

Council Package

May 28, 2024



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**AGENDA
TOWN OF LAMONT
REGULAR MEETING OF COUNCIL
May 28, 2024**

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

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7.2. Joint Use and Planning Agreement	
8. ADJOURNMENT	



**Town of Lamont
May 14, 2024
Regular Meeting of Council**

PRESENT:	Kirk Perrin	Mayor
	Jody Foulds	Councillor
	Linda Sieker	Councillor
	Perry Koroluk	Councillor
	Colleen Holowaychuk	Councillor
	Tyler Edworthy	Interim CAO/Director, Operations & Infrastructure
	Dawn Nielsen	Deputy Chief Administrative 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

MOTION: 135/24 Councillor Foulds: That the Council Agenda be accepted as presented.

CARRIED

Declaration of Pecuniary Interest: None.

ADOPTION OF MINUTES:

a) Meeting Minutes – April 23, 2024

MOTION: 136/24 Councillor Sieker: That the Minutes of the April 23, 2024 Council Meeting be accepted as presented.

CARRIED

b) Parks & Recreation Committee Meeting Minutes – April 22, 2024

MOTION: 137/24 Councillor Holowaychuk: That the Minutes of the April 22, 2024 Parks & Recreation Committee Meeting be accepted as presented.

CARRIED

DELEGATIONS:

- Christine Hamm

MOTION: 138/24 Councillor Foulds: That Christine Hamm be accepted as a delegation.

CARRIED

Council entered a recess at 7:07 p.m.

Council resumed the meeting at 7:08 p.m.

CORRESPONDENCE:

- RCMP Quarterly Report
- Lamont County Reeve's Charity Golf Tournament Sponsorship Request
- 2024 Summer Municipal Leaders' Caucus

MOTION: 139/24 Councillor Koroluk: That Council accept the correspondence as information.

CARRIED

NEW BUSINESS:

Councillor Absence

MOTION: 140/24 Councillor Foulds: That Council accept Councillor Al Harvey and Councillor Dave Taylor's absence at the May 14, 2024 Council Meeting due to prior commitments.

CARRIED

Tree Canada - Grant Update

MOTION: 141/24 Councillor Koroluk: That Council accept the Tree Canada Grant Update as information.

CARRIED

2024 Capital Program Update

MOTION: 142/24 Councillor Koroluk: That Council accept the 2024 Capital Works Program update as information.

CARRIED

RhPAP Committee

MOTION: 143/24 Councillor Foulds: That Council approve the formation of the Rural Health Professionals, Attraction and Retention Committee.

CARRIED

MOTION: 144/24 Councillor Holowaychuk: That Council defer the appointment of committee members to the Rural Health Professionals, Attractions and Retention Committee to the May 28, 2024 Council Meeting.

CARRIED

REPORTS:

Council Reports:

Mayor Perrin	Nothing to report.
Councillor Taylor	Written report attached.
Councillor Harvey	Written report attached.
Councillor Koroluk	Oven purchased by the Catering Club was delivered, which fulfills their commitment to the Town.
Councillor Sieker	Written report attached.
Councillor Foulds	Written report attached.
Councillor Holowaychuk	Written report attached.

Staff Reports:

Interim CAO	Written report attached.
Deputy CAO	Written report attached.
Director, Operations & Infrastructure	Written report attached. Hillside Park site prep was completed May 14, it had been postponed due to rain. Installation of the playground equipment is being rescheduled.
Finance Officer	Written report attached.

MOTION: 145/24 Councillor Foulds: That Council accept the reports as presented.

CARRIED

NOTICES OF MOTION: None.

CLOSED SESSION:

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

MOTION: 146/24 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 7:31 p.m.

CARRIED

MOTION: 147/24 Councillor Foulds: That Council revert to regular Council meeting session at 7:46 p.m.

CARRIED

MOTIONS ARISING FROM CLOSED SESSION:

MOTION: 148/24 Councillor Sieker: That Council direct Administration to proceed as directed.

CARRIED

ADJOURNMENT: Mayor Perrin adjourned the meeting at 7:47 p.m.

Mayor

Chief Administrative Officer



REQUEST FORM

Delegation/Public Presentation to Town of Lamont Council

Please complete both pages of the request form and submit it to the Chief Administrative Officer. You will be contacted at the receipt of your request to schedule a date and time for your presentation, as well as to address any additional concerns, questions and accommodations you may have or require.

PART A: COLLECTION OF INFORMATION

CONTACT INFORMATION

Name: Monica Ireland

Organization (If Applicable):

Address:

Primary Phone:

Secondary Phone:

Email:

PURPOSE & NATURE OF YOUR REQUEST

Please provide details of your request:

To build a fence in front of our building to 3 meters before sidewalk and the same request for 4900-47 Ave as we are wishing to purchase this lot as well.

(If more space is required, please attach additional information)

Will your presentation include any visual aids (ie; PowerPoint Presentation)? If so, please specify.

Yes but no visual aids as all pictures & drawing sent via email

Signature: _____

Date: May 22, 2011

The personal information collected will be used to process your request for a Public Presentation to Town of Lamont Council and is collected under the authority of the *Freedom of Information and Protection of Privacy Act*. Your information will form part of a file available to the public. If you have questions about the collection and use of this information, please contact the Town of Lamont CAO at 5307-50 Ave, Lamont, AB T0B 2R0 (780) 895-2010.

PART B: DELEGATION/PUBLIC PRESENTATION PROCEDURE

Please read the following specifications carefully and initial to acknowledge that you have read and understand them. They are instructions regarding Council procedure and expectations that will assist you with your Request and Presentation. Further information is available within the Town of Lamont Meeting Procedure Bylaw 12/13 .

Delegations must submit topic and material to the office of the CAO by 12:00 noon of the Thursday prior to the Town Council meeting.

Initials 

A motion of council must be made allowing the delegation to make a presentation at a Council meeting. If a motion is not made or is lost then the delegation is unable to present.

Initials 

Verbal presentations including question and answer shall be limited to ten (10) minutes in length unless there is consent prior to establishment of the Agenda or by Council at a Regular Meeting to extend the time for a presentation.

Initials 

Debate concerning matters raised during public presentations shall take place at the discretion of Council.

Initials 

Council and Committee Meetings are public in nature and it is understood that an individual writing or submitting items to a Councillor or to Administration of the Town of Lamont has a reasonable expectation that their correspondence/presentations, which may include personal information (ie: name) or business information could be disclosed at a public Council Meeting and/or Committee Meeting and as part of the Council Agenda Package on the Town of Lamont Website.

Initials 

MAIL OR HAND DELIVERY

Attn: Chief Administrative Officer
Town of Lamont
5307-50 Avenue
Box 330
Lamont, AB T0B 2R0

PHONE

780.895.2010

EMAIL

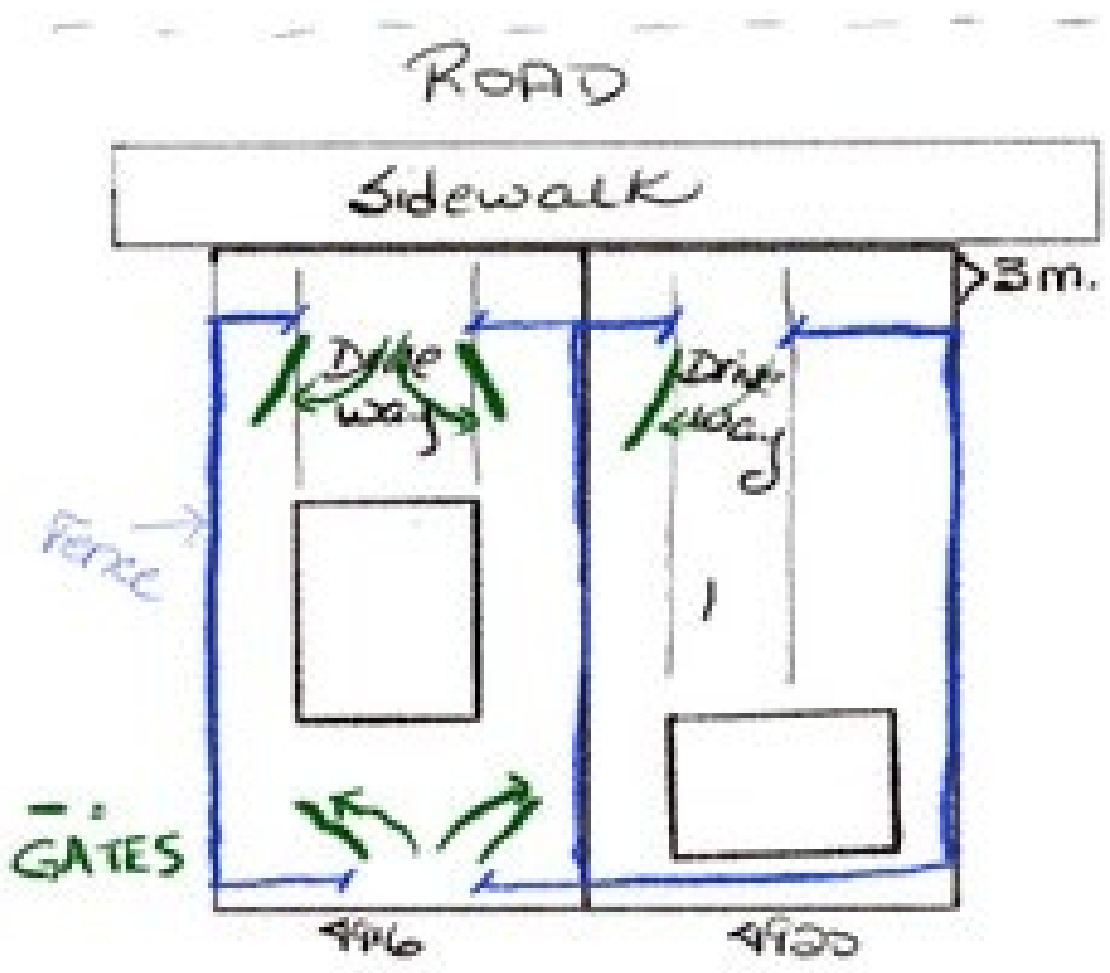
general@lamont.ca

FAX

780.780.895.2595

The personal information collected will be used to process your request for a Public Presentation to Town of Lamont Council and is collected under the authority of the *Freedom of Information and Protection of Privacy Act*. Your information will form part of a file available to the public. If you have questions about the collection and use of this information, please contact the Town of Lamont CAO at 5307-50 Ave, Lamont, AB T0B 2R0 (780) 895-2010.











May 13, 2024

Honourable Danielle Smith, ECA
 Premier and Minister of Intergovernmental Relations
 307 Legislature Building
 10800 97 Avenue
 Edmonton, Alberta T5K 2B6

Dear Premier Smith:

Thank you for attending and speaking at Alberta Municipalities’ Spring 2024 Municipal Leaders’ Caucus in Edmonton on March 15, 2024. We sincerely appreciated you were willing to take questions from audience members and even extend your time to converse on matters that are important to municipal leaders.

During your address to the audience, you stated that the Government of Alberta will provide \$3.6 billion in capital funding support to municipal governments in 2024 consisting of:

- \$2.23 billion in municipal infrastructure support,
- \$577 million in capital maintenance and support,
- \$708 million in roads and bridges, and
- \$95 million in additional projects.

During that same speech you promoted that this funding support represents \$900 million more in funding than what the Government of Alberta will requisition from municipalities in 2024 through provincial property taxes.

Following the event, several of our members contacted our association seeking clarity on the figures. Based on our findings, we wanted to bring to your attention that only 48 per cent of that \$3.6 billion expenditure represents provincial funding for municipal governments. In the enclosure to this letter, we breakdown the numbers which involves:

Provincial Funding for Municipalities	(\$ millions)
Provincial funding programs for municipalities (\$722 million in Local Government Fiscal Framework Capital funding and \$188 million through competitive application programs).	910
Provincial funding for one-off municipal projects (not part of a formal funding program).	819
	\$1,729
Federal Funding for Municipalities & Provincial Expense on Provincial Infrastructure	
Funding from the Government of Canada that flows through the Government of Alberta to municipalities.	764
Provincial expenditures on provincially-owned highways and bridges, which are unrelated to the scope of municipal government operations.	1,116
	\$1,880
Total Quoted Expenditure	\$3,609



With \$1.88 billion of the \$3.61 billion consisting of a combination of federal funding for municipalities and provincial spending on provincial infrastructure, this means that only \$1.73 billion is the total provincial capital funding contribution to municipal governments in 2024. This highlights how total capital funding from the province is actually \$1 billion less than the \$2.7 billion that the Government of Alberta will requisition from municipalities this year. This demonstrates another reason that the starting amount of the Local Government Fiscal Framework Capital funding should have been set at \$1.7 billion instead of \$722 million.

Review of the Provincial Property Tax System

We share this information to bring clarity to the clear inequity between funding to municipalities and provincial property taxes that are requisitioned from municipalities. This is why we applaud that your mandate letter to the Honourable Ric Mclver, Minister of Municipal Affairs, includes the initiative to review how the provincial property tax system can be changed to enable municipalities to retain more funding.

We optimistically wait for the result of that review to be shared and look forward to receiving an update on the expected timing.

If you wish to set up a meeting to discuss this or any other matter related to municipalities, I invite you to contact me by email at president@abmunis.ca or on my cell phone at [REDACTED]

Sincerely,

[REDACTED]

Tyler Gandam
President, Alberta Municipalities

CC: Honourable Nate Horner, President of Treasury Board and Minister of Finance
Honourable Ric Mclver, Minister of Municipal Affairs
Paul McLauchlin, President, Rural Municipalities of Alberta

Enclosure

ABmunis' Breakdown of Premier Smith's Quoted \$3.6 Billion in Funding for Municipalities

(\$ millions)	2024 Budget	% of Total
Provincial Programs for Municipal Infrastructure		
Local Government Fiscal Framework Capital	\$722	20.0%
Municipal Water and Wastewater Partnership	66	1.8%
Water for Life	50	1.4%
Strategic Transportation Infrastructure Program	44	1.2%
Local Growth and Sustainability Grant	20	0.6%
First Nations Water Tie-In	8	0.2%
	\$910	25.2%
One-Off Provincial Funding for Municipal Infrastructure (Not part of a formal funding program)		
Provincial portion of Edmonton and Calgary LRT ¹	425	11.8%
Calgary Deerfoot Trail upgrades	156	4.3%
Calgary River District and Event Centre	88	2.4%
Edmonton Terwilligar expansion	50	1.4%
Edmonton Yellowhead Trail	50	1.4%
Edmonton 50 th Street	8	0.2%
YYC Rail Connection	2	0.1%
<i>Projects Outside Calgary and Edmonton</i>		
Red Deer Regional Airport Expansion	20	0.6%
Capital Region Wastewater Treatment	10	0.3%
Fox Lake Access Improvement	6	0.2%
Designated Industrial Zone Pilot Project	4	0.1%
	\$819	22.7%
Federal Funding for Municipal Infrastructure that Flows Through the Government of Alberta		
Federal portion of Edmonton and Calgary LRT ¹	425	11.8%
Canada Community Building Fund	265	7.4%
Investing in Canada Infrastructure Program	73	2.0%
Clean Water and Wastewater Fund	1	0.0%
	\$764	21.2%
Provincial Investments in Provincial Highways and Bridges		
Highway rehabilitation projects	352	9.7%
Highway twinning, widening, expansion	151	4.2%
Bridge construction projects	121	3.4%
Edmonton/Calgary Ring Roads	73	2.0%
Highway 3 twinning (Taber to Burdett)	65	1.8%
Major maintenance	45	1.2%
P3 Ring Road Maintenance	39	1.1%
Multiple engineering projects	29	0.8%
Highway twinning south of Grande Prairie	24	0.7%
Slide repairs	21	0.6%
Highway 16A and RR20 intersection	20	0.6%
Highway 11 twinning (Red Deer to Rocky Mountain House)	17	0.5%
Highway 40 grade widening (Grande Cache to Hinton)	15	0.4%
Highway 201 Bow River Bridge on SE Stony Trail	14	0.4%
Other projects	131	3.6%
	\$1,116	30.9%
Total	\$3,609	100.0%

¹ \$425 million is an estimate based on news releases indicating that funding from the Government of Canada and Government of Alberta were about evenly split for each Calgary and Edmonton LRT project.

Name: Jessica Hrycyk

Message: Dear town Council Members,

I am writing to bring to your attention a serious and ongoing issue concerning high school kids vandalizing littering and causing harm to the animals of surrounding properties. Despite reaching out to the school and bylaw department, our concerns have not been adequately addressed, and we fear that if action is not taken promptly, the situation may escalate even further.

The safety and well-being of our pet, as well as the cleanliness of our community, are of utmost importance to us. It is disheartening to see these disrespectful and unlawful behaviors continue unchecked, despite our efforts to address the issue through proper channels.

I urge the city to intervene and take necessary measures to ensure that these acts of vandalism and cruelty cease immediately. Our neighborhood should be a place where everyone feels safe and respected, and it is imperative that steps be taken to uphold these values.

I kindly request a prompt response from the city council regarding the actions that will be taken to address this urgent matter. Thank you for your attention to this issue, and I look forward to hearing back from you soon.

Sincerely, resident of Lamont



**LIVE
MUSIC!**

FREE!
No Tickets
Required



SENIORS' BBQ



APPRECIATION WEEK

LAMONT Meeting Room - MONDAY JUNE 3RD
ST MICHAEL Seniors Centre - TUESDAY JUNE 4TH
ANDREW Rainbow Club - WEDNESDAY JUNE 5TH
MUNDARE Seniors Centre - THURSDAY JUNE 6TH
BRUDERHEIM Seniors Centre - FRIDAY JUNE 7TH

12PM-2PM

FOR MORE INFORMATION
CALL FCSS: 780-895-2233

EXT 223
OR 226



COME JOIN US FOR CANADA DAY

BIKE AND SMALL ENGINE

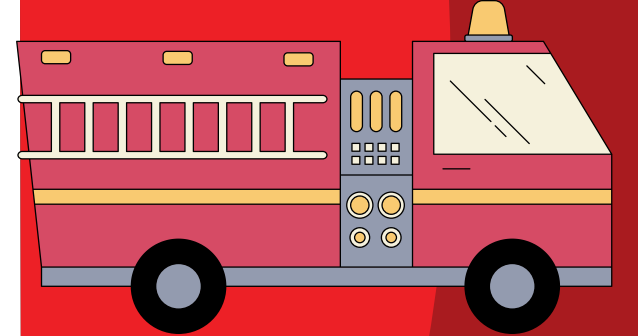
PARADE @ 12:00 pm

STARTS AT MALLARD DUCK 11:45 AM



**SPECIAL GUEST
'TOTES THE GOAT'
COME TAKE A PICTURE WITH HIM**

**WATER ACTIVITIES WITH
ANDREW FIRE DEPARTMENT**



**FACE PAINTING
EGG TOSS
SACK RACES
FISHING GAME
TIC TAC TOE BALL TOSS
12:00 pm - 3:00 pm**

**FAMILY BINGO & SUPPER
ANDREW COMMUNITY CENTRE
BINGO @ 3:30 PM
SUPPER @ 5:30 PM**



**live entertainment
Steve Hills
12:00 pm - 3:00 pm**



Bring your own chair



**HOT DOGS AND TREATS
1:00 pm to 3:00 pm**



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR114112

May 21, 2024

His Worship Kirk Perrin
Mayor
Town of Lamont
PO Bag 330
Lamont AB T0B 2R0

Dear Mayor Perrin:

Further to the information on Local Government Fiscal Framework (LGFF) funding announced on December 15, 2023, I am pleased to provide correspondence for your record confirming the 2024 LGFF Capital and LGFF Operating allocations for your community.

For the Town of Lamont:

- The 2024 LGFF Capital allocation is \$444,866.
 - This includes \$70,483 in needs-based funding allocated to local governments with a population less than 10,000 and a limited local assessment base.
- The 2024 LGFF Operating allocation is \$220,630.

LGFF Capital is a legislated program aimed at providing local governments with substantial notice of their future infrastructure funding. As indicated on the program website, in 2025, your community will be eligible for \$505,749. Information on 2026 LGFF Capital allocations will be shared with local governments this fall, after growth in provincial revenues between 2022/23 and 2023/24 has been confirmed and applied to calculate 2026 program funding. LGFF Capital amounts will be published annually on the program website each fall.

Further information on LGFF funding for all local governments is available on the LGFF website at www.alberta.ca/LGFF.

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The LGFF program represents the culmination of significant work between the Government of Alberta and local governments across the province, and I am pleased the program will further our partnership in building Alberta communities together. I look forward to working with your community, and every local government across Alberta, as we continue to build strong and prosperous communities together.

Sincerely,



Ric McIver
Minister

cc: Tyler Edworthy, Interim Chief Administrative Officer, Town of Lamont



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

May 24, 2024

Dear Chief Elected Official

As you are aware, I recently introduced Bill 20: the Municipal Affairs Statutes Amendment Act, 2024 which proposes to modify two key pieces of legislation for Alberta municipalities – the Municipal Government Act (MGA) and the Local Authorities Election Act (LAEA). The proposed legislation will help municipalities accelerate housing development, strengthen provincial oversight, and update the rules for local elections and locally elected officials.

Firstly, I want to recognize the passionate and constructive feedback I have received from the many mayors, reeves, councillors, and school board trustees across the province over the past few weeks. Your involvement and ardent commentary are a testament to your good work as public servants.

I've heard your concerns and at the May 23, 2024, Committee of the Whole, amendments to Bill 20 were tabled to further clarify the intent of this bill and ensure that locally elected municipal governments will continue to govern in response to the priorities and interests of their residents.

Bill 20 will maintain the municipal ability to govern affairs within local jurisdiction while allowing Cabinet to step in when municipal bylaw crosses into provincial jurisdiction. This will ensure that municipal councils remain focused on municipal issues that their constituents elected them to address. Cabinet's authority to intervene in municipal bylaws will be considered as a last resort; I anticipate that this power will be used very rarely, if ever. As you may know, the ability for the provincial government to repeal or amend bylaws, or dismiss councillors is not new, as municipalities receive their authority from the provincial government as laid out in Canada's Constitution and Alberta's MGA. While Bill 20 proposes to update the process for the provincial government to act more quickly in extenuating, urgent circumstances, these are not new powers.

These amendments will provide additional guardrails for when municipal bylaws can be repealed through the Cabinet process, and remove the direct ability for Cabinet to dismiss a councillor. Cabinet would retain the authority to have a vote of the electors on the potential removal of a councillor, putting this choice back into the hands of the voters.

We have also received a number of questions about some of the changes to the LAEA regarding fundraising. Bill 20 will also increase transparency in campaign financing. Under the old rules, the LAEA only regulated Third Party Advertisers (TPAs) who advertised for the promotion or opposition of a candidate during an election, with donations to such entities limited to a maximum of \$30,000 for all individuals, unions, and corporations. The proposed changes require TPAs who are interested in an issue (rather than a specific candidate) to register and report their finances. We are further proposing to restrict contributions to \$5,000, and for

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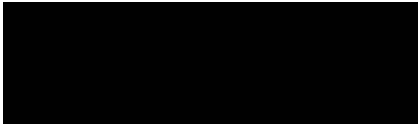
contributions to only be made by Albertans, Alberta companies, or Alberta unions. We are also proposing to further develop expense limits in the regulations.

Currently, municipal candidates are able to organize into political parties or slates without any rules around their organization. Adding rules around political parties will increase transparency for electors. Bill 20 will provide rules around enabling local candidates to identify with local political parties without direct affiliation to provincial or federal parties. I have publicly stated my intention to implement the option to include municipal political party affiliation on ballots only in the cities of Edmonton and Calgary. I will also note that any that no candidate will be required to join a political party - they will always remain voluntary and local.

I will continue to consider feedback as I bring Bill 20 through the legislative process. Alberta's government remains committed to fairness and due process and will continue working with local authorities to ensure Albertans have the effective local representation they deserve. Should the legislation pass, Municipal Affairs will be engaging with municipalities and stakeholders over the coming months to explain the changes Bill 20 will require at a local level, and develop regulations as required.

Please find enclosed the Bill 20 Fact Sheet, which can be found on the Government of Alberta website. This document offers clarifications on what Bill 20 means for municipalities and how the changes will impact municipal governments. For more information, please visit: www.alberta.ca/strengthening-local-elections-and-councils.

Sincerely,



Ric McIver
Minister

Attachment: Bill 20 – Fact Sheet

Bill 20 – *Municipal Affairs Statutes Amendment Act, 2024* (AMENDED)

The proposed *Municipal Affairs Statutes Amendment Act, 2024*, would make changes to two key pieces of municipal-related legislation: the *Local Authorities Elections Act (LAEA)* and the *Municipal Government Act (MGA)*.

- The **LAEA** establishes the framework for the conduct of elections in Alberta municipalities, school divisions, irrigation districts, and Metis Settlements.
- The **MGA** establishes the rules governing the conduct of local elected officials once on council, as well as the overall administration and operation of municipal authorities in Alberta.

On May 23, 2024, amendments were tabled to more clearly outline the authorities to dismiss a councillor and repeal a bylaw.

Changes to local election rules under the LAEA

Proposed changes to the *LAEA* aim to add greater transparency to and trust in local election processes.

Description of Proposed Changes	Current Status
Align candidate eligibility criteria with councillor disqualification criteria in the <i>MGA</i> .	Candidates elected to council may face immediate disqualification due to misalignment with the <i>MGA</i> 's criteria.
Allow municipalities to require criminal record checks for candidates.	No provisions in place.
Allow union and corporate donations to local candidates, with the same donation limits as individual donors (\$5,000 per municipality per year).	Unions and corporations were prohibited from donating to municipal campaigns in the 2021 campaign.
Allow donations outside the local election year and require annual reporting of donations.	Donations outside of the campaign period (January 1 to December 31 in the year of a general election) were restricted to a maximum of \$5,000 per year.
Require third-party advertisers interested in plebiscites to register and report finances. Only Albertans, Alberta companies and Alberta unions can contribute to issues-based third-party advertisers, up to a maximum of \$5,000.	The <i>LAEA</i> only regulates third-party advertising for the promotion or opposition of a candidate during an election. There is no reference to issue-based advertising.
Limit donations to third party advertisers to \$5,000 per election period, which begins May 1 of the election year.	The current donation limit is \$30,000 for all individuals, unions, and corporations.
Enable regulation-making authority to define local political parties. This approach will be piloted in Calgary and Edmonton.	No provisions in place to regulate political parties at the local level.
Repeal the municipal authority to develop a voters list.	Municipalities can prepare a voters list, which must be shared with all candidates.
Require municipalities to use the most current provincial register of electors from Elections Alberta.	A permanent electors register is an internal document that assists with the conduct of an election. Municipalities can choose to develop one or not.
Expand the use of special ballots while strengthening special ballot processes.	Special ballots can only be requested for very specific reasons, including physical disability, absence from the municipality, or for municipal election workers.
Limit vouching to the ability to vouch for someone's address.	An elector can vouch for an individual's age, residence, and identity.
Repeal the ability for a candidate's official agent or scrutineer to object to an elector.	Candidate's official agents or scrutineers can object to an elector; however, the elector can still vote.
Enable regulation-making authority to postpone elections in emergencies.	No provisions in place to enable the Minister to postpone an election in the event of a natural disaster.

Prohibit automated voting equipment, such as electronic tabulators.	The <i>LAEA</i> permits municipalities, by bylaw, to process ballots by automated voting equipment.
Require recounts if requested by a candidate when the margin is within 0.5 percent of total votes.	Returning officers have discretion regarding recounts.
Clarifying rules and streamlining processes for scrutineers.	Concerns have been raised that the rules for scrutineers are not clear.

Strengthening the accountability of local councils under the *MGA*

Proposed changes to the *MGA* will help ensure local councils and elected officials are mindful of the common interests of Albertans and held to greater account by the citizens who elected them.

Description of Proposed Changes	Current Status
Require a councillor's seat to become vacant upon disqualification.	Municipal councils or electors can only remove a disqualified councillor through the courts if they refuse to vacate their seat.
Require mandatory orientation training for councillors.	Training for councillors must be offered, but there is no requirement for the councillor to attend the training.
AMENDED: Allow Cabinet to remove a councillor by ordering a vote of the electors to determine whether the councillor should be removed. An elector vote to remove a councillor is limited to councillors who Cabinet consider to be unwilling, unable, or refusing to do the job for which they were elected, or if Cabinet considers such a vote to be in the public interest by taking into consideration illegal or unethical behaviour by a councillor.	Minister can only remove a sitting councillor through the municipal inspection process and only under very specific circumstances.
Allow elected officials to recuse themselves for real or perceived conflicts of interest.	Elected officials can only recuse themselves for matters in which they have a financial interest.
Make the Minister responsible for validating municipal recall petitions.	A municipality's chief administrative officer is responsible for validating recall petitions.
AMENDED: Enable Cabinet to require a municipality to amend or repeal a bylaw given specific requirements are met that allow Cabinet to intervene (including: the bylaw exceeds the scope of the <i>MGA</i> or otherwise exceeds the authority granted to a municipality under the <i>MGA</i> or any other statute, conflicts with the <i>MGA</i> or any other statute, is contrary to provincial policy, or contravenes the Constitution of Canada.	Cabinet may only intervene with respect to a land use bylaw or statutory plan. No provisions exist.
Give Cabinet authority to direct a municipality to take specific action to protect public health and/or safety.	
Allow the Minister to outline joint use planning agreement criteria and requirements.	All criteria for these agreements are currently in the <i>MGA</i> .
Specify that the assessed person for an electric generation system is the operator.	There is a lack of clarity regarding who should be assessed for electrical generation systems.

Accelerating housing development under the *MGA*

Affordable and attainable housing has become one of the most urgent concerns across the country, and Alberta's government is constantly searching for innovative ways to meet this challenge, including new tools for municipalities to leverage under the *MGA*.

Description of Proposed Changes	Current Status
Require municipalities to offer digital options for public hearings on planning and development and restrict them from holding extra hearings when not required by legislation.	No requirements in place for digital options. Municipalities can hold extra hearings beyond what's legislated.

Description of Proposed Changes	Current Status
Fully exempt non-profit subsidized affordable housing from property taxation.	No provisions in place.
Enable multi-year residential property tax incentives.	Municipalities may offer multi-year incentives for non-residential development, but not residential development.
Limit the ability of municipalities to require non-statutory studies as requirements for building and development permits.	No provisions in place.

Next steps

Should the legislation pass, supporting regulations would be developed through stakeholder engagement with municipalities and other partners, which is expected to take place in late spring and summer of 2024. If passed, it is anticipated that the majority of the legislation would come into force upon proclamation. Provisions that have property tax implications retain a January 1, 2025, coming into force date.



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

AGENDA ITEM: 4.1

COUNCIL MEETING DATE:
May 28, 2024

ITEM DESCRIPTION OR TITLE

Bylaw 05/24, Community Standards Bylaw

RECOMMENDATION

1. **THAT** Council give first reading to Bylaw 05/24, Community Standards Bylaw.
2. **THAT** Council give second reading to Bylaw 05/24, Community Standards Bylaw.
3. **THAT** Council give unanimous consent to proceed to third reading of Bylaw 05/24, Community Standards Bylaw.
4. **THAT** Council give third reading to Bylaw 05/24, Community Standards Bylaw.

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 02/24, Community Standards Bylaw has been completed.

The Town has recently received complaints regarding littering throughout the community. A section was added regarding littering and dumping in Public Places.

COMMUNICATIONS

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

IMPLICATIONS OF DECISION

If Bylaw 05/24 is enacted, Bylaw 02/24 is repealed.

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

Municipal Government Act (MGA)



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

ATTACHMENTS

1. Bylaw 05/24, Community Standards Bylaw
2. Bylaw 05/24, Community Standards Schedule A

Report Prepared By: Jackii Ponto-Lloyd, Executive Assistant

Approved by CAO:

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

**BEING A BYLAW OF THE TOWN OF LAMONT IN THE PROVINCE OF ALBERTA,
FOR THE PURPOSE OF REGULATING COMMUNITY STANDARDS, SNOW
REMOVAL, AND NOISE.**

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:

- i. the safety, health and welfare of people and the protection of people and property, and
- ii. clearing of snow, ice, dirt and other obstructions from the sidewalks situated on land adjoining the property owned or occupied by them, and
- iii. 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:

- i. minimum maintenance standards for building and structures, and
- ii. 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 “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 For the purposes of this Bylaw:
 - a. “Act” means the *Municipal Government Act*, RSA 2000, c.M-26.
 - b. “Boulevard” means the part of a Highway that:
 - i. is not a roadway, and

**TOWN OF LAMONT
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- ii. is that part of the sidewalk that is not especially adapted to the use of or ordinarily used by pedestrians.
- c. “Building” means anything constructed or placed on, in, over or under land that does not include a Highway.
- d. “Charity Collection Site” means an area accessible to the public, which is marked by signs identifying the name of a charity and identifying the area for the collection of donated goods, and which contains a receptacle or bin for the collection of donated goods.
- e. “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”.
- f. “Council” means the Council of the Town of Lamont.
- g. “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:
 - i. a sidewalk including a boulevard adjacent to the sidewalk;
 - ii. if a ditch lies adjacent to and parallel with the roadway, the ditch; and
 - iii. if a Highway right of way is contained between fences or between a fence and one regulation not to be a Highway.
- h. “Land Use Bylaw” means the Town’s Land Use Bylaw, as amended.
- i. “Motor Vehicle” means a vehicle propelled by any power other than muscular power.
- j. “Night Time” means the period beginning at 10:00 pm and ending the following day at:
 - i. 7:00 am if the following day is Monday through Friday; or
 - ii. 9:00 am if the following day is a Saturday, Sunday or statutory holiday.

**TOWN OF LAMONT
BYLAW 05/24**



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

- l. “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*.

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

- n. “Peace Officer” means:
 - i. a member of the Royal Canadian Mounted Police;
 - ii. a member of a municipal police service;
 - iii. 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
 - iv. a Bylaw Enforcement Officer who is appointed as per the Bylaw Enforcement Officer Bylaw.

- o. “Property” means real property and any building and improvements thereon.

- p. “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.

- q. “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;

- r. “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.

- s. “Town” means the Municipal Corporation of Lamont.

**TOWN OF LAMONT
BYLAW 05/24**



- t. "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.
- u. "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:
 - i. front of the property;
 - ii. side yard which does not abut another property; or
 - iii. 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 service 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. NOISE CONTROL

- 8.1 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.

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8.2 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.

8.3 In determining if a sound is reasonably likely to annoy or disturb the peace of others consideration may be give, but is not limited to:

- i. type, volume, and duration of the sound;
- ii. time of day and day of week;
- iii. nature and use of the surrounding area; and
- iv. any other relevant factor.

or as determined by Peace Officer

8.4 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.

8.5 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.

8.6 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.

8.7 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.

8.8 Section 8 does not apply to work carried on by the Town or by a contractor carrying out the instructions of the Town.

9. UNSIGHTLY

9.1 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:

- i. uncut grasses or weeds on the property that are longer than 10 cm;
- ii. 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;
- iii. dense or opaque smoke emitted into the atmosphere;
- iv. dense or opaque dust emitted into the atmosphere;
- v. smelly compost heaps or other noxious odors;
- vi. wrecked, dismantled, rusted or inoperative vehicles or vehicle parts, or those that are abandoned, unregistered or uninsured;
- vii. any material including but not limited to garbage, building materials, tires, boxes, machines or machine parts;
- viii. any condition, which in the opinion of the Peace Officer, taking into account the land use district, the authorized land uses and neighboring properties, are detrimental to the surrounding area;
- ix. in respect of a structure, any signs of significant physical deterioration, including but not limited to, peeling/unfinished paint, damaged or missing shingles, shutters or railings, collapsed or collapsing structures, or broken/damaged/unsecured doors or windows; and
- x. any land that shows signs of a serious disregard for general maintenance or upkeep, included but not limited to, broken or damaged driveways or walkways, and collapsing or damaged sheds.

9.2 The person responsible for the contravention, which can include the owner or occupant, must prevent unsightly conditions and immediately remedy unsightly conditions.

10. LITTERING AND DUMPING

10.1 A person shall not leave any garbage, litter or other refuse, or dispose of any material, in a Public Place, including a charity collection site, except

in a receptacle designated and intended for such use.

10.2 A person shall not scavenge from or disturb any goods located at a Charity Collection Site.

10.3 A person shall not leave donated goods at a Charity Collection Site except within a designated receptacle or bin.

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 and 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:

- i. direct a person to stop doing something, or to change the way in which the person is doing it;
- ii. direct a person to take any action or measures necessary to remedy

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BYLAW 05/24**



the contravention of this Bylaw and if necessary to prevent a recurrence of the contravention;

- iii. state a time within which the person must comply with the directions;
- iv. state that if the person does not comply with the directions within a specified time, the Town will take 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 amounts to the tax roll of a parcel of land:

- i. 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;
- ii. 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:

- i. In the case of an individual:
 - a. by delivering it personally to the individual;
 - b. 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
 - c. 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
- ii. In the case of a corporation:
 - a. by delivering it personally to any director or officer of the



corporation;

- b. 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
- c. by registered mail addresses to the registered office of the corporation.

13.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.

14.GENERAL

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

- i. 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
- ii. take any steps or carry out any actions required to remedy a contravention of this Bylaw; or
- iii. establish investigation and enforcement procedures with respect to property and such procedures may differ depending on the type of property in question.

15.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.

16.OFFENCE

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

17. OFFENCES AND PENALTIES

- 17.1 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.
- 17.2 Notwithstanding Section 12 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.
- 17.3 Under no circumstances shall a person contravening any provision of this Bylaw be subject to the penalty of imprisonment.

18. VIOLATION TAGS

- 18.1 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.
- 18.2 A Violation Tag may be served:
- i. In the case of an individual:
 - a. by delivering it personally to the individual;
 - b. 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
 - c. 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
 - ii. In the case of a corporation:
 - a. by delivering it personally to any director or officer of the corporation;
 - b. 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



c. by mail addressed to the registered office of the corporation.

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

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

18.4 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.

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

19. VIOLATION TICKETS

19.1 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 Procedures Act*, to any person whom a Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

19.2 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.

**TOWN OF LAMONT
BYLAW 05/24**



- 19.3 A Violation Ticket 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*.
- 19.4 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.
- 19.5 When a clerk of the Provincial Court records the receipt of a voluntary payment pursuant to Section 19.4 and the *Provincial Offences Procedures Act*, the act of recording constitutes acceptance of the fine in the amount of the specified penalty.

20. SEVERABILITY

- 20.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, the invalid portion shall be severed, and the remainder of the Bylaw is deemed valid.

21. TRANSITIONAL

- 21.1 That Bylaw 02/24 Community Standards is hereby repealed.

TOWN OF LAMONT
BYLAW 05/24



22.EFFECTIVE DATE

22.1 That this Bylaw shall come into force and take effect upon the date of third reading and is duly signed.

READ A FIRST TIME THIS ____ DAY OF MAY, 2024.

READ A SECOND TIME THIS ____ DAY OF MAY, 2024

READ A THIRD TIME AND PASSED THIS ____ DAY OF MAY, 2024

Mayor

Chief Administrative Officer

Date signed

SCHEDULE "A" BYLAW 05/24 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	Make Prohibited Noise	\$200.00	\$250.00
9.1	Unsightly	\$350.00	\$600.00
10	Littering	\$250.00	\$300.00



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

AGENDA ITEM: 4.2

COUNCIL MEETING DATE:
May 28, 2024

ITEM DESCRIPTION OR TITLE
Bylaw 06/24, Procedural Bylaw

RECOMMENDATION

1. **THAT** Council give first reading to Bylaw 06/24, Procedural Bylaw.
2. **THAT** Council give second reading to Bylaw 06/24, Procedural Bylaw.
3. **THAT** Council give unanimous consent to proceed to third reading of Bylaw 06/24, Procedural Bylaw.
4. **THAT** Council give third reading to Bylaw 06/24, Procedural Bylaw.

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 03/23, Procedural Bylaw has been completed.

A paragraph was added on the procedure to follow when quorum is met but the Mayor and Deputy Mayor are both absent from the Council Meeting and how to proceed when a vote on a motion cannot be taken because of loss of quorum.

COMMUNICATIONS

If approved, the Procedural Bylaw will be posted on the website.

IMPLICATIONS OF DECISION

If Bylaw 06/24 is enacted, Bylaw 03/23 is repealed.

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

Municipal Government Act (MGA)



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

ATTACHMENTS

1. Bylaw 06/24, Procedural Bylaw

Report Prepared By: Jackii Ponto-Lloyd, Executive Assistant

Approved by CAO:

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



**BEING A BYLAW OF THE TOWN OF LAMONT IN THE PROVINCE OF ALBERTA,
TO REGULATE MEETING PROCEDURES**

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

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

1. BYLAW TITLE

1.1 This Bylaw is known as “Meeting Procedure Bylaw”.

2. DEFINITIONS

2.1 For the purposes of this Bylaw:

- a. “Act” means the *Municipal Government Act* RSA 2000, c.M-26.
- b. “Agenda” is the list of items and orders of business for any meeting; (“see appendix A”)
- c. “Bylaw” is a bylaw of the Town;
- d. “Chair” is the person presiding at meetings;
- e. “CAO” is the Chief Administrative Officer appointed by Council pursuant to the *Municipal Government Act*;
- f. “Committees” are committees of Council such as Corporate Services; Public Works; Catering Club and short term ad hoc committees like Park Planning. Committee mandates and chairs are identified as part of the Organizational Meeting.
- g. “Council” are Councillors of the Town of Lamont being elected pursuant to the *Local Authorities Election Act*;
- h. “Deputy Mayor” is the member who is appointed pursuant to the *Municipal Government Act* to act as Mayor in the absence or incapacity of the Mayor;
- i. “Delegation” is any person or person(s) who wish to bring a matter before Council.
- j. “Mayor” is the chief elected official of the Town as defined in the *Municipal Government Act*;

**TOWN OF LAMONT
BYLAW 06/24**

- k. "Member" is a member of Council, or Committee thereof;
- l. "Public Hearing" is a pre-advertised hearing that Council is required to hold under the Municipal Government Act or other enactments or any other matter at the direction of Council and may be separate from the regular meeting of Council;
- m. "Quorum" is:
 - i. for Council a majority of those members elected to Council; and
 - ii. for Council committee's a majority of persons appointed to that committee.
- n. "Recorded Vote" is a vote which, upon the request of any member prior to the vote on a motion, includes in the minutes of the meeting a record of the names of the members voting "in favour" of, and the members voting "opposed" to, a motion.
- o. "Special Meeting" is a meeting called by the Mayor except for those regularly scheduled meetings as established as part of our organizational meeting.
- p. "Table" is a motion to delay consideration of any matter to another time;
- q. "Town" is Town of Lamont;
- r. "Unfinished Business" is a matter which was on the agenda at the same or previous meeting which was not completed.

3. APPLICATION

- 3.1 This bylaw shall govern all proceedings of Council and Committee thereof.
- 3.2 When any matter relating to the meeting proceedings is not addressed in this bylaw, reference shall be made to Robert's Rules of Order Newly Revised 11th Edition which rule(s) shall apply.
- 3.3 Any provisions of this bylaw may only be repealed, amended or varied and additions may be made in the same manner as the original bylaw, including 3 readings and any advertisement or public hearing requirements when applicable.
- 3.4 Notwithstanding the above, and in the absence of any statutory obligation, any provision of this bylaw may be waived by resolution of Council, provided two thirds of all members of Council vote in favor thereof, to deal with a matter under consideration.
- 3.5 In the absence or inability of the Mayor and Deputy Mayor to act, Council shall appoint, by majority vote any other member of Council as Acting Mayor.

**TOWN OF LAMONT
BYLAW 06/24**

4. QUORUM

- 4.1 Council for Town of Lamont consists of a Mayor and 6 Councillors, all residents of the Town, duly elected by the procedures defined in the *Local Authorities Elections Act & MGA*.
- 4.2 As soon as there is a quorum of members after the hour fixed for the meeting, the Chair will call the meeting to order.
- 4.3 If there is quorum present at the time set for commencement of a Council meeting, but the Mayor and Deputy Mayor are absent, the CAO shall call the meeting to order and shall call for a Presiding Officer to be chosen by resolution.
- 4.4 Unless the quorum is present within thirty (30) minutes after the time appointed for the meeting, the meeting shall stand adjourned until the next regular meeting date or until a special meeting is called to deal with the matters intended to be dealt with at the adjourned meeting. The CAO shall record the names of the members present at the expiration of the thirty (30) minute time limit and such record shall be appended to the minutes of the future meeting explaining why the original meeting did not occur as scheduled.
- 4.5 If at any time during the meeting a loss of quorum occurs then the Chair must:
- i. Call a temporary “recess” until quorum can be regained; or
 - ii. Adjourn the meeting until the next regular date or until a special meeting is called.
- 4.6 Whenever a vote on a motion before Council cannot be taken because of a loss of quorum resulting from:
- i. The declaration of pecuniary interest or conflict of interest; or
 - ii. From a Councillor or Mayor not being present for all or part of a Public Hearing;

then the motion shall be deferred to the next meeting of Council.

5. REGULAR COUNCIL MEETINGS

- 5.1 The regular meetings of Council shall be established by resolution, at the annual organizational meeting.
- 5.2 The agenda shall be prepared by the CAO.

**TOWN OF LAMONT
BYLAW 06/24**

- 5.3 The agenda preparation, reviews, distribution and meeting follow-up, including preparation of meeting minutes, will be coordinated through the office of the CAO.
- 5.4 Each item added to the agenda shall have supporting documentation/reference material enclosed in the council agenda package, the enclosures shall be numbered and the enclosures shall be referenced on the agenda. All requests that require a decision by council require the completion of a "Request for Decision" form. This form is attached to this Bylaw under Appendix B.
- 5.5 Once the initial agenda is set by the CAO and the supporting documentation has been compiled this information shall be posted on the Town of Lamont website unless it is an item which are subject to protection from public disclosure under the Freedom of Information and Protection of Privacy (FOIP) Act, Part 1, Division 2 outlined in section 5.9
- 5.6 Items initiated by a member will be submitted to the office of the CAO.
- 5.7 Items initiated by administration will be submitted to the office of the CAO.
- 5.8 Councillors may submit their written reports to the Recording Secretary during the Council Meeting. No motions may come out of a councillors report.
- 5.9 Delegations are permitted at a Council Meeting.
- 5.10 Delegations must submit topic and material to the office of the CAO by 12:00 noon of the Thursday prior to the Town Council meeting.
- 5.11 A motion of council must be made allowing the delegation to make a presentation at a Council meeting.
- 5.12 If a motion is not made or is lost then the delegation is unable to present.
- 5.13 Council must vote to adopt the agenda prior to transacting other business and may:
- i. add new items to the agenda by majority vote;
 - ii. delete any matter from the agenda by majority vote.
- 5.14 The minutes of each meeting must be circulated to each member of Council prior to the meeting at which they are to be adopted. Debate on the minutes of a previous meeting is limited to ensuring that the minutes are accurate. If there are errors or omissions, Council must:

**TOWN OF LAMONT
BYLAW 06/24**

- i. pass a resolution to amend the minutes;
 - ii. if more than one or two words need to be revised then a written update must be submitted at the meeting to the recording secretary;
 - iii. adopt the minutes as amended;
 - iv. if there are no errors or omissions Council must adopt the minutes as circulated.
- 5.15 Council may meet in Closed Session to discuss items which are subject to protection from public disclosure under the *Freedom of Information and Protection of Privacy Act*, Part 1, Division 2, Council may discuss in private information which meets the following criteria as described and defined in the FOIP act:
- i. information which if disclosed may be harmful to:
 - business interests of a third party
 - personal privacy
 - individual or public safety
 - law enforcement
 - intergovernmental relations
 - economic or other interests of a public body
 - confidential evaluations
 - advice from officials of the Town
 - legally privileged information.

6. SPECIAL MEETINGS

- 6.1 The Mayor always calls special meetings.
- 6.2 Requests for special meetings from a majority of Councillors must be in writing and received by the Mayor and the Mayor must call the meeting in response to such a request pursuant to the Municipal Government Act;
- 6.3 Notification to the Public must be by Website and posting on the Town Office Building Front Door.
- 6.4 All agenda items must be listed on the notice for a Special Meeting.
- 6.5 A notice for special meeting must be posted for the public as per the MGA.

7. ORGANIZATIONAL MEETING

- 7.1 An organizational meeting of Council shall be held annually, pursuant to the Municipal Government Act. To meet the criteria defined within the MGA this

**TOWN OF LAMONT
BYLAW 06/24**

meeting would be held during the second regularly scheduled meeting of Council in October or the first regularly scheduled meeting following a general election.

8. CHAIR

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

9. MEMBER DEBATING

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

10. PROHIBITIONS

- 10.1 A member shall not:
- i. use offensive words or unparliamentarily language in the meeting;
 - ii. disobey the rules of the meeting or the decision of the Chair;
 - iii. leave his seat or make any noise or disturbances while a vote is being taken and the result is declared;

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- iv. enter the meeting room and take his seat while a vote is being taken;
 - v. interrupt a member while speaking.
 - vi. pass between a member who is speaking and the Chair.
- 10.2 A member who persists in breach of the foregoing section may be placed in the position of censure by Council.
- 10.3 At the discretion of the Chair, a member may resume his seat following an apology from the member.
- 10.4 A member who wishes to leave the meeting prior to adjournment shall so advise the Chair and the time of departure shall be noted in the minutes.

11. APPEAL RULING

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

12. MOTIONS

- 12.1 When a motion is before a meeting and the mover wishes to withdraw or modify it, or substitute a different one in its place, and if no member objects, the Chair may grant permission. However, if any objection is made, it is necessary to leave the motion as presented; withdraw the motion or amend the motion. Once a motion is withdrawn, the effect is the same as if it had never been made.
- 12.2 Any member may require the motion under discussion to be read at any time during the debate, except when a member is speaking.
- 12.3 The mover of a motion must be present when the vote on the motion is taken.
- 12.4 A motion relating to a matter not within the jurisdiction of the Council shall not be in order.

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12.5 Amendment:

- i. only one amendment at a time shall be presented to the main motion. When the amendment(s) has been disposed of, another may be introduced. Only one amendment to an amendment will be entertained against the main motion. All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the motion so as to change the basic intent or meaning of the main motion. The Chair shall rule on disputes arising from amendments.
- ii. the amendment shall be voted upon. If any amendment is carried, the main motion shall continue to be debated or be put to the vote, unless a further amendment is proposed.
- iii. nothing in this section shall prevent other proposed amendments being read for the information of the members.

12.6 When the motion under consideration contains distinct propositions, the vote upon each proposition shall, at the request of any member, be taken separately.

12.7 Reconsideration:

- i. after a motion has been voted upon, and before moving to the next item on the agenda, any member who voted with the prevailing side may move for reconsideration, and shall state reason therefore;
- ii. Reconsideration shall then be open to debate, voted upon and shall require the votes of a majority of the members present to pass;
- iii. If a motion of reconsideration is moved at a subsequent meeting, it shall be preceded by a Notice of Motion and shall require a majority vote for the members present to carry;
- iv. If a motion to reconsider is decided in the affirmative, such reconsideration shall become the next order of business, unless the motion calls for a future definite date. Debate on the matter to be reconsidered shall proceed as though it had not previously been voted on;
- v. Debate on a motion for reconsideration must be confined to reasons for or against reconsideration;
- vi. A Notice for Reconsideration of any decided matter shall not operate to stop or delay action on the decided matter unless the Council, by a majority vote of the members present, shall so direct;

**TOWN OF LAMONT
BYLAW 06/24**

- vii. The results of a voted on motion that has been approved for reconsideration supersedes the results of the previous voted on motion

12.8 Rescinding Motions:

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

13. NOTICE OF MOTION

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

14. MOTION WITHOUT NOTICE

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

15. VOTING-QUESTION

- 15.1 When a motion that a vote be taken (i.e. calling for the question) is presented, it shall be put to a vote without debate and if carried by a majority vote of the members present, the motion shall be submitted to a vote immediately, without further debate.
- 15.2 When a motion that a vote be taken on all matter before the body (i.e. calling for the question on all matters) is presented etc.

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- 15.3 When the Chair, having ascertained that no further information is required, commences to take a vote no member shall speak, or present another motion until the vote has been taken on such motion or amendment.

16. VOTING-CONFLICT

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

17. REQUIREMENT TO VOTE

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

18. RESULTS OF VOTES

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

19. RECORDED VOTES

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

20. ADJOURNMENT TIME

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

21. BYLAWS

**TOWN OF LAMONT
BYLAW 06/24**

21.1 Where a bylaw is presented to a meeting for enactment, the CAO shall cause the number and short title of the bylaw to appear on the agenda.

21.2 When a bylaw is not subject to a statutory public hearing:

- i. a bylaw shall be introduced for first reading by a motion that it be read the first time, specifying the number of the bylaw;
- ii. after a motion for first reading of the bylaw has been presented, members may debate the substance of the bylaw and propose and consider amendments to the bylaw;
- iii. any proposed amendments shall be put to a vote if required, and if carried shall be considered as having been incorporated in the bylaw at first reading;
- iv. when all amendments have been accepted or rejected, a motion for second reading of the bylaw shall be placed
- v. if a bylaw is to receive all three readings in one sitting, Council must make a motion to accept a third reading prior to the third reading

21.3 When a bylaw is subject to a statutory public hearing, the following will apply:

- i. an amending bylaw proposing a change of land classification in the Town Land Use Bylaw and which requires a public hearing may be introduced by a motion for first reading which shall be voted upon without amendment and a public hearing date shall be established;
- ii. following the public hearing a motion for first and/or second reading, whichever the case may be, may be presented and the members may debate the substance of the bylaw and propose and consider amendments to the bylaw;
- iii. a proposed amendment shall be put to a vote and, if carried, shall be considered as having been incorporated into the bylaw at second reading;
- iv. when all amendments have been dealt with, the motion for second reading of the bylaw shall be placed;
- v. except for bylaws identified in section 23.3.1 a bylaw which requires a statutory public hearing may be presented on a motion for first reading;
- vi. a proposed amendment shall be put to a vote and, if carried, shall be considered as having been incorporated into the bylaw at first reading;

**TOWN OF LAMONT
BYLAW 06/24**

- vii. when all amendments have been dealt with the motion for the first reading of the bylaw shall be placed;
- viii. following the public hearing a motion for second reading may be placed and further amendments presented.

21.4 Three readings:

- i. a bylaw shall not be given any more than two readings at any one meeting unless members present at the meeting unanimously agree that the bylaw may be presented for third reading at the same meeting at which it received two readings;
- ii. when Council unanimously agrees that a bylaw may be presented for a third reading at a meeting at which it has received two readings, the third reading requires no greater majority or affirmative votes to pass the bylaw than if it had received a third reading at a subsequent reading;
- iii. a bylaw shall be passed when a majority of the members present vote in favor of third reading, provided that any applicable provincial statute does not require a greater majority

21.5 When a bylaw has been given three readings and is signed by the Mayor and CAO it is considered an enactment of the Town and is effective immediately, unless the bylaw or an applicable provincial statute provides otherwise.

21.6 After passage, a bylaw shall be signed by the Mayor or Mayor's designate and the CAO and shall be impressed with the corporate seal of the Town of Lamont.

22. COMMITTEES OF COUNCIL

22.1 The Committee Chair will call committee meetings as required.

22.2 Notification of Committee meetings to the Public must be by Website and posting on the Town Office Building Front Door.

22.3 Committee meetings must follow the basic protocol of this bylaw unless otherwise specified as follows:

- i. Section 5 - Regular Council Meeting with the exception of 5.15 Closed Session rules;
- ii. Section 6 - Special Meetings;

**TOWN OF LAMONT
BYLAW 06/24**

- iii. Section 7 - Organizational Meetings; and
 - iv. Section 21 – Bylaws.
- 22.4 Committee meetings can make motions that recommend certain actions to Council such as policy and/or Bylaw updates. Only Council can set the necessary direction for the Town of Lamont.
- 22.5 The agenda shall be prepared by the Committee Chair.
- 22.6 Committee Chair will ensure that meeting minutes are prepared either by another member of the committee, acting as recording secretary, or coordinated through the office of the CAO.
- 22.7 All Committee meeting minutes will be added to the agenda of the next Council meeting.
- 22.8 Approved Committee meeting minutes, by Council, are the official record of those meetings.

23. GENERAL

- 23.1 That Bylaw 03/23 and any amendments are hereby repealed.
- 23.2 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 MAY, 2024.

READ A SECOND TIME THIS ____ DAY OF MAY, 2024

READ A THIRD TIME AND PASSED THIS ____ DAY OF MAY, 2024

Mayor

Chief Administrative Officer

Date signed

**TOWN OF LAMONT
BYLAW 06/24**

APPENDIX "A"



**AGENDA
TOWN OF LAMONT
REGULAR MEETING OF COUNCIL
XXXX XX, XXXX**

- 1. CALL TO ORDER AND RELATED BUSINESS**
 - 1.1. CALL TO ORDER**
 - 1.2. ADOPTION OF AGENDA**
 - 1.3. DECLARATION OF PECUNIARY INTEREST**
 - 1.4. ADOPTION OF MINUTES**
- 2. DELEGATIONS**
 - 2.1. MOTION FOR ACCEPTANCE OF DELEGATION**
- 3. CORRESPONDENCE**
- 4. NEW BUSINESS**
- 5. REPORTS**
- 6. NOTICES OF MOTION**
- 7. CLOSED SESSION**
- 8. ADJOURNMENT**

**TOWN OF LAMONT
BYLAW 06/24**

APPENDIX "B"



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

AGENDA ITEM:

COUNCIL MEETING DATE:

ITEM DESCRIPTION OR TITLE

RECOMMENDATION

BACKGROUND

COMMUNICATIONS

IMPLICATIONS OF DECISION

FINANCIAL IMPLICATIONS

POLICY AND/OR LEGISLATIVE REFERENCES

ATTACHMENTS

Report Prepared By:

Approved by CAO:



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 4.3

COUNCIL MEETING DATE:
May 28, 2024

ITEM DESCRIPTION OR TITLE

Bylaw 07/24, Council Committee Bylaw

RECOMMENDATION

1. **THAT** Council give first reading to Bylaw 07/24, Council Committee Bylaw.
2. **THAT** Council give second reading to Bylaw 07/24, Council Committee Bylaw.
3. **THAT** Council give unanimous consent to proceed to third reading of Bylaw 07/24, Council Committee Bylaw.
4. **THAT** Council give third reading to Bylaw 07/24, Council Committee Bylaw.

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 02/22, Council Committee Bylaw has been completed.

At the May 14, 2024 Council Meeting, Council approved the formation of the Rural Health Professionals, Attraction and Retention Committee (RhPAP). The Council Committee Bylaw has been updated to include this new committee.

COMMUNICATIONS

If approved, the Council Committee Bylaw will be posted on the website.

IMPLICATIONS OF DECISION

If Bylaw 07/24 is enacted, Bylaw 02/22 is repealed.

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

Municipal Government Act (MGA)



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

ATTACHMENTS

1. Bylaw 07/24, Council Committee Bylaw

Report Prepared By: Jackii Ponto-Lloyd, Executive Assistant

Approved by CAO:

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

BEING A BYLAW OF THE TOWN OF LAMONT FOR THE PURPOSE OF ESTABLISHING COUNCIL COMMITTEES.

WHEREAS the *Municipal Government Act*, R.S.A. 2000 C.M.-26, and amendments thereto provides that a Council may establish by bylaw standing and special committees of Council and delegate powers and duties;

WHEREAS the Council of the Town of Lamont recognizes the value of committees to support and facilitate the achievement of Town of Lamont Strategic Plan;

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

BYLAW TITLE

1. This Bylaw is to be cited as the "Council Committee Bylaw".

DEFINITIONS

2. In this Bylaw, the following terms shall have the following meanings, unless the context specifically requires otherwise:
 - a. "Act" means the *Municipal Government Act*, R.S.A 2000, c. M-26, as amended;
 - b. "Agenda" is the order of items of business for a Meeting and the associated reports, bylaws or other document;
 - c. "Bylaw" is a Bylaw of the Town;
 - d. "Chair" means a person who has authority to preside over a Meeting;
 - e. "Committee" means a Council Committee, board, commission or other body established by Council under the *Municipal Government Act*;
 - f. "Council" means the Mayor and Councillors of the Town of Lamont duly elected pursuant to the provisions of the *Local Authorities Election Act*;
 - g. "Meeting" means a Meeting of Committee;
 - h. "Member" means an individual appointed under this bylaw as a member of the Council Committee;
 - i. "Member at Large" means a member of the public appointed by Council to a Committee of Council;
 - j. "Minutes" are the record of proceedings of a Meeting recorded in English language without note or comment;
 - k. "Municipal Representative" is a Town Staff person who is functionally responsible for the work and provides administrative and technical support to the committee chair and its membership;
 - l. "Public Meeting" means a meeting of committee at which members of the public may attend, but which is not a public hearing; and
 - m. "Quorum" is a majority of those members appointed and serving on Committee.

ESTABLISHMENT

3. Council hereby establishes the following committees:

**TOWN OF LAMONT
BYLAW 07/24**

- a. Governance and Priorities Committee
Serves as an advisory body to Council. Meetings serve as an opportunity for Council to be provided with information on governance and policy matters and as an opportunity for Council to seek clarification on matters relating to Council business.
- b. Parks and Recreation Committee
Recommending body to Council relating to planning and design of parks and recreation use areas within the municipality.
- c. Emergency Management Committee
Under the terms of the provincial Emergency Management Act, a municipality is responsible for the direction and control of its emergency response and is required to appoint an Emergency Management Committee. Bylaw No. 09-15, Town of Lamont's Municipal Emergency Management Bylaw establishes this committee as well as including provisions for the other requirements as noted in the Emergency Management Act.
- d. Economic Development Board
Serves as an advisory body to Council and Administration of policies and potential actions or advice related to strategic goals and objectives of public services in the municipality.
- e. Town Wide Clean-up
Recommending body to Council relating to planning and coordination of the annual Town Wide Clean-up.
- f. Weed Control Act Appeal Committee
To hear and make decisions on an appeal concerning a notice issued against any land and/or personal property for the destruction or control of the named weed.
- g. Agricultural Pest Act Appeal Committee
To hear and make decisions on an appeal concerning a notice issued against the land, property, or livestock that contains or is likely to contain a pest or should be protected against a pest.
- h. Strategic Planning Committee
To serve as an advisory body to Council.
- i. **Regional Health Professionals, Attraction and Retention Committee (RhPAP)**
Assist in attracting health professionals and post secondary students to Lamont, support families of new and existing healthcare professionals through integration including local programs/events, and provide professional development opportunities that will provide residents with a pathway to become a healthcare professional.

AUTHORITY OF COMMITTEES

- 4. A Committee shall have the authority to form ad hoc committees and task forces from among its members, to assist in carrying out its objectives and responsibilities under this Bylaw.
- 5. Ad hoc committees and task forces established by a Committee shall report to the Committee in a manner determined by the Committee.
- 6. A Committee shall not have the power to pledge credit of the Town of Lamont, to pass bylaws or to enter into any contractual agreements.

**TOWN OF LAMONT
BYLAW 07/24**

MEMBERSHIP

7. Committees shall be comprised of a number of participants, both Councillors and Members at Large, as indicated in the Committee Terms of Reference and approved by resolution of Council.
8. All Members of a Committee shall be appointed by Council, unless otherwise provided in the Committees Terms of Reference, shall be a resident in the Town of Lamont.
9. Member at Large shall be appointed by Council to a Committee for a term specified in the Committee Terms of Reference that becomes effective January 1.
10. The Mayor shall be an ex-officio member of all committees and the Mayor, as such member of the committees, shall have all the powers and privileges of any member of the same, including the right to vote upon all questions to be dealt with by such committees.
11. It shall be the duty of the Municipal Representative to give notice of all meetings to all members of each committee, to attend, and ensure accurate minutes are kept.
12. The Municipal Representative shall not be a member of a Committee and may not vote on any matter.

TERM

13. Members at Large shall be appointed by Council for a two (2) year term, unless otherwise provided in the Committee Terms of Reference.
 - a. In order to ensure the continuity of membership appointments will be filled on a rotational basis.
14. Members at Large shall be encouraged to serve no more than two (2) consecutive terms.
15. Councillors shall be appointed to Committees annually at the Organizational meeting.
16. Where a Committee position is left vacant for any reason, Council may appoint a replacement for the remainder of that term.

COMMITTEE MEETINGS

17. At the first meeting of the Committee following the Organizational meeting of Council the committee will:
 - a. Appoint a Chair and Vice Chair; and
 - b. Create or review Committee Terms of Reference.
18. Committee meetings must be held in public.
19. Council Committees may close all or part of the Committee Meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*, Chapter F-25 RSA 2000.
20. When a Meeting is closed to the public no recommendation may be passed, except a recommendation to revert to a Meeting held in public.

**TOWN OF LAMONT
BYLAW 07/24**

21. In accordance with the MGA, all Members are required to keep in confidence matters discussed in closed session until the item is discussed at a Meeting held in public.

GENERAL PROVISIONS

22. Each Committee hereby established is deemed to be a Committee of Council shall be responsible and accountable to Council.

23. This Bylaw shall govern meetings of Committees hereby established by Council and shall be binding upon all Committee members whether Councillors or Members-at-Large.

24. Each Committee is hereby authorized to prepare a "Terms of Reference" document for recommendation to Council. The Terms of Reference must be approved by Council and will include, at a minimum, the requirements for quorum and voting, number and composition of membership, roles of members, process for preparation and circulation of an agenda and minutes, and a role of an appointment of the Chair of the Committee. The Terms of Reference may also provide guidance to roles, methods and frequency of communication between Council and Committees.

25. All members of the Committee, regardless of how they voted on an issue, should accept and support it as a Committee recommendation.

26. Committee Members who have a reasonable belief that they have a pecuniary interest (as defined in the MGA) in any matter before a committee or any board, commission, committee or agency to which they are appointed as a representative of, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussions and voting on any question relating to the matter. Members of Committee shall remove themselves from the meeting room until the matter is concluded. The minutes shall indicate the declaration of disclosure, the general nature of pecuniary interest, the time at which the member left the room and the time they returned.

27. Reports by all active committees may be made to Council on an annual basis.
a. The reports of all committees shall be made to the Council prior to the same being given to the public. The powers of the Committees established by this Bylaw are restricted to providing recommendations to Council, unless the Committee's approved Terms of Reference, or legislation, specifically provides otherwise.

28. Nothing included in this Bylaw shall restrict or prevent Council from creating or constituting further or other committees not referenced in this Bylaw.

CHAIR

29. The Chair shall only hold office for one (1) year unless otherwise specified in the Committee Terms of Reference.

30. The Chair shall preside over all meetings for the Committee and decide on all points of order that arise.

31. In the absence of the Chair, one of the other Members shall be elected to preside and shall discharge the duties of the Chair during the Meeting, or until the arrival of the Chair.

EFFECTIVE DATE

32. That this Bylaw shall come into force and take effect upon the date of third reading.

**TOWN OF LAMONT
BYLAW 07/24**

MISCELLANEOUS

33. Bylaw No. 02/22 and any amendments are hereby repealed upon receipt of the Ministerial Order that makes this Bylaw enforceable.

34. This Bylaw shall come into force and effect May 28, 2024.

READ A FIRST TIME THIS ____ DAY OF MAY, 2024.

READ A SECOND TIME THIS ____ DAY OF MAY, 2024

READ A THIRD TIME AND PASSED THIS ____ DAY OF MAY, 2024

Mayor

Chief Administrative Officer

Date signed



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

AGENDA ITEM: 4.4

COUNCIL MEETING DATE:
May 28, 2024

ITEM DESCRIPTION OR TITLE

Rural Health Professionals Action Plan- Attraction Retention Committee

RECOMMENDATION

THAT Council appoint one official committee member and one alternate committee member to the Rural Health Professionals Attraction and Retention committee.

BACKGROUND

On May 14, 2024, Council approved the formation of a RhPAP “Rural Health Professionals Action Plan” Attraction and Retention Committee with endorsement from the Lamont hospital Board and Administration. Council deferred the appointment of committee members due to Councillor absences.

RhPAP has helped rural Alberta attract and retain health providers since 1991. As part of the Community Engagement and Development Team, they provide support to attraction and retention “A&R” committees with A&R strategies.

COMMUNICATIONS

- Coordinate the committee development with RhPAP.
- Reach out to key organizations to attract committee members.
- Reach out to community leaders interested in becoming committee members.
- Coordinate the initial meeting.

IMPLICATIONS OF DECISION

Strategic Plan 2022- 2027- Community Connection and Vibrancy- Goal- Support, recognize and celebrate our residents and community organizations.

Strategic Plan 2022-2027- Organizational Excellence- Goal- Build our regional profile and increase awareness of Town programs and supports.

FINANCIAL IMPLICATIONS

N/A



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

POLICY AND/OR LEGISLATIVE REFERENCES

02-22 Council Committee Bylaw

ATTACHMENTS

RhPAP Presentation.

Report Prepared By: Dawn Nielsen- Deputy CAO

Approved by CAO:

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



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: May 28, 2024

ELECTED OFFICIAL: Kirk Perrin

PERIOD: April 27 ,2024 – May 28 ,2024

Boards and Committees:

Town of Lamont Business:

Professional Development (Workshops & Conferences)

Lamont Functions and Events:

- **May 16 – Fort Chamber Government Forum**
- **May 16 – NAAGO call with MLA's**
- **May 11 – Town Wide Clean up**
- **May 4 - Bullarama**



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: May 28.2024

ELECTED OFFICIAL: Al Harvey

REPORT PERIOD: May 8, to 13

Boards and Committees:

- May 11 Food Bank Tour Fort Saskatchewan

Items for Council Discussion:

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

Town of Lamont Business:

-

Professional Development (Workshops & Conferences):

-

Lamont Functions and Events:

- May 11 Town Wide Clean up
- May 13 Fort Air Partnership AGM and name change to the Heartland Air Monitoring Partnership



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: May 28, 2024

ELECTED OFFICIAL: Linda Sieker

PERIOD, May 15 ,2024 – May 28 ,2024

Boards and Committees:

- **May 27 – Lamont County Housing Foundation**

Town of Lamont Business:

Professional Development (Workshops & Conferences)

Lamont Functions and Events:

- **May 16 – Summerfest Planning Meeting**
- **May 24 – Public Works Open House**

INTERIM CAO REPORT

FOR THE PERIOD ENDING May 28, 2024

HIGHLIGHTS:

May 15, 2024

- Regular admin staff meeting.

May 16, 2024

- Lamont Community Health Services meeting
- Summer Fest meeting.
- Regular operations meeting

May 23, 2024

- RhPAP Attraction and Retention meeting.
- Regular operations meeting
- Lions Club meeting.

May 24, 2024

- Developer introduction meeting.

May 28, 2024

- GIS Software meeting

CLOSED SESSION NOTICE

May 28, 2024

7.1 Delegation - Development

(Advice from Officials)

- *FOIP Section 24 – Advice from Officials*

7.2 Joint Use and Planning 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."