blind Date With a Book display, Library Scavenger Hunt

Working on draft for Internet Use Policy.

Questions from patrons about accessing wifi without a library card. This is mostly youth in care.

This is something that we need to look into. Could we set up blank accounts with rotating passwords?

Looked into all in one printer-scanner-fax machine. Approx cost is \$350 for a wireless.

Stephanie will look into costs of ink.

Taking more online training. This month focuses on web development.
Continues to weed and work on collection development.
Annual report LIB PASS is coming up and would like some assistance in completing it as this is first time. Kelly will email Public Services Library Branch about where the email will be going to and when we can expect it.

CORRESPONDANCE:

None

ROUND TABLE:

None

NEXT MEETING: March 7, 2022 @ 7:00pm at the school if protocols allow, otherwise via Zoom. It will be made available via zoom for those unable to attend in person.

Erin moves that we adjourn the meeting. Greg seconds.

MEETING ADJOURNED AT: 8:08PM

**Northern Lights Library System Board
Regular Meeting**

Northern Lights Library System
Via Zoom
10:00 AM Friday, March 4, 2022

Mission: Bringing the world to our communities by collaboratively providing efficient, effective, and exceptional library service.

Attendance:

Municipality	Zone	Role	Combined Name	Present
Athabasca County	Zone 1	Representative	Kelly Chamzuk	Present
Island Lk/South/Sunset Beach/Whispering Hills	Zone 1	Representative	Curtis Schoepp	Present
S.V. of Bondiss	Zone 1	Representative	Edwin Tomaszuk	Absent
S.V. of Mewatha Beach	Zone 1	Representative	Larry Tiedemann	Present
S.V. of West Baptiste	Zone 1	Representative	Amelia (Myn) Hursin	Absent
Smoky Lake County	Zone 1	Representative	Linda Fenerty	Present
Thorhild County	Zone 1	Representative	Janine Paly	Absent
Town of Athabasca	Zone 1	Representative	Edith Yuill	Present
Town of Smoky Lake	Zone 1	Representative	Amy Cherniwchan	Present
Village of Boyle	Zone 1	Representative	Barbara Smith	Present
Village of Vilna	Zone 1	Representative	Leroy Kunyk	Present
Village of Waskatenau	Zone 1	Representative	Tyson Berlinguette	Present
City of Cold Lake	Zone 2	Representative	Vicky Lefebvre	Present
County of St. Paul	Zone 2	Representative	Maxine Fodness	Present
County of St. Paul	Zone 2	Alternate	Ross Krekoski	Present
County of Two Hills	Zone 2	Representative	Dianne Saskiw	Present
Fishing Lake	Zone 2	Representative		Absent
Frog Lake First Nation	Zone 2	Representative	Glenda Bristow	Absent
Lac La Biche County	Zone 2	Representative	Darlene Beniuk	Present

M.D. of Bonnyville	Zone 2	Representative	Josh Crick	Present
Town of Bonnyville	Zone 2	Representative	David Sharun	Present
Town of Bonnyville	Zone 2	Alternate	Neil Langridge	Present
Town of Elk Point	Zone 2	Representative	Wanda Cochrane	Present
Town of St. Paul	Zone 2	Representative	Norm Noel	Present
Town of St. Paul	Zone 2	Alternate	Sid Sood	Present
Town of Two Hills	Zone 2	Representative	Keegan Thompson	Absent
Village of Myrnam	Zone 2	Representative	Donna Rudolf	Present
Beaver County	Zone 3	Representative	Barry Bruce	Present
Lamont County	Zone 3	Representative	Daniel Warawa	Present
Sturgeon County	Zone 3	Representative	Matthew McLennan	Present
Town of Bon Accord	Zone 3	Representative	Tanya May	Present
Town of Bruderheim	Zone 3	Representative	Len Falardeau	Absent
Town of Gibbons	Zone 3	Representative	Loraine Berry	Present
Town of Lamont	Zone 3	Representative	Colleen Holowaychuk	Present
Town of Morinville	Zone 3	Representative	Jennifer Anheliger	Present
Town of Morinville	Zone 3	Alternate	Stephen Dafoe	Present
Town of Mundare	Zone 3	Representative	Eddie Sheppel	Present
Town of Redwater	Zone 3	Representative	Dwayne Spicer	Present
Town of Tofield	Zone 3	Representative	Harold Conquest	Absent
Town of Viking	Zone 3	Representative	Gary Hafso	Absent
Village of Andrew	Zone 3	Representative	Barry Goertz	Absent
Village of Holden	Zone 3	Representative	Travis Schiewe	Present
Village of Ryley	Zone 3	Representative	Annette Short	Present
County of Minburn	Zone 4	Representative	Joey Nafziger	Present
County of Vermilion River	Zone 4	Representative	Leslie Cusack	Present

M.D. of Wainwright	Zone 4	Representative	Robin Leighton	Present
Town of Vegreville	Zone 4	Representative	Taneen Rudyk	Present
Town of Vermilion	Zone 4	Representative	Kirby Whitlock	Present
Town of Wainwright	Zone 4	Representative	Rick Fountain	Present
Village of Chauvin	Zone 4	Representative	Sheila Donally	Present
Village of Edgerton	Zone 4	Representative	Jennifer Beattie	Present
Village of Innisfree	Zone 4	Representative	Jennifer Johnson	Present
Village of Irma	Zone 4	Representative	Brandon Parsons	Present
Village of Kitscoty	Zone 4	Representative	Daryl Frank	Absent
Village of Mannville	Zone 4	Representative	Shantell Bielesch	Present
Village of Marwayne	Zone 4	Representative	Chris Neureuter	Absent
Village of Paradise Valley	Zone 4	Representative	Mary Arnold	Present

- Representatives Present (representing 57 municipalities)
- Representatives/Municipalities Absent
- Representatives/Municipalities Excused
- Alternates present with their Representatives
- Alternates filling in for their Representatives

Staff: James MacDonald (Executive Director), Terri Hampson (Operation & Finance Manager),
Library Managers: Jodi Dahlgren (Wainwright)

10:00 AM 1. Call to order at 10:01am

2.2 Acknowledgement of Treaty 6 and Land of the Metis:

Northern Lights Library System respectfully acknowledges that the land on which we gather is Treaty 6 territory and a traditional meeting ground and home for many Indigenous Peoples, including Cree, Saulteaux, Niitsitapi (Blackfoot), Métis, and Nakota Sioux Peoples.

3.2 Quorum –
confirmed at 9:59am

4.2 Adoption of Agenda (Poll)

**M: Loraine Berry moved the adoption of the agenda
Carried**

5.2 [Minutes of the November 2021](#) NLLS Board meeting (Poll)

M: Dwayne Spicer moved to approve the minutes
Carried

6.2 For Information

6.1. Audit Report – Jeff Alliston, Metrix Group (Poll)

[Audit Findings Report](#), [Financial Statements 2021 - Draft](#)

M: Larry Tiedemann moved to accept the auditor’s report as presented
Carried

6.2. [Chairperson’s Report](#) – Vicky Lefebvre (Poll)

M: Barb Smith moved to accept the chair’s report as presented.
Carried.

6.3. [Library Manager’s Council Report](#) – Jodi Dahlgren (Poll)

M: Jennifer Johnson moved to accept the Library Manager’s report as presented.
Carried.

6.4. [ALTA report](#) – Jennifer Anheliger (Poll)

M: Curtis Schoepp moved to accept the ALTA report as presented.
Carried.

6.5. [Financial Report - Year to Date](#) – James MacDonald (Poll)

M: Amy Cherniwchan moved to accept the financial report as presented.
Carried

6.6. Annual Conference



Please join us for “Spark & Ignite”, Northern Lights Library System’s 2022 Annual Conference! We invite everyone to join us on May 27th, which will feature several short, snappy presentations on industry-related topics and a keynote speaker, plus a little entertainment.

- May 26th is focused on meetings and training for our member library managers and board chairs

- May 27th is the main conference day
- May 28th is the annual AGM for the NLLS Board

7. For Decision

7.1 [2022 Draft Implementation Plan](#) (Poll)

Briefing Note: The [2021 implementation plan](#) ran from February 2021 to February 2022. This draft plan represents input from the entire staff and was collaboratively produced by the leadership team.

M: Loraine Berry moved to accept the 2022 Implementation Plan. Carried.

7.2 New and Updated Policies. (Poll)

Briefing Note:

Given the size of our board and the lengthy process of development and approval, policies are voted upon at the general board meetings as an omnibus motion. Board members may make a motion to remove 1 or more policies from the omnibus motion for individual vote. Policy changes will not be entertained at the general board meeting. Policies are either accepted or rejected by the general board. Rejected policies are returned to the Policy Committee for further review and work where appropriate.

Updates:

- [Whistleblower Policy](#)
- [Board Honoraria and Expenses](#)
- [Policy Making](#)
- [Role of the Board Chair](#)
- [Internet and Computer Usage](#)

New

- [Book Allotment](#)
- [Environmental Policy](#)
- [Non-Participating Municipalities](#)
- [Staff Network Usage Policy](#)

These policies take a 4-step approval process:

- 1) Policies are drafted by NLLS administration and staff and forwarded to the Policy Committee for review.
- 2) The policy committee thoroughly reviews new and updated policies and forwards them to the Executive Committee.
- 3) The Executive Committee reviews the policies forwarded by the Policy Committee and determines if they are to be sent forward for approval of the board.
- 4) The board is provided 21 days to review all policies before a vote.

The policies were sent to all board members in on February 11, 2022 for review and feedback and are requested to be approved by the board.

M: Jennifer Johnson moves that we adopt the following new and updated policies: Whistleblower, Board Honoraria and Expenses, Policy Making, Role of Board Chair, Internet and Computer Usage, Book Allotment, Environmental Policy, Non-Participating

**Municipalities, Staff Network Usage.
Carried**

8. Adjournment

Edith Yuill moved to adjourn at 11:21

Carried.

The next regular board meeting will be held on Saturday May 28, 2022 at 10:00 a.m. **in Elk Point.**

Meetings are generally held the last Friday or Saturday of February, May, August, and November.

DRAFT

LAMONT HEALTH CARE CENTRE

**Summary
Minutes of the Regular Board Meeting
Date: Thursday, February 24, 2022**



1.0 Call to Order

Chairman Kent Harrold extended a warm welcome to members and to CHAA representatives and called the regular meeting of the Board to order at 8:33 a.m.

Five members and the three CHAA representatives were in attendance via ZOOM; four persons including two members, were in attendance in the Board Room.

2.0 Approval of Agenda

The proposed agenda was reviewed and approved as presented.

3.0 Community Involvement

The CHAA representatives made a presentation on the CHAA Agreements.

Following the presentation, Chairman Kent Harrold thanked the CHAA representatives for attending the meeting and reviewing the Agreements with members and excused them from the meeting.

4.0 Approval of Minutes

Minutes of the last regular meeting (January 27, 2022) were reviewed and approved as circulated.

5.0 Highlights of the meeting included discussion on the following items:

i. Update re: 'Faithful Footprints' Grant

Mr. Bharmal informed members that Great Canadian Solar Ltd. is currently installing the solar panels.

Installation should be completed by next week.

ii. Update re: COVID-19

Mr. Bharmal reviewed COVID-19 restrictions in the Province and within LHCC.

5.0 **Highlights – continued ...**

iii. **Update re: ASLI Grant/LTC Replacement**

Mr. Bharmal informed members that this matter is at a standstill.

iv. **Update re: LHCC Logo**

The Board has selected a Logo for LHCC.

v. **Presentation of Reports**

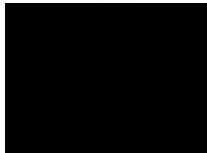
Reports from the Executive Director, Medical Staff Committee and Board Committees were presented for information.

6.0 **Next Meeting**

The next Board meeting will be held on Thursday, March 24, 2022, commencing at 10:30 a.m., following the Patient Care Committee meeting.

7.0 **Adjournment**

There being no other business, the meeting was adjourned at 12:33 p.m.



/ds



Chamber of COMMERCE

FORT SASKATCHEWAN & DISTRICT

Congratulations on joining the Chamber of Commerce! We're excited to engage with you and for all that the future will bring to this businesses of the district. With your support we continue to be a strong organization serving and representing the business community.

Included is this "welcome kit" is:

- Your membership certificate and membership window decal for your business.
- M2M discount card - if you would like to offer this program to your staff just let us know.
- Information about the Chambers "Get in the Loop" app
- Information on the discounted "Chambers Plan" group insurance program
- Pamphlets from other partners with specific discount business opportunities
- You can also review all the benefits that you receive with your membership via the website (look in the member centre tab).

Next: Please sign up for the next Chamber 101 session where you will learn how to put your chamber membership to use, and more details on specific benefits included.

Last: Take a few minutes to visit the Chamber website, log in to your Chamber profile, and update / enhance your online presence to reach as many members and consumers as possible.

Remember to watch your email for e-news with updates and information about ways to leverage your membership through programs, speakers, and community events. Look for updates about our business advocacy and information about regulatory changes to programs that could affect you.

We love to stay connected please follow us:

Facebook, Instagram, and Twitter all at @FortSaskChamber

Please add our emails to your contact list so you receive all the up to date info from us and feel free to reach out anytime with any questions so we can help you achieve all your business goals!

Craig Berry
Membership Manager
membership@fortsaskchamber.com

Tamara Dabels
Executive Director
Info@fortsaskchamber.com

Stacy Dieckman
Events Manager
events@fortchamber.com
780-998-4355

From: Sonia Garcia (CAL) <[REDACTED]> **On Behalf Of** Darren Sandbeck
Sent: Thursday, March 17, 2022 4:14 PM
Subject: Help Shape EMS in Alberta



Message from
Chief Paramedic Darren Sandbeck

To: Elected Officials (Mayors, Reeves and CAOs)

Help Shape EMS in Alberta

We are writing today to invite you to take part in shaping the future of EMS in Alberta.

Emergency Medical Services (EMS) is a critical component of Alberta's healthcare system. EMS provides emergency response to 911 calls for patients across the province, as well as handling transfers for patients needing medical care between hospitals and medical facilities.

EMS is currently undertaking the creation of a long-term Provincial Service Plan for EMS. This EMS Service Plan will reflect how EMS integrates into Alberta's health system, and it will provide the vision and direction for EMS in Alberta for the next five years, as well as set out a clear roadmap on how to get there. This plan is to be completed by September 30, 2022.

To do this, we need to hear from those who depend on our care – Albertans. Our first step is to assess the current state of EMS, and we are doing this by launching our engagement website and a survey. We're asking for your involvement, and for you to share this information with your citizens and constituents:

1. First, please visit <https://together4health.albertahealthservices.ca/ems-service-planning> and sign up to subscribe to our project updates so you can take part in current and future EMS engagement opportunities.
2. Then, watch our 30 minute introductory video on the Together4Health site about the EMS Provincial Service Planning process. This video is optional, however it provides valuable background about EMS.
3. Finally, take our "Current State Survey" on the website which should only take about 5-10 minutes. Let us know what you think is working within EMS, and what isn't, so we can build on strengths and plan for improvements.
 - *The current state survey will close April 8, 2022.*

AHS EMS and Alberta Health is looking forward to connecting with patients and families, frontline EMS and AHS staff, elected officials, Indigenous communities, contracted service partners, medical first responders, and other parts of the healthcare system now and over the coming months.

Thank you for giving us the opportunity to listen to your feedback as we develop a long-term strategic plan for EMS in Alberta, and please do share this opportunity with others so they may also offer their feedback and suggestions.

Sonia Garcia, Executive Associate

Emergency Medical Services | Office of the Chief Paramedic | [REDACTED]

she/her

Emergency Medical Services Employee Programs | Office of the Executive Director, EMS Employee Programs |

This message, and any documents attached hereto, is intended only for the addressee and may contain privileged or confidential information. Any unauthorized disclosure is strictly prohibited. If you have received this message in error, please notify us immediately so that we may correct our internal records. Please then delete the original message. Thank you.

This message and any attached documents are only for the use of the intended recipient(s), are confidential and may contain privileged information. Any unauthorized review, use, retransmission, or other disclosure is strictly prohibited. If you have received this message in error, please notify the sender immediately, and then delete the original message. Thank you.



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

AGENDA ITEM:

4.1

COUNCIL MEETING DATE:
March 22, 2022

ITEM DESCRIPTION OR TITLE
2021 AUDITED FINANCIAL STATEMENTS

RECOMMENDATION

THAT Council approve the 2021 Audited Financial Statements.

BACKGROUND

Metrix LLP conducted the audit of the Financial Statements for the year ending December 31, 2021.

This report is a legislated requirement, as indicated within the *Municipal Government Act (MGA)*, which typically requires municipalities to submit an annual report to the Minister by May 1 of each year.

COMMUNICATIONS

Once approved, the 2021 Audited Financial Statements will also be made public by posting it on the website and submitting it to the Minister.

IMPLICATIONS OF DECISION

N/A

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

- Section 276 of MGA

ATTACHMENTS

1. Draft 2021 Audited Financial Statements (see attachment in agenda item 2.1)

Report Prepared By: Robert Mu, Finance Officer

Approved by CAO:



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 4.2

COUNCIL MEETING DATE:
March 22, 2022

ITEM DESCRIPTION OR TITLE

BUDGET 2022

RECOMMENDATION

THAT Council receive the Budget 2022 update as information.

BACKGROUND

On December 14, 2021, Council approved the 2022 Interim Operating Budget. In support of developing and finalizing Budget 2022, Administration will engage the public to encourage feedback on priorities and concerns.

The draft Budget 2022 will be presented to Council on April 12, 2022. In support of the discussion Administration recommends the following.

- Residents be surveyed (see attached) concerning 2022 priorities.
- Council complete budget request form(s).
- A Governance and Priorities Committee be held on April 6, 2022.

COMMUNICATIONS

Promote survey on social media and in local newspaper.

IMPLICATIONS OF DECISION

Supports development and delivery of quality services and amenities for all residents.

FINANCIAL IMPLICATIONS

N/A


POLICY AND/OR LEGISLATIVE REFERENCES

N/A

ATTACHMENTS

Survey
Budget request form

Report Prepared By: CAO Bastow

Approved by CAO: 



Budget 2022

1. Are you a resident or business owner? If both, please fill out each section of the survey.
 - Resident (Complete question 2 to question 12)
 - Business Owner (Complete question 12 to question 17)

2. In which age category do you fall?
 - 18-24
 - 25-34
 - 35-44
 - 45-54
 - 55-64
 - 65 and over

3. Do you own or rent your primary Town of Lamont residence?
 - Own
 - Rent
 - Prefer not to disclose

4. Please describe your understanding of how municipal budgets are prepared and applied.
 - Full understanding of the process
 - Some understanding of the process
 - Little understanding of the process
 - None, I'd like to learn more

5. Please rate the following topics and the level of importance to you.

	Very Important	Somewhat Important	Undecided	Somewhat Important	No Opinion
Economic Development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Garbage & Recycling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
General Government & Administration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parks & Green Spaces	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Protective Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recreational Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Road & Sidewalk Maintenance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Water & Wastewater Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Land Development Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Property taxes collected from residential and non-residential properties are the primary revenue source available to the Town to pay for municipal services. Please choose one of the following options you would like the Town to consider.

- Increase taxes to enhance or expand municipal services
- Maintain service levels with no increase to taxes
- Cut service levels to reduce taxes

7. Municipal Infrastructure refers to assets such as roads, water, wastewater, sewer systems and parks. Do you feel we should consider investing more infrastructure dollars now to work towards improving our infrastructure condition and level of service, or prioritize reduced municipal taxes as the expense of immediate infrastructure improvements and a greater future cost?

- Spend infrastructure maintenance now
- Defer maintenance

- Not sure or need to know more before deciding

8. Do you feel you are getting fair value for your property taxes?

- Yes
- No
- Not sure or need to know more before deciding
- Does not matter to me

9. Should the Town use tax dollars to support community organizations and special events?

- Yes
- No
- Not sure or need to know more before deciding
- Does not matter to me

10. How would you like to be involved in the 2023 Budget Process?

- Attend public budget meetings
- Fill out online surveys, questionnaires, or access to budget tools
- I don't want to be involved

11. Are there any additional budget-related issue(s) you would like to share with us?

12. Thinking about the economic development services (investment attraction, event attraction, business supports, etc.), would you increase, maintain, or decrease service levels?

- Increase service levels
- Maintain service levels
- Decrease service levels

13. Do you feel you are getting good value for your business taxes?

- Yes
- No
- Not sure or need to know more before deciding
- Does not matter to me

14. Property taxes collected from residential and non-residential properties are one of the revenue sources available to the Town to pay for municipal services. Please choose one of the following options you would like the Town to consider.

- Increase taxes to enhance or expand municipal services
- Maintain service levels with no increase to taxes
- Cut services to reduce taxes

15. Please rank your top three priorities where you believe the Town could invest more tax dollars.

16. How would you like to be involved in the 2023 Budget Process?

- Attend public budget meetings
- Fill out online surveys, questionnaires, or access to budget tools
- No, I don't want to be involved

17. Are there any additional budget-related issue(s) you would like to share with us?



COUNCIL BUDGET REQUEST FORM

1. Project Name:
2. Estimated Cost (*if unknown, leave to Admin*):
3. Describe the budget request:



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

AGENDA ITEM: 4.3

COUNCIL MEETING DATE:
March 22, 2022

ITEM DESCRIPTION OR TITLE
STRATEGIC PLAN STATUS REPORT

RECOMMENDATION

THAT Council receive the Strategic Plan Status Report as information.

BACKGROUND

The evaluation of the organization's progress towards completing priorities as identified within the 2019-2022 Strategic Plan is a critical step in the cycle of continuous improvement. The review of the plan on a periodic basis allows for Council to be aware and respond to any changes required on an ongoing basis. The attached update of the plan summarizes the progress of the Strategic Planning objectives to date.

Note:

- Items highlighted in grey are completed.

COMMUNICATIONS

N/A

IMPLICATIONS OF DECISION

Adjustments to the Strategic Plan allow for Council to measure the success of the organization.

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

N/A

ATTACHMENTS

1. 2019-2022 Strategic Plan (Current progress identified as of March 16, 2022)

Report Prepared By: CAO Bastow

Approved by CAO:

Town of Lamont



Strategic Plan 2019-2022

Strategic Planning for the Town of Lamont

In April 2019, the Town of Lamont initiated the development of a Strategic Plan that will guide the work of Council and Administration for 2019 to 2022. This process was facilitated by Russell Farmer of Russell Farmer and Associates Consulting Limited. The planning process involved:

- Pre-meetings with representatives of senior administration to identify operational priorities;
- A facilitated workshop with Council on April 29th, 2019;
- A facilitated workshop with Council on May 9th, 2019;
- Follow-up meetings with senior administration to define worksteps, timelines, and resourcing required to meet Council objectives;
- A final presentation to Council on July 23rd, 2019.

This final document consists of:

1. A Mission statement – the mission statement for a municipality defines its mandate and reflects the Town as it is today.
2. A Vision statement – the vision statement for a municipality defines an ideal future state. The vision statement reflects what the Town is working to become.
3. Goals – the goals presented in a Strategic Plan represent high level statements of what Town Council and administration are working to achieve by 2022.
4. Objectives – the objectives in a Strategic Plan are specific, measurable projects or initiatives that will be completed in support of the Plan's goals.

About Strategic Planning

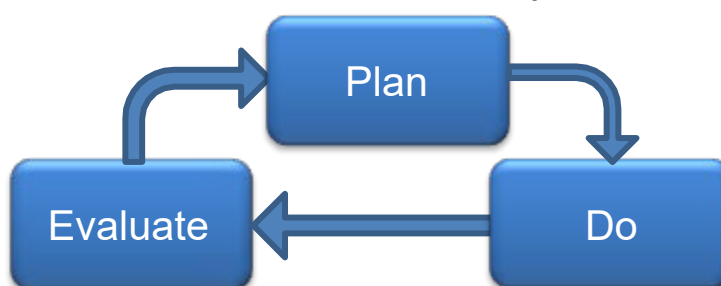
Part of the governance role of Council is to define the vision and goals for the municipality. The purpose of a Strategic Plan is to provide both administration and Council with an outline of Council's strategic priorities. These priorities serve several key functions:

- They guide Council's agenda;
- They guide administration's priorities and allocation of resources;
- They provide a key input into the annual budgeting process;

- They provide Council with a means to objectively assess the work of both Council and administration in reaching the Town's defined objectives; and
- They provide a communication tool that allows interested stakeholders to understand the Town's direction and activities on their behalf.

The Strategic Plan is the starting point for a cycle of continuous improvement. The following is a diagram of a cycle of continuous improvement.

Cycle of Continuous Improvement



The three steps in the cycle of continuous improvement are:

1. Plan – the Strategic Plan is the first step in the process. For continuous improvement to occur an organization needs to have a plan in place to guide the organization moving forward into the future. It is Council's job to create a plan for the municipality moving forward into the future.
2. Do – the second step in a cycle of continuous improvement is to implement the plan and complete the priorities or objectives identified in the plan within the timeframe and budget identified in the plan. It is the CAO and Senior Management's job to implement the priorities identified in the plan. The CAO and Senior Management translate the priorities identified by Council into an operational plan by identifying the activities that will need to be completed to reach each priority as well as identifying the timeframe, who is responsible for each activity and any possible budget impacts.
3. Evaluate – the final step in a cycle of continuous improvement is to evaluate the organization's progress towards completing the priorities identified in the Strategic Plan. The evaluation is a periodic review where Council reviews the Strategic Plan in order to update the priorities and Administration reviews the Operational Plan to gauge their progress. Periodically reviewing the Strategic Plan provides Council with the flexibility to respond to any significant changes in the economic, environmental, social and cultural environment. Administration's review of the Operational Plan allows them to gauge their progress in completing the strategic priorities and to respond to changes in the Strategic Plan.

The Strategic Plan identifies the activities that need to be completed that are outside of the day to day operational activities completed by Administration within the municipality.

A Strategic Plan is a “living Document” that should grow and change over time. It is recommended that the Plan, once adopted by Council, be reviewed regularly and updated annually. To ensure that the Strategic Plan continues to guide the work of Council and administration it is recommended that:

1. Administration provides Council with status updates on the Strategic Plan quarterly to report on progress towards objectives, significant achievements related to the Plan’s Goals, unanticipated challenges, or areas where Council support is required.
2. Council updates the Strategic Plan annually to reflect changing priorities, emerging issues or opportunities, evolving project timelines, and changes to resourcing.

Mission, Vision and Goals

During the planning process Council reviewed the Mission and Vision set out in the Town’s 2015 Strategic Plan.

Mission Statement

Through effective and positive governance, provide residents with quality services, facilities and amenities to develop and maintain a safe, viable and vibrant community.

Vision Statement

The Town of Lamont is a caring community where we live, work and play.

Council supported these existing statements and confirmed that they are still an accurate reflection of the current and ideal future states for the community.

Council identified a set of seven (7) Goal statements that support the Vision Statement and reflect the major priorities for the Town from 2019 to 2022. These Goal statements are:

1. Manage, invest and plan for sustainable municipal infrastructure.
2. Develop and implement an overall strategy for parks, playgrounds, and open spaces.
3. Ensure lands are available to meet residential, commercial, and industrial growth needs.
4. Promote and support economic development to enhance employment opportunities and grow the Town’s non-residential tax base.
5. Develop and deliver quality services and amenities for all residents.

6. Ensure Council and Administration are meeting the needs of the residents of the Town of Lamont with progressive, transparent and effective governance practices.
7. Continually improve communication from the Town to its residents to encourage broader awareness, interest and participation.

In support of these Goals Council identified a set of 25 measurable objectives. The objectives along with required activities, anticipated timelines for completion, and anticipated resource requirements are provided on the tables that follow.

Goal #1: Manage, invest and plan for sustainable municipal infrastructure

Objectives and projects		Key Activities	Council Role	Completion Date	Resource Requirements	Status
1.1	Complete asset condition assessment	<ul style="list-style-type: none"> • Inventory capital assets • Review existing condition assessments and studies to develop a single consolidated report • Identify deficiencies in existing studies • Contract engineering support to address deficiencies in existing studies • Present consolidated condition assessment to Council for adoption • Develop an implementation strategy for prioritized capital projects 	<p>Approve budget</p> <p>Adopts condition assessment</p>	Update: Sept – Oct 2022	<p>Contract services & Internal resources</p> <p>MAMP funding requirement (Town's portion \$7900)</p> <p>Reallocation of balance of funding to cover COVID-19 expenses including staffing and supplies for the organization.</p> <p>Adjustment may be made as funding was provided by GOA.</p>	<p>Included in 2020 Budget and deferred to 2021.</p> <p>Grant application for MAMP funding through FCM for Asset Management Software has been approved.</p> <p>Asset Management framework was presented to Council early in Q2.</p> <p>Citywide has been secured with grant funding, Asset inventory is underway. With a target completion date Dec 31, 2021.</p> <p>Inventory completed. Training completed in March. Software to be completed in April.</p>
1.2	Prepare three-year operational and five-year capital plans	<ul style="list-style-type: none"> • Complete as a component of the 2020 budget process • Administration develops draft • Present to Council for review and adoption 	<p>Receive information</p> <p>Adopt plans</p>	2019-Q4	Resourced internally	Complete

<i>Objectives and projects</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
1.3	Review and adopt a debt management and reserve policy	<ul style="list-style-type: none"> • Administration develops a draft policy • Council reviews draft and provides direction • Council adopts policy 	Adopt policy	2021	Resource internally	Complete
1.4	Complete and adopt a long-term capital equipment repair and replacement plan	<ul style="list-style-type: none"> • Review and update existing plan and asset inventory • Present plan to Council for adoption 	Adopt plan Approve budget	2021	Resource internally	Information from the asset condition assessment report will be used and included in the 5 year Capital Plan.

Goal #2: Develop and implement an overall strategy for parks, playgrounds, and open spaces

<i>Objective</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
2.1	Complete lifecycle and maintenance planning for the arena, community centre, curling rink	<ul style="list-style-type: none"> • Identify the scope of work to be addressed in each lifecycle & maintenance plan per building • Review existing condition assessments and studies to develop a single consolidated report • Identify deficiencies in existing studies • Contract engineering support to address deficiencies in existing studies • Present consolidated lifecycle and maintenance plan to Council for adoption • Develop an implementation strategy for prioritized capital projects 	<p>Approve budget</p> <p>Adopt plan</p>	2022	Contracted Services	Information from the asset condition assessment report will be used to complete the life cycle and maintenance planning.
2.2	Review condition of playgrounds and develop a long-term plan for replacement and upgrades	<ul style="list-style-type: none"> • Engage support to complete repair and maintenance of existing playgrounds • Have the playgrounds inspected and certified as safe • Initiate long-term capital budgeting to develop a reserve for long-term replacement costs 	Approve budget	Update: Sept – Oct 2022	Resourced Internally	<p>Inspections conducted May 2020.</p> <p>Minor deficiencies have been repaired. Equipment beyond repair or replacement have been removed.</p> <p>The long-term planning will be referred to the Parks & Recreation Committee.</p>

<i>Objective</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
2.3	Develop a children's bike park	<ul style="list-style-type: none"> • Project is assigned to the Parks and Recreation Committee • Manage phased installation • Administration provides signoff on project completion 	Approve budget	2021	Resourced internally	Complete
2.4	Develop a strategy for year-round use of recreation facilities	<ul style="list-style-type: none"> • Engage in community consultation • Provide options and associated costs to Council • Council provides direction 	Consider options Sets direction	2022	Resourced internally/ Facilitator	In progress
2.5	Develop a strategy to address the organization and sustainability of community events	<ul style="list-style-type: none"> • Develop a Terms of Reference for a task force • Appoint public members representing community organizations to the task force • Task force investigates, consults, and develops recommendations • Task force presents recommendations to Council 	Consider options Sets direction	Deferred to 2022		In progress

Goal #3: Ensure lands are available to meet residential, commercial, and industrial growth needs

Objective		Key Activities	Council Role	Completion Date	Resource Requirements	Status
3.1	Council adopts a philosophy on the Town's role in land development	<ul style="list-style-type: none"> • Conduct an analysis to determine the cost and feasibility of zoning, subdividing, and servicing lands for development • Identify areas of the Town prioritized for different classifications of development • Council adopts a philosophy and strategy to address the Town's role in land development 	Adopt philosophy	2022 (concurrent with 3.2 - MDP update)	TBD	
3.2	Complete update of the Municipal Development Plan (MDP)	<ul style="list-style-type: none"> • Planning consultant directed to complete MDP update • Administration is engaged to identify deficiencies with current MDP • Engage in public consultation • Draft MDP presented to Council for feedback • Council adopts amended MDP 	Approve budget Participate in consultation Adopt Amended Plan	2022	Consultant	

<i>Objective</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
3.3	Complete and adopt the required Intermunicipal Development Plan (IDP) <i>(Legislatively required by April 2020)</i>	<ul style="list-style-type: none"> • MPS engaged to facilitate the process • Town is engaged in the process to develop the IDP • IDP presented to Council for adoption 	Adopt plan	2020-Q2	Consultant	Complete

Goal #4: Promote and support economic development to enhance employment opportunities and grow the Town’s non-residential tax base

<i>Objective</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
4.1	Adopt an economic development plan	<ul style="list-style-type: none"> • Drive the project through Committee of the Whole • Identify and bring in speakers to Council to discuss options and leading practices to address business attraction and retention • Hold days for engagement to identify community perceptions of assets and barriers for business attraction and retention • Hold a facilitated workshop to develop economic development strategies for the Town. 	<p>Approve budget</p> <p>Consider options</p> <p>Sets direction</p>	Update: Sept – Oct 2022	TBD	In progress

Goal #5: Develop and deliver quality services and amenities for all residents

Objective		Key Activities	Council Role	Completion Date	Resource Requirements	Status
5.1	Engage with FCSS to enhance community awareness and use of support services	<ul style="list-style-type: none"> Engage inter-agency 	Receive information Participate at Board level	-	Resourced internally	Complete
5.2	Adopt a strategy for the Town's management (disposal and storage) of residential organic yard waste	<ul style="list-style-type: none"> Identify leading practices from other communities Present options and costs to Council Council provides direction 	Adopt strategy		Resourced Internally	Complete
5.3	Develop and adopt a disaster management plan <i>(Legislatively required by January 31, 2021)</i>	<ul style="list-style-type: none"> Work with the County to develop a regional emergency management plan Council leads the process Joint engagement with the County and relevant agencies / commissions Regional Emergency Management Bylaw to formalize 	Adopt bylaw	2020	Resourced internally	In progress
5.4	Review bylaw enforcement strategy (capacity, compliance and enforcement) / peace officer	<ul style="list-style-type: none"> Engage with regional partners to pursue the development a regional model for bylaw enforcement 	Receive information Set direction Adopt strategy	2020	Resourced internally	Complete

Goal #6: Ensure Council and Administration are meeting the needs of the residents of the Town of Lamont with progressive, transparent and effective governance practices

	<i>Objective</i>	<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
6.1	Develop a schedule and strategy to review and update bylaws and policies	<ul style="list-style-type: none"> • Administration identifies emergent bylaws that require to be updated that are in violation of provincial legislation • Administration presents to Council the schedule in which the bylaws will be reviewed • Administration identifies a list of all existing policies • Outdated policies or policies that are in violation of provincial legislation are rescinded • Administration presents Council with a schedule for the review and update of policies • Policies are split between governance (requiring council adoption) and administrative (requiring CAO approval) 	<p>Receive information</p> <p>Approve bylaw and policy updates</p>	On-going	TBD	Complete. Ongoing work will continue as required.

	<i>Objective</i>	<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
6.2	Complete and adopt the required Intermunicipal Collaboration Framework (ICF) <i>(Legislatively required by April 2020)</i>	<ul style="list-style-type: none"> • Work with County representatives and consultant • Present to Council • Council adopts by bylaw 	Adopt bylaw	2020 – Q2	Resourced internally/Consultant	Complete
6.3	Review and update the Council committee structure and Committee Terms of Reference	<ul style="list-style-type: none"> • Determine if current committee structure is appropriate for the Town • Determine if a Committee of the Whole will be adopted • Present draft terms of reference for committees to Council • Council adopts Committee Bylaw 	Consider options Sets direction Adopts bylaw	2019-Q4	Resourced internally	Complete
6.4	Review and update the Council orientation process prior to the 2021 municipal elections	<ul style="list-style-type: none"> • Obtain council feedback on the 2017 Orientation process 	Receive information	2021- Q1	Resourced internally	Complete

<i>Objective</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
		Review existing materials and identify deficiencies Identify leading practices from other municipalities Develop an orientation schedule and draft materials				
6.5	Review Council's role in the budgeting process	<ul style="list-style-type: none"> • Administration presents timeline, philosophy and approach to Council • Council provides direction on process • Complete 2020 budget process • Following 2020 budget process, meet with Council to obtain feedback and to identify opportunities for improvement 	Receive information Set direction Provide feedback on 2020 budget process	2019-Q4	Resourced internally	Complete
6.6	Enhance regional collaboration as a means to support efficient service funding and delivery	<ul style="list-style-type: none"> • Complete as a component of the Intermunicipal Collaboration Framework (ICF) process • Engage regional municipal partners to explore collaboration models and initiatives 	TBD	On-going	Resourced internally	On-going

<i>Objective</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
6.7	Review and update Town agreements	<ul style="list-style-type: none"> • Develop a master list of contracts and expiration dates. • Identify and assess if new templates are required. • Administration identifies for council when the project is completed. 	Approve budget	2021	<ul style="list-style-type: none"> • Internal • Legal review 	Complete

Goal #7: Continually improve communication from the Town to its residents to encourage broader awareness, interest and participation

<i>Objective</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
7 . 1	Enhance the Town's communication with residents and stakeholders	Review and inventory existing communication activities Identify opportunities for improvement Implement enhanced communication strategy	Adopt strategy	2020	Resourced internally	Ongoing



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: March 22, 2022

ELECTED OFFICIAL: Kirk Perrin

REPORT PERIOD: March 9th, 2022 to March 16, 2022

Boards and Committees:

Town of Lamont Business:

- **March 16th 2022 - FTSK RCMP Virtual Town Hall**

Professional Development (Workshops & Conferences):

-

Lamont Functions and Events:

- **March 15th 2022 - Participated in weekly Lamont Fire Training**



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: March 22, 2022

ELECTED OFFICIAL: Al Harvey

REPORT PERIOD: March 2 to 14, 2022

Boards and Committees:

- N/A

Items for Council Discussion:

(Requires Input from Council to Take Back to Boards and Committees)

Alberta Municipalities through the Municipal Leaders Caucus is looking for feedback on; the proposed Alberta Provincial Police Service policy position; the Municipal Financial Health Working Groups recommendation on the LGFF; the Future of Municipal Government Project, research led by the School of Public Policy on key topics impacting municipalities.

Town of Lamont Business:

- Council Meeting March 4, 2022

Professional Development (Workshops & Conferences):

- Alberta Municipalities – Municipal Leaders Caucus – March 9-10, 2022

Lamont Functions and Events:

- Ukrainian recognition Lamont – March 4, 2022
- Ukrainian recognition Mundare – March 6, 2022



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: March 22, 2022

ELECTED OFFICIAL: Linda Sieker

REPORT PERIOD, March 5, 2022 – March 18 ,2022

Boards and Committees:

- N/A

Town of Lamont Business:

- N/A

Professional Development (Workshops & Conferences):

- **March 16 Fort Saskatchewan RCMP Community Town Hall**
- **Policing Survey**

Lamont Functions and Events:

- N/A



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: March 22, 2022

ELECTED OFFICIAL: Colleen Holowaychuk

REPORT PERIOD: March 3 – March 16, 2022

Boards and Committees:

- **March 4, 2022 – Northern Lights Library System Board Meeting**
 - Next meeting scheduled to be in person on May 28, 2022, in Elk Point.

- **March 7, 2022 – Town of Lamont Public Library Meeting**
 - Approval for daytime hours: 2-5pm Tuesday, Thursday
 - NLLS Executive Director to attend April Meeting

- **March 10, 2022 – Lamont Elementary School Council Meeting**
 - Things at the school are slowly returning to normal, they have kept a few things in place like staggered recess for now.
 - Volunteers welcome in the school
 - Spring Break March 28 – April 1, 2022

Town of Lamont Business:

- N/A

Professional Development (Workshops & Conferences):

- N/A

Lamont Functions and Events:

- N/A

CAO REPORT

FOR THE PERIOD ENDING March 16, 2022

HIGHLIGHTS:

March 8, 2022

- Weekly finance meeting.
- Commercial Realtor Meeting.

March 9, 2022

- Affordable Housing Information Session.
- Alberta Municipalities spring Municipal Leaders' Caucus Day 1

March 10, 2022

- Alberta Municipalities spring Municipal Leaders' Caucus Day 2
- Weekly Operations and Infrastructure meeting.

March 14, 2022

- C-REPP Quarterly Meeting.

March 15, 2022

- Safety Meeting.
- Weekly Deputy CAO meeting.
- Weekly finance meeting.

March 16, 2022

- Economic development meeting.
- Investor meeting.
- Annual audit - review of draft.

MEETINGS/EVENTS & PROFESSIONAL DEVELOPMENT:

- N/A

CLOSED SESSION NOTICE

March 22, 2022

7.1 Humanitarian Outreach *(Advice from Officials)*

- *FOIP Section 24* – Advice from Officials.

7.2 Town of Lamont - 2022 Capital Works Program *(Advice from Officials)*

- *FOIP Section 24* – Advice from Officials.