

Council Package

September 12, 2023



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**AGENDA
TOWN OF LAMONT
REGULAR MEETING OF COUNCIL
September 12, 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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1.4.2. August 28, 2023 Parks & Recreation Committee MinutesPage 7

2. DELEGATIONS

2.1. MOTION FOR ACCEPTANCE OF DELEGATION

2.1.1. Urban Hens – Cory Cholak

2.1.2. Rezoning – Jamie Hardy & Dan English

3. CORRESPONDENCE

4. NEW BUSINESS

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7.1. 2023 Operations

7.2. 2023-2024 Recreation Facility Usage

7.3. Urban Hens

7.4. Rezoning

7.5. 2024 Service Levels

8. ADJOURNMENT



**Town of Lamont
August 22, 2023
Regular Meeting of Council**

PRESENT:	Kirk Perrin	Mayor
	Jody Foulds	Councillor
	Linda Sieker	Councillor
	Al Harvey	Councillor
	Dave Taylor	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-Lloyd	Recording Secretary

CALL TO ORDER AND RELATED BUSINESS:

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

Adoption of Agenda

- **Addition of Item 7.3 – Education Request**
- **Addition of Item 4.9 – Mutual Aid Agreement**

MOTION: 262/23 Councillor Foulds: That the Council Agenda be accepted as amended.

CARRIED

Declaration of Pecuniary Interest: None.

ADOPTION OF MINUTES:

- a) Meeting Minutes – July 11, 2023
 - Amend numbering of Motion 262/23 to 261/23

MOTION: 263/23 Councillor Holowaychuk: That the Minutes of the July 11, 2023 Council Meeting be accepted as amended.

CARRIED

DELEGATIONS: None.

CORRESPONDENCE:

- Letter from Municipal Affairs
- Town of Vegreville Letter – Resumption of Progress Toward a North Saskatchewan Regional Plan (NSRP) and Subregional Planning
- RCMP Quarterly Report
- Lamont County Housing Foundation Minutes – January 30, 2023
- Lamont County Housing Foundation Minutes – March 17, 2023
- Lamont County Housing Foundation Minutes – March 30, 2023
- Lamont Health Care Centre Minutes – January 26, 2023
- Lamont Health Care Centre Minutes – February 23, 2023
- Lamont Health Care Centre Minutes – March 23, 2023
- Lamont Health Care Centre Minutes – April 27, 2023
- Lamont Health Care Centre Minutes – May 25, 2023
- EIPS Quarterly Update Summer 2023

MOTION: 264/23 Councillor Sieker: That Council accept the correspondence as information.

CARRIED

NEW BUSINESS:

Strategic Priorities Update

MOTION: 265/23 Councillor Sieker: That Council receive the 2023 Strategic Priorities update as information.

CARRIED

2023 Capital Works Program Update

MOTION: 266/23 Councillor Holowaychuk: That Council accept the 2023 Capital Works Program update as information.

CARRIED

Addition of Bylaw Enforcement Costs to Tax Rolls

MOTION: 267/23 Councillor Koroluk: That Council approve the addition of Bylaw Enforcement costs to tax rolls as itemized in the attached Schedule "A".

CARRIED

Tax Recovery Costs to Tax Roll

MOTION: 268/23 Councillor Taylor: That Council authorize the costs to be transferred to the tax rolls as itemised in the attached Schedule "A".

CARRIED

Tax Recovery Property

MOTION: 269/23 Councillor Harvey: That Council approve the listing price for Property 1 at \$22,500 and Property 2 at \$165,000.

CARRIED

Rail Safety Week

MOTION: 270/23 Councillor Koroluk: That Council amend its existing Rail Safety Week proclamation to support the operation lifesaver initiative.

CARRIED

Fall Festival

MOTION: 271/23 Councillor Foulds: That Council attend and include a float in the Bruderheim Fall Festival.

CARRIED

AIHA Annual Conference

MOTION: 272/23 Councillor Foulds: That Council appoint Councillor Harvey and Mayor Perrin to attend the 2023 AIHA Annual Conference.

CARRIED

Mutual Aid Agreement

MOTION: 273/23 Councillor Foulds: That Council direct Administration to renew the Borderlands and Capital Region Emergency Preparedness Partnership Mutual Aid Agreements.

CARRIED

REPORTS:

Council Reports:

Mayor Perrin	Attended the August 19 Town of Mundare Parade and the August 16 Wolf Midstream presentation.
Councillor Taylor	Nothing to report.
Councillor Harvey	Nothing to report.
Councillor Koroluk	Nothing to report.
Councillor Sieker	Written report attached.
Councillor Foulds	Written report attached. Attended the August 16 Wolf Midstream presentation.
Councillor Holowaychuk	Attended the August 5 Smoky Lake parade and the August 16 Wolf Midstream presentation.

MOTION: 274/23 Councillor Taylor: That Council accept the Mayor and Council reports as presented.

CARRIED

Staff Reports:

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

MOTION: 275/23 Councillor Foulds: That Council accept the CAO report as presented.

CARRIED

MOTION: 276/23 Councillor Sieker: That Council accept the Director Operations and Infrastructure report as presented.

CARRIED

MOTION: 277/23 Councillor Taylor: That Council accept the Finance report as presented.

CARRIED

NOTICES OF MOTION: None.

CLOSED SESSION:

- **2023 Operations**
 - *FOIP Section 24 – Advice from Officials*

- **2023-2024 Recreation Facility**
 - *FOIP Section 24 – Advice from Officials*

MOTION: 278/23 Councillor Koroluk: That Council convene in closed session pursuant to Section 197 of the *Municipal Government Act* to meet in private to discuss matters protected from disclosure by Section 24 of the *Freedom of Information and Protection of Privacy Act* at 7:40 p.m.

CARRIED

MOTION: 279/23 Councillor Foulds: That Council revert to regular Council meeting session at 8:34 p.m.

CARRIED

MOTIONS ARISING FROM CLOSED SESSION:

MOTION: 280/23 Councillor Sieker: That Council accept the 2023 Operations update as information.

CARRIED

MOTION: 281/23 Councillor Taylor: That Council direct Administration to proceed as discussed regarding the 2023-2024 Recreation Facility usage.

CARRIED

MOTION: 282/23 Councillor Taylor: That Council approve Mayor Perrin’s Education Request to attend the EXLGP8200 – Local Government course offered at the University of Alberta.

CARRIED

ADJOURNMENT: Mayor Perrin adjourned the meeting at 8:37 p.m.

Mayor

Chief Administrative Officer



5307 – 50 Avenue
Lamont, AB T0B 2R0

Town of Lamont
August 28, 2023, 7:00 pm
Parks and Recreation Committee
via Zoom

Agenda

PRESENT:	David Taylor	Chair
	Jody Foulds	Vice Chair
	Kirk Perrin	Ex Officio
	Tyler Edworthy	Administrative Liaison
	Emma Skillings	Public Member at Large(absent)
	Krista Skinner	Public Member at Large
	Lindsey Mercer	Public Member at Large
	Matthew Levicki	Public Member at Large

Public Attendees:

- 1) **Call to Order and Related Business: 7:03pm**
- 2) **Appointment of Recording Secretary: Kirk Perrin**
- 3) **Adoption of Agenda: Jody Foulds**
- 4) **Adoption of Minutes:** Done Via Email.
- 5) **NEW BUSINESS:**

5.1 Picnic in the Park: Tyler gave update. Webs might be bringing equipment out.
5-7pm setup at 4:30pm

5.2 Rock Idea (Emma): Tyler provided up update on Emma's behalf. The committee was in support.

5.3 Light Up Committee Request (Krista): Tyler and Krista provided a detailed update and left the details with the light up committee for further follow up.

6) Old Business:

6.1 Playground Development: groundwork complete. Potential for more active this year, Tyler to provide an update via email once more information is available.

6.3 Hillside access gates: Kirk Perrin makes the motion – that; the parks and recreation committee approve the purchase of security trail bollards to the amount of \$1,500.00. Carried.

6.4 Cemetery sign: update provided. No new information.

6.5 Ball Diamond 4: update provided.

7) Round Table:

8) Next Meeting: Monday October 16th

9) Adjournment: 7:44pm



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

AGENDA ITEM: 4.1

**COUNCIL MEETING DATE:
September 12, 2023**

ITEM DESCRIPTION OR TITLE

Meeting Cancellation

RECOMMENDATION

THAT Council cancel the September 26, 2023, Council Meeting.

BACKGROUND

It is requested that Council cancel the September 26th regular Council Meeting. Any matters can be dealt with during the following Council Meeting or if an urgent matter arises a Special Council meeting could be called.

As set out within Section 193 of the *Municipal Government Act (MGA)*, if Council changes the date, time and place of a regularly scheduled meeting, the municipality must give at least 24 hours notice of the change to any council member not present at the meeting at which the time change was made and to the public. The Publication Notification Bylaw 09/18 allows for the communication of the meeting cancellation to be posted on the Town website, Town Facebook page along with a posting at the Town Office. All of these means would be used to provide for communication of the change to ensure maximum exposure.

COMMUNICATIONS

Post notification on the Town Website, Town Facebook page and at the Town Office.

IMPLICATIONS OF DECISION

TBD

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

Section 193 of the *Municipal Government Act (MGA)*



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

ATTACHMENTS

N/A

Report Prepared By: Jackii Ponto-Lloyd, Executive Assistant

Approved by CAO:

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



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

AGENDA ITEM: 4.2

COUNCIL MEETING DATE:
September 12, 2023

ITEM DESCRIPTION OR TITLE
AUDIT ENGAGEMENT LETTER

RECOMMENDATION

THAT Council approve signing the 2023 audit engagement letter.

BACKGROUND

In 2019 the Town of Lamont released the Request for Proposal - External Audit Services. The outcome of this Request for Proposal is the procurement of auditing services for the years ending December 31, 2019, 2020 and 2021. Metrix Group was retained to provide auditing services. In May 2022 Council approved the extension of the audit service with Metrix LLP for the years of 2022, 2023, and 2024.

COMMUNICATIONS

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

IMPLICATIONS OF DECISION

Audit Engagement Letter supports timely completion of annual audit.

FINANCIAL IMPLICATIONS

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


POLICY AND/OR LEGISLATIVE REFERENCES

MGA S281(1)

ATTACHMENTS

Audit Engagement Letter

Report Prepared By: Rick Bastow, CAO

Approved by CAO: 

August 24, 2023

Town of Lamont
Bag 330
Lamont AB T0B 2R0

Attention: Mr. Rick Bastow, Chief Administrative Officer

Dear Mr. Bastow:

Re: Audit Engagement Letter

The Objective and Scope of the Audit

Metrix Group LLP is pleased to serve as auditors for Town of Lamont for the fiscal year ending December 31, 2023. The purpose of this letter is to outline the terms of our engagement to audit the financial statements of Town of Lamont which comprise the statement of financial position as at December 31, 2023, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended. Philip Dirks, CPA, CA, will be responsible for the services that Metrix Group LLP performs for Town of Lamont. He will, as considered necessary, call upon individuals at Metrix Group LLP to assist in the performance of our services.

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

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

The Responsibilities of the Auditor

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- a. Identify and assess the risks of material misstatement of the financial statements (whether due to fraud or error), design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.
- b. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.

- c. Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- d. Conclude on the appropriateness of management's use of the going-concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- e. Evaluate the overall presentation, structure and content of the financial statements (including the disclosures) and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

Form and Content of Audit Opinion

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

To the Mayor and Council of Town of Lamont

Opinion

We have audited the financial statements of Town of Lamont (the Town), which comprise the statement of financial position as at December-31-23, and the statements of operations and accumulated surplus, changes in net financial assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2023 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an

audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

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

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

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

The Responsibilities of Management

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

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

As part of the audit process:

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

Communications

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

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

Use of Information

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

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

Use and Distribution of Our Report

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

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

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

Reproduction of Auditor's Report

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

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

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

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

Preparation of Schedules

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

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

Ownership

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

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

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

File Inspections

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

Accounting Advice

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

Other Services

In addition to the audit services referred to above, we will, as allowed by the *Alberta Code of Professional Conduct /Code of Ethics*, prepare the Municipal Financial Information Return. Management will, on a timely basis, provide the information necessary to complete the return and will review and file them with the appropriate authorities on a timely basis.

Dispute Resolution

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

Estimated Fees

We estimate that our fees for these services will be \$20,000 (per our letter of May 10, 2022) for the financial statement audit, plus direct out-of-pocket expenses and applicable GST. This fee estimate is based on:

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

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

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

There will also be additional one-time fees with respect to the Town's adoption of PS3280 - Asset Retirement Obligations which we estimate will be in the range of \$1,500 - \$2,500.

Costs of Responding to Government or Legal Processes

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

Termination

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

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

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

Not Liable For Any Failures or Delays Beyond Our Control

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

Metrix privacy

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

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

Metrix working papers

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

Conclusion

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

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

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

Yours truly,



Chartered Professional Accountants

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

Mayor Kirk Perrin

Date signed

Mr. Rick Bastow, Chief Administrative Officer

Date signed



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

AGENDA ITEM: 4.3

COUNCIL MEETING DATE:
September 12, 2023

ITEM DESCRIPTION OR TITLE
2023 Capital Works Program Update

RECOMMENDATION

THAT Council accept the 2023 Capital Works Program update as information.

BACKGROUND

As the 2023 Capital Works Program enters the final month of construction, administration is providing Council with this recap and update of the 2023 Capital Works Program to-date.

- Construction began on 50 A Ave the first week of July with temporary water and utility locates.
- The waterline replacement was completed July 14, 2023.
- Water testing was completed July 21, 2023, and the temporary water service was disconnected.
- The road construction began July 24, 2023.
- The project was delayed slightly due to rain, but maintained the anticipated timeline, and paving was completed September 1, 2023.
- Landscaping is currently underway on 50 A Ave.
- The sanitary line replacement located in the 50th Ave alley between 53 & 54 Street began ahead of schedule on September 5, 2023.
- The sanitary line work will be coordinated with Fortis AB on site to secure the overhead power line. The anticipated completion is still on schedule with anticipated completion of September 22, 2023.

Under the current approved budget administration was able to negotiate paving work to improve 54 Avenue and 45 Street in front of Lamont Creek. This will include paving 5 of the settlement areas in the roadway. This work was completed September 6, 2023.

The contractors have been able to maintain the 2023 Capital Programs original construction schedule through several rain delays this season, with completion set for the end of September. Preliminary numbers show the 2023 Capital Works Program is still operating with a contingency, final costs will be presented once all information is received.



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

COMMUNICATIONS

Construction road signage.
Residential door knockers.
Site meeting with Contractors.
Notification to emergency services on road closures.

IMPLICATIONS OF DECISION

Provide sound project management that supports the identified 2023 Capital Works Project timeline and budget impacts.

FINANCIAL IMPLICATIONS

2023 Capital Budget, Approved December 13, 2022.

POLICY AND/OR LEGISLATIVE REFERENCES

Strategic Plan 2023 – 2027
Goal: Demonstrate leadership in fiscal management and prioritization.
Goal: Improve capacity and reliability of our water and wastewater systems.
Goal: Continue to follow best practices in asset management.

ATTACHMENTS

N/A

Report Prepared By: Tyler Edworthy Director Operations and Infrastructure.

Approved by CAO:



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 4.4

MEETING DATE:
September 12, 2023

ITEM DESCRIPTION OR TITLE ECONOMIC DEVELOPMENT

RECOMMENDATION

THAT Council accept the economic development update as information.

BACKGROUND

On March 23, 2023, council made a motion to pursue the sale of land described as Plan 499R, Block 1, Lot 7-8 at no less than fair market value.

On August 22, 2023, Council approved the listing price for Plan 499R, Block 1, Lot 7-8 at \$22,500.

On August 29, 2023, an offer of \$27,619.05 + GST 1,380.95 (\$29,000) was received for the property. 2 other offers were received, but, were below the minimum listing price.

Administration will work with prospective buyer to finalize the sale.

COMMUNICATIONS

N/A

IMPLICATIONS OF DECISION

The activities will support growth and development.

FINANCIAL IMPLICATIONS

Property has \$17,335.58 in outstanding property tax.


POLICY AND/OR LEGISLATIVE REFERENCES

Strategic Plan 2023-2027- Strategic Priorities - Fiscal Responsibility Goal: Grow and diversify municipal revenue streams.

ATTACHMENTS

- N/A

Report Prepared By: Rick Bastow, CAO

Approved by CAO: 



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 4.5

MEETING DATE:
September 12, 2023

ITEM DESCRIPTION OR TITLE

TAWÂW PARK

RECOMMENDATION

THAT Council approve the use of up to \$2,000.00 from GL 6200-200 budget (town beautification) towards the purchase of picnic tables for Tawâw park.

THAT Council accept the Tawâw park update as information.

THAT Council accept the September 30th Truth and Reconciliation Day update as information.

BACKGROUND

On July 7, 2023, the Town of Lamont announced the establishment of Tawâw park. An inclusive, natural and fitness supportive space that embodies the Town of Lamont and its partners commitment to inclusivity, accessibility, and indigenous reconciliation.

On September 30th, the Town will host the 3rd annual Day for Truth and Reconciliation. This year's program will consist of an observance (prayer and knowledge exchange) led by Elder Evelyn Day and the official opening of the Tawâw park pavilion. Remarks to be provided by Mayor Perrin, Elder Day, and other project partners.

Installment of the Tawâw park playground equipment is pending delivery. Delivery and installation are anticipated to take place no later than October 12.

Administration requests Council authorization to use of up to \$2,000.00 from GL 6200-200 budget (town beautification) towards the purchase of picnic tables for Tawâw park. The picnic tables would be purchased in place of the downtown bench.

COMMUNICATIONS

Invite broader community participation on September 30th and October 12 dates.

IMPLICATIONS OF DECISION

Supports community vibrancy and wellbeing.

FINANCIAL IMPLICATIONS

Repurpose up to \$2,000.00 from the existing 2023 budget



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

POLICY AND/OR LEGISLATIVE REFERENCES

- Strategic Plan 2023-2027- Strategic Priorities - Safety + Wellbeing - Goal: Support existing and build new relationships with organizations to foster inclusion, celebrate diversity and advance reconciliation.

ATTACHMENTS

- N/A

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 LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 4.6

COUNCIL MEETING DATE:
September 12, 2023

ITEM DESCRIPTION OR TITLE
Engineering Service Review

RECOMMENDATION

THAT Council receive the Engineering Service Review update as information.

BACKGROUND

Administration has held initial discussion with 3 engineering service providers, meeting with 2 firms as part of the 2023 review of services. These preliminary discussions have identified potential services the Town of Lamont could potentially take advantage of including GIS and asset management services, grant identification and writing, facility and structural engineering services, and capital planning and costing review.

After meeting with these engineering firms and assessing future planning and organizational service demands for Lamont, administration is proceeding to an open request for information relating to civil engineering services. This will allow administration to identify potential engineering firms and available services that could benefit the Town of Lamont along with associated costs of implementation.

COMMUNICATIONS

Post Request for Information to ACP.
Bring recommendation to Council for consideration.

IMPLICATIONS OF DECISION

Expand engineering services in line with organizational demand.
Transition of information may be required.

FINANCIAL IMPLICATIONS

TBD

POLICY AND/OR LEGISLATIVE REFERENCES

Strategic Plan 2023 – 2027
Goal: Demonstrate leadership in fiscal management and prioritization.
Goal: Continue to follow best practices in asset management.
Goal: Update and modernize plans, policies, strategies, and bylaws.



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

ATTACHMENTS

N/A

Report Prepared By: Tyler Edworthy Director Operations and Infrastructure.

Approved by CAO:

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



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: Sept 12/23

ELECTED OFFICIAL: Kirk Perrin

REPORT PERIOD: August 21-September 8, 2023

Boards and Committees:

- **Parks and recreation committee - Aug 28**
-
-
-

Town of Lamont Business:

- **Wolf Midsteam presentation – August 16**
-

Professional Development (Workshops & Conferences):

-
-

Lamont Functions and Events:

- **Picnic in the Park – Sept 7**
-



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: September 12, 2023

ELECTED OFFICIAL: Linda Sieker

REPORT PERIOD, August 22 ,2023 – September 12 ,2023

Boards and Committees:

- **August 29 - Lamont County Housing Foundation – Farewell Reception**
- **Sept 5 – Lamont County Housing Foundation – Lodge Managers Meeting**
- **Sept 5 – Lamont County Housing Foundation – Finance Meeting**

Town of Lamont Business:

Professional Development (Workshops & Conferences)

Lamont Functions and Events:

- **Sept 7 – Picnic in the Park**
- **Sept 9 – Heroes in the Sky Event - Volunteer**

CAO REPORT

FOR THE PERIOD ENDING September 6, 2023

HIGHLIGHTS:

August 17, 2023

- Weekly meeting with Director of Operations.
- Investor meeting.

August 18, 2023

- Parade planning.

August 22, 2023

- Weekly meeting with Deputy CAO.
- Weekly meeting with Finance Officer.
- Economic development research.
- 2024 budget preparation.

August 24, 2023

- Economic development inquiry.
- Weekly meeting with Director of Operations.
- ARO review.

August 25 - September 4, 2023

- Vacation

September 5, 2023

- Meeting with Director of Operations.
- Weekly meeting with Deputy CAO.
- Weekly meeting with Finance Officer.

September 6, 2023

- Small business week planning.
- ARO review.

MEETINGS/EVENTS & PROFESSIONAL DEVELOPMENT:

- N/A

OPERATIONS & INFRASTRUCTURE REPORT

FOR THE PERIOD ENDING Sept 12-23

HIGHLIGHTS

STAFF

- Weekly Operations team meetings Thursdays.

Facilities

- 8 facility bookings since August 22, 2023.
- Ice schedule development and communication.
- Hillside Pavilion rood replacement.
- Centenarian recognition plaque installation.
- Arena Ice installation initiated.
- Curling Club maintenance and repairs.

Transportation Maintenance

- 47 Ave West, rehab initiated.
- Road patching and paving.

Parks & Recreation

- Grass cutting and regular park maintenance ongoing.
- Town flowers watering and maintenance.
- Tawâw Park pavilion cement pad installed.
- Tawâw Park pavilion assembly initiated.
- Picnic in the Park Set Up.

Utilities

- Campbell Reservoir fire pump repair.
- Campbell Reservoir check valve repair.
- 54 St and Campbell system calibration to maintain pressure.

Projects & Requests:

- Climate Resilience Capacity Building Meetings, Sept 7, 2023.
- Asset Retirement Obligation project report.
- Capital Work Program construction ongoing.
- Coordination of park development work.
- Parks and Recreation Committee meeting August 28, 2023.

Description	2023 Budget	Targeted Amount Aug.	2023 Actual Aug.	Variance	% of Completion	2023 - Aug.	2022 - Aug.	Increase/ (Decrease)	Percentage	Note
REVENUE										
General Revenue	(3,048,674)	(2,888,517)	(2,842,167)	(206,507)	93%	(27,674)	(22,490)	-5,184	23%	
Administration	(516,394)	(344,263)	(352,098)	(164,296)	68%	(990)	(111,448)	110,458	-99%	
By Law	(5,620)	(3,747)	(5,642)		22	100%	(230)	(295)	65	-22%
Strs. & Road	(318,993)	(212,662)	(114,404)	(204,589)	36%	(325)	(106,309)	105,984	-100%	
Water	(562,205)	(374,803)	(272,164)	(290,041)	48%	(1,139)	(1,533)	394	-26%	
Sewer	(234,091)	(156,061)	(137,897)	(96,194)	59%	(82)	(160)	78	-49%	
Garbage	(357,721)	(238,481)	(180,636)	(177,085)	50%	(260)	(377)	117	-31%	
Cemetery	(1,269)	(846)	(1,800)	531	142%	0	0	0	0%	
Planning & Subdivision	(1,650)	(1,100)	(417)	(1,233)	25%	(50)	0	(50)	0%	
Hall	(12,792)	(8,528)	(10,249)	(2,543)	80%	(664)	(462)	(202)	44%	
Arena	(145,338)	(96,892)	(109,841)	(35,497)	76%	(1,150)	(923)	(227)	25%	
Park	(6,050)	(4,033)	(8,708)	2,658	144%	(4,350)	(6,350)	2,000	-31%	
Curling Rink	(520)	(347)	(375)	(145)	72%	0	(400)	400	-100%	
TOTAL REVENUE	(5,211,317)	(4,330,279)	(4,036,398)	(1,174,919)	77%	(36,913)	(250,746)	213,833	0%	
EXPENSE										
Council	135,632	90,421	85,540	50,092	63%	8,704	14,521	(5,816)	-40%	
Administration	719,496	479,664	483,108	236,388	67%	59,026	58,309	716	1%	
Fire	36,481	24,321	24,570	11,911	67%	772	658	114	17%	
Disaster Service	3,860	2,573	2,360	1,500	61%	0	0	0	0%	
By-Law	122,914	81,943	36,957	85,957	30%	3,932	819	3,113	380%	
Public Work	287,620	191,747	147,297	140,323	51%	14,991	13,997	994	7%	
Street & Road	605,067	403,378	287,178	317,889	47%	33,705	32,772	933	3%	
Storm Sewer	90,718	60,479	62,691	28,027	69%	8,850	0	8,850	0%	
Water	718,337	478,891	341,740	376,597	48%	47,184	43,687	3,497	8%	
Sewer	68,035	45,357	23,029	45,006	34%	1,625	1,732	(107)	-6%	
Garbage	306,729	241,204	209,321	97,408	68%	15,500	14,076	1,424	10%	
Family Community & Cemetery	26,675	17,783	25,255	1,420	95%	22,555	900	21,655	2406%	
Town Beautification	8,650	5,767	5,560	3,090	64%	0	0	0	0%	
Planning & Subdivision	71,800	47,867	17,983	53,817	25%	1,875	5,325	(3,449)	-65%	
Hall	140,707	93,805	80,736	59,971	57%	6,564	6,856	(292)	-4%	
Arena	334,995	223,330	188,049	146,946	56%	15,833	13,661	2,172	16%	
Park	173,963	115,975	130,725	43,238	75%	22,504	23,826	(1,323)	-6%	
Curling Rink	44,326	29,551	28,438	15,888	64%	3,336	3,035	301	10%	
FCSS & School Fund	556,564	371,043	337,403	219,161	61%	0	0	0	0%	
Total Expense	4,452,569	3,005,097	2,517,941	1,934,628	57%	266,955	234,174	32,780	14%	

CLOSED SESSION NOTICE

September 12, 2023

7.1 2023 Operations

(Advice from Officials)

- FOIP Section 24 – Advice from Officials

7.2 2023-2024 Recreation Facility Usage

(Advice from Officials)

- FOIP Section 24 – Advice from Officials

7.3 Urban Hens

(Disclosure Harmful to Personal Privacy)

- FOIP Section 17(2)(e) – Disclosure Harmful to Personal Privacy

7.4 Rezoning

(Disclosure Harmful to Personal Privacy)

- FOIP Section 17(2)(e) – Disclosure Harmful to Personal Privacy

7.5 2024 Service Levels

(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 17(2)(e) and Section 24 of the Freedom of Information and Protection of Privacy Act at XXXX p.m."