



COUNCIL PACKAGE

**JANUARY 22,
2019**

AGENDA
Town of Lamont
Regular Meeting of Council
January 22, 2019

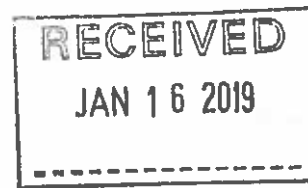
1.	Call to Order	7:30 p.m.
2.	Adoption of Agenda	
3.	Declaration of Pecuniary Interest	
4.	In-Camera:	
5.	Motion for Acceptance of Delegation: a) Nestor Kubersky Traffic Safety	
6.	Adoption of Minutes a) Regular Meeting of Council – January 8, 2019	
7.	Finance:	
8.	Bylaw: a) Utility Service Rates and Garbage Collection Rates/ Bylaw 01/19	
9.	Correspondence:	
10.	Business: a) Whistle Cessation Request b) Harassment and Violence Policy 12-59 c) Public Participation Policy 11-19	
11.	Out of Camera Motion:	
12.	Staff & Council Reports:	
13.	Action Register:	
14.	Adjournment:	

To Whom It May Concern;

Jan 16/2019

I, Nestor Kubersky will be attending the Lamont town council meeting held
January 22, 2019 to discuss safety and hazard issues regarding along main street,
Parkview Restaurant private driveway.

Sincerely,



Nestor Kubersky

A handwritten signature in cursive script, appearing to read "Nestor Kubersky".

Town of Lamont
January 8, 2019
Regular Meeting of Council

Town Council Chambers

PRESENT:	Bill Skinner Jody Foulds Kirk Perrin Al Harvey David Taylor Perry Koroluk Doug Pewarchuk Christine Beveridge Betty Malica	Mayor Councillor Councillor Councillor Councillor Councillor Councillor Chief Administrative Officer Recording Secretary
-----------------	---	--

CALL TO ORDER: Mayor Skinner: called the meeting to order at 7:30 p.m.

**ADOPTION OF
AGENDA:**

MOTION: 01/19 Councillor Foulds: that the agenda be accepted as amended:
Business: 10 b) Appointment of CAO

CARRIED

**DECLARATION OF
PECUNIARY**

INTEREST: None

IN-CAMERA: None

DELEGATION: None

**ADOPTION OF
MINUTES:**

a) Regular Meeting of Council – December 11, 2018

MOTION: 02/19 Councillor Koroluk: that the minutes of the Regular Meeting of Council held December 11, 2018 be accepted as presented.

CARRIED

FINANCE: None

BYLAW: None

CORRESPONDENCE:

- a) Lamont Health Care Board Minutes – November 22, 2018
- b) Lamont Housing Foundation Board Minutes – November 26, 2018
- c) Lamont Health Care 2018 Newsletter
- d) Public Works Payroll Allocation

MOTION: 03/19 Councillor Taylor: that Council accept the correspondence as presented.

CARRIED

BUSINESS: a) RFD – Snow Policy 32-08

MOTION: 04/19 Councillor Perrin; that Council direct Administration to provide information relating to Snow Clearing Policy 32-08 available to the public.

CARRIED

MOTION: 05/19 Councillor Pewarchuk; that the policy is reviewed by the Public Services Committee and is brought back to Council for approval once completed.

CARRIED

b) RFD – Appointment of Chief Administrative Officer

MOTION: 06/19 Councillor Harvey; that Council appoint Christine Beveridge as Chief Administrative Officer for the Town of Lamont.

CARRIED

**STAFF AND COUNCIL
REPORTS:**

Chief Administrative Officer

- Slowly settling in and getting to know staff.

Councillor Pewarchuk

- Attended landfill meeting.

Councillor Koroluk

- Nothing to report.

Councillor Taylor

- Attended water commission meeting
- High School held their Christmas dinner and it was well supported
- Recycling procedures have changed, and other communities are noticing an increase in fees. It may be prudent to check with our provider to determine if there would be an increase for the Town.

Councillor Harvey

- Nothing to report.

Councillor Perrin

- Nothing to report.

Councillor Foulds

- Attended Library Board meeting January 7th.

Mayor Skinner

- December 12 – Welcomed new business L&M Tax & Bookkeeping Services.
- December 13- Welcomed new business e-MCI Construction.
- December 17 – Participated in grand opening for Petro Can.
- December 19 – Attended Town of Lamont open house.

Action Register

- Corporate Services meeting January 15 at 7:00 p.m.
- Public Services meeting January 17 at 7:00 p.m.

ADJOURNMENT: Mayor Skinner adjourned the meeting at 8:11 p.m.

Mayor

Chief Administrative Officer

Town of Lamont

Request for Decision

Meeting: Regular Council Meeting

Date: January 22, 2019

Title: Utility Service Rates and Garbage Collection Rates/Bylaw 01/19

Agenda Item: Bylaw

Background / Proposal:

The Town received notice of increases to both the water and garbage collection rates for 2019.

1. Utility Service Rates:

The Town was provided notice from the Capital Region Northeast Water Services Commission (the "Commission") that the Commission Board had approved a rate increase for water services effective January 1, 2019. The approved rate increased the present rate of \$1.0895 per cubic meter to \$1.1044 per cubic meter, resulting in a 1.4% increase. For details, refer to the Commission's letter (attached).

In response to those changes, Administration is recommending a matching increase of 1.4% on utilities charges, which includes water charges and sewer charges (30% of the water charge).

2. Garbage Collection Rates:

The Town also received notice from the garbage collection contractor, GFL Environmental Inc. that an additional processing fee of \$0.40/unit/month (\$274.40 per month), was imposed effective on January 1, 2019. This is due to the contractor imposing a recycling fee for the handling of commingled recyclable materials.

To recover the increased cost, Administration is recommending a \$1.00 increase for each unit for every two (2) month billing cycle.

Due to the adjustments, there would be a slight increase of \$2 - \$5 per household on their every two (2) months' utility bill. For the detailed calculation, refer to Schedule A, enclosed.

Administration has completed a review on the Utility Bylaw and incorporated the additional costs that have been incurred. At the time of review minor clerical and numerical adjustments were made to the bylaw.

Discussion / Options / Benefits / Disadvantages:

Past practice has been to pass on the increases to the customers. This is general practice amongst municipalities.

Council could choose not to recover the cost of the increases and absorb the costs.

Recommended Action:

Administration recommends that Council incorporate the increases to the 2019 utility service rates.

1. **That Town Council** give first reading to Bylaw 01/19.
2. **That Town Council** give second reading to Bylaw 01/19.

Recommended Action:

Administration recommends that Council incorporate the increases to the 2019 utility service rates.

1. **That Town Council** give first reading to Bylaw 01/19.
2. **That Town Council** give second reading to Bylaw 01/19.
3. **That Town Council** provide unanimous consent to proceed to third reading of Bylaw 01/19.
4. **That Town Council** give third reading to Bylaw 01/19.

Attachments:

1. Schedule A
2. Bylaw 01/19, Utility Services Bylaw
3. Letter from Green for Life
4. Letter from Capital Region Northeast Water Services Commission

Finance Officer: Robert Mu

CAO: Christine Beveridge

Schedule A

Water	2018	2019	Increase	% of Increase
Minimum rate: 3,000 gallons	\$ 62.68	\$ 63.56	\$ 0.88	1.4%
Each additional 1,000 gallons or portion thereof	\$ 16.38	\$ 16.61	\$ 0.23	1.4%

Part I: Reason of Increase and proposal for a matching increase

- A. The water commission had approved a 1.4% increase. Refer to enclosed letter for reference.
 B. the Town propose to the a matching increase of 1.4%.

Part II: Demonstration on how taxpayer will be impacted on every two months water bill**Example 1:**Resident A consumed 5,000 gallons in two months

	3000 gallo	2000 gallon	Water	Sewer	total
2018	62.68	32.76	95.44	28.63	\$ 124.07
2019	63.56	33.22	96.78	29.03	\$ 125.81
Increase					\$ 1.74

Example 2:Resident B consumed 12,000 gallons in two months

	3000 gallo	9000 gallon	Water	Sewer	total
2018	62.68	147.42	210.10	63.03	\$ 273.13
2019	63.56	149.48	213.04	63.91	\$ 276.95
					\$ 3.82

Sewer

30% of the water billing

Garbage Collection Rates	2018	2019	Increase
Residential	\$ 57.98	\$ 58.98	\$ 1.00
Commercial	\$ 94.85	\$ 95.85	\$ 1.00
Restaurants	\$ 170.67	\$ 171.67	\$ 1.00



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

BYLAW NO. 01/19

WHEREAS, pursuant to section 3 of the *Municipal Government Act*, R.S.A. 2000, C. M-26.1, the purpose of a municipality is to provide services, facilities and other things that are necessary or desirable for all or a part of the municipality;

AND WHEREAS, pursuant to sections 1 (1) (y) (i) and 7 (g) of the *Municipal Government Act*, Council may pass bylaws respecting public utilities;

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

1. This Bylaw is known as "Utility Services Bylaw".

DEFINITIONS

2. In this Bylaw, the following terms shall have the following meanings, unless the context specifically requires otherwise:

- a. "Bylaw Enforcement Officer" means any persons authorized by the Town to enforce the bylaws of the Town;
- b. "CC" means a service control cock or a service corporation cock of a service control valve;
- c. "Collection service" means the curbside or roadside collection of garbage;
- d. "Collector" means the person or persons appointed by the town for the purpose of collecting and disposing of garbage;
- e. "Commercial facilities" includes stores, warehouses, commercial, industrial, institutional facilities, RV park and campground;
- f. "Compost materials" means grass cuttings, garden refuse, leaves, or other materials which are easily composted and shall include branches or tree limbs;
- g. "Front yard" that portion of the structure closest to the road.
- h. "Garbage" means discarded crockery, cloth, wrappings, plastics and other items of household refuse, but does not include:
 - i. liquid wastes, dead animals, discarded furniture, discarded automobile parts, tires, construction materials, stoves, fridges, or compost materials;
- i. "Garbage bin" means a metal container as provided by the collector that can be emptied by mechanical means;
- j. "Garbage container" means a container as provided by the collector that can be emptied by mechanical means;
- k. "Occupant" means any owner, lessee or tenant or any other person in charge of any building;
- l. "Occupied property" means any commercial, institutional, or residential property upon which a building exists and is in use;
- m. "Owner" means the person who is registered under the *Land Titles Act*, R.S.A. 2000 c. L-4, as the owner of the fee simple estate in land;



- n. "Recycle bin" means a container which is specifically intended to hold materials for recycling;
- o. "Recycle materials" means materials which are determined by the Chief Administrative Officer to be recyclable and may include but are not necessarily limited to newspaper, mixed paper, box board, cardboard, tin cans and glass;
- p. "Tippage fees" means the fees charged by the Lamont County Regional Solid Waste Commission for hauling garbage to the landfill;
- q. "Utility bill" means a bill which sets out the fees levied by the Town on an annual, monthly, bi-monthly or quarterly basis for utility services provided by the town;
- r. "Utility invoice" means an invoice which sets out the cost charged by the Town for repairs, maintenance, or installation of any appurtenance of any utility service provided by the Town and for which the owner of a property is responsible;
- s. "Violation notice" means a notice or similar document issued by the Town pursuant to the *Municipal Government Act*; and
- t. "Violation ticket" means a ticket issued pursuant to Part II of the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34.

GARBAGE COLLECTION

- 3. The Town may contract with any person or company and may grant an exclusive or non-exclusive right to any person or company for the collection, removal and disposal of garbage upon such terms and conditions as are considered expedient.
- 4. Collection Services charges apply to:
 - a. Any property that receives water services will be subject to collection service charges as established by Council as set out in Schedule A; and
 - b. All occupied properties that are not connected to the Town water system are subject to collection service as established by Council as set out in Schedule A.
- 5. The occupant of every dwelling, multiple family dwelling, or commercial premise shall use Town contractor supplied garbage containers or garbage bins. Care and replacement of the garbage and recycling containers shall be the responsibility of the occupant.
- 6. Despite section 5, if the Chief Administrative Officer determines that a garbage bin is required for a commercial facility, dwelling, or multiple family dwelling, then the occupant of the premises will be required to use a garbage bin and be subject to the collection service charges as established by Council and set out in Schedule A.
- 7. Despite sections 5 and 6, a commercial facility that requires a garbage bin(s) may haul their own garbage provided the Chief Administrative Officer provides written permission to do so. Written permission shall not exceed three (3) years.
- 8. Council may decide that certain types of recyclable materials or garbage will be not be picked up by the collector or place conditions on the packaging of garbage for collection as per Schedule A.
- 9. All persons shall permit collectors to enter their yards and premises at all reasonable times for the purpose of carrying out their duties.



10. For properties served by front street collection:
 - a. no garbage bins or garbage stands are allowed in the front yard;
 - b. no garbage containers are allowed in the front yard except on collection day; and
 - c. on collection day, garbage containers are to be located for collection as close as possible to the curb or traveled portion of the adjacent roadway, but not on the sidewalk or in such a location as to interfere in any way with vehicular or pedestrian traffic.
11. In any area served by rear lane collection (commercial), garbage containers and garbage bins shall be located and maintained and be readily accessible from the property line at lane level and placed so that the garbage containers may be easily removed by the collector without having to open gates, climb or descend stairs or lift garbage containers over fences.
12. Any owner or occupant who puts out garbage for collection shall provide unobstructed and convenient access for collection of such waste.
13. Despite section 10 and 11, the Chief Administrative Officer may allow garbage containers, garbage bins or garbage stands to be placed on a lane if he determines that it is appropriate.
14. Garbage containers and garbage stands shall be maintained in good condition.
15. All garbage will be securely deposited in suitable garbage bag(s) and then placed in the garbage container.
16. No occupant will place, permit to be placed, or mix any of the following materials for removal:
 - a. any highly combustible or explosive waste, including, without restricting the generality of the foregoing, such materials as hot ashes, powder, dynamite, motion picture film or toxic materials;
 - b. any compound that may be considered dangerous or hazardous under the provisions of any other legislation whether Provincial or Federal;
 - c. hypodermic needles;
 - d. sharp objects or broken glass unless packaged to allow safe handling; and
 - e. compost materials.
17. Collection service will not be provided if:
 - a. the garbage container is not a proper container as described in Section 2 (h and i);
 - b. the contents are compacted such as to prevent easy dumping of the garbage container;
 - c. the condition of the garbage container is deteriorated such as to contain sharp edges or other defects which may be hazardous to the collector;
 - d. the container contains materials which are not to be picked up by the collector; and
 - e. the garbage containers cannot be easily removed by the collector.
18. The days and times of collection service will be approved by the Chief Administrative Officer.
19. Garbage shall be ready for pickup by 7:00 a.m. on collection day.

RECYCLING/COMPOSTING

20. The Town may contract with any person or company and may grant an exclusive or non-exclusive right to any person or company for the recycling of waste upon such terms and conditions as are considered expedient.
21. The Town may provide recycling bins in any manner they deem expedient.



22. No person shall place any material in a recycling bin other than the materials for which that bin is designated.
23. No person is to place any material other than compost materials on compost piles.

WATER SERVICES

24. The Town will provide water services to a parcel of land only at the request of the owner of that parcel of land. Other charges when it is applicable and subject to any terms, costs or charges as established by Council by way of a Development Agreement or as set out in Schedule A.
25. The Owner of any land abutting on any road or easement wherein a water main now exists or is hereafter located shall:
 - a. install in any Building and between the building and the boundary of the road or easement in which the water main is located (up to the point of the curb cock valve), connections with the water system and any other apparatus and appliances required to ensure the proper sanitary conditions of the building and premises, excluding a water meter which will be installed by the Municipality. All services shall be installed to the Municipality's satisfaction. The owner shall ensure that the water service shall be inspected by the Municipality prior to backfilling of the trench and prior to connection to the water system; and
 - b. submit an application for a Contract for Water Service Installation and pay to the Municipality the amount owing under that Contract. The written application shall contain information as prescribed by the Town Manager and shall be subject to the approval of the Chief Administrative Officer.
26. The Owner, (as a term of being supplied with water services) is responsible for the cost of construction, maintenance and repair of these portions of the service connection both above, on, or underneath the premises to the boundary of the road or easement, but only to the point (but excluding) the curb cock valve.
27. Title to the water supplied by the Municipality shall pass from the Municipality to the Customer at the point of the curb cock valve.
28. The water meter shall become part of the fixtures of the structure. Damage to the meter caused by the occupant shall be chargeable to the owner.
29. All owners shall provide for a convenient outside location for the installation of a remote reading device.
30. No person shall obstruct, interfere with or impede direct and convenient access to a meter for the purpose of installation, inspection, removal, repair, replacement or reading.
31. The Chief Administrative Officer or the Public Works Foreman or his/her designate may, without notice, shut off the water supply to any part of the Town should he/she decide an emergency makes such action necessary.
32. The Chief Administrative Officer or the Public Works Foreman or his/her designate may, without notice, shut off the water supply to any property should water charges be in arrears greater than thirty (30) days.
33. The Chief Administrative Officer or the Public Works Foreman or his/her designate may, without notice, shut off the water supply to any property for violation of any provision of this Bylaw.



34. The Chief Administrative Officer or Public Works Foreman or his/her designate may shut off the water supply to any part of the Town in a non-emergency situation provided reasonable notice of such intended shutoff is given.
35. The Chief Administrative Officer or the Public Works Foreman or his/her designate may regulate the use of or the hours or times during which water may be used for any purpose other than firefighting.
36. After notification of a restriction or regulation of water use, it shall be an offence for anyone to use water except in conformity with the declared restriction or regulation.
37. The Town is not liable for damage caused by:
- a. a break in a water main or service pipe;
 - b. the cessation of water supply necessary in connection with the repair or maintenance of the waterworks system;
 - c. any accident due to the operation of the waterworks system unless such action has been shown to be directly due to the negligence of the Town or its employees; or
 - d. the restriction or regulation of the use of water.
38. No person:
- a. other than Town employees or agents shall operate, handle or interfere with the Town's provision of water services;
 - b. other than Town employees or agents shall make, keep, use, or dispose for any key or wrench for the purpose of operating any valve, cc, hydrant or other appurtenance of the Town's waterworks system;
 - c. shall obstruct or impede access to any water main, valve, cc, fire hydrant or any other appurtenance of the Town's waterworks system;
 - d. shall use a water meter not approved and/or installed by the town without the express written consent of the Chief Administrative Officer; and
 - e. shall use water not metered by the Town.
39. Repairs to the water service line required from CC valve to the building, will be the expense of the land owner. Repairs required from main line to the CC valve will be at the expense of the Town.

SEWER SERVICES

40. The Town may provide sewer services to a parcel of land only on the request of the owner of the parcel of land, when the Town is able to do so and subject to any terms, costs or charges as established by Council by way of a Development Agreement or as set out in Schedule A.
41. The Town is not liable for damage caused by:
- a. a break or obstruction in a sewer main or service pipe;
 - b. the cessation of sewer services necessary in connection with the repair or maintenance of the sewer system;
 - c. any accident due to the operation of the sewer system unless such action has been shown to be directly due to the negligence of the Town or its employees; and



- d. sewer backups unless such action has been shown to be directly due to the gross negligence of the Town or its employees.

42. No person:

- a. other than Town employees or agents shall operate, handle or interfere with the Town's provision of sewer services; and
- b. shall obstruct or impede access to any sewer main, or any other appurtenance of the Town's sewer system.

43. Repairs to the sewer service line is required:

- a. Blockages on the property to the main line will be at the owner's expense;
- b. Blockages created in the main line will be the Town's expense;
- c. Damaged sewer line on the homeowner's property will be the owner's expense; or
- d. Damaged sewer line beyond the property line will be the Town's expense.

UTILITY BILLS/INVOICES

- 44. All utility bills and utility invoices will be due and payable when rendered by the Town.
- 45. Payment of a utility bill can be made at the Town office or an agent of the Town. Payment of a utility invoice must be made at the Town office.
- 46. Utility bills must be paid in full by the last day of the month following the billing period.
- 47. In the event a utility bill or utility invoice remains unpaid after the date fixed for payment, a penalty as stated in Schedule A will be added to the principal outstanding amount thereto and form part of the rates levied.
- 48. In the event that the utility bill remains unpaid after the date fixed for payment, a written notice may be served by way of mail on the owner at the last known address advising that unless the account is paid in full within a minimum of ten (10) days from the date of mailing the said notice, the Town will proceed with collection measures as provided in Section 52.
- 49. Any utility bill or utility invoice remaining unpaid constitutes a debt owing to the Town and is recoverable by any or all of the following methods, namely:
 - a. by action in any court of competent jurisdiction;
 - b. by distress and sale of the goods and chattels of the person owing the utility bill or utility invoice, wherever they may be found;
 - c. by shutting off or discontinuing any utility services provided by the Town; and
 - d. by being added to taxes and collecting in a like manner as municipal rates and taxes.
- 50. In the event that the water service is shut off due to non-payment or non-compliance with this Bylaw, a reconnection fee as stated in Schedule A will be charged and payable in advance of the reconnection of the water service. Reconnection shall only occur during regular office hours. There shall be no after hour's reconnection of water service.
- 51. The Chief Administrative Officer or his designate may add any outstanding utility amounts or utility invoices to taxes and has the power to waive penalties and reconnection charges if deemed necessary to do so.

**OFFENSES AND PENALTIES**

52. Any person who contravenes a provision of this Bylaw is guilty of an offence and is liable to a penalty as set out in Schedule B.
53. Any person who commits a second or subsequent offence under this Bylaw within one (1) year of committing the first offence is liable to a fine as set out in Schedule B.
54. Under no circumstances will any person contravening any provision of this Bylaw be subject to the penalty of imprisonment.
55. Nothing in this Bylaw will be construed as curtailing or abridging the right of the Town to obtain compensation for or to maintain an action for loss of or damage to property from or against the person or persons responsible.
56. The Bylaw Enforcement Officer is hereby authorized and empowered to issue a violation notice to any person who the Bylaw Enforcement Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
57. A violation notice may be issued to such person:
 - a. either personally; or
 - b. by mailing a copy to the last known mailing address.
58. The violation notice will be in a form approved by the Chief Administrative Officer and will state:
 - a. the name of the person;
 - b. the offence;
 - c. the appropriate penalty for the offence as specified in Schedule B;
 - d. that the penalty must be paid within thirty (30) days of the issuance of the violation notice; and
 - e. any other information as may be required by the Chief Administrative Officer.
59. Where a contravention of this Bylaw is of a continuing nature, further violation notices may be issued by the Bylaw Enforcement Officer provided, however, that no more than one (1) violation notice will be issued for each day that the contravention continues.
60. Where a violation notice is issued pursuant to this Bylaw, the person to whom the violation notice is issued may, in lieu of being prosecuted for the offence, pay to the Town the penalty specified on the violation notice.
61. If the penalty specified in a violation notice is not paid within the prescribed time period, then the Bylaw Enforcement Officer is hereby authorized and empowered to issue a violation ticket.
62. The Bylaw Enforcement Officer is hereby authorized and empowered to immediately issue a violation ticket to any person who contravenes any provision of this Bylaw.

GENERAL

63. Nothing in this Bylaw will operate to relieve any person from complying with any Federal, Provincial legislation or regulation or Municipal Bylaw, or any requirement of any lawful permit, order or licence.



64. Should any provision of this Bylaw be deemed invalid, then such invalid provision may be severed, and the remaining Bylaw shall be maintained.
65. That Bylaw 02/18 and any amendments are hereby repealed.
66. This Bylaw shall come into force and effect upon third and final reading.

READ a first time on this day of , 2019

Mayor

Chief Administrative Officer

READ a second time on this day of , 2019.

Mayor

Chief Administrative Officer

Proceed to third reading with the unanimous consent of all members present, this
day of 2019.

Mayor

Chief Administrative Officer

READ a third and final time on this day of , 2019

Mayor

Chief Administrative Officer



SCHEDULE A

All rates are for a two (2) month period.

Garbage Collection Rates

Residential	\$ 58.98
Commercial	\$ 95.85
Restaurants	\$171.67

Garbage Bins

2 yd	\$219.60
4 yd	\$348.48
6 yd	\$511.38
8 yd	\$681.49

The following materials will not be picked up by the collector:

- i. Compost materials

Water Charges

Minimum rate: 3,000 gallons	\$ 63.56
Each additional 1,000 gallons or portion thereof	\$ 16.61 / 1,000 gallons
Reconnection fee	\$ 100.00
Smart meter plus readout and labour if damaged or tampered with	\$ 420.00
Smart meter head only includes labour	\$ 310.00
Construction Water Deposit (payable upon request)	\$ 950.00

Breakdown as follows:

- \$600.00 deposit and is refundable at Town's satisfaction
- \$250.00 to cover three (3) months of construction water (prior to meter installation) if not completed after three (3) months the Chief Administrative Officer has the authority to charge \$75.00 per month thereafter or request that a meter be installed immediately to ensure accurate usage.
- \$100.00 labour installation of meter and inspection of service installation

Sewer Charges

For properties connected to both the water and sewer system	30% of the water consumption billing
For properties that are only connected to the sewer system	\$39.00
Snaking of sewers (minimum of two(2) hours)	\$120.00 per hour/person
Snaking of sewers after hours (minimum of two hours)	\$240.00 per hour/person

Utility Penalties

Any utility invoice amount outstanding after the date fixed for payment shall incur a penalty of: 2.5%

Any utility service invoice amount outstanding after the date fixed for payment shall incur a penalty of: 2%



SCHEDULE B

Penalties

<u>First Offence</u>	<u>Section</u>	<u>Penalty</u>
Non-town contractor supplied garbage containers or bins	5	\$200.00
Garbage bins or stands in the front yard	10(a)	200.00
Garbage container in the front yard except on collection day	10(b)	200.00
Garbage containers or bins placed in a location that impedes pedestrian or vehicular traffic	10 (c)	\$200.00
Unauthorized material	16	\$200.00
Placing material in a recycling bin other than the proper recycling material	22	\$200.00
Placing material other than compost material on a compost pile	23	\$200.00
Interfering with access to a meter	30	\$200.00
Non-conformance to a water use restriction or regulation	36	\$500.00
Interfering with the operation of the water works system	38 (a, b, c, d, e)	\$1,000.00
Interfering with the operation of the sewer system	42(a)	\$1,000.00

Second Offence

Second and subsequent offence within one year of the original offence	53	Double the original fine
---	----	--------------------------



Town of Lamont
PO BOX 330
Lamont, Alberta T0B 2R0

Attn: Betty Malica

Re: additional GFL Recycling Fee

Dear Betty,

As you know GFL Environmental Inc. prides itself on providing valuable services to the Town of Lamont. These services include the collection of commingled curbside recyclables. Unfortunately, due to historically unprecedented activities in China restricting the in-flow of North America's recycled commodities, such as plastics and paper, commodity markets have dropped precipitously over the last 6 months. Furthermore, new strict requirements have arisen across all International markets, following China's lead.

As a result, GFL must expend far greater cost in processing to meet criteria that yield far lower values in commodity sale revenue. Many commodities are simply no longer marketable at all. GFL is no longer able to weather these losses on its own. As a result, we are implementing a necessary \$35/MT recycling fee for the handling of your commingled recyclable materials.

In addition, GFL is looking to narrow the list of acceptable materials in the curbside commingled recycling programs and will no longer be accepting the range of materials previously. GFL has earlier communicated our list of acceptable materials that remain marketable, please find a copy attached herein if you have not yet reviewed this request.

If you would like more detailed information please consider reviewing the recent Recycling Council of Alberta workshop on this topic, available at: <https://recycle.ab.ca/workshop/workshop-the-china-market-a-new-reality/>

GFL intends to include the additional commodity fee on June invoices. GFL intends to restrict the range of collection items in the curbside commingled program by November 1st.

If you would like to discuss any of these matters further please contact me directly, Lorenzo Donini at 587-334-6879.

Please understand that GFL is only taking the actions we feel are necessary and long overdue to protect the long term viability of these programs, in what is an un-precedented moment of difficulty within the Recycling Industry.



The worse scenario for us all would be a Public perception arising that the current recycling programs are not living up to their promises. We believe it is time to re-align the curbside programs with reality and do not anticipate more than a 10% reduction (by weight) of material collected by properly complying with our new Acceptable items list. GFL is willing to engage in mutual education and promotion programs to engage the Public on the changes necessary in a positive manner. Although these changes have come suddenly upon the Industry, we believe in the long term it is a necessary course correction to stop un-sustainable practices that were becoming commonplace over the last several years.

Quick Facts:

- China is the World's largest consumer of post-consumer (recyclable) products, consuming about 40% of the World's material
- Since January 1st, 2018, China has implemented new harsh restrictions on the import of post-consumer goods, this policy is known as 'National Sword', and has continued with further restrictions under a new 'Blue Sky' initiative. As a result, China's import of materials has dropped dramatically, some say by more than 50%. China, and many other markets, now require between 0.5 – 1% contamination maximum – an incredibly strict purity requirement. China has banned the import of several materials such as Plastics grade 3, 6 & 7; as well as unsorted mixed paper; and un-sorted mixed plastic containers.
- From 6 months ago, commodity values have dropped as much as 300%. For example, Mixed Paper has dropped from \$45 US/short ton in November to -\$15 (negative) US/short ton in March. Currently, Mixed paper from the Northwest Pacific market area (in which Alberta lies) is rated at between -\$5 to -\$10 US/short ton as of May.

Sincerely,

A handwritten signature in black ink that reads 'Lorenzo Donini'.

Lorenzo Donini
Manager, Material Processing and Municipal Development
GFL Environmental Inc.
ldonini@gflenv.com
cell: 587-334-6879



CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION

P.O. Box 3438, Sherwood Park, AB T8H 2T3

November 19, 2018

John S. Batiuk Regional Water Commission
Box 176
Chipman, Alberta
T0B 0W0

Attention: Pat Tomkow, JSBRWC Commission Manager

RE: 2019 WATER SERVICES RATE INCREASE

This letter is to advise that the CRNWSC Board has approved a rate increase for water services effective January 1, 2019. The approved rate will increase the present rate of \$1.0895 per cubic meter to \$1.1044 per cubic meter.

The increase is reflective of Epcor Water rate increase of \$0.07 along with Strathcona County's supply line increase. Note that your rate is not the full \$0.07 as your 2018 rate was increased to address the capital works at the On-Line Station.

I have attached a document that Epcor Water has provided to the Regional Water Customers Group that outlines the rationale behind their increase.

If you require further information, please contact the undersigned at 780-893-7965.

Sincerely:


Lyle Clarke
CRNWSC Manager



2000, 10423-101 Street
Edmonton Alberta
T5H 0E8
epcor.ca

November 6, 2018

Regional Water Customers Group
c/o Strathcona County
2001 Sherwood Drive
Sherwood Park, AB
T8A 3W7

To the members of the Regional Water Customer Group:

In response to your questions regarding the 2019 Interim Water Rates charged to regional customers, we have reviewed the 2018 forecast and 2019 forecast HDR cost of service models ("HDR COSMs"), as well as the forecast data supporting the HDR COSMs. Overall, the regional share of total system costs (line 8 in the table below), is forecast to increase from 13.3% in 2018 to 13.5% in 2019.

RWCG Share of Total System Costs
(\$ thousands)

Cost of Service Category		A	B	C	D	E	D
		2018			2019		
		Regional	System	%	Regional	System	%
1	O&M Expenses						
2	WTP & Transmission	12,514	46,860	26.7%	13,310	49,828	26.7%
3	Other O&M, franchise fees & revenue offsets	0	41,662	0.0%	0	41,847	0.0%
4	Administration, net of disallowances	3,130	24,633	12.7%	3,310	25,326	13.1%
5	O&M expenses	15,644	113,155	13.8%	16,620	117,001	14.2%
6	Depreciation and amortization	5,072	34,172	14.8%	5,617	36,864	15.2%
7	Return on Rate Base	9,973	83,410	12.0%	10,550	88,229	12.0%
8	Total Regional Cost of Service	30,689	230,737	13.3%	32,787	242,094	13.5%
9	Consumption (ML)	35,525	128,170	27.7%	35,352	127,014	27.8%
10	Interim Water Rate per m3	\$0.86			\$0.93		

The \$2.1 million increase in Total Regional Cost of Service (line 8: \$32.8 million less \$30.7 million), consists of \$0.6 million related to the 0.2% increase in the regional share of total system costs (based on regional customer's utilization of the system) and \$1.5 million increase in total system costs. Changes to total system costs include:

- **Water Treatment Plant (WTP) and Transmission O&M expenses** (line 2), the largest cost categories allocated to regional, are forecast to increase by \$3.0 million (6.4%) from 2018, because of:
 - Increases in chemical prices from US-based suppliers, compounded by continued unfavorable exchange rates;
 - Higher power costs reflecting higher rate riders;

- o Increased Lab Costs related to costs of compliance with changes to Health Canada regulations; and
- o Increases in all other WTP and Transmission expenses, because of wage settlements for unionized personnel and lower than anticipated capital transfers.

The regional share of these costs is derived from the Base and Base/Max Day demand factors, which are essentially unchanged from 2018.

- **Other O&M expenses**, (line 3) including franchise fees and miscellaneous revenues, are forecast to increase by \$0.1 million (0.4%) between 2018 and 2019, with savings from insourcing of meter reading and increased salary transfers (i.e. staff charging a higher proportion of work to capital projects), offsetting higher wage settlements. While these cost categories are not allocated to Regional, they affect the HDR COSM allocation of Administration expenses, increasing the regional share of total system Administration expenses from 12.7% in 2018 to 13.1% in 2019.
- **Administration expenses** (line 4) are forecast to increase by \$0.7 million (2.8%) from 2018. These expenses are allocated to customer segments in proportion to O&M expenses before Power, Chemicals and Administration. Therefore, the \$0.2 million increase in regional administration costs consists of a \$0.1 million increase related to the overall increase in system administration expenses and an additional \$0.1 million related to the 0.4% increase in the share of expenses allocated to regional, as described above.
- **Depreciation and Return on Rate Base** (lines 6 and 7) increase by 7.9% and 6.9% respectively between 2018 and 2019, reflecting increases in the total system rate base, largely attributable to two significant projects:
 - o Construction of the E.L. Smith Solar Project (\$32 million), which will replace over 20% of purchased electricity with solar power produced "behind the meter" at E.L. Smith; and
 - o Acquisition of a new Water D&T facility for approximately \$16 million.

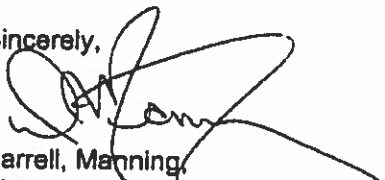
These projects increase forecast depreciation and returns on rate base in 2019 relative to 2018. Note that delays in obtaining rezoning approval at E.L. Smith could delay completion of the solar facility until 2020. As well, an EPCOR-wide real estate review could delay acquisition of the D&T facility. Accordingly, actual capital additions for 2019 are likely to be lower than those that had been forecast in April.

The increases in the regional share of depreciation expense of \$0.5 million (10.8%) and return on rate base of \$0.6 million (5.8%) reflect the growth in the rate base and the higher-than-inflation levels of capital expenditures needed to maintain EWSI's water infrastructure.

The net effect of the factors described above is to increase regional's 2019 forecast cost of service by \$2.1 million (6.8%) from 2018. When combined with slight forecast decreases in both Regional and total system consumption, the 2019 forecast regional water rate increases to \$0.93 per m3 from \$0.86 per m3 in 2018.

Please contact me if you would like any additional information or clarification.

Sincerely,



Darrell, Manning,
Director, Regulatory and Shared Services

.cc Jeff Hutton
Tom McKee

Town of Lamont

Request for Decision

Meeting: Regular Council Meeting
Date: January 22, 2019
Title: Whistle Cessation Request
Agenda Item: Business

Background / Proposal:

On December 18, 2018, a request was received from a resident to have the municipality explore the possibility of requesting Transport Canada to eliminate using the train whistles at the following crossings:

- Highway 831 and 47 Avenue Crossing
- 50 Avenue
- 48 Street

The request states that the increase in the number of trains that go through the municipality has caused a nuisance to the residents that have provided support for the request.

The process for requesting Transport Canada to review the feasibility of the eliminating the train whistles is outlined on Attachment 2. Safety is of the highest importance in determining whether to grant the request.

Discussion / Options / Benefits / Disadvantages:

Administration has provided the information to Transport Canada to gain an understanding of the feasibility of eliminating the whistles at the requested crossings. Council will be provided an update once a feasibility report is received.

Recommended Action:

Administration recommends that Council accept this letter of request for whistle cessation for information.

That Town Council: accept the letter for information.

Attachments:

1. Resident Letter
2. Government of Canada Whistling Cessation Procedure

Supervisor:

CAO: Christine Beveridge

To

December 18 2018

Town of Lamont

CAO Ms. Christine Beveridge

Cessation of Train Whistling

Due to the increased number of trains passing through the Town of Lamont the train whistles have become bothersome to the people living nearby. It is requested that the Town explore the possibility of a complete cessation of whistling at the three following crossings:

1. Highway 831 and 47 avenue crossing, west side of town
2. 50 avenue crossing
3. 48 street crossing

Your attention and response to this matter would be appreciated. Thank you.

Jim Dowell 5616-52 ave

5602-52 ave

5602-52 ave

5535-52 ave

5535-52 ave

5602-52 ave

5628-52 ave

5539-52 ave

5624-52 ave

5547-52 ave

5547-52 ave

5624-52 ave

5624-52 ave

5612-52 ave

5612-52 ave

5612-52 ave

5551-52 ave

Government of Canada Gouvernement du Canada

[Home](#) → [Rail Transportation](#) → [Rail Safety](#) → [Grade Crossings Standards](#)

→ [Appendix D – Whistling Cessation](#)

Appendix D – Whistling Cessation

**Table D-1 –
Requirements for
Warning Systems
at Public Grade
Crossings within
an Area
without Whistling**

Grade Crossings Standards

- [Printable Version](#)
- [Table of Contents](#)
- [Part A – Introduction](#)
- [Part B – Existing Grade Crossings](#)
- [Part C – New Standards](#)
- [Part D – Design Calculations](#)
- [Part E – Warning System Design](#)
- [Part F – Interconnected Devices](#)
- [Appendix A – Light Emitting Diode \(LED\) Signal Modules](#)
- [Appendix B – Limited Use Warning Systems](#)
- [Appendix C – Limited Use Warning Systems with Walk Light](#)
- [Appendix D – Whistling Cessation](#)

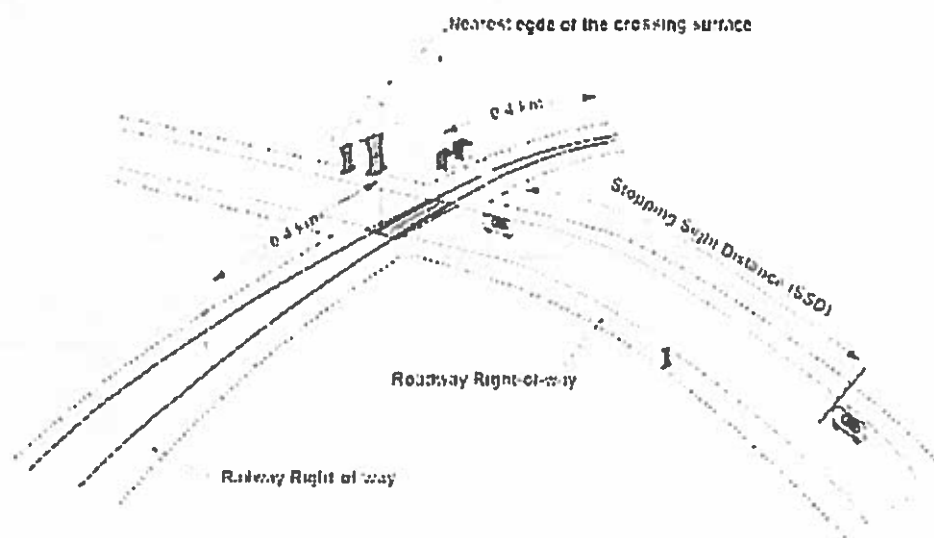
Railway Design Speed	Column A		Column B	
	Grade Crossings for Vehicle Use		Grade Crossings For Sidewalks, Paths, or Trails with the centreline no closer than 3.6 m (12 ft) to a warning signal for vehicles	
	No. of Tracks		No. of Tracks	
	1	2 or more	1	2 or more
Column 1	Column 2	Column 3	Column 4	Column 5
1 – 25 km/h (15 mph)	FLB	FLB	No warning system requirement	No warning system requirements
25 – 81 km/h (16 – 50 mph)	FLB	FLB & G	FLB	FLB & G
Over 81 km/h (50 mph)	FLB & G	FLB & G	FLB & G	FLB & G

Legend :

FLB is a warning system consisting of flashing lights and a bell.

FLB & G is a warning system consisting of flashing lights, a bell and gates.

Figure D-1 – prescribed area for whistling cessation as per article 23.1 of the RSA



Text version for Figure D-1

Date modified: 2015-01-19

**Government
of Canada** **Gouvernement
du Canada**

[Home](#) → [Transport and infrastructure](#) → [Rail Transportation](#)

→ [Procedure for Train Whistling at Public Grade Crossings](#)

Procedure for Train Whistling at Public Grade Crossings

Train Whistling at Public Grade Crossings

Train whistling is an important way to keep drivers, cyclists and pedestrians safe. The Canadian Rail Operating Rules (CROR 14) require all trains to whistle whenever they approach a public grade crossing.

In some cases, these whistles can be bothersome to people living nearby and municipalities may wish to end the whistling to provide local residents with relief from the noise.

If you are a resident wanting to stop train whistles in your neighbourhood, contact your municipality. If the municipality agrees to proceed with your request, it must follow the whistling cessation procedure detailed below. In brief, the municipality must consult with the railway company to assess the feasibility of the request; notify the public and other interested parties of their intent; and ultimately pass a council resolution to stop the whistling. The procedure promotes the collaboration between municipalities and railway companies in ensuring grade crossings remain safe.

Procedure for Eliminating Whistling At Public Grade Crossings

This procedure is consistent with the requirements of section 23.1 of the *Railway Safety Act*, section 104 of the new *Grade Crossings Regulations* which came into effect on November 27, 2014, and Appendix D of the *Grade Crossing Standards*. It supersedes the previous *Procedure & Conditions for Eliminating Whistling at Public Crossings (Guideline No. 1)*.

Step 1

Interest for whistling cessation is expressed.

An interest for whistling cessation exists when a municipality receives a request from a citizen or a community group to stop train whistling at a specific area (one crossing or multiple crossings) along a railway corridor.

Step 2**Municipality consults with railway company.**

The municipality consults with the railway company that operates the relevant line of railway to assess the feasibility of the whistling cessation request.

Step 3**Municipality issues notifications and public notice.**

The municipality notifies all relevant associations or organizations (<http://www.tc.gc.ca/eng/railsafety/legislation-380.htm>) and issues a public notice of its intention to pass a resolution declaring that it agrees that whistles should not be used at a specific area (crossing or multiple crossings) along a railway corridor.

Step 4**Municipality and railway assess the crossing(s) against the prescribed requirements in the *Grade Crossings Regulations* and *Grade Crossing Standards*.**

The municipality and the railway company assess whether or not the area (crossing or multiple crossings) meets the whistling cessation requirements specified in section 104 of the *Grade Crossings Regulations* and Appendix D of the *Grade Crossing Standards*. This may be done by engaging a professional engineer to determine if the area complies with the conditions in the regulations.

Step 5**Municipality and railway agree that the crossing(s) meets the prescribed requirements of the *Grade Crossings Regulations* and *Standards*.**

If the municipality and the railway company do not mutually agree that the crossing(s) meets the prescribed requirements, they should try to resolve the conflict.

Step 5A (optional)

Municipality and railway request a final decision from Transport Canada.

If disagreement between the municipality and the railway persists, the supporting documentation should be provided to Transport Canada (railsafety@tc.gc.ca) for further assessment. Transport Canada's decision on the issue is final.

Step 6

Municipality passes a resolution declaring that it agrees that whistles should not be used in that area, thereby prohibiting train whistling.

Once it is deemed that the provisions of the *Grade Crossings Regulations* and Standards are satisfied, the municipality must declare, by resolution, that it agrees that train whistles should not be used at the prescribed crossing(s). A copy of the resolution should be sent to the railway company and all relevant associations or organizations, including the head quarters of Transport Canada's Rail Safety Directorate (railsafety@tc.gc.ca).

Step 7

Railway company notifies Transport Canada and informs the municipality within 30 days that it has arranged to have whistling ceased at the crossing(s).

Upon receipt of the resolution, the railway company issues its special instructions, as per CROR 14(l)(iv), eliminating the application of CROR 14(l)(i), while providing for CROR 14 (f). The railway company notifies the headquarters of Transport Canada's Rail Safety Directorate (railsafety@tc.gc.ca) of the effective date of whistling cessation at the crossing (s), and provides a copy of its special instructions.

The railway company notifies the municipality and/or the road authorities in writing of the whistling cessation not later than 30 days after the day whistling is ceased.

Step 8

Municipality and railway share the responsibility for monitoring and maintaining the conditions that support the cessation of train whistling at the crossing(s).

A Transport Canada Railway Safety Inspector may order the reinstatement of whistling at the crossing(s) should the responsible authorities fail to maintain the area in a manner that meets the prescribed requirements of the *Grade Crossings Regulations* and section 23.1 of the *Railway Safety Act*.

For More Information

Canada has one of the safest rail transportation systems in the world as a result of shared efforts between many partners including Transport Canada, provincial governments, railways and municipalities. To learn more about the many ways in which Transport Canada and its partners are improving railway safety, please visit the Rail Safety section of Transport Canada's web site at <http://www.tc.gc.ca/eng/railsafety/menu.htm>.

Date modified: 2015-07-27

Town of Lamont

Request for Decision

Meeting: Regular Council Meeting
Date: January 22, 2019
Title: Harassment and Violence Policy 12-59
Agenda Item: Business

Background / Proposal:

The Corporate Services Committee has reviewed the Harassment and Sexual Harassment policies and created a new Harassment and Violence Policy.

Discussion / Options / Benefits / Disadvantages:

A review was completed in late 2018 identifying that the Occupational Health and Safety Code required changes to the Town's policies dealing with harassment to include violence. Following the review a new policy was drafted which incorporated Policy #11-15 and Policy #12-31 and the additional requirement.

Recommended Action:

The Corporate Services Committee recommends that Council approve the Harassment and Violence Policy #12-59 and rescind Harassment Policy #11-15 and Sexual Harassment #12-31.

1. **That Town Council:** approve the Harassment and Violence Policy #12-59 as recommended by the Corporate Services Committee.
2. **That Town Council:** rescind Policy #11-15 and #12-31.

Attachments:

1. Harassment and Violence Policy # 12-59
2. Harassment Policy #11-15
3. Sexual Harassment Policy #12-31

Supervisor:

CAO: Christine Beveridge



12-59 Harassment and Violence

Policy Statement

The Town of Lamont is committed to a healthy, harassment and violence free work environment for all employees. This policy is intended to prevent harassment and violence of any type (including sexual harassment) of our employees and to deal quickly and effectively with any incident that might occur.

This policy covers all Town employees, clients, customers and visitors.

Definition of Harassment and Violence

Harassment occurs when an employee is subjected to unwelcome verbal or violent physical conduct because of race, religious beliefs, colour, gender, physical or mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. Sexual harassment may be in the form of promised favours in return for sexual favours or it may be presented as a request for sexual favours accompanied by a threat of reprisal if the individual refuses. Alberta Human Rights laws prohibit workplace harassment based on these grounds.

Examples of Harassment and Workplace Violence that will not be tolerated:

- a. Verbal or physical abuse;
- b. Threats;
- c. Derogatory remarks;
- d. Jokes, innuendo or taunts related to any employee's race, religious beliefs, colour, gender, physical or mental disabilities, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation;
- e. Displays of pornographic, racist or offensive signs or images;
- f. Practical jokes that result in awkwardness or embarrassment;
- g. Unwelcome invitations or requests, whether indirect or explicit;
- h. Physical violence, intimidation, or other threatening disruptive behavior;
 - i. Property damage, vandalism, sabotage;



Town Of Lamont Policy Manual

Harassment and Violence Policy
Policy # 12-59
Corporate Services Committee
January 22, 2019

- j. Pushing, theft, physical assaults; and
- k. Anger-related incidents, rape, arson and murder.

Procedure

If you are being harassed:

1. Tell the harasser that their behaviour is unwelcome and ask them to stop.
2. Keep a record of incidents (dates, times, locations, possible witnesses, what happened and your response). You do not have to have a record of events in order to make a complaint, but a record can strengthen your case and help you remember details over time.
3. Make a complaint. If, after asking the harasser to stop their behaviour, the harassment continues, report the problem to one of the following individuals:
 - a. Department Supervisor;
 - b. CAO; or
 - c. Mayor and Council.

Dealing with a Complaint

Once a complaint is received, it will be kept strictly confidential. An investigation will be undertaken promptly, and all necessary steps taken to resolve the problem. If appropriate, action taken may include conciliation.

Both the complainant and the alleged harasser will be interviewed, as will any individuals who may be able to provide relevant information. All information will be kept in confidence.

If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately. Discipline may include suspension or dismissal, and the incident will be documented in the harasser's file.

No documentation will be placed on the complainant's file when the complaint has been made in good faith, whether the complaint has been upheld or not.

If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged harasser.

Regardless of the outcome of a harassment complaint made in good faith, the employee lodging the complaint, as well as anyone providing information, will be protected from any form of retaliation by either co-workers or superiors. This includes dismissal, demotion,



Town Of Lamont Policy Manual

Harassment and Violence Policy
Policy # 12-59
Corporate Services Committee
January 22, 2019

unwanted transfer, denial of opportunities within the company or harassment of an individual as a result of their having made a complaint or having provided evidence regarding the complaint.

An employee may file a complaint with the Alberta Human Rights Commission or the RCMP at any time the employee feels it is appropriate.

Documented details will be kept in a secure, confidential file.

Adopted by Council:		Initials:
Motion Number:		
Supersedes:		



11-15 Harassment Policy

Policy Statement

The Town of Lamont is committed to a healthy, harassment free work environment for all employees. This policy is intended to prevent harassment of any type of our employees and to deal quickly and effectively with any incident that might occur.

Definition of Harassment

Harassment occurs when an employee is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, colour, gender, physical or mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

Alberta Human Rights laws prohibit workplace harassment based on these grounds.

Examples of Harassment that will not be tolerated

The following examples of harassment will not be tolerated by the Town of Lamont:

- verbal or physical abuse
- threats
- derogatory remarks
- jokes, innuendo or taunts related to any employee's race, religious beliefs, colour, gender, physical or mental disabilities, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation
- displays of pornographic, racist or offensive signs or images
- practical jokes that result in awkwardness or embarrassment
- unwelcome invitations or requests, whether indirect or explicit

Procedure

If you are being harassed:

1. Tell the harasser that their behaviour is unwelcome and ask them to stop
2. Keep a record of incidents (dates, times, locations, possible witnesses, what happened and your response). You do not have to have a record of events in order to make a complaint, but a record can strengthen your case and help you remember details over time.
3. Make a complaint. If, after asking the harasser to stop their behaviour, the harassment continues, report the problem to one of the following individuals:
 - a) Department Supervisor
 - b) CAO
 - c) Mayor and Council



Town Of Lamont Policy Manual

Harassment Policy
Policy # 11-15
Corporate Services Committee

Dealing with a Complaint

Once a complaint is received, it will be kept strictly confidential. An investigation will be undertaken immediately and all necessary steps taken to resolve the problem. If appropriate, action taken may include conciliation.

Both the complainant and the alleged harasser will be interviewed, as will any individuals who may be able to provide relevant information. All information will be kept in confidence.

If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately. Discipline may include suspension or dismissal, and the incident will be documented in the harasser's file.

No documentation will be placed on the complainant's file when the complaint has been made in good faith, whether the complaint has been upheld or not.

If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged harasser.

Regardless of the outcome of a harassment complaint made in good faith, the employee lodging the complaint, as well as anyone providing information, will be protected from any form of retaliation by either co-workers or superiors. This includes dismissal, demotion, unwanted transfer, denial of opportunities within the company or harassment of an individual as a result of their having made a complaint or having provided evidence regarding the complaint.

Adopted by Council:	January 26, 2016	Initials:
Motion Number:	22/16	
Supersedes:		



Town Of Lamont Policy Manual

Attachment #3
Personnel Policy Manual – Sexual Harassment
Policy # 12-31
Corporate Services Committee
May 2, 2012

12-31 Sexual Harassment

General Statement:

Employees have the right to work in an environment which is free from sexual harassment. This policy will serve to define sexual harassment and will indicate employer and employee responsibilities in both preventing sexual harassment and in dealing with instances of alleged or actual sexual harassment.

1. Definition:

- a) Sexual harassment is a deliberate action such as an offensive sexual comment, gesture or physical contact which is directed towards another individual. The action is very definitely unwanted by the individual towards whom it is directed. Sexual harassment may be in the form of promised favours in return for sexual favours or it may be presented as a request for sexual favours accompanied by a threat of reprisal if the individual refuses.
- b) Sexual harassment is not flirtatious comments or advances between two consenting individuals, nor is it the accepted social banter that often occurs in the workplace.
- c) Sexual harassment involves actions which any reasonable person would realize as unwanted.

2. Employer and Employee Responsibilities:

- a) Effort should be made to clearly communicate what is accepted social banter and what is considered offensive and unwanted. If an employee feels that he or she is being treated in an offensive manner, the employee should clearly communicate that such behavior is unwanted and that it should end.
- b) It is recommended that individuals receiving unwanted sexual advances keep a record of unwanted advances as well as any actions taken by the employee to stop the advances or to indicate that specific actions are unwanted.
- c) If the offensive behavior continues, or an action is particularly upsetting, the employee should immediately report the situation to a Supervisor.
- d) A Supervisor who has received a report of sexual harassment, or is aware of sexual harassment occurring, shall immediately report it to the CAO.
- e) Reports of sexual harassment will be dealt with in strict confidence.



Town Of Lamont Policy Manual

Personnel Policy Manual – Sexual Harassment Policy # 12-31

Corporate Services Committee

May 2, 2012

- f) The CAO will speak individually with the alleged offender and victim to gather all details of the incident. In deciding whether further action should be taken, the CAO will ensure that the details are complete and accurate, and the context of the circumstances will be considered. The CAO may suggest that the employee contact the RCMP if there is evidence of a criminal offence.
- g) An employee may file a complaint with the Human Rights commission or the RCMP at any time the employee feels it is appropriate.
- h) Documented details will be kept in a secure, confidential file.

Adopted by Council:	January 13, 2015	Initials:
Motion Number:	12/15	
Supersedes:	20-11 (Renumbered)	

Town of Lamont

Request for Decision

Meeting: Regular Council Meeting
Date: January 22, 2019
Title: Public Participation Policy 11-19
Agenda Item: Business

Background / Proposal:

In order to move towards compliance of the *Municipal Government Act* (MGA), a Public Participation Policy must be adopted by the municipality.

Discussion / Options / Benefits / Disadvantages:

As part of the review of the MGA, the Provincial Government stated that "Albertans have indicated there is a lack of clarity around the scope of municipalities' responsibility to engage with their constituents.

In response, the Provincial Government required that "municipalities adopt public participation policies that outline their approaches for engaging with stakeholders, although municipalities will continue to have the flexibility to determine their approach to public participation" (Alberta Government, 2015).

The purpose of the policy is to guide public engagement processes inclusive of all external and internal public engagement opportunities such as; statutory, non-statutory and other proposed programs or services, that may have an impact on the residents of the Town.

The Corporate Services Committee reviewed the policy to ensure that the policy meets the requirements of the MGA.

Recommended Action:

The Corporate Services Committee recommends that the Public Participation Policy #11-19 be approved by Council.

1. **That Town Council:** approve the Public Participation Policy #11-19 as recommended by the Corporate Services Committee.

Attachments:

1. Public Participation Policy # 11-19

Supervisor:

CAO: Christine Beveridge



11-19 Public Participation

Policy Statement

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

GENERAL POLICY PRINCIPLES

Council recognizes that good governance includes engaging municipal stakeholders in Public Participation by:

- Creating opportunities for municipal stakeholders who are affected by a decision to influence the decision.
- Promoting sustainable decisions by recognizing various Municipal Stakeholder interests.
- Providing municipal stakeholders with the appropriate information and tools to engage in meaningful participation.
- Recognizing that although Councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision-making process.

DEFINITIONS

1. **"CAO"** means the Chief Administrative Officer of the Municipality or their delegate.
2. **"Municipal Stakeholders"** means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.
3. **"Municipality"** means the Town of Lamont.
4. **"Public Participation"** includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.



Town of Lamont Policy Manual

Public Participation
Policy # 11-19
Corporate Services Committee
January 22, 2019

5. **"Public Participation Plan"** means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.
6. **"Public Participation Tools"** means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
 - (a) in-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops;
 - (b) digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
 - (c) written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and
 - (d) representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

Procedure

COUNCIL RESPONSIBILITIES

1. Council shall:
 - a) review and approve Public Participation Plans developed by the Chief Administrative Officer in accordance with this Policy or as directed by Council;
 - b) consider input obtained through Public Participation; and
 - c) review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.

ADMINISTRATION RESPONSIBILITIES

1. CAO shall:
 - a) in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
 - b) implement approved Public Participation Plans; and
 - c) report the findings of the Public Participation to Council.



Town of Lamont Policy Manual

Public Participation
Policy # 11-19
Corporate Services Committee
January 22, 2019

2. Public Participation Opportunities

- a) CAO shall develop and implement a Public Participation Plan in the following circumstances:
- b) when new programs or services are being established; or
- c) as otherwise directed by Council.

3. Policy Expectations

- a) Legislative and Policy Implications
 - i. All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
 - ii. All Public Participation will be undertaken in accordance with all existing municipal policies.
 - iii. This Policy shall be available for public inspection and may be posted to the Municipality's website.
 - iv. This Policy will be reviewed at least once every four years, and/or following a general election.
- b) Public Participation Standards
 - i. Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
 - ii. Public Participation activities will be conducted in a professional and respectful manner.
 - iii. The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.
- c) Public Participation Plans
 - i. Public Participation Plans will, at minimum, include the following:
 - a. a communication plan to inform the public about the Public Participation plan and opportunities to provide input;
 - b. timelines for participation; and



Town of Lamont Policy Manual

Public Participation
Policy # 11-19
Corporate Services Committee
January 22, 2019

c. information about how input will be used.

d) Reporting and Evaluation

- i. Information obtained in Public Participation will be reviewed by CAO and a report shall be provided to Council.
- ii. The report shall include, at minimum, the following:
 - a. an overview of the Public Participation Plan and how it was developed;
 - b. an assessment of the effectiveness of the plan based on the level of engagement and the quality of input;
 - c. a summary of the input obtained; and
 - d. may include recommendations for future Public Participation Plans.
- i. Reports shall be provided to Council for review.

Adopted by Council:		Initials:
Motion Number:		
Supersedes:		

ACTION REGISTER

[illegible]