

Council Package

January 10, 2023



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**AGENDA
TOWN OF LAMONT
REGULAR MEETING OF COUNCIL
January 10, 2023**

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. DELEGATIONS

2.1. MOTION FOR ACCEPTANCE OF DELEGATION

3. CORRESPONDENCE

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4. NEW BUSINESS

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7.1. Lamont County Bylaw 849-22 Municipal Development Plan; and Lamont County Land

Use Bylaw 848-22 – Notice of Public Hearing

7.2. Recreation Agreement

8. ADJOURNMENT



5307 – 50 Avenue
Lamont, AB T0B 2R0

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

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

CALL TO ORDER AND RELATED BUSINESS:

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

Adoption of Agenda

MOTION: 356/22 Councillor Koroluk: That the Council Agenda be accepted as presented.

CARRIED

Declaration of Pecuniary Interest: None.

ADOPTION OF MINUTES:

a) Meeting Minutes – November 22, 2022

MOTION: 357/22 Councillor Harvey: That the Minutes of the November 22, 2022 Council Meeting be accepted as presented.

CARRIED

b) Strategic Planning Committee Minutes – October 27, 2022

MOTION: 358/22 Councillor Sieker: That the Minutes of the October 27, 2022 Strategic Planning Committee Meeting be accepted as presented.

CARRIED

c) Parks & Recreation Committee Minutes – November 14, 2022

MOTION: 359/22 Councillor Foulds: That the Minutes of the November 14, 2022 Parks & Recreation Committee Meeting be accepted as presented.

CARRIED

d) Governance & Priorities Committee Minutes – November 29, 2022

MOTION: 360/22 Councillor Koroluk: That the Minutes of the November 29, 2022 Governance & Priorities Committee Meeting be accepted as presented.

CARRIED

e) Economic Development Board Minutes – December 1, 2022

MOTION: 361/22 Councillor Holowaychuk: That the Minutes of the December 1, 2022 Economic Development Board Meeting be accepted as presented.

CARRIED

DELEGATIONS: None.

CORRESPONDENCE:

- Lamont Public Library Board Meeting Minutes – October 3, 2022
- Lamont Public Library Board Meeting Minutes – November 7, 2022
- Lamont County Housing Foundation Meeting Minutes – September 26, 2022
- Lamont Health Care Centre Meeting Minutes – September 22, 2022
- Lamont Health Care Centre Meeting Minutes – October 27, 2022
- Northern Lights Library Board Budget
- Town of Ponoka Letter – Ambulance Service
- Alberta Public Safety and Emergency Services Letter – Victim Services
- Go East of Edmonton Press Release - November 2022
- Alberta Municipalities Proposal for LGFF Allocation – Presentation
- Alberta Municipalities Proposal for LGFF Allocation – Report
- Municipal Affairs – 2022/23 Fire Services Training Program Grant
- Alberta Precision Laboratories – Community Lab Services Transition
- EIPS Board Highlights November 17, 2022

MOTION: 362/22 Councillor Sieker: That Council direct Administration to investigate the options to congratulate Lamont Health Care Centre for 100 years of accreditation with a budget of no more than \$150.00.

CARRIED

MOTION: 363/22 Councillor Foulds: That Council accept the correspondence as information.

CARRIED

NEW BUSINESS:

Councillor Absence

MOTION: 364/22 Councillor Holowaychuk: That Council accept Councillor Dave Taylor's absence at the December 13, 2022 Council Meeting due to a professional commitment.

CARRIED

Alberta Recycling Management Authority Agreement

MOTION: 365/22 Councillor Koroluk: That Council accept the update as information.

CARRIED

Town Office and Banking Institutions

MOTION: 366/22 Councillor Harvey: That the Municipal Office for the Town of Lamont is physically located at 5307 50 Avenue and it's mailing address is PO Box 330, Lamont, Alberta.

CARRIED

MOTION: 367/22 Councillor Koroluk: That ATB Financial and Servus Credit Union Ltd. Are the designated banking institutions for the Town of Lamont.

CARRIED

New Server and Enhanced Arena Lighting

MOTION: 368/22 Councillor Koroluk: That Council approve \$30,000.00 towards the purchase of a new server and approve \$10,000.00 towards enhanced arena lighting.

CARRIED

Highway 28

MOTION: 369/22 Councillor Koroluk: That the Town of Lamont continue to support efforts to address concerns over Highway 28.

CARRIED

Committee Member Appointment – Economic Development

MOTION: 370/22 Councillor Koroluk: That Council appoint Danielle Klooster, Fort Saskatchewan and District Chamber of Commerce, to replace Craig Berry, to the Economic Development Board for a term expiring December 31, 2023.

CARRIED

Strategic Planning Committee

MOTION: 371/22 Councillor Koroluk: That Council approve the revisions to Policy #11-06, Council Remuneration and Expense Policy.

CARRIED

MOTION: 372/22 Councillor Foulds: That Council give first reading to Bylaw 02-22, Council Committee.

CARRIED

MOTION: 373/22 Councillor Sieker: That Council give second reading to Bylaw 02-22, Council Committee.

CARRIED

MOTION: 374/22 Councillor Holowaychuk: That Council give unanimous consent to proceed to third reading of Bylaw 02-22, Council Committee.

UNANIMOUSLY CARRIED

MOTION: 375/22 Councillor Koroluk: That Council give third reading to Bylaw 02-22, Council Committee.

CARRIED

Disposal of Surplus Property

MOTION: 376/22 Councillor Koroluk: That Council approve the disposal of the 2009 320 John Deere Skid Steer for \$22,100.00.

CARRIED

Transfer of Utilities to Property Taxes

MOTION: 377/22 Councillor Foulds: That Council authorize the transfer of outstanding utilities over 90-days to their individual tax rolls as per schedule "A".

CARRIED

Transfer of Tax Recovery Costs to Tax Rolls

MOTION: 378/22 Councillor Harvey: That Council authorize the costs to be transferred to the tax rolls as itemized in the attached Schedule "A".

CARRIED

Bylaw 07/22, 2023 Fees and Charges

MOTION: 379/22 Councillor Sieker: That Council give first reading to Bylaw 07-22, 2023 Fees and Charges.

CARRIED

MOTION: 380/22 Councillor Koroluk: That Council give second reading to Bylaw 07-22, 2023 Fees and Charges.

CARRIED

MOTION: 381/22 Councillor Holowaychuk: That Council give unanimous consent to proceed to third reading of Bylaw 07-22, 2023 Fees and Charges.

UNANIMOUSLY CARRIED

MOTION: 382/22 Councillor Foulds: That Council give third reading to Bylaw 07-22, 2023 Fees and Charges.

CARRIED

Canada Post Office – Accessibility Upgrades Request

MOTION: 383/22 Councillor Koroluk: That Council allow Canada Post Corporation to undertake the off-site accessibility upgrades as requested.

CARRIED

School Zone Extension

MOTION: 384/22 Councillor Foulds: That Council direct Administration to look into different speed limit options on 50 Avenue.

CARRIED

MOTION: 385/22 Councillor Harvey: That Council approve extending the 50 Avenue school zone transition area based on the findings in this report.

CARRIED

Policy Update – Unbudgeted or Over-Budgeted Expenditures Approval

MOTION: 386/22 Councillor Koroluk: That Council approve the revisions to Policy #12-17, Unbudgeted or Over-Budgeted Expenditures Approval.

CARRIED

2022 November Financial Statement and Over Budget Analysis

MOTION: 387/22 Councillor Harvey: That Council receive the 2022 November financial statement and over budget analysis as information.

CARRIED

MOTION: 388/22 Councillor Sieker: That Council approve the current over-budget expenditures.

CARRIED

2023 Interim Operating Budget

MOTION: 389/22 Councillor Harvey: That Council approve the 2023 Interim Operating Budget as presented.

CARRIED

Bylaw 08/22, Borrowing Bylaw

MOTION: 390/22 Councillor Holowaychuk: That Council give first reading to Bylaw 08/22, Borrowing Bylaw.

CARRIED

MOTION: 391/22 Councillor Sieker: That Council give second reading to Bylaw 08/22, Borrowing Bylaw.

CARRIED

MOTION: 392/22 Councillor Koroluk: That Council give unanimous consent to proceed to third reading of Bylaw 08/22, Borrowing Bylaw.

UNANIMOUSLY CARRIED

MOTION: 393/22 Councillor Foulds: That Council give third reading to Bylaw 08/22, Borrowing Bylaw.

CARRIED

2023 Capital Budget & 5 Year Capital Plan

MOTION: 394/22 Councillor Sieker: That Council approve priority 1 of the 2023 Capital Budget as presented.

CARRIED

MOTION: 395/22 Councillor Foulds: That Council approve the 5-Year Capital Plan as presented.

CARRIED

Lamont Creek Bridge Repair Update

MOTION: 396/22 Councillor Holowaychuk: That Council accept the Lamont Creek Bridge Repair Update as information.

CARRIED

REPORTS:

Council Reports:

Mayor Perrin	Written report attached.
Councillor Harvey	Written report attached.
Councillor Koroluk	Nothing to report.
Councillor Sieker	Written report attached.

Councillor Foulds Written report attached.

Councillor Holowaychuk Written report attached.

Staff Reports:

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

MOTION: 397/22 Councillor Koroluk: That Council accept the reports as presented.

CARRIED

NOTICES OF MOTION: None.

CLOSED SESSION:

- **Chief Administrative Officer Annual Performance Appraisal**
 - *FOIP Section 24 – Advice from Officials*
- **Operations Update**
 - *FOIP Section 24 – Advice from Officials*
- **Recreation Agreement**
 - *FOIP Section 24 – Advice from Officials*

MOTION: 398/22 Councillor Foulds: 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 8:33 p.m.

CARRIED

Councillor Foulds exited the meeting at 9:15 p.m.

MOTION: 399/22 Councillor Harvey: That Council revert to regular Council meeting session at 9:29 p.m.

CARRIED

MOTION: 400/22 Councillor Koroluk: That Council extend the meeting past 9:00 p.m.

CARRIED

MOTIONS ARISING FROM CLOSED SESSION:

MOTION: 401/22 Councillor Sieker: That Council receive the reminder: Chief Administrative Officer Annual Performance Appraisal as information.

CARRIED

MOTION: 402/22 Councillor Holowaychuk: That Council accept the 2022 Operations Updates as information.

CARRIED

MOTION: 403/22 Councillor Holowaychuk: That Council accept the Recreation Agreement as information.

CARRIED

ADJOURNMENT: Mayor Perrin adjourned the meeting at 9:32 p.m.

Mayor

Chief Administrative Officer

RECEIVED

JAN - 3 2023

Agenda Item: 3.1

DEC. 15, 2022

Chair's Report

RECENT EVENTS

Board Chair Trina Boymook highlighted a few recent events:

- From November 20 to 22, trustees attended the Alberta School Boards Association's (ASBA) fall general meeting. Together 61 school boards debated the issue resolutions, discussed board successes and challenges, participated in professional learning and networked. Education Minister Adriana LaGrange spoke at the business meeting and shared that the province isn't considering the private-public partnership model for new school builds—welcome news for Elk Island Public Schools (EIPS). The event also included an MLA Breakfast—attended by several provincial elected officials, including Premier Danielle Smith, who addressed trustees, and Nate Glubish, the Minister of Technology and Innovation and member of legislature assembly for Strathcona County-Sherwood Park.
- On November 29-30, trustees took part in a retreat to discuss the Board's direction, priorities and work plan for the remaining 2022-23 school year.
- On December 13, the Board hosted a luncheon with EIPS' Employees Relations Group to meet and get to know the executive better.

EIPS ASSURANCE REVIEWS

On December 5-8, the Board took part in the Assurance Reviews, a divisionwide forum for schools to share with the Board their individual results, annual plans, successes, challenges and growth opportunities. The sessions were held in the EIPS boardroom and open to school families. The Assurance Reviews allow trustees to gain a holistic understanding of what's happening throughout the Division. Collectively, these help inform future decision-making and Board advocacy efforts.

SCHOOL PERFORMANCES AND SPECIAL EVENTS

Throughout December, trustees are attending several school-based concerts, performances and activities happening within the Division to celebrate the holidays. Chair Boymook thanked all the schools for inviting trustees and said it's something they look forward to every year.

Superintendent's Report

RECENT EVENTS

Superintendent Mark Liguori highlighted a few recent events:

- Throughout November and December, the Division conducted its annual Assurance Reviews. Superintendent Liguori appreciates the work that goes into preparing for each review session. Collectively, it helps the Board and Division better understand how schools and departments are performing and develop plans to improve student learning. He thanked school and department administrators for the work they put into preparing for the reviews, and all EIPS staff for the incredible work they do to enhance student learning every day.
- From November 21 to 22, Superintendent Liguori joined trustees at ASBA's fall general meeting. Overall, it was two days well spent that included thoughtful speakers and valuable information sharing.

QUEEN'S PLATINUM JUBILEE MEDAL

Board Chair Boymook congratulated Superintendent Liguori on receiving a Queen's Platinum Jubilee Medal, a new commemorative medal to mark the 70th anniversary of Her Majesty Queen Elizabeth II's accession to the Throne as Queen of Canada. The medal is handed out to select Albertans who have contributed significantly to the province over the last year. Superintendent Liguori was recognized for his work in helping navigate schools, staff and students through the pandemic.

Association and Local Reports

ASBA ZONE 2/3 REPORT

- Trustee Cathy Allen attended the ASBA Zone 2/3 meeting on Dec. 2, 2022. The meetings are always informative and include thoughtful conversation, perspective and professional learning.

ATA LOCAL REPORT

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

- Phase 2 of the ATA's [Stand for Education](#) campaign is underway. Already, roundtable discussions have taken place in Calgary and Edmonton. The discussion focused on new ideas, approaches and solutions for public education. More roundtables are planned in southern and northern Alberta.
- The Local is hosting a similar roundtable discussion at Bev Facey Community High on January 18—sign-up information coming in the new year.
- Zielke is pleased to see the return of in-person holiday performances. The events help re-engage school families by bringing everyone together.
- Zielke wishes everyone a Merry Christmas and wonderful New Year.

EMPLOYEE RELATIONS GROUP REPORT

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

- In January, the ERG plans to focus on updating its association brochure—including adding information and clarifying what the ERG does.
- The ERG also plans to work on updates and edits to the *Classified Handbook*.
- Jarvin thanked the Board for hosting a dinner with ERG executive members—it was much appreciated.
- Javin wishes everyone a Merry Christmas and a Happy New Year.

New Business

BUSINESS ARISING FROM IN CAMERA

The Board approved three motions arising from the in-camera session:

1. that the Board approve the bargaining objectives for the upcoming local negotiations with the Alberta Teachers' Association Local No. 28;
2. that the Board approve the appointment of Brent Billey and Simon Grinde as the bargaining committee spokesperson; and
3. that the Board approve Special Matter 004-2022.

BOARD SELF-EVALUATION

The Board approved the Board Self-Evaluation Report, which was developed on Sept. 19, 2022. The Board also authorized the Board Chair to monitor the agreed priorities and suggestions and to bring items forward for the Board's consideration as deemed appropriate.

RESERVE TRANSFER

The Board approved the transfer of \$1 million from its operating reserves to its capital reserves to support the Division's Salisbury Composite High stormwater project.



Committee Report

STUDENT EXPULSION COMMITTEE

The Board received for information a report from the Student Expulsion Committee meeting held on December 2. The committee reviewed all relevant information and upheld the recommendations put forward.

POLICY COMMITTEE

The Board received for information a report from the Policy Committee meeting held on December 12. The committee reviewed four policies. The committee will bring all recommended amendments to the Board Caucus meeting in January.

Report for Information

THREE-YEAR ENGAGEMENT STRATEGY: EIPS LOGOS CHRISTIAN PROGRAM

The Board received for information an update on one of the projects listed in the Division's Three-Year Engagement Plan. In May 2022, EIPS developed a Three-Year Engagement Strategy. The plan identifies areas where the Division can improve operations to best serve students. In total, there are four engagement projects listed within the plan. Project 3 is a review of the EIPS Logos Christian Program to ensure it continues providing a high-quality educational experience for students.

Over the last few years, enrolment in Logos has declined significantly, making it challenging to offer fulsome Logos programming. To determine the best possible solution for addressing the enrolment decline, EIPS consulted the Logos school community, using a two-phased engagement approach, between June and October of 2022. Initially, EIPS planned to bring forward a recommendation for Project 3: Logos Christian Program Review in November 2022. However, the feedback from Phase 1 and Phase 2 of the public engagement effort indicated the Logos community wanted time to promote the program before the upcoming returning student registration process. As such, the Division has postponed a final decision about the Logos programming until after the returning student registration process takes place in February 2023.

If registrations increase significantly, EIPS will recommend the Board keep the elementary program unchanged at both Brentwood Elementary and Westboro Elementary. If registrations stay relatively flat, EIPS will recommend the Board consolidate the elementary program at Brentwood Elementary, starting in 2023-24.

Overall, the delay allows the Board to see the actual registration numbers for Logos in 2023-24, and it gives Logos the time to promote the program leading up to the returning student registration process. The Board will ensure the decision it makes is in the best educational interests of all students—expected mid-March. EIPS will also continue to review all elementary and junior high Logos program locations and their sustainability on an ongoing basis.

LOCALLY DEVELOPED COURSES

The Board received for information a report about the locally developed courses available to students in 2022-23. For the second semester, the Division is renewing three locally developed courses—musical theatre 15, 25, and 35. It also acquired two new locally developed courses—self-directed learning 15-3 and social skills 15-5 (see pg. 75, "[Locally Developed Courses: 2022-23](#)").

BULLYING AWARENESS AND PREVENTION WEEK

The Board received for information a report regarding Bullying Awareness and Prevention Week 2022, which took place November 14-18. Staff and students throughout EIPS took part in a variety of activities focused on



BOARD HIGHLIGHTS

ways to promote kindness and healthy relationships. School activities included morning announcements, presentations on bullying and healthy relationship building, deeds of kindness and more.

In addition to Bullying Awareness and Prevention Week activities, all EIPS schools have ongoing projects and initiatives in place focused on building healthy relationships, such as the Seven Sacred Teachings, Random Acts of Kindness, Bucket Fillers, Leader in Me and various community-service programs. Overall, promoting welcoming, caring, respectful and safe learning environments for students and staff is a key priority for the Division and is an ongoing commitment it has made to ensure everyone feels welcomed, respected and safe. Trustees thanked schools for the work they do year-round to promote healthy relationships.

UNAUDITED FINANCIAL REPORT: SEPTEMBER TO NOVEMBER 2022

The Board received for information the Unaudited Financial Report for EIPS, prepared by Financial Services. As of Nov. 30, 2022, revenues exceeded expenses, resulting in an operating surplus of \$1.65 million. The operational revenue for the three months was \$49.03 million, which represents 26 per cent of the budget. Meanwhile, total expenses incurred was \$47.38 million, which represents 24 per cent of the budget. The primary reason for the surplus: costs associated with staffing, services and supplies incurred later in the school year (see pg. 156, [“Unaudited Financial Report for Sept. 1, 2022 to Nov. 30, 2022”](#)).

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)

December 19, 2022

Town of Lamont
Box 330
Lamont, AB T0B 2R0

Attention: Town Council Members

Dear Town Council Members:

Re: 2022 AUDIT PLAN

A. INTRODUCTION

The objectives of this letter are as follows:

- a) To communicate clearly with Council our responsibilities in relation to the financial statement audit, and provide an overview of the planned scope and timing of the audit;
- b) To obtain from Council information relevant to the audit;
- c) To provide Council with timely observations arising from the audit that are significant and relevant to Council's responsibility to oversee the financial reporting process; and
- d) To promote effective two-way communication between the auditor and Council.

Clear two-way communication between the auditor and those charged with governance (Council) is an integral part of every audit. After reviewing the audit plan, please advise us whether there are additional areas of concern to Council which we should consider.

This letter should not be distributed without the prior consent of Metrix Group LLP and Metrix Group LLP accepts no responsibility to a third party who uses this communication.

B. SERVICES TO BE PROVIDED

We have been engaged by Council to perform the following services:

a) Audit services

- Audit of the Town's financial statements.
- Audit of the Town's *Financial Information Return*

b) Non-audit services

- Preparation of the Town's *Financial Information Return*.

C. AUDITOR INDEPENDENCE

At the core of the provision of external audit services is the concept of independence. Canadian Auditing Standards recommends that we communicate to Council, at least annually, all relationships between our firm and the Town that, in our professional judgment, may reasonably be thought to bear on our independence.

We are currently not aware of any relationships between the Town and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence. We will provide our annual letter confirming our independence up to the date of our report at the conclusion of the audit.

D. AUDITOR RESPONSIBILITIES

It is important for Council to understand the responsibilities that rest with the Town and its management and those that belong to the auditor in relation to the financial statement audit.

Our audit of the Town's financial statements will be performed in accordance with Canadian Auditing Standards. These standards require that we plan and perform the audit to obtain reasonable about whether the financial statements as a whole present fairly, in all material respects, the financial position, results of operations and cash flows of the Town in accordance with Canadian public sector accounting standards. Accordingly, we will plan and perform our audit to provide reasonable, but not absolute, assurance of detecting fraud and errors that have a material effect on the financial statements taken as a whole, including illegal acts whose consequences have a material effect on the financial statements.

Canadian Auditing Standards do not require the auditor to design procedures for the purpose of identifying supplementary matters to communicate to Council.

E. MANAGEMENT RESPONSIBILITIES

Management is responsible for the preparation 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.

F. PLANNED SCOPE AND TIMING OF THE AUDIT

In gathering our audit evidence, we will utilize an approach to the audit of the Town that allows us to issue an audit opinion on the financial statements in the most cost-effective manner, while still obtaining the assurance necessary to support our audit opinion. In performing our audit, our work will be focused on, but not limited to, areas that we believe have a higher risk of being materially misstated.

To assess risk correctly, we will require a clear understanding of the Town's business and the environment it operates in. We will gain this understanding primarily through discussions with management and staff.

Audit Strategy

Based on our knowledge of the Town, we anticipate utilizing a combination of tests of relevant internal controls and substantive procedures (analysis of data and obtaining direct evidence as to the validity of the items such as third-party confirmation). This type of approach is more appropriate when an entity processes a high volume of transactions and has strong internal controls. By obtaining some of our assurance through tests of controls, we can reduce the substantive procedures that are required.

Significant Risks

Significant risks are identified and assessed risks of material misstatement that, in the auditors' judgment, require special audit consideration. We have identified the following significant risks.

Revenue Recognition

Revenue recognition is presumed to be a significant risk in every financial statement audit. Our audit approach will include examining revenue recognition policies and reviewing grant agreements to ensure revenue is being recognized appropriately.

Management Override of Controls

Canadian Auditing Standards stipulates that management override of controls is considered a significant risk in every financial statement audit. To reduce this risk to an acceptable level, our audit approach will include substantive procedures including testing of manual journal entries, reviews of irregular transactions, and assessing key estimates for potential bias.

Materiality

Materiality in an audit is used as a guide for planning the nature and extent of audit procedures and for assessing the sufficiency of audit evidence gathered. It is also used in evaluating the misstatements found and determining the appropriate audit opinion to express.

A misstatement, or the aggregate of all misstatements in financial statements, is considered to be material if, in the light of surrounding circumstances, it is probable that the decision of a person who is relying on the financial statements, and who has a reasonable knowledge of business and economic activities (the user), would be changed or influenced by such misstatement or the aggregate of all misstatements. The materiality decision ultimately is based on the auditors' professional judgment.

Canadian Auditing Standards require the use of both quantitative and qualitative factors in determining materiality. In planning our audit, we have concluded that a materiality level of 2% of operating revenue is appropriate. However, we anticipate that management will record any adjustments that we propose that are of a non-trivial nature.

Audit Team

Our team includes skilled professionals who have experience working on local government audits. We will provide the following team:

Partner	Philip Dirks, CPA, CA
Manager	Erika Blancas, CPA
Junior	Jad Farhat (CPA student)

Timing of the Audit

We performed audit planning and interim audit work in November and December 2022.

The year-end audit fieldwork is scheduled to take place the week of February 13, 2023.

We anticipate presenting the audited financial statements to Council at the March 28, 2023 Council meeting.

Management Representations

Management's representations are integral to the audit evidence we will gather. Prior to the release of our report, we will require management's representations in writing to support the content of our report.

G. NEW PUBLIC SECTOR ACCOUNTING BOARD STANDARDS

The following is a summary of recently issued *Public Sector Accounting Board* pronouncements. We encourage the Town's accounting staff to review these to determine the potential impact to the Town.

Effective Fiscal Years Beginning on or After April 1, 2022

PS 3280 – Asset Retirement Obligations (new)

- Establishes standard that addresses the accounting and reporting of legal obligations associated with the retirement of tangible capital assets.
- Includes obligations associated with solid waste landfill sites covered under *PS 3270 – Solid Waste Landfill Closure & Post-Closure Liability*.
- Earlier adoption is permitted.

Effective Fiscal Years Beginning on or After April 1, 2023

PS 3400 – Revenue (new)

- Establishes a standard that addresses the accounting and reporting of revenue not previously addressed in the CPA Canada Public Sector Accounting Handbook.
- Provides a framework for recognizing revenue by distinguishing between revenue that arises from transactions that include performance obligations from transactions that do not have performance obligations.
- Earlier adoption is permitted.

H. AUDIT FEES

We understand that the Town demands value and we strive to provide the highest quality services while working with the Town to control costs.

We estimate our audit fees for the 2022 fiscal year will be in the amount of \$19,500 (per our letter of May 10, 2022). This estimate, which does not include GST or out-of-pocket expenses, assumes that our responsibilities will be limited to the expression of an opinion on the Town's financial statements. We will not be required to perform accounting work, prepare working papers, or provide any other non-audit responsibilities.

I. REQUESTS OF COUNCIL

During the course of your duties as the Council, you may become aware of additional areas of concern, from an audit perspective, that you would like us to address. We welcome discussion on any areas of audit concern that Council may have.

Additionally, we request that you inform us (prior to the commencement of our year-end work) whether Council has knowledge of any actual, suspected, or alleged fraud affecting the Town.

J. COMMUNICATION OF THE RESULTS

At the completion of our audit, we will communicate to Council matters arising from the financial statement audit. Our communication will include the following:

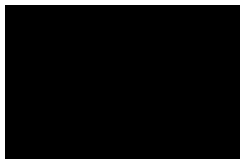
- Matters required to be communicated to the Council under Canadian Auditing Standards including possible fraudulent activities, possible illegal acts, significant weaknesses in internal control and certain related party transactions;
- Our views about significant qualitative aspects of the Town's accounting practices, including accounting policies, accounting estimates, and financial statement disclosures;
- Other matters, if any, arising from the audit that, in our professional judgment, are significant to the oversight of the financial reporting process; and
- Any other matters previously agreed to with Council.

We trust this communication will provide you with an update on the current developments within the accounting profession as well as clarify our responsibilities and audit approach.

Please do not hesitate to contact us about any of the above items or other matters of concern to Town Council.

Yours truly,

METRIX GROUP LLP



Philip J. Dirks, CPA, CA
Partner

cc: Rick Bastow, Chief Administrative Officer



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 4.1

COUNCIL MEETING DATE:
January 10, 2022

ITEM DESCRIPTION OR TITLE

Alberta Community Partnership (ACP) Amendment

RECOMMENDATION

THAT the Town of Lamont support Mundare’s request to use \$40,000.00 from the Intermunicipal Collaboration (IC) Grant – 1617 to complete a study on Mundare’s lagoon system.

BACKGROUND

The Town of Lamont in partnership with Bruderheim, Mundare, Andrew, Chipman and Lamont County (applicant) previously applied for and received an Alberta Community Partnership (ACP) grant. The ACP grant (Intermunicipal Collaboration (IC) Grant – 1617) provided funds to undertake a Intermunicipal Water and Wastewater Utility Study Project.

At the conclusion of the project’s first phase, the partnership elected not to continue with the project. Subsequently, Mundare has been engaged in discussions with Municipal Affairs to utilize a portion of the remaining funds under this grant.

Mundare is requesting the Town of Lamont’s support in amending the grant application for regional infrastructure access and expansion of Lagoon capacity. The request does not include any further financial commitment on the part of the Town of Lamont.

COMMUNICATIONS

N/A

IMPLICATIONS OF DECISION

Supports regional capacity.

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

N/A



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

ATTACHMENTS

Town of Mundare - Letter of Request

Report Prepared By: Rick Bastow, CAO

Approved by CAO:

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



TOWN OF MUNDARE

P.O. Box 348, Mundare, Alberta T0B 3H0

Telephone: (780) 764-3929

Fax: (780) 764-2003

E-mail: reception@mundare.ca

www.mundare.ca

December 14, 2022

Town of Lamont
Box 330
Lamont, AB
T0B 2R0

Attn; Rick Barstow, CAO

Re: Intermunicipal Collaboration (IC) Grant-1617

In 2019, an intermunicipal water and wastewater study was completed under the above grant. One of the recommendations of the study was that Mundare undertake a detailed review of its lagoon system.

On December 13, 2022, Town council passed the following motion:

“that the Town request permission from Lamont County, Town of Lamont, Village of Andrew and Village of Chipman to use the IC grant funds to complete a study on our lagoon system as recommended by the intermunicipal water and wastewater study”

After the feasibility study of Lamont’s lagoon serving the Lamont County Heartland area, there is approximately \$72,000 of funding available under the grant. Beverly Wardell from Municipal Affairs has advised me that the original grant application does not have to be amended as the review of our lagoon system was a recommendation of the original study.

It is estimated that the study will be about \$40,000.

We formally request the Town of Lamont’s approval to proceed with the study of our lagoon system under the IC grant 1617.

Please contact me if you have any questions.

Thank you for your consideration of our request.

Yours truly,



Colin Zyla
CAO



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 4.2

COUNCIL MEETING DATE:
January 10, 2023

ITEM DESCRIPTION OR TITLE
Bylaw 01/23, Community Standards

RECOMMENDATION

1. **THAT** Council give first reading to Bylaw 01/23, Community Standards.
2. **THAT** Council give second reading to Bylaw 01/23, Community Standards.
3. **THAT** Council give unanimous consent to proceed to third reading of Bylaw 01/23, Community Standards.
4. **THAT** Council give third reading to Bylaw 01/23, Community Standards.

BACKGROUND

As per Strategic Goal #6: Ensure Council and Administration are meeting the needs of the residents of the Town of Lamont with progressive, transparent and effective governance practices, a review of Bylaw 07/18 Community Standards has been completed.

A review was completed using comparisons to neighbouring municipalities and ensuring compliance with the Municipal Government Act and the Safety Codes Act.

Administration recommends approval of Bylaw 01/23, Community Standards.

COMMUNICATIONS

If approved, the Community Standards Bylaw will be posted on the website.

IMPLICATIONS OF DECISION

If Bylaw 01/23 is enacted, Bylaw 07/18 is repealed.

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

Municipal Government Act (MGA) and Safety Codes Act



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

ATTACHMENTS

Bylaw 01/23, Community Standards

Report Prepared By: Dawn Nielsen, Deputy CAO

Approved by CAO:

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

BYLAW 01/23

BEING A BY-LAW OF THE TOWN OF LAMONT IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF REGULATING COMMUNITY STANDARDS, SNOW REMOVAL, NOISE, FIRE PIT AND BURNING.

WHEREAS, under the provisions of the *Municipal Government Act, RSA 2000, c. M-26*, the Council of the Town of Lamont may pass Bylaws respecting the following matters:

- a) the safety, health and welfare of people and the protection of people and property, and
- b) clearing of snow, ice, dirt and other obstructions from the sidewalks situated on land adjoining the property owned or occupied by them.
- c) prohibiting, eliminating or abating noise within the town of Lamont.

AND WHEREAS, pursuant to the *Safety Codes Act*, a Council may pass bylaws respecting the following matters:

- a) minimum maintenance standards for building and structures, and
- b) unsightly or derelict buildings or structures.

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

1. BYLAW TITLE

- 1.1 This Bylaw is known as the "Community Standards Bylaw".

2. ENFORCEMENT REQUIREMENT

- 2.1 The Town of Lamont is not required to enforce this Bylaw or parts of this Bylaw. In deciding whether to enforce this Bylaw or parts of this Bylaw, the Town may take into account any practical concerns, including available budget and personnel resources.

3. DEFINITIONS

- 3.1 "**Boulevard**" means that part of a Highway that:
 - 3.1.1 is not a roadway, and
 - 3.1.2 is that part of the sidewalk that is not especially adapted to the use of or ordinarily used by pedestrians.
- 3.2 "**Building**" means anything constructed or placed on, in, over or under land that does not include a Highway.
- 3.3 "**Chief Administrative Officer**" means the individual appointed as such under the *Municipal Government Act R.S.A. 2000, c. M-26* as amended or repealed and replaced from time to time and regulation thereunder, by Council, also known as the "Town Manager".
- 3.4 "**Council**" means the Council of the Town of Lamont.
- 3.5 "**Fire**" means any combustible material in a state of combustion.
- 3.6 "**Fire Chief**" means any person(s) designated by the Town of Lamont to perform the duties and responsibilities as outlined in this or the Fire Bylaw.
- 3.7 "**Fire Department**" means the Town department duly appointed as the Fire Department by Council.
- 3.8 "**Highway**" means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestle way or other place or any part of them, whether public or privately owned, that the public is ordinarily entitled or permitted to use for the passage of vehicles and includes:

- 3.8.1 a sidewalk including a boulevard adjacent to the sidewalk;
- 3.8.2 if a ditch lies adjacent to and parallel with the roadway, the ditch; and
- 3.8.3 if a Highway right of way is contained between fences or between a fence and one side of the roadway, as the case may be but does not include a place by regulation not to be a Highway.

3.9 **“Land Use Bylaw”** means the Town’s Land Use Bylaw, as amended.

3.10 **“Motor Vehicle”** means a vehicle propelled by any power other than muscular power.

3.11 **“Night Time”** means the period beginning at 10:00pm and ending the following day at:

- 3.11.1 7:00 AM if the following day is Monday through Friday: or
- 3.11.2 9:00 AM if the following day is a Saturday, Sunday or statutory holiday.

3.12 **“Occupant”** means a person or persons occupying property, including a lessee or licensee, who has actual use, possession or control of the property.

3.13 **“Owner”** means the registered owner of the property, shown as the owner of a parcel of land on the Town’s assessment roll prepared by the Town pursuant to the *Municipal Government Act*.

3.14 **“Person”** means any individual, firm, partnership, association, corporation, trustee, executor, administrator or other legal representative.

3.15 **“Peace Officer”** means:

- 3.15.1 a member of the Royal Canadian Mounted Police;
- 3.15.2 a member of a municipal police service;
- 3.15.3 a Community Peace Officer where under that person’s appointment as a Community Peace Officer that person is empowered to carry out the duties of a Peace Officer, or
- 3.15.4 a Bylaw Enforcement Officer who is appointed as per the Bylaw Enforcement Officer Bylaw.

3.16 **“Property”** means real property and any building and improvements thereon.

3.17 **“Public Place”** means a property, whether publicly or privately owned, to which members of the public have access as a right or by express implied invitation, whether for payment of any fee or not.

3.18 **“Residential Building”** means a structure that contains one or more dwelling units including a house, multi-family dwelling, housing project, apartment building, lodging house, senior citizen complex or hospital;

3.19 **“Sidewalk”** means that part of a highway especially adapted to the user or ordinarily used by pedestrians and includes that part of a highway between the curb line, or where there is no curb line, the edge of the highway and the adjacent property line whether or not it is paved or improved.

3.20 **“Town”** means the Municipal Corporation of Lamont.

3.21 **“Violation Tag”** means a tag or similar document issued by the Town pursuant to the *Municipal Government Act* R.S.A. 2000, c.M-26 as amended or repealed and replaced from time to time and regulation there under.

3.22 **“Violation Ticket”** has the same meaning as in the *Provincial Offences Procedure Act*.

4. INTERPRETATIONS

4.1 An owner is ultimately responsible for all activities on their property which may constitute an infraction of this Bylaw.

4.2 Nothing in this Bylaw relieves a person from complying with any Federal or Provincial legislation or regulation, other bylaw or any requirement of any lawful permit, order or license.

5. PROPERTY MAINTENANCE/LAND AND BUILDINGS

5.1 For the purpose of this part, a person who is the owner or occupant shall be considered

to occupy the boulevard and sidewalks immediately adjacent to their property.

6. WATER, EAVES TROUGHS, DOWNSPOUTS

- 6.1 No owner or occupant of a property shall allow a flow of water from a hose or similar device on the property to be directed to an adjacent property;
- 6.2 An owner or occupant of a property shall direct any rainwater, downspout or eaves troughs on the property towards the:
 - 6.2.1 front of the property;
 - 6.2.2 side yard which does not abut another property; or
 - 6.2.3 a side yard which abuts another property only if there is a minimum of 6 meters (20 feet) of permeable ground between the outfall of the downspout or eaves trough and the adjacent property.

7. SNOW, ICE, DEBRIS OR OBSTRUCTION

- 7.1 The owner or occupant of any property adjacent to a sidewalk is responsible for the removal of all ice and snow from that portion of the sidewalk within **seventy-two (72)** hours of a snowfall or rainfall that creates icy conditions.
- 7.2 Where an owner or occupant anticipates being absent, the owner or occupant must make arrangements to ensure the sidewalks are maintained in accordance with this Bylaw.
- 7.3 Snow removed from driveways, parking lots or services lots shall NOT be placed or moved onto highways or sidewalks.
- 7.4 Snow removed from sidewalks only, in the business area, shall NOT be placed on the highway unless there is no lot space available to store the snow.
- 7.5 An owner or occupant of a building abutting or within 3 meters (9.8 feet) of any highway or public place, shall remove snow or ice that has accumulated on the roof, eaves or awning to the extent that a danger or risk is created to the public passing or the property of others. The corrective action shall be undertaken immediately with due care for the warning and safety of public passing or the property of others.
- 7.6 If water drips from a building or awning upon a sidewalk or highway, the owner or occupant of the property shall clean the sidewalk or highway portion thereof to prevent ice from forming thereon.
- 7.7 No person shall place any goods, wares, merchandise or any other article upon a sidewalk or highway outside any shop, warehouse or other building so as to obstruct or cause hazard to pedestrian or vehicular traffic.
- 7.8 Where an owner or occupant fails to comply with Section 7.1, the Town may cause the sidewalk to be cleared of any snow or ice at the expense of the owner.

8. FIRE PIT/FIREPLACE STANDARDS

- 8.1 In this part, a fire pit means an outdoor receptacle for a recreational fire that meets the following specifications:
 - 8.1.1 The location is at least 3.0 meters (9.8 feet) from any building, property line, or combustible material;
 - 8.1.2 The opening does not exceed 1 meter (39 inches) in width or diameter;
 - 8.1.3 The installation has enclosed sides made of non-combustible material;
 - 8.1.4 It has a spark arrester mesh screen cover with an opening no larger than 1.25 cm (0.5 inches) which is constructed of a non-combustible material and covers the fire pit in a manner sufficient to contain and reduce the hazards of airborne sparks;
 - 8.1.5 It is not located over any underground utilities or under any above ground wires;
 - 8.1.6 The fire pit does not exceed 0.6 meters (2 feet) when measured from the surrounding grade to the top of the pit.
- 8.2 A fireplace means an outdoor receptacle that meets the following specifications:

- 8.2.1 A minimum of 1 meter (39 inches) from the nearest fireplace edge is maintained from all buildings, property lines and other combustible materials;
- 8.2.2 The fireplace is constructed of materials such as bricks or rocks that are heat and flame resistant;
- 8.2.3 The fireplace is equipped with a chimney that is not less than 2.5 meters (8.2 feet) in height when measured from the base of the fire burning area;
- 8.2.4 The fireplace chimney is equipped with a regulation screen designed to contain and reduce the hazards of airborne sparks;
- 8.2.5 The base of the fire burning area is not less than 0.3 meters (12 inches) above the surrounding grade;

- 8.2.6 The fire chamber does not exceed 1.25 meters (49 inches) in width and is between 0.4 meters (16 inches) and 0.6 meters (24 inches).

- 8.3 Prohibited Debris in this section means:
 - 8.3.1 animal cadavers;
 - 8.3.2 animal manure;
 - 8.3.3 pathological waste;
 - 8.3.4 non-wooden material;
 - 8.3.5 material in automobiles and automobile bodies;
 - 8.3.6 tires;
 - 8.3.7 rubber, plastic, or anything containing or coated with rubber or plastic or similar substances, except rubber or plastic attached to shredded scrap steel;
 - 8.3.8 used oil;
 - 8.3.9 wood or wood products containing substances for the purpose of preserving wood;
 - 8.3.10 household refuse.

- 8.4 Burnable Debris in this section means:
 - 8.4.1 Materials other than prohibited debris, including but not limited to;
 - 8.4.1.1 leaves and tree prunings;
 - 8.4.1.2 brush and fallen trees on newly cleared land or associated with logging operations;
 - 8.4.1.3 used power, telegraph and telephone poles that do not contain wood preservatives;
 - 8.4.1.4 wooden material from construction or demolition of buildings which does not contain wood preservatives;
 - 8.4.1.5 solid waste from sawmills or planing mills with an annual production of less than 6500 cubic meters of lumber;
 - 8.4.1.6 solid waste from post or pole operations that does not contain wood preservatives; and
 - 8.4.1.7 solid waste from tree harvesting operations.

- 8.5 Portable Barbecuing Appliance means any appliance sold or constructed for the purpose of cooking food outdoors, normally fuelled by liquefied petroleum gas (LPG), natural gas, compressed briquettes or charcoal.

- 8.6 When using an approved fire pit or approved fireplace, there shall be no burning of prohibited debris, and no burning of any material that is contrary of federal, provincial, or municipal legislation or regulations.

- 8.7 Every owner or occupant who builds, ignites or allows a fire in an approved fire pit or approved fire place must ensure that:
 - 8.7.1 Only burnable debris is used;
 - 8.7.2 A means of extinguishing the fire is kept on hand at all times while the fire is burning;
 - 8.7.3 The flames from the fire do not exceed 1 meter (39 inches) in height at any time;
 - 8.7.4 The fire is supervised at all times by a responsible person;
 - 8.7.5 Prior to leaving the fire, the fire is extinguished completely, leaving only cold ashes.

- 8.8 Fire Ban: Notwithstanding any provision of this or any other Bylaw, the Fire Chief or their designate may declare a partial or complete ban on burning of any kind within the Town limits. If a fire ban has been declared, no person shall build, ignite or allow any

kind of fire contrary to the fire ban.

9. NOISE CONTROL

9.1 Prohibited Noise

- 9.1.1 Except as authorized pursuant to this Bylaw, no Person shall cause or permit any noise that annoys or disturbs the peace of any other Person.
- 9.1.2 Except as authorized pursuant to this Bylaw, no Owner or Occupant of a Premises shall cause or permit any noise that annoys or disturbs the peace of any other Person.
- 9.1.3 In determining if a sound is reasonably likely to annoy or disturb the peace of others, consideration may be given, but is not limited to:
- 9.1.3.1 type, volume, and duration of the sound;
 - 9.1.3.2 time of day and day of week;
 - 9.1.3.3 nature and use of the surrounding area; and
 - 9.1.3.4 any other relevant factor.
- or as determined by Enforcement Officer
- 9.1.4 With the exception of the activities referred to herein, unless permission from the Town is first obtained, no Person shall use, operate, or allow to be used or operated, any tools, machinery, motor vehicle, or equipment so as to create a noise, or disturbance which may be heard in a Residential Building in the Night Time.
- 9.1.5 No Drinking Establishment shall permit any noise to emanate from the Premises of such Drinking Establishment such that it annoys or disturbs any Person outside the boundary of the Drinking Establishment.
- 9.1.6 In the operation or carrying on of an industrial activity, the Person operating or carrying on that activity shall make no more noise than is necessary in the normal method of performing or carrying on that activity.
- 9.1.7 Nothing in this Bylaw shall prevent the continual operation or carrying on of an industrial activity where the activity is one which is a permitted use, an approved discretionary use, or a non-conforming, but not illegal, use as defined in the Act.
- 9.2 Section 9.1 does not apply to work carried on by the Town or by a contractor carrying out the instructions of the Town.

10. UNSIGHTLY

- 10.1 An unsightly is any condition on or around property that is untidy, offensive, dangerous to health and safety, or which interferes with the use or enjoyment of other property, and includes:
- a) uncut grasses or weeds on the property that are longer than 10 cm.,
 - b) trees or shrubs that interfere with civic works or any public utilities, **obstructs sidewalk adjacent to property, that impairs the visibility required for the safe traffic flow at any intersection adjacent to the property, or that has any rot, disease or any other deterioration.**
 - c) dense or opaque smoke emitted into the atmosphere for more than 6 minutes per hour,
 - d) dense or opaque dust emitted into the atmosphere,
 - e) smelly compost heaps,
 - f) wrecked or dismantled vehicles, or those that are unsightly and abandoned, unregistered or uninsured, and
 - g) Any material including garbage, building materials, tires, boxes, machine or machine parts.
 - h) **Any condition which is detrimental to the surrounding area, including causing the decline of the market value of nearby properties.**
 - i) **In respect of a structure, any signs of significant physical deterioration.**
 - j) **Any land that shows signs of a serious disregard for general maintenance or upkeep.**
- 10.2 Owners, tenants and agents must prevent the occurrence of, or immediately remedy, any unsightly

11. MISCELLANEOUS RESTRICTIONS AND PROHIBITIONS

- 11.1 The owner or occupant is responsible for any object or good disposed of or from the property onto any portion of a highway.
- 11.2 A motor vehicle found to be leaking engine, transmission or brake fluid, antifreeze or any other environmentally harmful fluids of any type shall be deemed to constitute a danger to public safety and may be towed away the fluids removed from the highway at the expense of the registered owner of the motor vehicle.
- 11.3 No person shall tamper with or remove a manhole cover or valve cover from its seat base without authorization from the Chief Administrative Officer.

12. ENFORCEMENT

- 12.1 The Chief Administrative Officer is hereby authorized to enforce the provisions of this Bylaw.
- 12.2 A Peace Officer is hereby authorized to enforce the provisions of this Bylaw.

13. ORDER TO REMEDY

- 13.1 Pursuant to the *Municipal Government Act*, if a designated officer believes, on reasonable grounds, that a person is contravening this Bylaw, the designated officer may, by written order require any person responsible for the contravention to remedy it.
- 13.2 The order may:
 - 13.2.1 direct a person to stop doing something, or to change the way in which the person is doing it;
 - 13.2.2 direct a person to take any action or measures necessary to remedy the contravention of this Bylaw and if necessary to prevent a recurrence of the contravention;
 - 13.2.3 state a time within which the person must comply with the directions;
 - 13.2.4 state that if the person does not comply with the directions within a specified time, the Town will take the necessary actions or measures required to remedy the contravention, at the expense of the person.
- 13.3 Pursuant to the *Municipal Government Act*, the expenses and cost of an action or measure taken by the Town under this section are an amount owing to the Town by the person who contravened the Bylaw.
- 13.4 Pursuant to the *Municipal Government Act*, a Council may add the following amount to the tax roll of a parcel of land:
 - 13.4.1 unpaid expenses and costs referred to in the *Municipal Government Act*, if the owner of the property contravened the Bylaw and the contravention occurred on all or part of the property;
 - 13.4.2 any administrative charges as set in Policy by Council resolution as amended from time to time.
- 13.5 A person named in and served with an order issued pursuant to this section shall comply with any action or measure required to be taken within the time specified.
- 13.6 An order issued pursuant to this section may be served:
 - 13.6.1 In the case of an individual:
 - 13.6.1.1 by delivering it personally to the individual;
 - 13.6.1.2 by leaving it for the individual at their apparent place of residence with someone who appears to be at least 18 years of age; or
 - 13.6.1.3 by registered mail addressed to the individual at their apparent place of residence or to any address of the individual on the tax roll of the Town; and
 - 13.6.2 In the case of a corporation:
 - 13.6.2.1 by delivering personally to any director or officer of the corporation;
 - 13.6.2.2 by delivering it personally to a person apparently in charge of an office

- of the corporation at an address held out by the corporation to be its address; or
- 13.6.2.3 by registered mail addressed to the registered office of the corporation.

14. OBSTRUCTION

- 14.1 A person shall not obstruct or hinder any person in the exercise or performance of the person's powers pursuant to this Bylaw.

15. GENERAL

- 15.1 Without restricting any other power, duty or function granted by this Bylaw, the Chief Administrative Officer or any Peace Officer may:

- 15.1.1 carry out an inspection to determine compliance with this Bylaw, or take any steps or carry out any action required to enforce this Bylaw; or
- 15.1.2 take any steps or carry out any actions required to remedy a contravention of this Bylaw; or
- 15.1.3 establish investigation and enforcement procedures with respect to property and such procedures may differ depending on the type of property in question.

16. APPEAL PROCEDURE

- 16.1 A person who receives a written order under this Bylaw may request Council to review the order by delivering a written request to the Chief Administrative Officer within fourteen (14) days of the order being received. The order shall be deemed received within five (5) days of mailing.

17. OFFENCE

- 17.1 A person who contravenes any provision of this Bylaw is guilty of an offence.

18. OFFENSES AND PENALTIES

- 18.1 A person who is guilty of an offense is liable, upon summary conviction, to a specified penalty for that offence as set out in Schedule "A" to this Bylaw.
- 18.2 Notwithstanding Section 11 of this Bylaw, any person who commits a second or subsequent offence under this Bylaw within ONE (1) year of committing a first offence under this Bylaw, is liable upon summary conviction to the fine as set out in Schedule "A" of this Bylaw, for that offence.
- 18.3 Under no circumstances shall a person contravening any provision of this Bylaw be subject to the penalty of imprisonment.

19. VIOLATION TAGS

- 19.1 A Peace Officer is hereby authorized and empowered to issue a Violation Tag to any person whom the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.
- 19.2 A Violation Tag may be served;
- 19.2.1 in the case of an individual:
- 19.2.1.1 by delivering it personally to the individual;
- 19.2.1.2 by leaving it for the individual at the apparent place of residence with someone who appears to be at least 18 years of age; or
- 19.2.1.3 by mail addressed to the individual at the apparent place of residence or to any address for the individual on the tax roll of the Town; and
- 19.2.2 in the case of a corporation:
- 19.2.2.1 by delivering it personally to any director or officer of the corporation;
- 19.2.2.2 by delivering it personally to a person apparently in charge of an office of the corporation at an address held out by the corporation to be its

address; or
19.2.2.3 by mail addressed to the registered office of the registration.

19.3 A Violation Tag issued pursuant to this Bylaw shall be in the form approved by the Chief Administrative Officer and shall state:

- 19.3.1 the name of the person to whom the violation tag is issued;
- 19.3.2 a description of the property upon which the offence has been committed, if applicable;
- 19.3.3 a description of the offence and the applicable Bylaw section;
- 19.3.4 the appropriate penalty for the offence as specified in Schedule "A" of this Bylaw;
- 19.3.5 the time period in which the specified penalty must be paid in order to avoid prosecution for the alleged offence; and
- 19.3.6 any other information as may be required by the Chief Administrative Officer.

19.4 Where a Violation Tag has been issued pursuant to this Bylaw, the person to whom the Violation Tag has been issued may, in lieu of being prosecuted for the offence, pay to the Town the penalty specified on the Violation Tag.

98.5 Nothing in this Bylaw shall prevent a Peace Officer from immediately issuing a Violation Ticket.

20. VIOLATION TICKETS

20.1 In those cases where a Violation Tag has been issued and the penalty has not been paid within the prescribed time period, a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part II of the *Provincial Offences Procedure Act*, to any person whom a Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

20.2 Notwithstanding the foregoing provision of this Bylaw, a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to Part II of the *Provincial Offences Procedure Act*, to any person whom the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

20.3 A Violation Ticked issued with respect to a contravention of this Bylaw shall be served on the person responsible for the contravention in accordance with the *Provincial Offences Procedure Act*.

20.4 The person to whom the Violation Ticket has been issued may plead guilty by making a voluntary payment in respect of the summons by delivering to the Provincial Court, on or before the initial appearance date, the Violation Ticket together along with an amount equal to the specified penalty for the offence as provided in Schedule "A" of this Bylaw.

20.5 When a clerk of the Provincial Court records the receipt of a voluntary payment pursuant to Section 20.4 and the *Provincial Offences Procedure Act*, the act of recording constitutes acceptance of the fine in the amount of the specified penalty.

21. SEVERABILITY

21.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions. and it is further the intention of Council that if any provision of this Bylaw be declared invalid, that provision shall be deemed to be severed and all other provisions of the Bylaw shall remain in force and effect.

22. REPEAL OF BYLAWS

22.1 Bylaw 01/17 – Community Standards
Bylaws 672/00 – Nuisance, are hereby repealed upon the final passing of this Bylaw.

23. EFFECTIVE DATE



23.1 This Bylaw shall come into full force and effect upon the day it receives third and final reading by Council.

READ A **FIRST** TIME THIS 12 DAY OF June 2018 A.D.

Mayor

Chief Administrative Officer

READ A **SECOND** TIME THIS 12 DAY OF June 2018, 2017 A.D.

Mayor

Chief Administrative Officer

PROCEED WITH THIRD READING WITH THE UNANIMOUS CONSENT OF ALL MEMBERS PRESENT THIS 12 DAY OF June 2018 A.D.

Mayor

Chief Administrative Officer

READ A **THIRD** TIME THIS 12 DAY OF June 2018, 2017 A.D.

Mayor,

Chief Administrative Officer

SCHEDULE "A" BYLAW 01/23 COMMUNITY STANDARDS

Section Number	Offence	Violation Ticket 1st offence	Violation Ticket 2nd and Subsequent Offence
6.1	Water flowing onto another property	\$200.00	\$250.00
7.1	Failure to remove snow or ice	\$200.00	\$250.00
7.3, 7.4	Placing snow off property	\$200.00	\$250.00
7.5	Removal of snow from eaves	\$200.00	\$250.00
7.7	Objects on sidewalk causing an obstruction	\$200.00	\$250.00
8.1	Fire pit not meeting regulations	\$200.00	\$250.00
8.2	Outdoor fireplace not meeting regulations	\$200.00	\$250.00
8.3	Burning Prohibited Material	\$250.00	\$300.00
8.7.2	No means of extinguishing available	\$250.00	\$300.00
8.7.4	No supervisor available	\$250.00	\$300.00
8.7.5	Not fully extinguishing fire	\$250.00	\$300.00
8.8	Burning while a fire ban is in place	\$300.00	\$350.00
9.1	Make Prohibited Noise	\$200.00	\$250.00
10.01	Unightly	\$350.00	\$600.00



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 4.3

COUNCIL MEETING DATE:
January 10, 2023

ITEM DESCRIPTION OR TITLE

Bylaw 02/23, Bylaw Enforcement Officer

RECOMMENDATION

1. **THAT** Council give first reading to Bylaw 02/23, Bylaw Enforcement Officer.
2. **THAT** Council give second reading to Bylaw 02/23, Bylaw Enforcement Officer.
3. **THAT** Council give unanimous consent to proceed to third reading of Bylaw 02/23, Bylaw Enforcement Officer.
4. **THAT** Council give third reading to Bylaw 02/23, Bylaw Enforcement Officer.

BACKGROUND

To ensure Council and Administration are meeting the needs of the residents of the Town of Lamont with progressive, transparent and effective governance practices, a review of Bylaw 02/23, Bylaw Enforcement Officer has been completed.

COMMUNICATIONS

If approved, the Bylaw Enforcement Officer Bylaw will be posted on the website.

IMPLICATIONS OF DECISION

If Bylaw 02/23 is enacted, Bylaw 04/20 is repealed.

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

Municipal Government Act (MGA)

ATTACHMENTS

Bylaw 02/23, Bylaw Enforcement Officer

Report Prepared By: Jackii Ponto-Lloyd, Executive Assistant

Approved by CAO:



Town of Lamont

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

BYLAW 02/23

BEING A BYLAW OF THE TOWN OF LAMONT, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE CONTRACTING OUT OF BYLAW ENFORCEMENT SERVICES AND TO SPECIFY THE POWERS AND DUTIES OF BYLAW ENFORCEMENT OFFICERS AND ESTABLISH A DISCIPLINARY PROCEDURE

WHEREAS, Section 7(i) of the *Municipal Government Act* provides that a council may pass bylaws respecting the enforcement of bylaws;

AND WHEREAS, Section 210(1) of the *Municipal Government Act* provides that a council may, by bylaw, establish one or more positions to carry out the powers, duties and functions of a designated officer;

AND WHEREAS, Section 555 of the *Municipal Government Act* provides that a person who is appointed as a bylaw enforcement officer is, in the execution of enforcement duties, responsible for the preservation and maintenance of the public peace;

AND WHEREAS, Section 556 of the *Municipal Government Act* provides every council must, by bylaw, specify the powers and duties of bylaw enforcement officers and establish disciplinary procedures applicable to its bylaw enforcement officers;

AND WHEREAS, the Council for the Town of Lamont deems it advisable to contract out the provision of bylaw enforcement services to a service provider;

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

PART 1 – INTERPRETATION

Short Title

1. This bylaw may be cited as the “Bylaw Enforcement Officer Bylaw.”

Definitions

2. In this Bylaw, unless the context otherwise requires:
 - a. **“Bylaw Enforcement Officer”** means an individual, who is not an employee of the Town, who has been appointed as a Bylaw Enforcement Officer pursuant to this Bylaw and in accordance with the terms of the agreement between the Town and the Contracted Service Provider;
 - b. **“Chief Administrative Officer” or “CAO”** means the individual appointed by Council as the Chief Administrative Officer of the Town or his or her delegate;



Town of Lamont

- c. **“Contracted Service Provider”** means any third-party engaged by the Town and under current contract to provide bylaw enforcement services on behalf of the Town and may include, without limitation, another municipality, an individual, corporation, partnership or other legal entity;
- d. **“Town”** means the municipal corporation of the Town of Lamont, in the Province of Alberta or, if the context requires, the geographical area within the boundaries of the municipality;
- e. **“Municipal Tag”** means a tag or similar document issued by the Town pursuant the *Municipal Government Act* that alleges a bylaw offence and provides a person with the opportunity to pay an amount to the Town in lieu of prosecution for the offence;
- f. **“Violation Ticket”** has the meaning given to it in the *Provincial Offences Procedure Act*.

Rules of interpretation

- 3. The headings in this Bylaw are for guidance purposes and convenience only.
- 4. Every provision in this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 5. In this Bylaw, a citation of or reference to any enactment of the Province of Alberta or of Canada, or of any other bylaw of the Town, is a citation of or reference to that enactment or bylaw as amended, whether amended before or after the commencement of the enactment or bylaw in which the citation or reference occurs.
- 6. Nothing in this Bylaw relieves a person from complying with any provision of any provincial or federal legislation or regulation, other bylaw or any requirement of any lawful permit, order or licence.

PART 2 – CHIEF ADMINISTRATIVE OFFICER

Powers and duties

- 7. The Chief Administrative Officer:
 - a. is authorized to enter into agreement on behalf of the Town, from time to time, with a Contracted Service Provider, on such terms and conditions as the Chief Administrative Officer deems advisable, subject only to the Council-approved budget;
 - b. may appoint one or more individuals as Bylaw Enforcement Officers in accordance with this Bylaw;
 - c. may revoke, suspend, or modify the appointment of a Bylaw Enforcement Officer in accordance with this Bylaw and subject to the terms and conditions of the agreement between the Town and the Contracted Service Provider;



Town of Lamont

- d. may authorize or require Bylaw Enforcement Officers to carry out any powers and duties necessary to fulfill their responsibility for the preservation and maintenance of the public peace;
- e. may establish the standards of uniform, insignia, and identification for Bylaw Enforcement Officers, which may include adopting the uniform, insignia and identification of the Contracted Service Provider with their consent;
- f. will ensure complaints of misuse of power by Bylaw Enforcement Officers are investigated and disposed of by the Contracted Service Provider,
- g. will report on, or ensure the Contracted Service Provider reports on, the status and effectiveness of bylaw enforcement within the Town, when requested to do so by Council; and
- h. may delegate any of the CAO's powers, duties, or functions contained in this section to any employee of the Town, including the option to further delegate those powers, duties, and functions.

PART 3 – BYLAW ENFORCEMENT OFFICERS

Oath of office

- 8. A Bylaw Enforcement Officer must, before starting his or her duties, take the official oath prescribed by the *Oaths of Office Act* as set out in Schedule "A" of this Bylaw.

Powers and duties

- 9.
 - 9.1 Subject to the terms and conditions of their appointment by the CAO, and the terms and conditions of the agreement between the Town and the Contracted Service Provider, the powers and duties of Bylaw Enforcement Officers are as follows:
 - a. to enforce the bylaws of the Town;
 - b. to provide public education on the Town's bylaws and enforcement services;
 - c. to conduct routine patrols to ensure compliance with bylaws;
 - d. to respond to and investigate complaints and alleged breaches of bylaws;
 - e. to exercise all the powers and duties of a designated officer to conduct any inspections, remedies, or enforcement authorized or required by a bylaw or enactment in accordance with Section 542 of the *Municipal Government Act*;
 - f. to exercise all the powers and duties of a designated officer to issue written orders pursuant to Section 545 and 546 of the *Municipal Government Act*;



Town of Lamont

- g. to issue warning notices, Municipal Tags and Violation Tickets for offences under bylaws;
- h. to assist in the prosecution of bylaw offences, including the gathering of evidence, the swearing of complaints, preparation of prosecution files, ensuring the attendance of witnesses, and attending in court and providing evidence as required;
- i. to perform all other duties as may from time to time be assigned by the CAO.

9.2 Bylaw Enforcement Officers must comply with their appointment and exercise their powers and duties in accordance with all applicable Town bylaws, policies, procedures, and guidelines.

Officer identification

10. While acting in the course of their duties Bylaw Enforcement Officers shall carry on their person identification, in a form approved by the CAO, evidencing their appointment as a Bylaw Enforcement Officer.

Appointment ceases to be in effect

11. A Bylaw Enforcement Officer’s appointment ceases to be in effect:

- a. when the Bylaw Enforcement Officer ceases to be engaged by the Town in the capacity of a Bylaw Enforcement Officer,
- b. when the Bylaw Enforcement Officer’s appointment is revoked in accordance with this Bylaw, or
- c. while the Bylaw Enforcement Officer’s appointment is suspended in accordance with this Bylaw.

12. Upon a Bylaw Enforcement Officer appointment ceasing to be in effect, other than when suspended, the Bylaw Enforcement Officer shall immediately return to the CAO any uniforms, equipment, Municipal Tag and Violation Ticket books, appointment certificates, and all other materials or equipment supplied to the Bylaw Enforcement Officer by the Town.

PART 4 – MISUSE OF POWER

Complaints

13.

13.1 If a person believes that a Bylaw Enforcement Officer has misused their power, the person may file a complaint in accordance with this Part.

13.2 A complaint made under subsection (1) must:

- a. be in writing,
- b. include the full name of the complainant,



Town of Lamont

- c. include contact information for the complainant,
 - d. indicate the reasons for the complaint and,
 - e. be sent to the Town, attention: Chief Administrative Officer
- 13.3 Upon receipt of a complaint, the Chief Administrative Officer shall forward the complaint to the Contracted Service Provider for investigation and disposition in accordance with the Contracted Service Provider's discipline policy. The Contracted Service Provider may exercise any of the following:
- a. warn the Bylaw Enforcement Officer;
 - b. reprimand the Bylaw Enforcement Officer;
 - c. suspend the Bylaw Enforcement Officer from duty, with or without pay, for an appropriate period of time;
 - d. dismiss the Bylaw Enforcement Officer; or
 - e. sanction or penalize the Bylaw Enforcement Officer in any other appropriate manner.
- 13.4 The Chief Administrative Officer will be notified in writing of the results of the investigation by the Contracted Services.

Appeal

14. An Applicant may appeal a decision of the Contracted Service Provider made under either section 9 or 13.
15. An appeal under section 14 shall:
- a. be in writing, setting out the grounds of the appeal;
 - b. be sent to the office of the CAO;
 - c. include the address of the Appellant;
 - d. be made within fifteen (15) days of the date that the decision was issued by the Contracted Service Provider;
 - e. where the Appellant is the Complainant, be accompanied by an appeal fee of one hundred (\$100.00) dollars, payable to the Town of Lamont.
16. The CAO may summarily dismiss an appeal that, in the CAO's opinion does not comply with Section 15.



Town of Lamont

17. If the CAO dismisses an appeal under section 16, the CAO shall send a notice to the appellant specifying the grounds and giving the reasons for the dismissal.
18. Within fifteen (15) days of receiving a notice of appeal that complies with Section 15 the CAO shall:
 - a. send the Contracted Service Provider a notice requiring the Contracted Service Provider to, within five (5) days, forward all documents relating to the original complaint (if any), as well as the subsequent investigation and decision;
 - b. send the Respondent (if any) a copy of the notice of appeal.
19. Subject to Section 20, the CAO may conduct the appeal as the CAO consider appropriate, and although not required to do so, may conduct a new investigation and hold a new hearing.
20. In conducting the appeal the CAO shall:
 - a. send the Appellant and Respondent (if any) a notice setting out the procedure and the timelines that the CAO intends to follow in conducting the appeal;
 - b. permit the Appellant and Respondent (if any) to review the materials provided by the Contracted Service Provider, unless the CAO has reason to believe that disclosure of those materials will:
 - i. detrimentally affect an ongoing investigation into an alleged violation of a Bylaw;
 - ii. place any person at risk of harm, or
 - iii. violate any provision of the *Freedom of Information and Protection of Privacy Act*,
 - c. provide the Appellant and Respondent (if any) with an opportunity to make submissions to the CAO; and
 - d. consider the materials gathered by the Contracted Service Provider during the investigation.
21. In concluding the appeal, the CAO shall dismiss or allow the appeal in whole or in part.
22. If the CAO allows the appeal in whole or in part, the CAO shall make an order that, in addition to setting out the CAO's decision to allow the appeal:
 - a. sets aside the decision of the Contracted Service Provider;
 - b. authorizes the return of the appeal fee referred to under Section 15.e; and
 - c. authorizes that the appropriate amendments be made to the Bylaw Enforcement Officer's personnel file.



Town of Lamont

23. If, in allowing the appeal in whole or in part, the CAO finds that the Bylaw Enforcement Officer has misused the power granted to him or her under this Bylaw, the CAO may exercise any of the following:

- a. warn the Bylaw Enforcement Officer;
- b. reprimand the Bylaw Enforcement Officer;
- c. suspend the Bylaw Enforcement Officer from duty, with or without pay, for an appropriate period of time;
- d. dismiss the Bylaw Enforcement Officer; or
- e. sanction or penalize the Bylaw Enforcement Officer in any other appropriate manner.

24. Within thirty (30) days of concluding a review of the appeal, the CAO shall send written notice of the following to the Appellant and respondent (if any):

- a. the CAO's decision under Section 21;
- b. the CAO's order under Section 22;
- c. reasons for the CAO's decision and order.

25. The CAO's decision regarding an appeal is final.

General

26. That Bylaw 04/20 and any amendments are hereby repealed.

27. This bylaw shall come into force when it has received third and final reading and has been signed.

READ A **FIRST** TIME THIS _____ DAY OF _____, 20_____.

Mayor

Chief Administrative Officer

READ A **SECOND** TIME THIS _____ DAY OF _____, 20_____ .

Mayor

Chief Administrative Officer

READ A **THIRD** TIME THIS _____ DAY OF _____, 20_____ .



Town of Lamont

Mayor

Chief Administrative Officer



Town of Lamont

SCHEDULE "A"

OATH OF OFFICE

[If swearing in accordance with section 2 of the *Oaths of Office Act*]

I, _____ swear that I will diligently, faithfully and to the best of my ability execute according to law the office of Bylaw Enforcement Officer for the Town of Lamont.

So help me God.

SWORN BEFORE ME at the _____ of)
_____, in the Province of)
Alberta, this _____ day of _____,)
20____.)

A Commissioner for Oaths)
in and for the Province of Alberta)

Signature of Bylaw Enforcement Officer

--- OR ---

[If solemnly affirming in accordance with section 4 of the *Oaths of Office Act*]

I, _____ solemnly affirm that I will diligently, faithfully and to the best of my ability execute according to law the office of Bylaw Enforcement Officer for the Town of Lamont.

AFFIRMED BEFORE ME at the _____ of)
_____, in the Province of)
Alberta, this _____ day of _____,)
20____.)

A Commissioner for Oaths)
in and for the Province of Alberta)

Signature of Bylaw Enforcement Officer



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

AGENDA ITEM: 4.4

COUNCIL MEETING DATE:
January 10, 2023

ITEM DESCRIPTION OR TITLE

Canadian Rural Revitalization Foundation Conference

RECOMMENDATION

THAT Council determine the course of action.

BACKGROUND

The University of Lethbridge (Prentice Institute for Global Population and Economy) is hosting the Canadian Rural Revitalization Foundation (CRFF) conference in June 2023. The theme of the conference will be Moving In, Moving On, and Moving Up: Living Well in Rural Canada. The conference invites presentations, posters and panels that address the question: What does it mean to live well in rural Canada?

The conference will take place from June 20 – 23, 2023, at the University of Lethbridge Campus. Registration opens in early 2023. Administration is inquiring with Council if this conference should be included in the 2023 Budget preparation. Additional conference information can be found at: <https://www.ulethbridge.ca/prentice-institute/conference-information>

COMMUNICATIONS

N/A

IMPLICATIONS OF DECISION

N/A

FINANCIAL IMPLICATIONS

Approximately \$175.00 per attendee.

POLICY AND/OR LEGISLATIVE REFERENCES

N/A

ATTACHMENTS

Invitation

Report Prepared By: Jackii Ponto-Lloyd, Executive Assistant

Approved by CAO:

From: Prentice Institute, U of L <prentice@uleth.ca>

Sent: Tuesday, December 20, 2022 10:59 AM

To: Kirk Perrin <Kirk.p@lamont.ca>

Subject: You're Invited to the Canadian Rural Revitalization Foundation Conference in June 2023



Prentice Institute for Global Population and Economy
4401 University Drive W (L1184)
Lethbridge, AB T1K 3M4
403-380-1814
<https://www.ulethbridge.ca/prentice-institute>

December 20, 2022

RE: Invitation to Canadian Rural Revitalization Foundation Conference in June 2023

Dear Mayor, Kirk Perrin,

On behalf of the Prentice Institute for Global Population and Economy, we would like to extend an invitation to the Canadian Rural Revitalization Foundation (CRRF) conference that we will be hosting in June 2023. This conference will bring together policy, academic and community specialists from across the country.

The theme of this conference will be Moving In, Moving On, and Moving Up: Living Well in Rural Canada. This conference invites presentations, posters, and panels that address the question(s): What does it mean to live well in rural Canada? What are the key factors, issues, and responses that shape and define well-being in rural places? As the first return to Alberta for CRRF in several years, we are extending this invitation both internationally and outside the rural development audience and hope you will find time to join us as a presenter or attendee.

The conference will take place from June 20th to June 23rd, 2023, at the University of Lethbridge Campus. Registration for the conference will open in early 2023, details will be available on the Prentice Institute website at <https://www.ulethbridge.ca/prentice-institute>. We hope that you are able to accept this invitation and would be delighted to see you at the conference.

Please note that a modest amount of funding for Indigenous presentations and/or presenters may be available upon request. You can contact the Institute at prentice@uleth.ca or 1.403.380.1814.

DocuSigned by:
A black rectangular box redacting the signature of the sender.

Sincerely yours,

Lars K. Hallström, Ph.D.
Director, Prentice Institute for Global Population and Economy
Professor of Political Science



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 4.5

COUNCIL MEETING DATE:
January 10, 2023

ITEM DESCRIPTION OR TITLE

Council Update: Snow Clearing

RECOMMENDATION

THAT Council accept the Town of Lamont Snow Clearing discussion as information.

BACKGROUND

Council approved the Town of Lamont Snow Clearing Policy April 9, 2019 (Policy # 32-08). The Policy outlines the conditions required to commence snow clearing and identifies the priority routes within the Town of Lamont.

Administration has prepared the Snow Clearing discussion that will reference the current policy and provide information as it pertains to the following:

- Priority routes and consideration.
- Current practices.
- Weather trends and impacts.
- Challenges and remedies.

The Town of Lamont Snow Clearing Policy outlines the measures required to improve snow clearing services, details on aligning service levels with the current policy are outlined.

COMMUNICATIONS

Updates via social media.

IMPLICATIONS OF DECISION

Improve the Town of Lamont snow clearing service and ensure policy adherence.

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

Snow Clearing Policy # 32-08



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

ATTACHMENTS

Snow Clearing Policy #32-08

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 Policy Manual

Snow Clearing Policy
Policy # 32-08
Public Services Committee
April 9, 2019

Snow Clearing

Policy Statement

This policy establishes conditions required for the commencement of snow clearing, removal and sanding operations along with establishment of the priority routes in the Town.

DEFINITIONS

1. **“Accumulation”** means the collection of snow on a road surface over a period of time.
2. **“Condition Assessment”** means the visual inspection of snow conditions and drivability of roads and lanes. The Public Works Foreman will use discretion and judgment when identifying when to commence clearing or removal.
3. **“Rutting”** means the formation of troughs and ridges in compacted snow and ice.
4. **“Snow Clearing”** means the clearing of snow by the following methods, including, but not limited to:
 - a. Push and pile;
 - b. Windrow to the center or to the side of the roadway.
5. **“Snow Removal”** means the complete removal of snow from the road surface.
6. **“Spring Snow”** means any snowfall after March 31st.

Procedure

Snow Clearing/Snow Removal

1. Following a condition assessment of snow accumulation, the Town Foreman or his designate will determine whether snow clearing, or snow removal will commence:
 - a. Snow clearing will commence when a snow pack reaches a height of at least 10 cm (4 inches), in accordance with Priority Snow Clearing & Sanding Routes Map as identified in Schedule “A”. Snow is to be ploughed to the side of all streets and lanes.



Town Of Lamont Policy Manual

Snow Clearing Policy
Policy # 32-08
Public Services Committee
April 9, 2019

- b. Snow clearing may also commence when drifting occurs on any roadway including alleyways.
 - c. Snow removal will commence when snow depth reaches 20 cm (8 inches) on a street in accordance with Priority Snow Clearing & Sanding Routes as identified in Schedule "A". The snow will be removed and hauled away to a designated site.
 2. Snow clearing may also be completed in the following areas (not listed in order):
 - a. Arena/Hall
 - b. Curling Rink
 - c. Fire Hall
 - d. Town Office
 - e. Town shop
 - f. Utility buildings
 - g. Hillside Park
 - h. Hillside Trails
 - i. Edna/Campbell Greenbelt
 - j. Bridge Trails
3. The Public Works Department will place signs in residential areas at a minimum of twenty-four (24) hours in advance of snow clearing or removal so that vehicles may be moved and not interfere with snow clearing activity.
 - a. Vehicles not moved when snow clearing is to begin shall be towed or plowed in. It will be the owner's responsibility to dig the vehicle out if plowed in.
4. No snow clearing or removal will be completed when spring snow occurs.
5. Snow is not to be placed on sidewalks unless it is an extreme emergency. If there are two (2) sidewalks, snow will be placed on one (1) side only at the discretion of the Public Works Foreman. Boulevards may be used for placement of the snow.
6. Snow will not be stored on private property.
7. Due to unusual snowfall events, it may not be possible to achieve the levels of service stated given the resources at the time, or conflicting schedules of need.
8. If major rutting occurs the Public Works Foreman will determine the method for repair.
9. The Public Works Foreman is authorized to use discretion and judgment in the application of this policy.



Town Of Lamont Policy Manual

Snow Clearing Policy
Policy # 32-08
Public Services Committee
April 9, 2019

Sanding

1. As road conditions become slippery, sand may be applied at hazardous locations such as hills, curves and intersections. This would be completed following the priorities within Schedule "A" or as determined by the Public Works Foreman.
2. Each winter, a sandbox will be placed at the Public Works Garage; 50th Avenue and other locations as determined by the Public Works Foreman.



Town Of Lamont Policy Manual

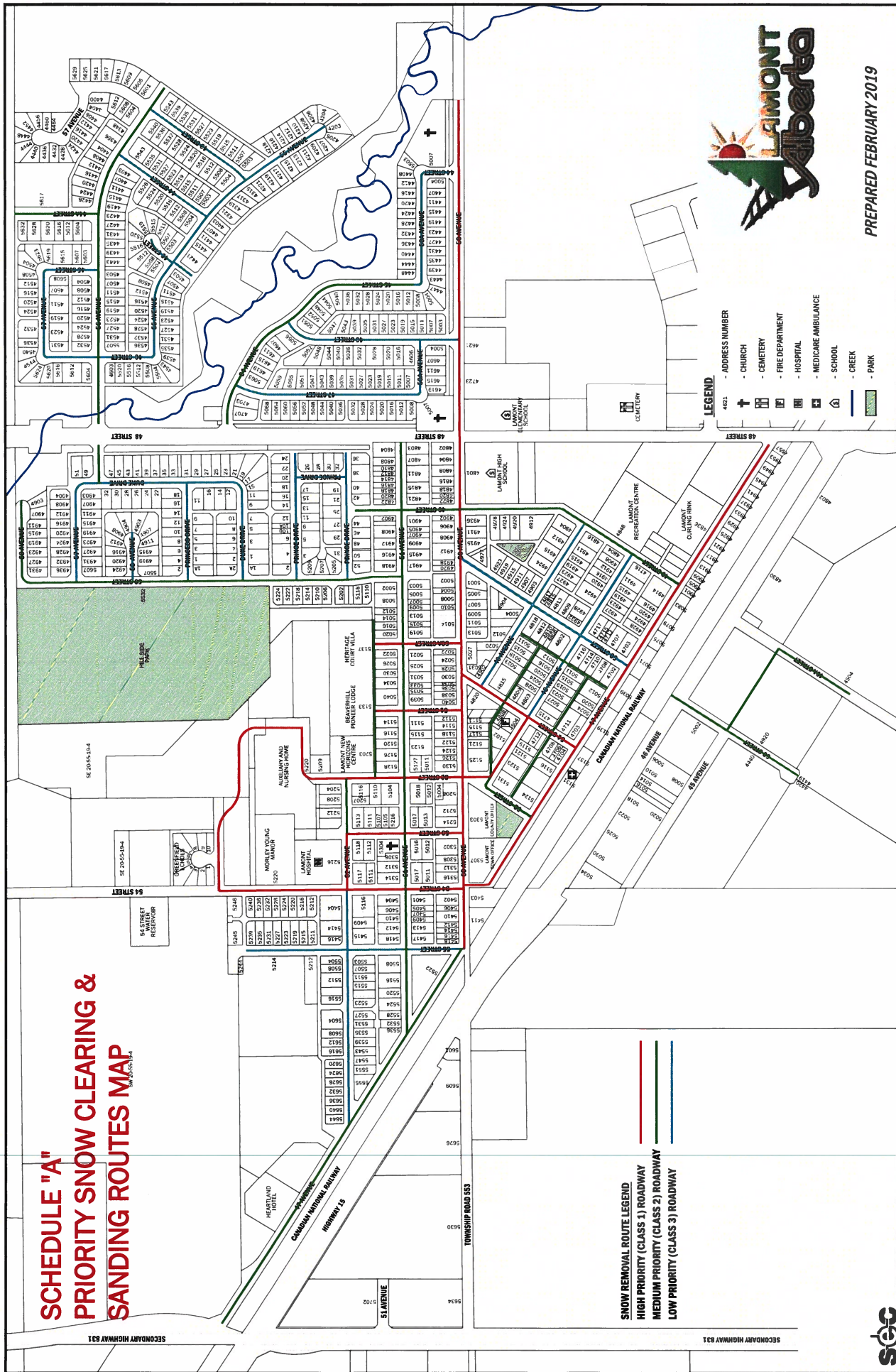
Snow Clearing Policy
Policy # 32-08
Public Services Committee
April 9, 2019

Schedule "A"

Priority Snow Clearing & Sanding Routes Map

Adopted by Council:	April 9, 2019	Initials:
Motion Number:	55/19	
Supersedes:	32-06	

SCHEDULE "A" PRIORITY SNOW CLEARING & SANDING ROUTES MAP



PREPARED FEBRUARY 2019

- LEGEND**
- ADDRESS NUMBER
 - CHURCH
 - CEMETERY
 - FIRE DEPARTMENT
 - HOSPITAL
 - MEDICARE AMBULANCE
 - SCHOOL
 - CREEK
 - PARK

- SNOW REMOVAL ROUTE LEGEND**
- HIGH PRIORITY (CLASS 1) ROADWAY
 - MEDIUM PRIORITY (CLASS 2) ROADWAY
 - LOW PRIORITY (CLASS 3) ROADWAY





MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: January 13, 2023

ELECTED OFFICIAL: Linda Sieker

REPORT PERIOD, December 4, 2022– January 13, 2023

Boards and Committees:

- N/A

Town of Lamont Business:

- N/A

Professional Development (Workshops & Conferences)

- N/A

Lamont Functions and Events:

- Dec 6 – Lamont Fire Dept – Nursing Home Decorating
- Dec 18 – Lamont Christmas Hamper
- Dec 19 – Lamont High School Annual Christmas Dinner



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: January 10, 2023

ELECTED OFFICIAL: Colleen Holowaychuk

REPORT PERIOD: December 13, 2022 -January 10, 2023

Boards and Committees:

- January 9, 2023 – Lamont Public Library Meeting

Town of Lamont Business:

- N/A

Professional Development (Workshops & Conferences):

- N/A

Lamont Functions and Events:

- Dec 18 and 19, 2022 – Lamont High School Christmas Dinner Volunteering
- Dec 18, 2022 – Lamont County Food Bank Volunteering

CAO REPORT

FOR THE PERIOD ENDING January 4, 2022

HIGHLIGHTS:

December 8, 2022

- Weekly meeting with Director of Operations.

December 9, 2022

- Municipal Information Session: Affordable Housing Needs Assessment.

December 13, 2022

- Weekly meeting with Deputy CAO.
- Weekly finance meeting.
- Premier's Task Force on Ukraine Engagement Session.

December 14, 2022

- Sponsorship meeting.

December 15, 2022

- Weekly meeting with Director of Operations.

December 16, 2022

- Economic development programming review.

December 20, 2022

- Weekly meeting with Deputy CAO.
- Weekly finance meeting.
- ICF review.

December 21, 2022

- Peace Officer Services Agreement Review – Lamont

December 22, 2022

- Northern and Regional Economic Development (NRED) Program Information Session

MEETINGS/EVENTS & PROFESSIONAL DEVELOPMENT:

- N/A

OPERATIONS & INFRASTRUCTURE REPORT

FOR THE PERIOD ENDING January 10, 2023

HIGHLIGHTS

STAFF

- Weekly Operations team meetings Thursday.
- Operations and safety meeting December 15, 2022.

Facilities

- Season ice bookings.
- Admin Building Keying
- 9 facility bookings since December 13, 2022.

Transportation Maintenance

- Street sanding as required.
- Snow clearing as per policy.

Parks & Recreation

- Outdoor rink opened.
- Enhanced public skating and shiny hockey holiday schedule.

Utilities

- SCADA system project initiated ongoing.

Projects & Requests:

- Green and Inclusive Community Building Program webinar.
- Arena lighting project completed.
- Bi-Weekly lagoon planning meetings.
- Policy Studies project with MacEwan University was approved, students will choose projects mid- February.

Description	Targeted		2022 Actual Dec.	Variance	% of Completion	2022 -		Increase/ (Decrease)	Percentage	Note
	2022 Budget	Amount Dec.				Dec.	Dec.			
REVENUE										
General Revenue	(2,831,611)	(2,831,611)	(2,869,114)	37,503	101%	(28,892)	(30,663)	1,771	-6%	
Administration	(160,862)	(160,862)	(180,314)	19,452	112%	(3,807)	(621)	(3,186)	513%	
By Law	(5,967)	(5,967)	(5,872)	(95)	98%	(336)	(601)	265	-44%	
Strs. & Road	(316,496)	(316,496)	(315,476)	(1,020)	100%	(678)	0	(678)	0%	
Water	(620,698)	(620,698)	(440,277)	(180,421)	71%	(750)	(3,566)	2,816	-79%	
Sewer	(164,622)	(164,622)	(129,034)	(35,588)	78%	0	(57)	57	-100%	
Garbage	(349,415)	(349,415)	(289,368)	(60,047)	83%	99	0	99	0%	
Cemetery	(1,248)	(1,248)	(1,300)	52	104%	0	0	0	0%	
Planning & Subdivision	(2,143)	(2,143)	(1,478)	(665)	69%	0	(223)	223	-100%	
Hall	(10,528)	(10,528)	(13,742)	3,214	131%	(1,081)	0	(1,081)	0%	
Arena	(143,893)	(143,893)	(145,929)	2,036	101%	(21,922)	(9,506)	(12,416)	131%	
Park	(10,734)	(10,734)	(9,150)	(1,584)	85%	0	(208,800)	208,800	-100%	
Curling Rink	(277)	(277)	(600)	323	217%	0	0	0	0%	
TOTAL REVENUE	(4,618,494)	(4,618,494)	(4,401,654)	(216,840)	95%	(57,368)	(128,038)	70,669	0%	

EXPENSE										
Council	126,262	126,262	119,569	6,693	95%	7,657	10,278	(2,621)	-25%	
Administration	735,696	735,696	693,251	42,445	94%	80,982	59,776	21,205	35%	
Fire	36,554	36,554	28,823	7,731	79%	1,970	4,366	(2,397)	-55%	
Disaster Service	1,500	1,500	307	1,193	20%	0	0	0	0%	
By-Law	93,491	93,491	31,299	62,192	33%	2,818	788	2,030	258%	
Public Work	266,896	266,896	212,386	54,510	80%	13,884	13,845	39	0%	
Street & Road	577,359	577,359	466,139	111,220	81%	37,840	29,658	8,182	28%	
Storm Sewer	15,472	15,472	9,731	5,741	63%	90	1,358	(1,268)	-93%	
Water	700,478	700,478	579,657	120,821	83%	77,338	89,787	(12,449)	-14%	
Sewer	127,184	127,184	112,028	15,156	88%	2,474	7,955	(5,481)	-69%	
Garbage	302,044	302,044	279,949	22,095	93%	12,444	23,667	(11,223)	-47%	
Family Community & Cemetery	27,126	27,126	26,675	451	98%	0	0	0	0%	
Town Beautification	8,500	8,500	6,940	1,560	82%	0	830	(830)	-100%	
Planning & Subdivision	92,235	92,235	32,996	59,239	36%	2,139	5,810	(3,672)	-63%	
Hall	144,956	144,956	116,306	28,650	80%	9,776	7,529	2,247	30%	
Arena	327,105	327,105	296,287	30,818	91%	29,899	20,738	9,161	44%	
Park	180,554	180,554	152,917	27,637	85%	6,096	6,386	(290)	-5%	
Curling Rink	46,150	46,150	39,609	6,541	86%	360	3,022	(2,662)	-88%	
FCSS & School Fund	555,682	555,682	544,091	11,591	98%	111,242	0	111,242	0%	
Total Expense	4,365,244	4,365,244	3,748,959	616,285	86%	397,008	285,793	111,215	39%	

Description	Targeted		2022 Actual Dec.	Variance	% of Completion	2022 -		Increase/ (Decrease)	Percentage	Note
	2022 Budget	Amount Dec.				Dec.	Dec.			
Amortization Expense										
Administration Amorti	25,000	25,000	0	25,000	0%	0	0	0	0	0
Fire Amortization	18,600	18,600	0	18,600	0%	0	0	0	0	0
Public Works Amortiza	48,000	48,000	0	48,000	0%	0	0	0	0	0
Road Amortization	345,000	345,000	0	345,000	0%	0	0	0	0	0
Storm Sewer Amortization	700	700	0	700	0%	0	0	0	0	0
Water Amortization	191,000	191,000	0	191,000	0%	0	0	0	0	0
Sewer Amortization	191,000	191,000	0	191,000	0%	0	0	0	0	0
Recreation Amortizari	110,000	110,000	0	110,000	0%	0	0	0	0	0
Total Amortization Expense	929,300	929,300	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	244,000	139,216	104,784	57%	0	0	0	0	0
Street and Road	2,361,311	2,361,311	2,224,805	136,506	94%	41,485	0	41,485	0	0
Storm Sewer	0	0	0	0	0%	0	0	0	0	0
Water	55,000	55,000	0	55,000	0%	0	0	0	0	0
Sewer	670,773	670,773	632,149	38,625	94%	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	28,685	-28,685	-1	0
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	3,331,084	2,996,169	334,915	90%	41,485	28,685			
Grand Total	8,625,628	8,625,628	6,745,128	1,880,500	78%	438,493	314,478	111,215		

PLANNING & DEVELOPMENT

QUARTERLY REPORT JULY 1 – SEPTEMBER 30, 2022

	1st Quarter Jan 1- Mar 31	2nd Quarter Apr 1 - Jun 30	3rd Quarter Jul 1 - Sep 30	4th Quarter Oct 1 -Dec 31
Development Permits	0	5	6	
Compliance Certificates	0	4	1	
Encroachment Agreements	0	1	1	
Intermunicipal Referrals	0			
Subdivisions	0			
Unauthorized Developments	0			
TOTAL	YEAR TO DATE			
Development Permits	11			
Compliance Certificates	5			
Encroachment Agreements	2			
Intermunicipal Referrals				
Subdivisions				
Unauthorized Developments				
Submitted by:				
Laraine Stuart				

PLANNING & DEVELOPMENT

QUARTERLY REPORT OCTOBER 1 – DECEMBER 31, 2022

	1st Quarter Jan 1- Mar 31	2nd Quarter Apr 1 - Jun 30	3rd Quarter Jul 1 - Sep 30	4th Quarter Oct 1 -Dec 31
Development Permits	0	5	6	7
Compliance Certificates	0	4	1	5
Encroachment Agreements	0	1	1	
Intermunicipal Referrals	0			2
Subdivisions	0			
Unauthorized Developments	0			
TOTAL	YEAR TO DATE			
Development Permits	18			
Compliance Certificates	10			
Encroachment Agreements	2			
Intermunicipal Referrals	2			
Subdivisions				
Unauthorized Developments				
Submitted by:				
Laraine Stuart				

CLOSED SESSION NOTICE

January 10, 2023

7.1 Lamont County Bylaw 849-22 Municipal Development Plan; and Lamont County Land Use Bylaw 848-22 – Notice of Public Hearing

(Advice from Officials)

- *FOIP Section 24 – Advice from Officials*

7.2 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."