

Council Package

October 11, 2022



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**AGENDA
TOWN OF LAMONT
REGULAR MEETING OF COUNCIL
October 11, 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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2. CLOSED SESSION.....Page 6

2.1. 2022 Operations Update

2.2. Grant Appeal Update

2.3. Recreation Agreement

3. DELEGATIONS

3.1. MOTION FOR ACCEPTANCE OF DELEGATION

4. CORRESPONDENCE

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4.2. Lamont FG Donation LetterPage 9

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5307 – 50 Avenue
Lamont, AB T0B 2R0

**Town of Lamont
September 13, 2022
Regular Meeting of Council**

PRESENT:	Kirk Perrin	Mayor
	Jody Foulds	Councillor
	Linda Sieker	Councillor
	Al Harvey	Councillor
	Dave Taylor	Councillor
	Colleen Holowaychuk	Councillor
	Rick Bastow	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

- Addition of Item 4.9 – Councillor Absence
- Addition of Item 4.10 – Council Meeting Cancellation

MOTION: 237/22 Councillor Taylor: That the Council Agenda be accepted as amended.

CARRIED

Declaration of Pecuniary Interest: None.

ADOPTION OF MINUTES:

a) Meeting Minutes – August 23, 2022

MOTION: 238/22 Councillor Foulds: That the Minutes of the August 23, 2022 Council Meeting be accepted as presented.

CARRIED

b) Parks & Recreation Committee Meeting Minutes – August 22, 2022

MOTION: 239/22 Councillor Holowaychuk: That the August 22, 2022 Parks & Recreation Committee Meeting Minutes be accepted as amended.

CARRIED

DELEGATIONS:

- Fort Saskatchewan RCMP – Inspector LaRocque

MOTION: 240/22 Councillor Sieker: That Inspector LaRocque of the Fort Saskatchewan RCMP be accepted as a delegation.

CARRIED

CORRESPONDENCE:

- Lamont County Housing Foundation Minutes – July 25, 2022
- Lamont Health Care Centre Minutes – June 23, 2022
- Letter from Town of Tofield – Victim Services Redesign and reply letter from Minister Shandro
- EIPS Board Highlights August 25, 2022
- Conversation about Healthcare in Alberta Invitation

MOTION: 241/22 Councillor Sieker: That Council accept the correspondence as information.

CARRIED

NEW BUSINESS:

Addition of Bylaw Enforcement Costs to Tax Rolls

MOTION: 242/22 Councillor Harvey: That Council approve the addition of Bylaw Enforcement costs to tax rolls as itemized in the attached Schedule “A” totalling \$4,000.00.

CARRIED

Alberta Police Service Deployment Model Summary

MOTION: 243/22 Councillor Taylor: That Council receive the Alberta Police Service Deployment Model as information.

CARRIED

Notice of Special Resolutions

MOTION: 244/22 Councillor Foulds: That Council accept the Notice of Special resolutions as information.

CARRIED

Northern Lights Library Board

MOTION: 245/22 Councillor Harvey: That Council supports the Northern Lights Library Board in it's advocacy efforts with receiving additional funding for library services.

CARRIED

Mental Health Workshop

MOTION: 246/22 Councillor Foulds: That Council receive the Mental Health Workshop for information.

CARRIED

Asset Management Training

MOTION: 247/22 Councillor Harvey: That Council authorize Councillors Foulds and Harvey, CAO Bastow and Director Edworthy to register for the asset management training offered by Alberta Municipalities, in partnership with Rural Municipalities of Alberta (RMA) and Infrastructure Asset Management Alberta.

CARRIED

Council Meetings

MOTION: 248/22 Councillor Sieker: That Council resume meetings at the Town office effective September 27, 2022.

CARRIED

Tribute to Queen Elizabeth II

MOTION: 249/22 Councillor Sieker: That Council plant lily of the valley by the peace arch and take a moment of silence at the Picnic in the Park and a book of condolences be available on September 15, 2022.

CARRIED

Councillor Absence

MOTION: 250/22 Councillor Taylor: That Council accept Councillor Perry Koroluk’s absence at the September 13, 2022, Council Meeting due to a prior commitment.

CARRIED

Council Meeting Cancellation

MOTION: 251/22 Councillor Sieker: That Council cancel the September 27, 2022 Council Meeting.

CARRIED

REPORTS:

Council Reports:

Mayor Perrin	Written report attached.
Councillor Taylor	Attended the Strategic Planning Committee Meeting on September 8, 2022.
Councillor Harvey	Written report attached.
Councillor Sieker	Written report attached.
Councillor Foulds	Attended the Strategic Planning Committee Meeting on September 8, 2022..
Councillor Holowaychuk	Nothing to report.

Staff Reports:

CAO	Written report attached.
Director, Operations & Infrastructure	Written report attached.
Finance Officer	Written report attached.

MOTION: 252/22 Councillor Taylor: That Council accept the reports as presented.

CARRIED

NOTICES OF MOTION: None.

CLOSED SESSION:

- **2022 Operations Update**
 - *FOIP Section 24 – Advice from Officials*

- **Economic Development**
 - *FOIP Section 24 – Advice from Officials*

MOTION: 253/22 Councillor Sieker: 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 8:14 p.m.

CARRIED

MOTION: 254/22 Councillor Taylor: That Council revert to regular Council meeting session at 8:54 p.m.

CARRIED

MOTIONS ARISING FROM CLOSED SESSION:

MOTION: 255/22 Councillor Taylor: That Council accept the 2022 Operation Update as information.

CARRIED

MOTION: 256/22 Councillor Holowaychuk: That Council receive the economic development discussion as information.

CARRIED

ADJOURNMENT: Mayor Perrin adjourned the meeting at 8:57 p.m.

Mayor

Chief Administrative Officer

CLOSED SESSION NOTICE

October 11, 2022

- 2.1 2022 Operations Update** (*Advice from Officials*)
 - *FOIP Section 24 – Advice from Officials*

- 2.2 Grant Appeal Update** (*Advice from Officials*)
 - *FOIP Section 24 – Advice from Officials*

- 2.3 Recreation Agreement** (*Advice from Officials*)
 - *FOIP Section 24 – Advice from Officials*

Motion to go into Closed Session:

"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 XXXX p.m."

**TOWN OF LAMONT PUBLIC LIBRARY BOARD MEETING
June 27, 2022 – 7:00pm at Lamont Public Library (Changed from June 2, 2022)**

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

ABSENT: Bonnie Fawcett, Colleen Holowaychuk,

MEETING CALLED TO ORDER AT: 7:08 PM

APPROVE AGENDA:

Kelly notes that the date on the agenda is incorrect and requests corrected. Erin moves to adopt the agenda as amended. Greg seconds.

PREVIOUS MINUTES:

Michelle moves that the Previous Minutes be adopted as amended. Dinah seconds.

TREASURER'S REPORT:

Chequing Account Balance: \$42,248.73

Syd Joseph Account: \$2,042.70

Expenses were salaries, conference and travel as well as fees to Northern Lights (NLLS). We received the Town of Lamont grant for \$6156.80 and the Government of Alberta Grant for \$16,650.00

Dinah moves that the Treasurers Report be accepted as presented. Greg seconds. All in favour. Passed.

BUSINESS ARISING FROM PREVIOUS MINUTES:

1. **Clerk Position** – We have two applicants that we will interview. Kelly will arrange interviews for July 5 or 7, 2022.
2. **Policies & Procedures** – This needs to be worked on by a work group beginning in September – no exceptions. Greg, Kelly, and Dinah are interested.
3. **NLLS Conference** – Dinah and Stephanie attended the Conference in Elk Point, AB. They both found it enjoyable and learned some new information.
4. **Fundraiser** – Had 6 people in attendance as 2 no-showed and did not pay. 3 kits were purchased by people unable to attend the event – they still need to pay. Erin needs to sort out the receipts and invoice FCSS for the remaining kits. We should have proceeds of \$273.83.
5. **Magazines** – We have not paid for magazines for a couple years. The school has not paid either. Not many people have not checked out magazines since Stephanie started. Most of our magazines are available digitally. We will not renew subscriptions.
6. **Parade** – Not registered for a float this year. Stephanie and a helper will walk the parade alongside FCSS this year. Handout info about Summer Reading Programs and some candy.

NEW BUSINESS:

1. **Summer Programming** – Wednesdays from July 13 to August 16, 2022 from 2-3pm. Registration is required. Flyers have gone out to the Elementary School, and it has been advertised on social media.

LIBRARIAN'S REPORT:

From Stephanie:

Total Allotment: \$

Expended: \$3,238.63

Encumbered: \$1,291.27

Approximate free balance: \$8,592.51

Patron attendance: May 83 & June 99

New Patron registration – 7 in May & June

Insert Minutes from Stephanie

CORRESPONDANCE:

Kelly – Catalogues arrived via mail. Letter regarding Canada Revenue wage taxation and receiving Government Grant.

ROUND TABLE:

Happy Summer everyone!

Dave said that he is being appointed by the Town of Lamont as the County Representative to the LPL Board. Kelly suggests that he look into it as this was done already in early 2022 based on what we needed for the LIBPASS. Kelly will email him proof of this.

NEXT MEETING: September 12, 2022 @ 7:00pm at the library. It will be made available via zoom for those unable to attend in person.

Erin moves that we adjourn the meeting. Michelle seconds.

MEETING ADJOURNED AT: 8:03pm



Lamont Fish and Game Association
PO Box 655
Lamont, Alberta, Canada
T0B 2R0

September 5, 2022

Dear Sir/Madam:

The Lamont Fish and Game Association has been committed to the conservation of our fish, wildlife and other natural resources and the management of these resources for future generations. We have educated and shown our youth how to appreciate, conserve and enjoy these resources.

To accomplish these endeavors we will be holding a Fundraising dinner and Silent auction on January 28, 2023. To make this fundraising event a success we are looking for donations of merchandise and or monies from companies such as yours. Anything that you could donate would be greatly appreciated. The monies could go towards either a Trophy Sponsorship (\$50) or towards purchasing a Silent Auction item or items by our committee.

Previous functions like this have attracted in excess of 400 people. We feel that your company will also benefit by the exposure you will receive at this fundraising event. Because of donations from companies such as yours, our projects have been successful and we thank you in advance.

Yours truly,

Joan Dev, Secretary / Member / Banquet Committee Chairperson

Phone: [REDACTED]

Email: [REDACTED]

Robyn Butler, President

Phone: [REDACTED]

Unprecedented Tourism Success with Go East of Edmonton 2022!

Hi all,

Here is a Summary of Summer News and Marketing Success as we have had a super busy summer promoting the region. Read below the Graphic: 10 Important Updates for you...



Grants from Travel Alberta...

New Milestone reached- for 2 years in a row we have earned \$99,000 or more in grant funds from Travel Alberta.

In 2022 we received a \$19,000 Covid recovery grant and an \$80,000 Marketing Grant. Our Summer Marketing grant came late (In August) which affected our campaign, but in spite of that we are seeing significant increases in traffic to Go East website and Social media.

Travel Guide is another great success in 2022

New Milestone reached – The 2022 Travel Guide is actually the 25th annual guide published for regional tourism- an achievement almost no one will ever achieve anymore.

Testimonials continue to come in about the guide, its great content, and numerous operators have stated the positive return on investment received from it. It was our best guide ever with many new attractive

design features. A *unique testimonial* came in that International Tourists love to take home the Go East Guide as a souvenir because it fits easily in their suitcase.

In 2022, we increased to over 100 outlets in Calgary, over 350 in Edmonton area plus key locations and visitor centres around Alberta, in addition to complete distribution in our area at key outlets. With 60,000 copies printed it was running out early in August as there is only a limited number of boxes left.

Year after year, the Travel Guide has proven itself as an effective unique marketing tool- many have said it is the Best and most popular Travel Guide in Alberta!

Website Traffic Sees Huge Growth this Summer!

New Milestone reached- *it's the highest traffic ever for the Go East website. No Website promoting Tourism East of Edmonton has ever achieved this high of Traffic!*

Nearly 25% increase+/- in overall traffic as both sessions and pageviews in 2022 From Jan 1 to Aug 30, from our Google analytics. Nearly 215,000 visits (sessions) to the website and over 405,000 pageviews in 2022. **That's almost 175,000 users of our website so far in 2022!**

Over 1000% increase in traffic for the Events Calendar and Over 1800% increase to Major Events section.

Partner leads (click thrus) is over 27,000 an increase of 38% year over year.

An outstanding result considering the Pandemic and inflation that affected us all - this is an Unequaled achievement in tourism promotion!

These numbers also do not include the Annual online version of the printed travel guide. So far for 2022 the online travel guide has reached...over 101,000 pageviews in 3 months from mid May to mid August which is a over 50% increase so far.

Total Pageviews for the website and Online Guide is = 500,000+ and growing. We project to reach over 650,000 pageviews by the end of 2022.

Go East of Edmonton Website is where your content, events and activities need to be. Be sure to send us your events and updates every month to info@goeastofedmonton.com!

Social Media Success

New Milestones reached – *not only did we reach over 30,000 followers on Facebook, we have surpassed over 45,000 total followers from all social channels.*

- Interesting fact: that is approx. 29 new people per day every day following us or approx. over 850 people per month this summer

- **Over 590,000 reached between mid July and mid August.** *Each month over 500,000 reached. Highest ever monthly reach from Facebook and Instagram combined.*

Example- Over 100,000 reached on the Whats on this Weekend Events post on August 12th.

In 2022 so far we have reached approximately reached 1 million people combined from Facebook and Instagram. Be sure to always Tag us [@goeastofedmonton](https://www.instagram.com/goeastofedmonton), or [#goeastofedmonton](https://www.facebook.com/goeastofedmonton)

Other Digital Marketing Results... (From May till Mid August)

Facebook/Instagram Ads– Impressions has reached over 4.4 Million so far.

Interactions on Meta content of over 135,000

Google Display, Search and Retargeting Ads- Impressions on Ads over 4.7 million so far.

Interactions on Google content of over 376,000

Video views of Go East Roadtrip Videos in 2022 so far is over 300,000!

Pattison Edmonton Digital Billboards- over 200,000 plays reaching over 5 Million total vehicles.

A more detailed report with more traffic numbers to come this fall after Sept 30.

Its clear Go East of Edmonton is the #1 promoter of this region with a strong impact for tourism and economic development.

Staff Changes

We have been affected by a staff change through the summer of 2022.

Our Administrator Danielle Charette lost her husband and went on partial leave since May 2022. Danielle has since resigned and so we have hired a New Administrator- Bookkeeper named Robin Brown. We wish Danielle all the best as she deals with these life changes.

Through this process we have actually been short staffed and it is another significant achievement that we have been able to keep up to the work for our Tourism Programs and we are seeing increases in marketing results. Currently for any general inquiries you can email us at info@goeastofedmonton.com.

For projects and Communications you can continue to email Kristen or myself at kevin.goeast@gmail.com or Kristen.goeast@gmail.com

A New Staff Member added...

To help activate our Summer Digital Marketing campaigns we welcomed Faye Forges as a campaign and content coordinator this summer. Faye has a strong background in graphic design, photography and video development. She has been assisting Jolene with the many social media posts and creating new videos and reels to promote the Roadtrip Adventure Game. Check out her excellent Reels promoting local communities on our Facebook or Instagram page... <https://www.facebook.com/GoEastofEdmonton>

Faye is also helping create new videos under development funded by our existing Cares Grant program. *Want to know more about reel, videos and our social media...contact us for more details.*

Roadtrip Adventure Game 2022...

Continued Success for 2022 – estimating over 9000 stickers picked up in this A One-of-a-kind Promotion in Alberta!

Nearly 1000 had signed up for the 2022 Roadtrip Adventure Game and we received 576 submitted entries. Current data shows a significant amount of visitors collecting stickers around the region could be 9000 check ins/stickers that have been picked up in total. While we may achieve less sticker pickup this summer

– we feel this is due to the high gas prices and the fact that all events and attractions have reopened after covid, giving many choices for tourism this summer. The visitor feedback is once again very positive making this another successful project. The Game ended on August 31 with announcements of winners this fall. Many thanks go to sponsors MCSNET Internet services and Canalta Hotels, as well as the participating communities. See example of Billboard Ad and Reel in the graphic included. Learn more at <https://goeastofedmonton.com/itineraries-roadtrips/roadtrip-adventure-game/>

Two of the Many Fantastic Testimonials about the Game...

1. "Would you mind telling us how you heard about the Road Trip Game? We decided to go camping in Innisfree. We decided to drive around to Vegreville and saw a sticker station sign by the egg and figured we would check it out. When we entered the visitors center, we were greeted by a very excited group of ladies who were claiming we were the first people to ask for a sticker. We won a huge free swag bag and left with a good feeling about east of Edmonton. **We have been camping east all summer instead of the mountains and have been more than pleased.**"

2. *We had a great time with this contest. **We bought something in every place we got a sticker.** We are planning a bigger trip next year!*

We are seeing lots of "travel guide" and "played last year" as a reason for hearing about this year's game. **Many have said, loved it, had so much fun, would like to do it again!**

Roadtrip Savings Passport...

Positive Results for Recovery- *as Thousands of Dollars spent at local businesses.*

This project was started for Covid Recovery to help local businesses but also to help fight Inflation that could affect tourism. Over 90 businesses signed up, each with a deal or discount offer for consumers. It works like an app on your phone to redeem offers.

Based on our interim data, Thousands of Dollars have been spent at local businesses so far...Results are showing over 1100 check ins or Redemptions at local businesses. One person has checked in or redeemed over 150 times using the app repeatedly over and over again at local businesses.

<https://goeastofedmonton.com/drink-eat-shop/roadtrip-savings-passport/>

The Savings Pass program will end in October, 2022. A future version of this pass is under review with details to be announced after the data from the current pass is analyzed.

High Gas prices affected June and July visitation...

We have surveyed numerous communities and businesses across the region and the consensus is that the high gas prices in June and July had a negative effect slowing down tourism. In August the trend is that traffic picked up but we plan to survey operators soon for a more in depth reporting of 2023 results.

Announcing Soon, AGM for Go East of Edmonton Regional Tourism.

Watch for news soon about our upcoming In-person Meeting for our AGM and presentations. Tentatively for End of October 2023. Looking forward to seeing everyone soon!

Sincerely from, Kevin Kisilevich on behalf of the Go East Team Members.



September 23, 2022

His Worship Kirk Perrin
Mayor, Town of Lamont
5307-50 Avenue
Lamont, Alberta T0B 2R0

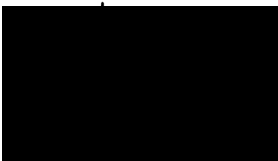
Dear Mayor Perrin,

On behalf of Elk Island Public Schools, I wish to extend our gratitude to you and all members of Lamont Town Council for the generous contribution of \$10,000 towards the Family School Liaison Worker (FSLW) position serving both Lamont Elementary and Lamont High.

As you're aware, the FSLW serves a critical role in facilitating connections between families, schools and the community—with a focus on positive outcomes for students. They work as part of a multidisciplinary team to enhance service delivery by helping families set goals, plan strategies and arrange resources that will help students be successful in all aspects of their lives. This role has become all the more important in the wake of the pandemic, and the significant and broad impacts COVID-19 has had in all aspects of students' wellbeing.

Your funds will help ensure we can provide these important supports to students and their families this year, and we are thankful for your support.

Sincerely,



Mark Liguori,
Superintendent

:clp

cc: Colleen Holowaychuk, Vice-Chair, The Board of Trustees - Elk Island Public Schools
Greg Cruikshank, Principal, Lamont High School
Paul McKay, Principal, Lamont Elementary School

September 20, 2022

Honourable Tyler Shandro
Minister of Justice and Solicitor General
204 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

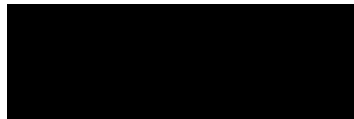
Dear Minister Shandro:

I am writing in response to your August 26, 2022 letter to Her Worship Debra Dueck, Mayor of the Town of Tofield regarding the recently announced changes to victim services. Alberta Municipalities greatly appreciates your reversing the changes to the Victims of Crime fund and benefits program that were introduced in 2020 and expanding both eligibility and benefit amounts. However, I would like to clarify your statement that Alberta Municipalities was engaged on and was consulted on the new zonal governance model as proposed by the provincial government.

Alberta Municipalities administration did attend a two-hour virtual engagement on November 9, 2020, where, along with other discussion materials, three test concepts for service delivery and governance were presented. However, these test concepts were not discussed in detail, nor was there any mention of changes to service delivery that would require caseworkers and administrative staff to reapply for their positions. Accordingly, I can confidently confirm that Alberta Municipalities was not consulted, nor provided the ability to give feedback on behalf of its member municipalities, regarding the proposed delivery specifics of victim services. During this discussion and as a more general statement, Alberta Municipalities only noted the importance of ensuring sustainable funding and equitable access to victim services for all Albertans, regardless of the service delivery and governance model.

I look forward to the upcoming engagement on this important topic and working with you to preserve and enhance the supports and services available to victims of crime across Alberta.

Sincerely,



Cathy Heron, President, Alberta Municipalities

cc: Alberta Municipalities members
Rural Municipalities of Alberta

SEPT. 15, 2022

RECEIVED

OCT - 3 2022

Agenda Item: 4.6

Chair's Report

RECENT EVENTS

Board Chair Trina Boymook highlighted several recent events:

- On September 2, Chair Boymook and Trustee Randy Footz attended Vegreville's Pancake Breakfast, which also included a meet and greet with Travis Toews, a leadership candidate with the United Conservative Party of Alberta.
- On September 2, Chair Boymook and Trustee Cathy Allen met with Nate Glubish, the Minister of Service Alberta and member of the legislative assembly of Alberta for Strathcona-Sherwood Park. Overall, it was a productive meeting and included discussions about progress concern with the replacement school for Sherwood Heights Junior High and École Campbelltown.
- On September 13, the Elk Island Public Schools (EIPS) Board of Trustees met with Education Minister Adriana LaGrange. At the meeting, trustees shared with the minister progress concerns with the Sherwood Heights Junior High and École Campbelltown replacement school solution, needed modular funding, repairs for Salisbury Composite High, and challenges with the new reserve cap.
- On September 13, the Board attended a public engagement session about potential changes to the junior high attendance area in Sherwood Park—moving all regular program Grade 6 students at Brentwood Elementary to F.R. Haythorne Junior High for grades 7 to 9. The change would prevent splitting students between two junior high schools. The Board will make a decision about the junior high attendance area at the Board meeting in November. She thanked the school community for participating and for their feedback.
- On September 12 and 14, the Board attended the Vegreville value scoping session, organized by START Architecture Inc. The session focused on the town's two EIPS facilities and will help guide the Division's short-term and long-term facility needs in Vegreville. Chair Boymook thanked the Town of Vegreville, Village of Andrew and community members for participating.

Superintendent's Report

RECENT EVENTS

Superintendent Mark Liguori highlighted two recent events:

- On September 13, Superintendent Liguori joined the Board at the meeting with LaGrange. It was a pleasure to meet and discuss mutual concerns.
- On September 12 and 14, Superintendent Liguori attended the Vegreville value scoping session. The session was an opportunity to discuss how EIPS can best serve the community now, and in the future.

Association and Employee Relations Reports

ATA LOCAL REPORT

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

- On September 9-11, the Local met for its annual strategic planning session. The two key focus areas:
 - the Stand for Education campaign and rally—taking place on October 22; and
 - member attendance at upcoming events planned by the Local's Women in Leadership Committee.
- On September 13, Zielke participated in the Local's council meeting—the first in-person meeting in three years. It was great to see everyone, connect and discuss plans for the 2022-23 school year.
- On October 14, the ATA is hosting its annual Induction Ceremony, which was suspended during the pandemic. Zielke is looking forward to inducting the new members.

EMPLOYEE RELATIONS GROUP REPORT

The Board received for information the Employee Relations Group (ERG) report from Dulcie Jarvin, the committee's Chair:

- School startup went well, and staff are feeling energized.
- The Division held a recent professional learning day. The sessions went well, and the highlight for many was the group activities.
- Some schools are seeing increased attendance, which is creating an exciting energy for staff.
- EIPS will host its 2023 EIPS Classified PL Day at the Agora and Salisbury Composite High on May 5.

New Business

ACTING CHAIR SCHEDULE: 2022-23

The Board approved the Acting Chair Schedule for 2022-23. The schedule assigns a trustee to serve in the absence of the Chair and Vice-Chair (see pg. 14, "[Acting Chair Schedule 2022-23](#)").

BOARD COMMITTEE REPRESENTATIVE LIST 2022-23

The Board approved the 2022-23 Board Committee Representative List. The Board assigns trustees to committees for liaison purposes. Trustee interests are considered for the committee placements (see pg. 16, "[Board Committee Representatives 2022-23](#)").

TEACHERS' COLLECTIVE AGREEMENT NEGOTIATIONS COMMITTEE: CHAIR AND VICE-CHAIR

The Board approved the following trustee appointments to the Division's Teachers' Collective Agreement Negotiations Committee:

Committee Chair: Trina Boymook

Committee Vice-Chair: Ralph Sorochan

TRUSTEE REMUNERATION: 2022-23

The Board approved the trustee remuneration for the 2022-23 school year. Rates will increase by 1.756 per cent, effective Sept. 1, 2022. The rate increase aligns with the pay increase approved for all EIPS classified employees in spring 2022.

READ IN WEEK: 2022

Chair Boymook shared the Division's plans for this year's Read In Week, taking place October 3-7. Read In Week is a divisionwide initiative held annually to encourage a lifelong love of reading and to enhance literacy awareness among students, staff, families and community members. This year's theme: "Choose Your Own Adventure." Through various activities, students will spend the week learning tips on choosing the right book; the art of storytelling; and how stories have the power to teach lessons, broaden perspectives and foster empathy. Some of the activities planned include guest readers, book giveaways, book-club readings and discussions about stories. Chair Boymook read and signed a resolution committing EIPS' support for Read In Week 2022. She encourages everyone to participate by reading to a child, grandchild, student or someone in the community.

Committee Reports

ADVOCACY COMMITTEE

The Board received for information a report from the Advocacy Committee meeting held on August 31. Topics discussed: the committee's strategic plan, advocacy focus areas, *EIPS Quarterly Update*, and launching a newsletter to engage the school community about Board advocacy efforts.

Reports for Information

FACILITY SERVICES: 2021-22 SUMMER PROJECTS UPDATE

The Board received for information an update on Facility Services' summer projects in 2022. Throughout the summer months, Facility Services oversaw a total of 367 summer projects, including Infrastructure, Maintenance and Renewal (IMR), Capital Maintenance and Renewal, and additional projects across the Division—98 per cent of which are complete. The projects ranged in nature and included improvements to electrical systems, roofing, interiors, exteriors, mechanical equipment and flooring at various EIPS schools. Project highlights include:

GENERAL SUMMER PROJECTS

- Renovated the main office at Rudolph Hennig Junior High.
- Renovations at Pine Street Elementary to allow room for the installation of accessible bathrooms.
- Relocated a modular classroom to James Mowat Elementary from Fultonvale Elementary Junior High.

INFRASTRUCTURE MAINTENANCE AND RENEWAL

- Installation of two CCTV surveillance camera systems.
- Upgrades to the art room at Ardrossan Junior Senior High.
- Asphalt repairs to the asphalt at Uncas Elementary.
- Phase 3 Installations of carbon-dioxide sensors.
- Roof replacement at F.R. Haythorne Junior High.
- Lift replacing Pine Street Elementary.
- Renovating the main office at Rudolph Hennig Junior High.

CAPITAL MAINTENANCE AND RENEWAL

- Upgraded the boiler pumps and accessories at Salisbury Composite High.
- Replaced the gymnasium roof at Lamont High.
- Replaced the roof of Ardrossan Junior Senior High.

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)



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

AGENDA ITEM: 5.1

COUNCIL MEETING DATE:
October 11, 2022

ITEM DESCRIPTION OR TITLE
Council Procedural Bylaw

RECOMMENDATION

THAT Council accept the Council Procedural Bylaw review for information.

BACKGROUND

- Section 145 of the Municipal Government Act (MGA) provides that a municipality may pass a bylaw in relation to the procedure and conduct of council, council committees, and other bodies established by council; however, there is nothing said about the agenda.

COMMUNICATIONS

N/A

IMPLICATIONS OF DECISION

N/A

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

Municipal Government Act (MGA)s. 145

ATTACHMENTS

Town of Lamont Bylaw 01/20
Town of Lamont Bylaw 12/13

Report Prepared By: Rick Bastow, Chief Administrative Officer

Approved by CAO:



Town of Lamont

A BYLAW OF THE TOWN OF LAMONT
IN THE PROVINCE OF ALBERTA

BYLAW 01/20

BEING A BYLAW OF THE TOWN OF LAMONT FOR THE PURPOSE OF
AMENDING BYLAW 12/13.

WHEREAS, the *Municipal Government Act*, R.S.A. 2000 c.M-26, and any amendments thereto, authorizes Council to establish and amend Bylaw 12/13, the Meeting Procedure Bylaw;

NOW THEREFORE the Council of the Town of Lamont, duly assembled, amends Bylaw 12/13 as follows:

1. Appendix "A" is deleted and replaced with the attached Appendix "A", Agenda.
2. Appendix "B" is deleted and replaced with the attached Appendix "B", Request for Decision.
3. That this Bylaw shall come into force and take effect upon the date of third reading.

READ A **FIRST** TIME THIS 28 DAY OF January, 2020

[Redacted Signature]

[Redacted Signature]

Mayor

Chief Administrative Officer

READ A **SECOND** TIME THIS 28 DAY OF January, 2020

[Redacted Signature]

[Redacted Signature]

Mayor

Chief Administrative Officer

READ A **THIRD** TIME THIS 28 DAY OF January, 2020

[Redacted Signature]

[Redacted Signature]

Mayor

Chief Administrative Officer

[Redacted Initials]



**AGENDA
TOWN OF LAMONT
REGULAR MEETING OF COUNCIL
DATE AND TIME**

- 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**
- 2. CLOSED SESSION**
- 3. DELEGATIONS**
 - 3.1. MOTION FOR ACCEPTANCE OF DELEGATION**
- 4. CORRESPONDENCE**
- 5. NEW BUSINESS**
- 6. REPORTS**
- 7. NOTICES OF MOTION**
- 8. ADJOURNMENT**





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

Appendix "B"
Bylaw 01/20

AGENDA ITEM:

COUNCIL MEETING DATE:

ITEM DESCRIPTION OR TITLE

RECOMMENDATION

BACKGROUND

COMMUNICATIONS

IMPLICATIONS OF DECISION

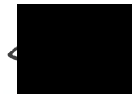
FINANCIAL IMPLICATIONS

POLICY AND/OR LEGISLATIVE REFERENCES

ATTACHMENTS

Report Prepared By:

Approved by CAO:





A BYLAW OF THE TOWN OF LAMONT
IN THE PROVINCE OF ALBERTA

BYLAW 12/13

THIS BYLAW IS TO REGULATE MEETING PROCEDURES

WHEREAS, pursuant to the provisions contained in the *Municipal Government Act* (Alberta), it is deemed desirable to establish rules and provisions to regulate the conduct of business in meetings of the Council and Committees of Council to control and maintain order in meetings for the enactment of Town legislation and to provide for dealing with correspondence and other submissions to the Council and Committees thereof.

NOW THEREFORE the Council of the Town of Lamont, duly assembled, hereby enacts as follows:

1. This bylaw may be cited as the "Meeting Procedure Bylaw".

2. Definitions

- 2.1 "Act" is the *Municipal Government Act*, as amended from time to time;
- 2.2 "Agenda" is the list of items and orders of business for any meeting; ("see appendix A")
- 2.3 "Bylaw" is a bylaw of the Town;
- 2.4 "Chair" is the person presiding at meetings;
- 2.5 "CAO" is the Chief Administrative Officer appointed by Council pursuant to the *Municipal Government Act*;
- 2.6 "Committees" are committees of Council such as Corporate Services; Public Works; Catering Club and short term ad hoc committees like Park Planning. Committee mandates and chairs are identified as part of the Organizational Meeting.
- 2.7 "Council" are Councillors of the Town of Lamont being elected pursuant to the *Local Authorities Election Act*;
- 2.8 "Deputy Mayor" is the member who is appointed pursuant to the *Municipal Government Act* to act as Mayor in the absence or incapacity of the Mayor;
- 2.9 "Delegation" is any person or person(s) who wish to bring a matter before Council.
- 2.10 "Mayor" is the chief elected official of the Town as defined in the *Municipal Government Act*;
- 2.11 "Member" is a member of Council, or Committee thereof;
- 2.12 "Public Hearing" is a pre-advertised hearing that Council is required to hold under the *Municipal Government Act* or other enactments or any other matter at the direction of Council and may be separate from the regular meeting of Council;
- 2.13 "Quorum" is:
 - 2.13.1 for Council a majority of those members elected to Council; and
 - 2.13.2 for Council committee's a majority of persons appointed to that committee.
- 2.14 "Recorded Vote" is a vote which, upon the request of any member prior to the vote on a motion, includes in the minutes of the meeting a record of the names of the members voting "in favour" of, and the members voting "opposed" to, a motion.





- 2.15 "Special Meeting" is a meeting called by the Mayor except for those regularly scheduled meetings as established as part of our organizational meeting.
- 2.16 "Table" is a motion to delay consideration of any matter to another time;
- 2.17 "Town" is Town of Lamont;
- 2.18 "Unfinished Business" is a matter which was on the agenda at the same or previous meeting which was not completed.

3. Application

- 3.1 This bylaw shall govern all proceedings of Council and Committee thereof.
- 3.2 When any matter relating to the meeting proceedings is not addressed in this bylaw, reference shall be made to Robert's Rules of Order Newly Revised 11th Edition which rule(s) shall apply.
- 3.3 Any provisions of this bylaw may only be repealed, amended or varied and additions may be made by majority vote, provided that notice of proposed amendments has been given at a preceding regular meeting.
- 3.4 Notwithstanding the above, and in the absence of any statutory obligation, any provision of this bylaw may be waived by resolution of Council, provided two thirds of all members of Council vote in favor thereof, to deal with a matter under consideration.
- 3.5 In the absence or inability of the Mayor and Deputy Mayor to act, Council shall appoint, by majority vote any other member of Council as Acting Mayor.

4. Quorum

- 4.1 Council for the Town of Lamont consists of a Mayor and 6 Councillors, all residents of the Town, duly elected by the procedures defined in the Elections Act & MGA.
- 4.2 As soon as there is a quorum of members after the hour fixed for the meeting, the Chair will call the meeting to order.
- 4.3 Unless the quorum is present within thirty (30) minutes after the time appointed for the meeting, the meeting shall stand adjourned until the next regular meeting date or until a special meeting is called to deal with the matters intended to be dealt with at the adjourned meeting. The CAO shall record the names of the members present at the expiration of the thirty (30) minute time limit and such record shall be appended to the minutes of the future meeting explaining why the original meeting did not occur as scheduled.
- 4.4 If at any time during the meeting a loss of quorum occurs then the Chair must:
 - 4.4.1 Call a temporary "recess" until quorum can be regained; or
 - 4.4.2 Adjourn the meeting until the next regular date or until a special meeting is called.

5. Regular Council Meetings

- 5.1 The regular meetings of Council shall be established by resolution, at the annual organizational meeting.
- 5.2 The agenda shall be prepared by the CAO.
 - 5.2.1 The agenda preparation, reviews, distribution and meeting follow-up, including preparation of meeting minutes, will be coordinated through the office of the CAO.
 - 5.2.2 Each item added to the agenda shall have supporting documentation/reference material enclosed in the council agenda package, the enclosures shall be numbered and the enclosures shall be referenced on the agenda. All requests





that require a decision by council require the completion of a "Request for Decision" form. This form is attached to this Bylaw under Appendix B.

- 5.2.3 Once the initial agenda is set by the CAO and the supporting documentation has been compiled this information shall be posted on the Town of Lamont website unless it is an item which are subject to protection from public disclosure under the Freedom of Information and Protection of Privacy (FOIP) Act, Part 1, Division 2 outlined in section 5.9
- 5.3 Items initiated by a member will be submitted to the office of the CAO.
- 5.4 Items initiated by administration will be submitted to the office of the CAO.
- 5.5 Councillors may submit their written reports to the Recording Secretary during the Council Meeting. No motions may come out of a councillors report.
- 5.6 Delegations are permitted at a Council Meeting.
 - 5.6.1 Delegations must submit topic and material to the office of the CAO by 12:00 noon of the Thursday prior to the Town Council meeting.
 - 5.6.2 A motion of council must be made allowing the delegation to make a presentation at a Council meeting.
 - 5.6.3 If a motion is not made or is lost then the delegation is unable to present.
- 5.7 Council must vote to adopt the agenda prior to transacting other business and may:
 - 5.7.1 add new items to the agenda by majority vote;
 - 5.7.2 delete any matter from the agenda by majority vote.
- 5.8 The minutes of each meeting must be circulated to each member of Council prior to the meeting at which they are to be adopted. Debate on the minutes of a previous meeting is limited to ensuring that the minutes are accurate. If there are errors or omissions, Council must:
 - 5.8.1 pass a resolution to amend the minutes; and
 - 5.8.1.1 if more than one or two words need to be revised then a written update must be submitted at the meeting to the recording secretary.
 - 5.8.1.2 adopt the minutes as amended.
 - 5.8.2 if there are no errors or omissions Council must adopt the minutes as circulated.
- 5.9 Council may meet "In Camera" to discuss items which are subject to protection from public disclosure under the Freedom of Information and Protection of Privacy Act, Part 1, Division 2, Council may discuss in private information which meets the following criteria as described and defined in the FOIP act:
 - 5.9.1 Information which if disclosed may be harmful to:
 - 5.9.1.1 business interests of a third party
 - 5.9.1.2 personal privacy
 - 5.9.1.3 individual or public safety
 - 5.9.1.4 law enforcement
 - 5.9.1.5 intergovernmental relations
 - 5.9.1.6 economic or other interests of a public body
 - 5.9.2 Confidential evaluations
 - 5.9.3 Advice from officials of the Town
 - 5.9.4 Legally privileged information.

6. Special Meetings (in accordance with Section 194 of the *Municipal Government Act*)

- 6.1 The Mayor always calls special meetings.
- 6.2 Requests for special meetings from a majority of Councillors must be in writing and received by the Mayor and the Mayor must call the meeting in response to such a request pursuant to the *Municipal Government Act*;
- 6.3 Notification to the Public must be by Website and posting on the Town Office Building Front Door.





- 6.3.1.1 All agenda items must be listed on the notice for a Special Meeting.
- 6.3.1.2 A notice for special meeting must be posted for the public as per the MGA.

7. Organizational Meeting

- 7.1 An organizational meeting of Council shall be held annually, pursuant to the *Municipal Government Act*. To meet the criteria defined within the MGA this meeting would be held during the second regularly scheduled meeting of Council in October or the first regularly scheduled meeting following a general election.

8. Chair

- 8.1 The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any member from any ruling of the Chair.

9. Member Debating

- 9.1 A member wishing to speak on a matter during the meeting should indicate his intentions by raising his hand and being recognized by the Chair and should not speak more than once until every member has had the opportunity to speak except:
 - 9.1.1 in the explanation of a material part of their speech which may have been misunderstood; or
 - 9.1.2 in reply, to close debate, after everyone else wishing to speak has spoken, provided that the member presented the motion to the meeting.
- 9.2 Supplementary questions or a series of questions relating to the matter during the meeting may be raised by the member.
- 9.3 Through the Chair a member may ask:
 - 9.3.1 for an explanation of any part of the previous speaker’s remarks; and
 - 9.3.2 questions to obtain information relating to the minutes presented to the meeting, or to any clause contained therein, at the commencement of the debate on the minute or clause.
- 9.4 All questions or debate must be directed through the Chair.

10. Prohibitions

- 10.1 A member shall not:
 - 10.1.1 use offensive words or unparliamentarily language in the meeting;
 - 10.1.2 disobey the rules of the meeting or the decision of the Chair;
 - 10.1.3 leave his seat or make any noise or disturbances while a vote is being taken and the result is declared;
 - 10.1.4 enter the meeting room and take his seat while a vote is being taken;
 - 10.1.5 interrupt a member while speaking.
 - 10.1.6 pass between a member who is speaking and the Chair.
- 10.2 A member who persists in breach of the foregoing section, after having been called to order by the Chair, may at the discretion of the Chair, be ordered to leave his seat for the duration of the meeting.
- 10.3 At the discretion of the Chair, a member may resume his seat following an apology from the member
- 10.4 A member who wishes to leave the meeting prior to adjournment shall so advise the Chair and the time of departure shall be noted in the minutes.





11. Appeal Ruling

- 11.1 The decision of the chair shall be final subject to an immediate appeal by a member of the meeting.
- 11.2 If the decision is appealed, the Chair shall give concise reasons for his ruling and the members, after debate, shall decide the question "That the ruling of the chair be upheld."
- 11.3 A majority vote of those opposed to the motion is required to overturn the ruling of the chair.

12. Motions

- 12.1 When a motion is before a meeting and the mover wishes to withdraw or modify it, or substitute a different one in its place, and if no member objects, the Chair may grant permission. However, if any objection is made, it is necessary to leave the motion as presented; withdraw the motion or amend the motion. Once a motion is withdrawn, the effect is the same as if it had never been made.
- 12.2 Any member may require the motion under discussion to be read at any time during the debate, except when a member is speaking.
- 12.3 The mover of a motion must be present when the vote on the motion is taken.
- 12.4 A motion relating to a matter not within the jurisdiction of the Council shall not be in order.
- 12.5 Amendment:
 - 12.5.1 Only one amendment at a time shall be presented to the main motion. When the amendment(s) has been disposed of, another may be introduced. Only one amendment to an amendment will be entertained against the main motion. All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the motion so as to change the basic intent or meaning of the main motion. The Chair shall rule on disputes arising from amendments.
 - 12.5.2 The amendment shall be voted upon. If any amendment is carried, the main motion shall continue to be debated or be put to the vote, unless a further amendment is proposed.
 - 12.5.3 Nothing in this section shall prevent other proposed amendments being read for the information of the members.
- 12.6 When the motion under consideration contains distinct propositions, the vote upon each proposition shall, at the request of any member, be taken separately.
- 12.7 Reconsideration:
 - 12.7.1 After a motion has been voted upon, and before moving to the next item on the agenda, any member who voted with the prevailing side may move for reconsideration, and shall state reason therefore;
 - 12.7.2 Reconsideration shall then be open to debate, voted upon and shall require the votes of a majority of the members present to pass;
 - 12.7.3 If a motion of reconsideration is moved at a subsequent meeting, it shall be preceded by a Notice of Motion and shall require a majority vote for the members present to carry;
 - 12.7.4 If a motion to reconsider is decided in the affirmative, such reconsideration shall become the next order of business, unless the motion calls for a future definite date. Debate on the matter to be reconsidered shall proceed as though it had not previously been voted on;
 - 12.7.5 Debate on a motion for reconsideration must be confined to reasons for or against reconsideration;





- 12.7.6 A Notice for Reconsideration of any decided matter shall not operate to stop or delay action on the decided matter unless the Council, by a majority vote of the members present, shall so direct;
- 12.7.7 The results of a voted on motion that has been approved for reconsideration supersedes the results of the previous voted on motion.

12.8 Rescinding Motions

- 12.8.1 A motion to rescind a previous motion may be accepted by the Chair. If passed by a majority vote of the members present, the previous motion referred to would be declared null and void.

13. Notice of Motion

- 13.1 A Notice of Motion may be received by the CAO prior to the closing of the meeting. In this event, the member shall read the Notice of Motion which shall be recorded in the minutes and shall form part of the agenda for the subsequent meeting.
- 13.2 A member may present a Notice of Motion for consideration at the next meeting. This then becomes a Notice of Motion at the next regularly scheduled meeting.
- 13.3 A member, who hands a written Notice of Motion to the CAO to be read at any regular meeting, need not necessarily be present during the reading of the Notice.
- 13.4 A motion, on notice, if not moved on the day and at the meeting for which notice has been given, cannot be moved at any subsequent meeting without notice being given again in accordance with this section.

14. Motion without Notice

- 14.1 A motion may be presented without the notice required in Section 14 if a motion to dispense with such notice is first passed by a majority vote.

15. Voting-Question

- 15.1 When a motion that a vote be taken (i.e. calling for the question) is presented, it shall be put to a vote without debate and if carried by a majority vote of the members present, the motion shall be submitted to a vote immediately, without further debate.
- 15.2 When a motion that a vote be taken on all matter before the body (i.e. calling for the question on all matters) is presented etc.
- 15.3 When the Chair, having ascertained that no further information is required, commences to take a vote no member shall speak, or present another motion until the vote has been taken on such motion or amendment.

16. Voting-Conflict

- 16.1 A member who has any direct or indirect pecuniary interest, as defined in the MGA, in a matter which is before the meeting shall so declare and shall physically leave the chambers during the debate and voting on the matter.

17. Requirement to Vote

- 17.1 Every member present shall vote on every matter unless exempted by voting by reason of pecuniary interest. The CAO shall record in the minutes the name of each member exempted and the reason.

18. Results of Votes

- 18.1 A motion shall be declared "passed" when a majority of members present vote in favour of the motion.



- 18.2 A motion shall be declared “lost” when the majority of members present vote in opposition to the motion.
- 18.3 A motion shall be declared “lost” in the event of a “tie vote” when an equal number of members vote “in favour” and “in opposition” of the motion.

19. Recorded Votes

- 19.1 When a member requests a recorded the CAO shall record in the minutes the names of all members voting for and against the motion and the chair shall announce the results of the vote.

20. Adjournment Time

- 20.1 Council shall adjourn no later than 9:30 p.m. if in session at that hour unless, with the majority consent of the members, a resolution is passed to extend the meeting for a maximum of one (1) hour or to complete the debate of items before Council.
- 20.2 If the agenda is not complete when the meeting is adjourned, the remaining agenda items will be added to the next regularly scheduled meeting agenda and are the first items of business at the next meeting.

21. Bylaws

- 21.1 Where a bylaw is presented to a meeting for enactment, the CAO shall cause the number and short title of the bylaw to appear on the agenda.
- 21.2 When a bylaw is not subject to a statutory public hearing:
 - 21.2.1 a bylaw shall be introduced for first reading by a motion that it be read the first time, specifying the number of the bylaw;
 - 21.2.2 after a motion for first reading of the bylaw has been presented, members may debate the substance of the bylaw and propose and consider amendments to the bylaw;
 - 21.2.3 any proposed amendments shall be put to a vote if required, and if carried shall be considered as having been incorporated in the bylaw at first reading;
 - 21.2.4 when all amendments have been accepted or rejected, a motion for second reading of the bylaw shall be placed
- 21.2.5 if a bylaw is to receive all three readings in one sitting, Council must make a motion to accept a third reading prior to the third reading.
- 21.3 When a bylaw is subject to a statutory public hearing, the following will apply:
 - 21.3.1 an amending bylaw proposing a change of land classification in the Town Land Use Bylaw and which requires a public hearing may be introduced by a motion for first reading which shall be voted upon without amendment and a public hearing date shall be established.
 - 21.3.2 following the public hearing a motion for first and/or second reading, whichever the case may be, may be presented and the members may debate the substance of the bylaw and propose and consider amendments to the bylaw;
 - 21.3.3 a proposed amendment shall be put to a vote and, if carried, shall be considered as having been incorporated into the bylaw at second reading;
 - 21.3.4 when all amendments have been dealt with, the motion for second reading of the bylaw shall be placed;
 - 21.3.5 except for bylaws identified in section 23.3.1 a bylaw which requires a statutory public hearing may be presented on a motion for first reading;
 - 21.3.6 a proposed amendment shall be put to a vote and, if carried, shall be considered as having been incorporated into the bylaw at first reading;
 - 21.3.7 when all amendments have been dealt with the motion for the first reading of the bylaw shall be placed;
 - 21.3.8 following the public hearing a motion for second reading may be placed and further amendments presented.

21.4 Three Readings





- 21.4.1 a bylaw shall not be given any more than two readings at any one meeting unless members present at the meeting unanimously agree that the bylaw may be presented for third reading at the same meeting at which it received two readings;
- 21.4.2 when Council unanimously agrees that a bylaw may be presented for a third reading at a meeting at which it has received two readings, the third reading requires no greater majority or affirmative votes to pass the bylaw than if it had received a third reading at a subsequent reading;
- 21.4.3 a bylaw shall be passed when a majority of the members present vote in favor of third reading, provided that any applicable provincial statute does not require a greater majority.
- 21.5 When a bylaw has been given three readings it is considered an enactment of the Town and is effective immediately, unless the bylaw or an applicable provincial statute provides otherwise.
- 21.6 After passage, a bylaw shall be signed by the Mayor or Mayor's designate and the CAO and shall be impressed with the corporate seal of the Town of Lamont.

22. Committees of Council

- 22.1 The Committee Chair will call committee meetings as required.
- 22.2 Notification of Committee meetings to the Public must be by Website and posting on the Town Office Building Front Door.
- 22.3 Committee meetings must follow the basic protocol of this bylaw unless otherwise specified as follows:
 - 22.3.1 Section 5. Regular Council Meeting with the exception of 5.10 In Camera rules; and
 - 22.3.2 Section 6. Special Meetings; and
 - 22.3.3 Section 7. Organizational Meetings; and
 - 22.3.4 Section 21. Bylaws.
- 22.4 Committee meetings can make motions that recommend certain actions to Council such as policy and/or Bylaw updates. Only Council can set the necessary direction for the Town of Lamont.
- 22.5 The agenda shall be prepared by the Committee Chair.
- 22.6 Committee Chair will ensure that meeting minutes are prepared either by another member of the committee, acting as recording secretary, or coordinated through the office of the CAO.
- 22.7 All Committee meeting minutes will be added to the agenda of the next Council meeting.
- 22.8 Approved Committee meeting minutes, by Council, are the official record of those meetings.

- 23. This bylaw supersedes and takes precedence over all previously passed bylaws that refer to meeting procedures as well as any previously passed resolutions that may be in conflict with this bylaw.





APPENDIX "A"

AGENDA

Town of Lamont
Regular Meeting of Council
Date - Time
Council Chambers
Agenda

1.	Call to Order	TIME
2.	Adoption of Agenda	
3.	Declaration of Pecuniary Interest	
4.	In-Camera	
5.	Delegations	
6.	Adoption of Minutes	
7.	Finance – Accounts	
8.	By-laws:	
9.	Correspondence:	
10.	Business: a) Out of Camera Motion	
11.	Staff and Council Reports	
12.	Action Register	
13.	Adjournment	

[Redacted signature area]



APPENDIX "B"

Request for Decision

Meeting:
Date:
Title:
Agenda Item:

Background / Proposal:

Discussion / Options / Benefits / Disadvantages:

Cost / Estimates / Source of Funding:

Recommended Action (by originator):

That Town Council –

Supervisor:

CAO:





READ A FIRST TIME THIS 23 DAY OF September, 2013 A.D.



Mayor



Chief Administrative Officer

READ A SECOND TIME THIS 23 DAY OF September, 2013 A.D.



Mayor,



Chief Administrative Officer

READ A THIRD TIME THIS 23 DAY OF September, 2013 A.D.



Mayor,



Chief Administrative Officer





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

AGENDA ITEM: 5.2

COUNCIL MEETING DATE:
October 11, 2022

ITEM DESCRIPTION OR TITLE
Mental Health Workshop

RECOMMENDATION

THAT Council approve up to \$500.00 to support delivery of Mental Health Workshop(s) in November 2022.

BACKGROUND

Alberta Health Services, Elk Island Public Schools, Family and Community Support Services along with Town Administration have begun a preliminary discussion on hosting a Mental Health Workshop. The Workshop would be offered in a format suitable for both youth and adults.

COMMUNICATIONS

Promote the availability of the workshop.

IMPLICATIONS OF DECISION

Supports community health and well being.

FINANCIAL IMPLICATIONS

Current projections would see associated costs primarily funded through in-kind contributions from partner/support agencies. A contribution of \$500 is required. Associated funds would be available from GL-590- Events


POLICY AND/OR LEGISLATIVE REFERENCES

Strategic Plan 2019 – 2022: Goal 5 Develop and deliver quality services and amenities for all residents.

ATTACHMENTS

N/A

Report Prepared By: Rick Bastow, CAO

Approved by CAO: 



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

AGENDA ITEM:

5.3

COUNCIL MEETING DATE:
October 11, 2022

ITEM DESCRIPTION OR TITLE

2023 Fortis Franchise Fee

RECOMMENDATION

THAT Council accepts the report for information and approve the 7.5% as the rate for 2023.

BACKGROUND

Fortis Alberta Franchise Fee Agreements allow a year over year re-consideration of franchise fees. The Town of Lamont is required to notify Fortis of any changes to the franchise fees by **November 1st** of the year prior to a change taking effect. The range of the rates at other municipalities are between 0% to 20%. The current rate at the Town of Lamont is set at 7.5% providing an estimated revenue of \$92,137 approximately in 2023 as per a report released by Fortis. Fortis forecasts their 2023 revenue will be \$1,228,495 from the Town. Therefore, based on the current franchise fee percentage of 7.5%, our forecast 2023 franchise fee revenue for the Town would be \$92,137.

COMMUNICATIONS

Administration will notify Fortis about the Council’s decision by November 1st, 2022.

FINANCIAL IMPLICATIONS

Analysis:

The below analysis is based on Fortis estimated 2023 revenue of \$1,228,495 from the Town and the number of units determined by 2022 property assessments. The current ratio of 7.5% is costing \$10.26 approximately for each ratepayer per month. Any 1% of increase or decrease will result an increase or decrease of \$1.37 for each ratepayer per month in general.

2023 Fortis Franchise Fee	7.5%	8.5%	9.5%	6.5%	5.5%	1.0%
Annual Franchise Fee	92,137	104,422	116,707	79,852	67,567	12,285
Monthly Franchise Fee	7,678	8,702	9,726	6,654	5,631	1,024
Monthly per Unit	10.26	11.63	13.00	8.90	7.53	1.37

POLICY AND/OR LEGISLATIVE REFERENCES

- N/A



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

ATTACHMENTS

- N/A

Report Prepared By: Robert Mu, Finance Officer

Approved by CAO:

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TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM:

5.4

COUNCIL MEETING DATE:
October 11, 2022

ITEM DESCRIPTION OR TITLE
2023 ATCO Franchise Fee

RECOMMENDATION

THAT Council accept the report for information and approve the 35% as the rate for 2023.

BACKGROUND

ATCO Franchise Fee Agreements allow a year over year re-consideration of franchise fees. The Town of Lamont is required to set its franchise fees by **November 1st** of the year prior to a change taking effect.

As part of our Franchise Agreement with ATCO, the Town is permitted to either increase, decrease or keep the franchise fee the same, with written notice each year. The range of the rates should be between 0% to 35%. The current ratio for the Town is 35%.

In 2021, ATCO Delivery Tariff revenue in the Town of Lamont was \$509,975. ATCO forecast Delivery Tariff revenue for 2023 is \$622,166. Therefore, based on the current franchise fee percentage, our forecast 2023 franchise fee revenue would be \$217,758.

COMMUNICATIONS

Administration will notify ATCO about the Council's decision by November 1st, 2022.

FINANCIAL IMPLICATIONS

Analysis:

The below analysis is based on the ATCO 2023 forecast Delivery Tariff revenue of \$622,166 and the number of units determined by 2022 property assessments.

The current ratio of 35% is costing \$24.26 approximately for each ratepayer per month. Any 2% of increase or decrease will result an increase or decrease of \$1.39 for each ratepayer per month in general.



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

2023 ATCO Franchise Fee	35%	33%	31%	29%	27%	2%
Annual Franchise Fee	217,758	205,315	192,871	180,428	167,985	12,443
Monthly Franchise Fee	18,147	17,110	16,073	15,036	13,999	1,037
Monthly per Unit	24.26	22.87	21.49	20.10	18.71	1.39


POLICY AND/OR LEGISLATIVE REFERENCES

- N/A

ATTACHMENTS

- ATCO Letter dated August 26, 2022

Report Prepared By: Robert Mu, Finance Officer

Approved by CAO: 



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 5.5

COUNCIL MEETING DATE:
October 11, 2022

ITEM DESCRIPTION OR TITLE
2022 Capital Works Program Update

RECOMMENDATION

THAT Council accept the 2022 Capital Works Program update as information.

BACKGROUND

The 2022 Capital Works Program construction is now complete. The final progress claim will be received mid October that will outline the final cost of the 2022 Capital Works Program. Budgets have been monitored carefully throughout the construction process and administration is confident there will be cost savings on the final progress claim.

Administration will complete an inspection of all work areas the week of October 17th, 2022, that will identify any current deficiencies. Final inspection will be completed next year to ensure construction quality. Administration will participate in a construction debrief meeting in November to discuss the overall program and identify potential changes or improvements that can be implemented for future projects.

Administration will provide updates on total project costs and final project report for Council once all information is received.

COMMUNICATIONS

Regular construction updates on social media and website.
Weekly site meetings with contractors.
Updates to emergency services on road closures.
Preconstruction updates to affected residents.

IMPLICATIONS OF DECISION

Provide sound project management that supports the identified 2022 Capital Works Project timeline and budget impacts.

FINANCIAL IMPLICATIONS

2022 Capital Budget, Approved November 23, 2021.
2022 Capital Works Program- 2022 Capital Budget Reallocation, Approved May 10, 2022.



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

POLICY AND/OR LEGISLATIVE REFERENCES

Strategic Plan 2019 – 2022 Goal 1. Manage, invest, and plan for sustainable municipal infrastructure.

ATTACHMENTS

N/A

Report Prepared By: Tyler Edworthy Director Operations and Infrastructure.

Approved by CAO:

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



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 5.6

COUNCIL MEETING DATE:
October 11, 2022

ITEM DESCRIPTION OR TITLE

Bridge Inspection Report

RECOMMENDATION

THAT Council accept the Bridge Inspection Report as information.

BACKGROUND

On September 14, 2022, an inspection was completed on the bridge located at SW 21-55-19W4 (50th Ave East of 44 Street Lamont, Alberta).

This inspection identified rot (25mm) in the treated timber cap on the East abutment above piles 1, 2 & 3. The immediate action required and taken for the rotten timber cap includes:

- The bridge can be restricted to a weight rating of 3 tonnes and inspected every 6 months, or the East bound lane can be closed with barricades while the West bound lane is ok for legal loads and inspected annually until repaired.

The Town received notice of the Low Rating Advisory on September 15th, taking immediate action, the East bound lane was closed and a weight restriction of 3 tonnes was posted.

The report identified that the other bridge components are in adequate condition with a life expectancy of 20 years. Investigation on completing the treated timber cap work has been initiated, a repair plan and pricing will be presented to Council once all information is received.

COMMUNICATIONS

Social Media and Website update was created.

Notice signs and barricades were installed.

Council updates on scope of work.

IMPLICATIONS OF DECISION

One lane traffic and weight restriction of the bridge until repairs are completed.

FINANCIAL IMPLICATIONS

\$1,500 annually until bridge is repaired.

Bridge repair cost will be updated to Council.



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

POLICY AND/OR LEGISLATIVE REFERENCES

Strategic Plan 2019 – 2022 Goal 1. Manage, invest, and plan for sustainable municipal infrastructure.

ATTACHMENTS

N/A

Report Prepared By: Tyler Edworthy Director Operations and Infrastructure.

Approved by CAO:

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

AGENDA ITEM: 5.7

COUNCIL MEETING DATE:
October 11, 2022

ITEM DESCRIPTION OR TITLE

Campbell Playground Bridge Removal

RECOMMENDATION

THAT Council defer the Town of Lamont Playground development strategy to the Parks and Recreation Committee and provide recommendation on Lamont’s future playground development.

BACKGROUND

On October 4, 2022, the bridge at Campbell playground was removed due to an unsafe condition, that resulted in the bridge being stressed to the point of failure. Safety barriers at the bridge entrance have been put in place to ensure the playground can stay open.

Due to the age of this playground, replacement parts cannot be purchased, administration will look at fabrication options to make the playground more functional, but these additions will have to be inspected before they are put into use.

The Town of Lamont has 2 aging playgrounds, that have had equipment removed in recent years due to condition. Deferring the playground development strategy to the Parks and Recreation Committee would provide opportunity for community engagement, prioritization, and research of playground amenities and trends and develop an overall strategy as it relates to playgrounds in the Town of Lamont.

COMMUNICATIONS

Communicate Councils decision to the Parks and Recreation Committee and Public.

IMPLICATIONS OF DECISION

Investigate playground opportunities and develop a strategy for the Town of Lamont.

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

Strategic Plan 2019 – 2022 Goal 2. Develop and implement an overall strategy for parks, playgrounds, and open spaces.



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

ATTACHMENTS

N/A

Report Prepared By: Tyler Edworthy Director Operations and Infrastructure.

Approved by CAO:

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

AGENDA ITEM: 5.8

**COUNCIL MEETING DATE:
October 11, 2022**

ITEM DESCRIPTION OR TITLE

School Zone Extension

RECOMMENDATION

THAT Council direct Administration to change the 50 Ave school zone extension West from 50 Street to 50 A Street.

BACKGROUND

Administration received a request from the Lamont Community Playschool located at 5008-50th Avenue to extend the school zone that currently begins at 50th Street West to 50th A Street. Moving the school zone West would then include the Lamont Community Playschool.

This request from Lamont Community Playschool identifies a safety concern regarding traffic speeds in the morning while children are dropped off at the Playschool. The concern was brought to the RCMP, and the suggestion was made to submit this request to the Town of Lamont.

COMMUNICATIONS

Communicate Councils decision to the Lamont Community Playschool.
Communicate the speed zone changes with the public through social media and website.
Notify the Fort Saskatchewan RCMP of the speed zone change.
Move school zone signs from 50th Street to 50th A Street.

IMPLICATIONS OF DECISION

Promote pedestrian and traffic safety in front of the Lamont Community Playschool.

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

Strategic Plan 2019 – 2022 Goal 5. Develop and deliver quality services and amenities for all residents.



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

ATTACHMENTS

N/A

Report Prepared By: Tyler Edworthy Director Operations and Infrastructure.

Approved by CAO:

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



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

AGENDA ITEM: 5.9

**COUNCIL MEETING DATE:
October 11, 2022**

ITEM DESCRIPTION OR TITLE

Addition of Bylaw Enforcement Costs to Tax Rolls

RECOMMENDATION

THAT Council approve the addition of Bylaw enforcement costs to tax rolls as itemized in the attached Schedule "A" totalling \$5,100.

BACKGROUND

Costs associated with bylaw enforcement process can be transferred to the tax rolls as stated within the Municipal Government Act (MGA). A list of roll numbers and the associated cost, as per Bylaw 06-21 2022 Fees and Charges, has been attached as Schedule "A". The fee is related to Bylaw, Administration, and Contractor costs.

COMMUNICATIONS

The property owners will be notified of the fees added to their tax roll.

IMPLICATIONS OF DECISION

With the charges added to the tax roll, it is possible that costs may be recovered.

FINANCIAL IMPLICATIONS

Collection of fees through the tax roll could result in reimbursement of costs to the Town.

POLICY AND/OR LEGISLATIVE REFERENCES

Bylaw 07 18_ Community Standards Bylaw

ATTACHMENTS

Schedule "A"- Bylaw Enforcement Costs to Tax Rolls

Report Prepared By: Dawn Nielsen, Deputy CAO

Approved by CAO:

Schedule "A"	
Bylaw Enforcement Costs to Tax Rolls	
<u>Roll #</u>	<u>Total Cost</u>
12600	\$600.00
13100	\$500.00
34500	\$500.00
34600	\$500.00
36800	\$500.00
37300	\$500.00
52900	\$500.00
53300	\$500.00
84700	\$500.00
91000	\$500.00
TOTAL	\$5100.00



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 5.10

COUNCIL MEETING DATE:
October 11, 2022

ITEM DESCRIPTION OR TITLE

Audit Engagement Letter

RECOMMENDATION

THAT Council approve signing the audit engagement letter.

BACKGROUND

In 2019 the Town of Lamont released Request for Proposal - External Audit Services. The outcome of this Request for Proposal is the procurement of auditing services for the years ending December 31, 2019, 2020 and 2021. Metrix Group was retained to provide auditing services.

On May 24, 2022, Council approved the extension of the audit service with Metrix LLP for the years of 2022, 2023, and 2024.

COMMUNICATIONS

Signed copy of the Audit Engagement Letter returned to Metrix Group.

IMPLICATIONS OF DECISION

Audit Engagement Letter supports timely completion of annual audit.

FINANCIAL IMPLICATIONS

Expenses are forecast at \$21,500 and will be expensed in 2023 budget.

POLICY AND/OR LEGISLATIVE REFERENCES

MGA S281(1)

ATTACHMENTS

Audit Engagement Letter

Report Prepared By: Rick Bastow, CAO

Approved by CAO:

September 2, 2022

Town of Lamont
Bag 330
Lamont AB T0B 2R0

Attention: Mr. Rick Bastow, Chief Administrative Officer

Dear Mr. Bastow:

Re: Audit Engagement Letter

The Objective and Scope of the Audit

Metrix Group LLP is pleased to serve as auditors for Town of Lamont for the fiscal year ending December 31, 2022. The purpose of this letter is to outline the terms of our engagement to audit the financial statements of Town of Lamont which comprise the statement of financial position as at December 31, 2022, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended. Philip Dirks, CPA, CA, will be responsible for the services that Metrix Group LLP performs for Town of Lamont. He will, as considered necessary, call upon individuals at Metrix Group LLP to assist in the performance of our services.

We are pleased to confirm our acceptance and our understanding of the nature, scope and terms of this audit engagement and all services related thereto, by means of this letter (the "Engagement").

The objectives of our audit 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 auditor's 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.

The Responsibilities of the Auditor

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. 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:

- a. 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.
- b. 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 entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.

- c. Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- d. 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 entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's 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 entity to cease to continue as a going concern.
- e. 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.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

Form and Content of Audit Opinion

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

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-31-22, 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, 2022 and the results of its operations 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:

- 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 auditor's 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.

If we conclude that a modification to our opinion on the financial statements is necessary, we will discuss the reasons with you in advance.

The Responsibilities of Management

Our audit will be conducted on the basis that management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with the Canadian public sector accounting standards;
- b. For the design and implementation of 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; and
- c. To provide us with timely:
 - i. Access to all the information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters;
 - ii. Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of non-compliance with legislative or regulatory requirements;
 - iii. Additional information that we may request from management for the purpose of the audit; and
 - iv. Unrestricted access to persons within Town of Lamont from whom we determine it necessary to obtain audit evidence.

As part of the audit process:

- a. We will make inquiries of management about the representations contained in the financial statements. At the conclusion of the audit, we will request from management [and, where appropriate, those charged with governance] written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
- b. We will communicate any misstatements identified during the audit other than those that are clearly trivial. We request that management correct all the misstatements communicated.

Communications

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this Engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues, or anticipated profits).

If you do not consent to our use of electronic communications, please notify us in writing.

Use of Information

It is acknowledged that we will have access to all information about identified individuals ("personal information") in your custody that we require to complete our Engagement. Our services are provided on the basis that:

- a. You represent to us that management has obtained any required consents for our collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
- b. We will hold all personal information in compliance with our Privacy Statement.

Use and Distribution of Our Report

The examination of the financial statements and the issuance of our audit report are solely for the use of Town of Lamont and those to whom our report is specifically addressed by us. We make no representations or warranties of any kind to any third party in respect of these financial statements or our audit report, and we accept no responsibility for their use by any third party or any liability to anyone other than Town of Lamont.

For greater clarity, our audit will not be planned or conducted for any third party or for any specific transaction. Accordingly, items of possible interest to a third party may not be addressed and matters may exist that would be assessed differently by a third party, including, without limitation, in connection with a specific transaction. Our audit report should not be circulated (beyond Town of Lamont) or relied upon by any third party for any purpose, without our prior written consent.

You agree that our name may be used only with our prior written consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us in writing.

Reproduction of Auditor's Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review and approval in writing before the publication or posting process begins.

Should some of the information in the annual report not be available until after the date of the auditor's report, we will request management to provide a written representation that the final version of the document(s) will be provided to us when available (and prior to its issuance) so we can complete our required procedures.

Management is responsible for the accurate reproduction of the financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

Preparation of Schedules

We understand that your employees will prepare certain schedules and locate specified documents for our use before our Engagement is planned to commence.

This assistance will facilitate our work and help to minimize our costs. Any failure to provide these working papers or documents on a timely basis may impede our services and require us to suspend our services or even withdraw from the Engagement.

Ownership

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the Engagement are the property of our firm, constitute our confidential information and will be retained by us in accordance with our firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

File Inspections

In accordance with professional regulations (and by our firm policy), our client files may be periodically reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and firm standards. File reviewers are required to maintain confidentiality of client information.

Accounting Advice

Except as outlined in this letter, this Engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement letter.

Other Services

In addition to the audit services referred to above, we will, as allowed by the *Alberta Code of Professional Conduct /Code of Ethics*, prepare the Non-Profit Organization (NPO) Information Return and corporate tax return. Management will, on a timely basis, provide the information necessary to complete these federal and provincial income tax returns and will review and file them with the appropriate authorities on a timely basis.

Dispute Resolution

You agree that any dispute that may arise regarding the meaning, performance or enforcement of this Engagement will, prior to resorting to litigation, be submitted to mediation.

Estimated Fees

We estimate that our fees for these services will be \$19,500 (per our letter of May 10, 2022) for the financial statement audit, plus direct out-of-pocket expenses and applicable GST. This fee estimate is based on:

- a. The anticipated cooperation from all your personnel in preparing the requested information on a timely basis;
- b. The ongoing assistance of personnel throughout the Engagement; and
- c. The assumption that unexpected circumstances will not be encountered.

If significant additional time is likely to be incurred, we will discuss the reasons with you and agree on a revised fee estimate before we incur the additional costs.

Additionally, we estimate fees for the audit of the Town's compliance with the Local Authorities Pension Plan will be \$1,000 (per our letter of May 10, 2022).

Costs of Responding to Government or Legal Processes

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this Engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable GST) incurred.

Termination

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the Engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party [*not less than 30 calendar days before the effective date of termination*]. If early termination takes place, Town of Lamont shall be responsible for all time and expenses incurred up to the termination date.

If we are unable to complete the audit or are unable to come to a conclusion on the financial statements, we may withdraw from the audit before issuing an auditor's report, or we may issue a denial of assurance on the financial statements. If this occurs, we will communicate the reasons and provide details.

Not Liable For Any Failures or Delays Beyond Our Control

We will use all reasonable efforts to complete the engagement as described in this letter within the agreed-upon time frames. However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by your Town of its obligations.

Metrix privacy

The privacy and security of the personal information you provide is important to us. We strive to ensure the strictest compliance with all applicable provincial and federal standards of protection and disclosure of personal information by any and all of our employees, agents, divisions and/or affiliates. You may review our privacy policy at www.metrixgroup.ca. We will not collect, use, or disclose any of your personal information without your knowledge and consent, or as may be required by law or our profession's Rules of Conduct.

By signing this engagement letter you agree that for the purposes of this engagement, Metrix Group LLP may collect, use, and disclose personal information in accordance with our privacy policy. You also agree that Metrix Group LLP may collect and use personal information from you for the purposes of providing other services or informing you of other opportunities from time to time. Personal information that is not relevant to the purposes of this engagement or any other matters will not be disclosed to anyone for any reason without your further prior consent.

Metrix working papers

Metrix Group LLP owns all working papers and files, other materials, reports and work created, developed or performed during the course of the engagement, including intellectual property used in the preparation thereof. We will provide management with a copy of all practitioner-prepared working papers necessary for the company's accounting records. Metrix Group LLP may develop software, including spreadsheets, documents, databases, and other electronic tools, to assist us with our assignment. As these tools were developed specifically for our purposes and without consideration of any purpose for which the company might use them, any such tools provided to the company, are made available on an "as is" basis only and should not be distributed to or shared with any third party.

Conclusion

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

The arrangements outlined in this letter will continue in effect from year to year unless changed by either party.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the attached copy of this letter in the space provided and return it to us. We appreciate the opportunity of continuing to be of service to the Town.

Yours truly,

METRIX GROUP LLP
Chartered Professional Accountants

Acknowledged and agreed to on behalf of Town of Lamont by:

Mayor Kirk Perrin

Date signed

Mr. Rick Bastow, Chief Administrative Officer

Date signed



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: October 11, 2022

ELECTED OFFICIAL: Kirk Perrin

REPORT PERIOD: September 8 – October 6, 2022

Boards and Committees:

- **Alberta Municipalities annual general meeting – Sept 23**
- **Alberta Municipalities Resolutions – Sept 22**

Town of Lamont Business:

- **Alberta Municipalities conference – Sept 21-Sept 23**
- **Fort Saskatchewan and Lamont regional AGM – October 5**

Professional Development (Workshops & Conferences):

- **The future of transportation and the impact to municipalities – sept 21**
- **Cost escalation and collaborative responses – Sept 21**

Lamont Functions and Events:

- **Picnic in the park – September 15**



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: October 11, 2022

ELECTED OFFICIAL: Colleen Holowaychuk

REPORT PERIOD: August 24 - October 11, 2022

Boards and Committees:

- August 26, 2022 - Northern Lights Library Board Meeting
- September 12, 2022 - Lamont High School Council Meeting
- September 20, 2022 - Lamont Elementary School Council Meeting
 - Both the Elementary and Jr/Sr High school expressed gratitude for the dollars toward the Family School Liaison Worker in their 2022/2023 school year budgets.
- October 3, 2022 – Lamont Public Library Meeting
 - New Library Hours to begin in Mid October 2022
 - Monday 10am-2pm
 - Tuesday 10am-2pm, 4-8pm
 - Wednesday 5-8pm
 - Thursday 4-8pm

Town of Lamont Business:

- September 8, 2022 – Strategic Planning Meeting

Professional Development (Workshops & Conferences):

- Sept 21-23, 2022 - Alberta Municipalities Convention

Lamont Functions and Events:

- September 15, 2022 – Picnic in the Park
- September 30, 2022 – National Day for Truth and Reconciliation Event in Lamont



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: October 11 , 2022

ELECTED OFFICIAL: Linda Sieker

REPORT PERIOD, September 9 – October 7 ,2022

Boards and Committees :

- **Sept 26 - Lamont County Housing Foundation Meeting**
- **Oct 3 – ASCHA – Fall Regional Meeting**

Town of Lamont Business:

- **Sept 16 – Chamber of Commerce Finalist Judging**

Professional Development (Workshops & Conferences)

- **Sept 21-23 AUMA Convention Calgary**

Lamont Functions and Events :

- **Sept 10– Heroes In the Sky – Volunteer**
- **Sept 15 - Picnic in the Park**
- **Sept 30 – Truth & Rconciliation Ceremony**
- **Oct 5 – Fort Sask /Lamont Chamber of Commerce AGM**



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE:

ELECTED OFFICIAL: Al Harvey

REPORT PERIOD: September 8 to October 5, 2022

Boards and Committees:

- Sept 8 - Strategic Planning
- Sept. 14- JSG Minister (policing report)
- Oct. 5 – Alberta Hub

Items for Council Discussion:

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

There is ongoing information on the policing option, although there is now the “need” to await the outcome of the leadership vote.

There may be a need to better communicate between the Hub and the Mayors and Reeves meetings as there may be an overlap/misalignment in the messaging.

Town of Lamont Business:

- Sept 13 – Council Meeting
-

Professional Development (Workshops & Conferences):

- Sept. 20-23 Alberta Municipalities
-

Lamont Functions and Events:

- Sept. 8- Community Awareness
- Sept. 15- Picnic in the Park
- Sept. 30 -Truth and Reconciliation



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: October 11, 2022

ELECTED OFFICIAL: Jody Foulds

REPORT PERIOD: September 8, 2022 to October 6, 2022

Boards and Committees:

-
-
-

Town of Lamont Business:

-

Professional Development (Workshops & Conferences):

- **Alberta Municipalities Conference – September 20 – 23, 2022**

Lamont Functions and Events:

- **Picnic in the Park – September 15, 2022**
-



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE:

ELECTED OFFICIAL: Dave Taylor

REPORT PERIOD: September 8 to October 5, 2022

Boards and Committees:

- Sept 15 – John S. Batiuk Regional Water Commission Regular Board Meeting
- Sept 28 – John. S Batiuk Regional Water Commission Special Meeting

Items for Council Discussion:

- N/A

Town of Lamont Business:

- N/A

Professional Development (Workshops & Conferences):

- N/A

Lamont Functions and Events:

- Sept. 15- Picnic in the Park

CAO REPORT

FOR THE PERIOD ENDING October 5, 2022

HIGHLIGHTS:

September 8, 2022

- Strategy development meeting
- Weekly Director Operations meeting.
- Funding programs review.

September 9, 2022

- MAP program meeting.
- Strategy development and economic development.

September 12, 2022

- CREPP Meeting.
- Workshop Planning – Mental Health

September 13, 2022

- Lamont Community Health Services Awareness Meeting
- Weekly Deputy CAO meeting.
- Weekly finance meeting.

Sept 14, 2022

- Safety meeting.
- Alberta HUB meeting/investment attraction.

September 19, 2022

- Planning for T/R event.

September 20 - 23

- Alberta Municipalities conference.

September 30, 2022

- T/R event.
- Economic development planning.

October 4, 2022

- Economic development planning.

MEETINGS/EVENTS & PROFESSIONAL DEVELOPMENT:

- N/A

OPERATIONS & INFRASTRUCTURE REPORT

FOR THE PERIOD ENDING October 11, 2022

HIGHLIGHTS

STAFF

- Held weekly Operations team meetings Thursday.
- Operations OH&S Team meeting October 6, 2022.

Facilities

- Arena ice making is completed.
- Season ice bookings started September 23, 2022.
- 12 other facility bookings since September 13, 2022.
- Curling Rink Inspection completed September 14, 2022.
- Curling rink brine line clamps installed.
- Concession agreement finalized.
- Curling Club agreement finalized.

Transportation Maintenance

- Crosswalk painting completed.
- Sidewalk repair Completed.

Parks & Recreation

- Trees installation has started Hillside Park.
- Splash-park was shut down and winterized.
- Fountain removed.
- Trailer dump winterized.
- Pavilion winterizing.
- Park Repairs.

Utilities

- Annual hydrant flushing completed.
- Annual sewer flushing completed.
- 54 St PRV repair work initiated.
- Drainage ditch cut in alley 52 Ave East of 55 Street.
- Meter replacement program has been ongoing.
- Scada System project initiated.

Projects & Requests:

- Picnic in the Park Event September 15, 2022.
- Return to Council chambers work is completed.

OPERATIONS & INFRASTRUCTURE REPORT

FOR THE PERIOD ENDING October 11, 2022

- Completed access agreement with AB Transportation.
 - Monitor ground water around EMCON site.
- Lagoon survey work initiated.

Description	Targeted		2022 Actual Sept	Variance	% of Completion	2022 -		Increase/ (Decrease)	Percentage	Note
	2022 Budget	Amount Sept				Sept	Sept			
REVENUE										
General Revenue	(2,831,611)	(2,738,026)	(2,775,932)	(55,679)	98%	(21,186)	(17,464)	-3,722	21%	
Administration	(160,862)	(120,647)	(144,969)	(15,893)	90%	(1,792)	(575)	(1,217)	212%	
By Law	(5,967)	(4,475)	(3,988)	(1,979)	67%	(446)	(960)	514	-54%	
Strs. & Road	(2,602,559)	(1,951,919)	(313,798)	(2,288,761)	12%	0	0	0	0%	
Water	(620,698)	(465,524)	(351,720)	(268,978)	57%	(83,985)	(93,069)	9,084	-10%	
Sewer	(835,395)	(626,546)	(103,195)	(732,200)	12%	(24,978)	(27,605)	2,627	-10%	
Garbage	(349,415)	(262,061)	(231,625)	(117,790)	66%	(57,557)	(58,315)	758	-1%	
Cemetery	(1,248)	(936)	(400)	(848)	32%	0	0	0	0%	
Planning & Subdivision	(2,143)	(1,607)	(975)	(1,168)	46%	(177)	0	(177)	0%	
Hall	(10,528)	(7,896)	(10,422)	(106)	99%	(1,613)	(1,841)	228	-12%	
Arena	(143,893)	(107,920)	(106,921)	(36,972)	74%	(71,074)	(461)	(70,613)	15306%	
Park	(10,734)	(8,051)	(8,150)	(2,584)	76%	0	0	0	0%	
Curling Rink	(277)	(208)	(400)	123	144%	0	0	0	0%	
TOTAL REVENUE	(7,575,330)	(6,295,815)	(4,052,495)	(3,522,835)	53%	(262,807)	(200,290)	(62,517)	0%	

EXPENSE										
Council	126,262	94,697	90,231	36,031	71%	11,928	12,598	(671)	-5%	
Administration	735,696	551,772	505,167	230,529	69%	54,238	57,586	(3,348)	-6%	
Fire	36,554	27,416	24,111	12,443	66%	937	4,218	(3,281)	-78%	
Disaster Service	1,500	1,125	307	1,193	20%	0	0	0	0%	
By-Law	93,491	70,118	25,205	68,286	27%	2,048	1,576	471	30%	
Public Work	266,896	200,172	160,867	106,029	60%	18,875	13,642	5,233	38%	
Street & Road	577,359	433,019	332,271	245,088	58%	32,757	23,572	9,185	39%	
Storm Sewer	15,472	11,604	7,037	8,435	45%	33	0	33	0%	
Water	700,478	525,359	405,492	294,986	58%	39,401	61,564	(22,163)	-36%	
Sewer	127,184	95,388	96,424	30,760	76%	24,484	2,157	22,327	1035%	
Garbage	302,044	254,340	240,192	61,852	80%	15,118	23,895	(8,777)	-37%	
Family Community & Cemetery	27,126	20,345	25,775	1,351	95%	10,900	12,125	(1,225)	-10%	
Town Beautification	8,500	6,375	4,271	4,229	50%	0	0	0	0%	
Planning & Subdivision	92,235	69,176	27,164	65,071	29%	(493)	3,188	(3,680)	-115%	
Hall	144,956	108,717	87,284	57,672	60%	8,505	8,439	66	1%	
Arena	327,105	245,329	202,994	124,111	62%	27,715	21,729	5,986	28%	
Park	180,554	135,416	131,118	49,436	73%	6,683	9,368	(2,685)	-29%	
Curling Rink	46,150	34,613	37,225	8,925	81%	(755)	2,038	(2,793)	-137%	
FCSS & School Fund	555,682	416,762	316,475	239,207	57%	0	0	0	0%	
Total Expense	4,365,244	3,301,740	2,719,611	1,645,633	62%	252,372	257,695	(5,322)	-2%	

Description	Targeted		2022 Actual Sept	Variance	% of Completion	2022 -		Increase/ (Decrease)	Percentage	Note
	2022 Budget	Amount Sept				Sept	Sept			
Amortization Expense										
Administration Amorti	25,000	18,750	0	25,000	0%	0	0	0	0	0
Fire Amortization	18,600	13,950	0	18,600	0%	0	0	0	0	0
Public Works Amortiza	48,000	36,000	0	48,000	0%	0	0	0	0	0
Road Amortization	345,000	258,750	0	345,000	0%	0	0	0	0	0
Storm Sewer Amortization	700	525	0	700	0%	0	0	0	0	0
Water Amortization	191,000	143,250	0	191,000	0%	0	0	0	0	0
Sewer Amortization	191,000	143,250	0	191,000	0%	0	0	0	0	0
Recreation Amortizari	110,000	82,500	0	110,000	0%	0	0	0	0	0
Total Amortization Expense	929,300	696,975	0	929,300	0%	0	0	0	0	0%
Capital Programs										
Administration	0	0	0	0	0%	0	0	0	0	0
Fire	0	0	0	0	0%	0	0	0	0	0
Public Work	244,000	183,000	127,068	116,932	52%	0	0	0	0	0
Street and Road	2,361,311	1,770,983	2,009,807	351,504	85%	486,429	12,462	473,967	38	
Storm Sewer	0	0	0	0	0%	0	0	0	0	0
Water	55,000	41,250	0	55,000	0%	0	0	0	0	0
Sewer	670,773	503,080	572,884	97,889	85%	0				Carried from 2021
Planning & Subdivision	0	0	0	0	0%	0	0	0	0	0
Hall	0	0	0	0	0%	0	0	0	0	0
Arena	0	0	0	0	0%	0	44,405	-44,405	-1	
Park	0	0	0	0	0%	0	0	0	0	0
Curling Rink	0	0	0	0	0%	0	0	0	0	0
Total Capital Programs	3,331,084	2,498,313	2,709,759	621,325	81%	486,429	56,867			
Grand Total	8,625,628	6,497,028	5,429,369	3,196,259	63%	738,801	314,562	(5,322)		