

# Organizational Meeting Package

October 24, 2023



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**AGENDA  
TOWN OF LAMONT  
ORGANIZATIONAL MEETING OF COUNCIL  
October 24, 2023**

**1. CALL TO ORDER AND RELATED BUSINESS**

**1.1. CALL TO ORDER**

**1.2. ADOPTION OF AGENDA**

**1.3. DECLARATION OF PECUNIARY INTEREST**

**2. BUSINESS**

**2.1. 2024 REGULAR COUNCIL MEETING SCHEDULE .....Page 1**

**2.2. APPOINTMENT OF REGIONAL DIRECTOR OF EMERGENCY MANAGEMENT/DEPUTY REGIONAL DIRECTOR OF EMERGENCY MANAGEMENT .....Page 3**

**2.3. APPOINTMENT OF MUNICIPAL INSPECTOR .....Page 4**

**2.4. DEPUTY MAYOR APPOINTMENT .....Page 5**

**2.5. 2023 - 2024 COUNCIL APPOINTMENTS TO BOARDS, COMMITTEES AND**

**COMMISSIONS .....Page 8**

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**2.7. ACCESS AND SIGNING AUTHORITY.....Page 13**

**3. ADJOURNMENT**



# TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 2.1

**ORGINIZATIONAL MEETING DATE:**  
**October 24, 2023**

**ITEM DESCRIPTION OR TITLE**  
**2024 Regular Council Meeting Schedule**

**RECOMMENDATION**

**THAT** Council set a schedule of the second and fourth Tuesday of each month at 7:00 p.m. for the 2024 Regular Council Meetings with the exception of:

- July 23, 2024 and August 13, 2024 (Summer Break)
- September 24, 2024 (Alberta Municipalities Conference)
- December 24, 2024 (Seasonal Break)

**BACKGROUND**

In accordance with Section 193 of the *Municipal Government Act*, a Council may decide at a Council meeting at which all members are present, the dates, times and location of regularly scheduled Council meetings.

The establishment of meeting dates is normally approved at the annual Council Organizational meeting. No further notice of regularly scheduled meetings is required, once approved.

It is recommended that the Tuesday, July 23, 2024 and Tuesday, August 13, 2024 Regular Council Meetings be cancelled for summer break. Council has previously cancelled summer meetings to recognize few Council business items coming forward during the summer months, and to allow scheduling of holidays.

The second regular Council Meeting in September is typically cancelled for the Alberta Municipalities Conference, this date will be September 24, 2024.

Additionally, the second regular Council meeting in December is typically cancelled, and this date will be December 24, 2024.

If any urgent business should arise, a Special Meeting of Council may be scheduled.

**COMMUNICATIONS**

Meeting dates are published on the Town website, newsletter and social media.

**IMPLICATIONS OF DECISION**

N/A



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**FINANCIAL IMPLICATIONS**

N/A

**POLICY AND/OR LEGISLATIVE REFERENCES**

*Municipal Government Act - Section 193*

**ATTACHMENTS**

N/A

Report Prepared By: Jackii Ponto-Lloyd, Executive Assistant

Approved by CAO:

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

AGENDA ITEM: 2.2

**ORGINIZATIONAL MEETING DATE:**  
**October 24, 2023**

**ITEM DESCRIPTION OR TITLE**

**Appointment of Regional Director of Emergency Management and  
Regional Deputy Directors of Emergency Management**

**RECOMMENDATION**

**THAT** Council appoint Bo Moore as Regional Director of Emergency Management, and Herman Sieker and Colin Zyla as Regional Deputy Directors of Emergency Management.

**BACKGROUND**

Council is required to appoint a Regional Director of Emergency Management (DEM) and Regional Deputy Director of Emergency Management as per the Regional Emergency Management Bylaw 03-21.

It is noted that Council approved a Regional Emergency Management Partnership Agreement, Regional Emergency Management Bylaw, and associated Terms of Reference in 2019. To date the Regional Emergency Management Partnership has been endorsed by the province.

**COMMUNICATIONS**

N/A

**IMPLICATIONS OF DECISION**

N/A

**FINANCIAL IMPLICATIONS**

N/A

**POLICY AND/OR LEGISLATIVE REFERENCES**

Regional Emergency Management Bylaw 03-21

**ATTACHMENTS**

None.

Report Prepared By: Jackii Ponto-Lloyd, Executive Assistant

Approved by CAO: 



**TOWN OF LAMONT  
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AGENDA ITEM: 2.3

**ORGINIZATIONAL MEETING DATE:**  
October 24, 2023

**ITEM DESCRIPTION OR TITLE**  
**Appointment of Municipal Inspector**

**RECOMMENDATION**

**THAT** Council appoint Leslie Jans as Municipal Inspector under *the Alberta Agricultural Pest Act* and *Alberta Weed Control Act*.

**BACKGROUND**

Municipalities are responsible for ensuring that Weed and Pest Inspectors are appointed as per the *Weed Control Act* and *Agricultural Pests Act*. A Weed and Pest Inspector is responsible for monitoring compliance and enforcing the *Weed Control Act* and *Agricultural Pests Act*.

**COMMUNICATIONS**

N/A

**IMPLICATIONS OF DECISION**

Administration recommends that Council approves the proposed motion. In doing so, the municipality would adhere to provincial requirements set out in the *Alberta Agricultural Pests Act* and the *Alberta Weed Control Act*.

**FINANCIAL IMPLICATIONS**

Failure to appoint sufficient municipal inspectors may result in appointment of inspectors by the Minister of Agriculture and Forestry. All expenses incurred when the Minister appoints inspectors are recovered from the municipality.

**POLICY AND/OR LEGISLATIVE REFERENCES**

*Agricultural Pests Act*  
*Weed Control Act*

**ATTACHMENTS**

None.

Report Prepared By: Jackii Ponto-Lloyd, Executive Assistant

Approved by CAO: 



# TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 2.4

**ORGINIZATIONAL MEETING DATE:**  
**October 24, 2023**

**ITEM DESCRIPTION OR TITLE**  
**Deputy Mayor Appointment**

### RECOMMENDATION

**THAT** Council appoint Councillor Jody Foulds as Deputy Mayor for a period of 1 year.

### BACKGROUND

Historically, Council approves the appointment of Deputy Mayor(s) at the Organizational Meeting. It is typically recommended that a schedule be set for Deputy Mayor. At the October 25, 2022, Organizational Meeting the Deputy Mayor Appointment was for a period of one (1) year.

The official oath for the next Deputy Mayor would occur following the October 24, 2023, Organizational meeting.

### COMMUNICATIONS

Once approved, the appointment will be made available on the Town of Lamont website.

### IMPLICATIONS OF DECISION

The Deputy Mayor provides support capacity in the event the Mayor is unavailable.

### FINANCIAL IMPLICATIONS

N/A

### POLICY AND/OR LEGISLATIVE REFERENCES

- Under section 152 of the *Municipal Government Act*, RSA 2000, c. M-26 (MGA), “A Council must appoint one or more Councillors as deputy chief elected official so that (a) only one councillor will hold that office at any one time, and (b) the office will be filled at all times.”
- Under section 152(2) of the MGA, “A deputy chief elected official must act as the chief elected official (a) when the chief elected official is unable to perform the duties of the chief elected official, or (b) if the office of chief elected official is vacant.”
- Under section 152(3) of the MGA, “A council may appoint a councillor as an acting chief elected official to act as the chief elected official (a) if both the chief elected official and the deputy chief elected official are unable to perform the duties of the chief elected



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official, or (b) if both the office of chief elected official and the office of deputy chief elected official are vacant.”

- Further, as per section 156 of the MGA, “A councillor, a chief elected official and a deputy and acting chief elected official may not carry out any power, duty or function until that person has taken the official oath prescribed by the *Oaths of Office Act*.”

**ATTACHMENTS**

Deputy Mayor Oath

Report Prepared By: Jackii Ponto-Lloyd, Executive Assistant

Approved by CAO:

A handwritten signature in black ink, appearing to be the initials "JPL", is written over a white background.



## Official Oath of Office

I, \_\_\_\_\_, do swear that I will diligently, faithfully and to the best of my ability, execute according to law the office of Deputy Mayor for the Town of Lamont. So help me God.

Sworn before me at )  
the Town of Lamont, in ) \_\_\_\_\_  
the Province of Alberta, this ) Deputy Mayor  
\_\_\_\_ Day of \_\_\_\_\_ 2022. )

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### Commissioner for Oaths

The swearing in ceremony for the Deputy Mayor Oath of Office was performed on \_\_\_\_\_, 2022

Deputy Mayor and Jaclyn Ponto, Commissioner for Oaths in the Province of Alberta had in their possession paper copies of the Oath which they reviewed prior to Mayor Perrin conducting the Oath of Office. The Commissioner witnessed the Deputy Mayor sign the Oath of Office following which the Commissioner affixed her name to the signed oath.



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AGENDA ITEM: 2.5

**ORGANIZATIONAL MEETING DATE:**  
October 24, 2023

**ITEM DESCRIPTION OR TITLE**

**2023-2024 Council Appointments to Boards, Committees and Commissions**

**RECOMMENDATION**

**THAT** Council approve the membership list for the 2023-2024 Council appointments to Boards, Committees and Commissions as presented.

**BACKGROUND**

Council annually approves the appointment of members of Council to the Council Boards, Committees and Commissions at the annual Organizational Meeting of Council.

A list for the proposed 2023-2024 Council appointments to Council Boards, Committees and Commissions has been prepared and will need to be reviewed for approval or any changes that may be required.

**COMMUNICATIONS**

Letters would be sent to the appropriate Boards, Committees and Commissions with the updated information.

**IMPLICATIONS OF DECISION**

If Council were to not approve the recommended appointments, they could provide alternate appointments. There would be no impact to the organization if alternate appointments were approved.

**FINANCIAL IMPLICATIONS**

N/A

**POLICY AND/OR LEGISLATIVE REFERENCES**

N/A

**ATTACHMENTS**

2023-2024 Council Boards, Committees and Commissions Appointment Listing

Report Prepared By: Jackii Ponto, Executive Assistant  
Approved by CAO: 

<b>2023/2024 EXTERNAL BOARDS, COMMITTEES AND COMMISSIONS APPOINTMENTS</b>		
<b>Committee Name</b>	<b>Committee/Commission Purpose</b>	<b>Council Representatives</b>
Lamont Catering Club	Decision making and running of the Hall Kitchen	P. Koroluk Alternate: C. Holowaychuk
Lamont County Housing Foundation	We commit ourselves to provide safe, quality and affordable group housing to those in need, and offer an environment which promotes equality, and enhanced healthy lifestyle, in a cost-effective manner.	L. Sieker
Lamont Public Library Board	The initial function of the Board was to access municipal and provincial funding to be distributed among our four local libraries in Andrew, Bruderheim, Lamont and Mundare	C. Holowaychuk
Northern Lights Library System Board	The board members participate in making important decisions, and bring their knowledge, experience, time and energy to this task.	C. Holowaychuk Alternate: A. Harvey
St. Michael Regional Solid Waste Commission	The St. Michael Regional solid Waste Commission has been established by the Lieutenant Governor in council under Alberta Regulation 232/99 as amended by the Lamont County Regional Solid Waste Commission Amendment Regulation AR 177/2014 pursuant to the Municipal Government Act (Alberta); to provide solid waste service to its Member Municipalities and to other customers as approved by the Board.	J. Foulds Alternate: A. Harvey
John S. Batiuk Regional Water Commission	John S. Batiuk Regional Water commission which supplies water services to the counties of Strathcona and Lamont and AB Central East.	D. Taylor Alternate: J. Foulds
Lamont County Regional Mayors and Administrators Committee	Discussion on what other municipalities are doing and to help each other.	K. Perrin Alternate: Deputy Mayor
Lamont County Inter-Municipal FCSS Regional Board	Regional programming	P. Koroluk Alternate: L. Sieker
Educational Liaison Elementary	The mission of our school council is to enhance the educational experience at Lamont Elementary School through actively supporting staff, students, programs, facilities, parents, school events and the Elk Island Public School Division.	C. Holowaychuk Alternate: P. Koroluk

Educational Liaison Secondary	The Lamont High School Foundation raises and distributes money to support the school programming and enhance the education of our students. These meetings are run by Parents and need volunteers. It is always informative, sometimes challenging but always fun to be involved in our children's educational experience through attending and supporting the Parent Council and Foundation meetings.	C. Holowaychuk Alternate: J. Foulds
Fort Saskatchewan & District Chamber of Commerce Liaison	Fort Saskatchewan & District Chamber of Commerce is an advocate for today's business community and our future business leaders.	A. Harvey Alternate: L. Sieker
Alberta Hub		A. Harvey Alternate: J. Foulds
Regional Emergency Management Committee		A. Harvey Alternate: K. Perrin

<b>Committee Name</b>	<b>Appointed Representative</b>
Governance and Priorities Committee	ALL
Parks and Recreation Committee	D. Taylor, J. Foulds, Ex-officio K. Perrin
Local Emergency Management Committee	P. Koroluk, J. Foulds, A. Harvey, Ex-officio K. Perrin
Economic Development Board	A. Harvey, L. Sieker, Ex-officio K. Perrin
Weed Control Act Appeal Committee	ALL
Agricultural Pest Act Appeal Committee	ALL
Strategic Planning Committee	ALL



**TOWN OF LAMONT  
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**AGENDA ITEM:** 2.6

**ORGINIZATIONAL MEETING DATE:**  
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**ITEM DESCRIPTION OR TITLE**  
**Professional Appointments**

**RECOMMENDATION**

1. **THAT** Council appoint Metrix LLP as auditors for the Town of Lamont for 2024.
2. **THAT** Council appoint Ronald W. Poitras and Brownlee LLP to provide legal services to the Town of Lamont for 2024.
3. **THAT** Council appoint Mike Krim, Tanmar Consulting Inc. as designated officer to carry out the functions, duties and powers of a municipal assessor for the Town of Lamont for 2024.
4. **THAT** Council appoint Lamont County to provide Intermunicipal Subdivision and Development Appeal Board (ISDAB) services to the Town of Lamont for 2024.
5. **THAT** Council appoint the Capital Region Assessment Services Commission for Assessment Review Board services for the Town of Lamont for 2024.
6. **THAT** Council appoint Diane Burtnick for Planning and Development Officer services for the Town of Lamont for 2024.
7. **THAT** Council appoint the Inspection Group for Building Permit services for the Town of Lamont for 2024.

**BACKGROUND**

Council annually approves the appointment of the Auditors, Engineers, Solicitors and Assessors to provide their services for the upcoming year.

It is a legislative requirement that the assessor be appointed as designated officer for the municipality (Section 284.2 (1)).

Further the MGA requires that a municipality must appoint auditors (Section 280).

Currently, the professional appointments are as follows:

**Town Auditor**

Metrix LLP

**Town Solicitors**

Ronald W. Poitras, Professional Corporation  
Brownlee LLP



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**Town Assessor**

Tanmar Consulting Inc.

**Intermunicipal Subdivision and Development Appeal Board (ISDAB)**

Lamont County

**Assessment Review Board**

Capital Region Assessment Services Commission

**Planning and Development**

Diane Burtnick

**Building Permit**

Inspection Group

If Council were to not approve the recommended appointments, they could provide alternate appointments.

**COMMUNICATIONS**

N/A

**IMPLICATIONS OF DECISION**

N/A

**FINANCIAL IMPLICATIONS**

N/A

**POLICY AND/OR LEGISLATIVE REFERENCES**

Section 280 and 284, MGA

**ATTACHMENTS**

None

Report Prepared By: Jackii Ponto-Lloyd, Executive Assistant

Approved by CAO:



**TOWN OF LAMONT  
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AGENDA ITEM:

2.7

**ORGINIZATIONAL MEETING DATE:**  
October 24, 2023

**ITEM DESCRIPTION OR TITLE**

**Access and Signing Authority**

**RECOMMENDATION**

1. **THAT** Council authorize access for all ATB Financial and Servus Credit Union accounts to the following members of staff: Chief Administrative Officer Rick Bastow; Deputy Chief Administrative Officer Dawn Nielsen; Finance Officer Robert (Guofu) Mu and Administrative Assistant Betty Malica;
2. **THAT** Council authorize access for the Credit Union Payment Services (CUPS) to the following members of staff: Deputy Chief Administrative Officer Dawn Nielsen and Administrative Assistant Betty Malica;
3. **THAT** Council authorize Servus Credit Union Credit Cards in the limit of \$35,000.00 in the names of Chief Administrative Officer Rick Bastow and Director Operations and Infrastructure, Tyler Edworthy;
4. **THAT** Council authorize BMO Corporate (AMSC) Credit Card in the limit of \$15,000.00 in the name of Chief Administrative Officer Rick Bastow;
5. **THAT** Council appoint the signing authority, any two (2) to sign, consisting of one elected official and one town employee for all ATB Financial and Servus Credit Union accounts to the following members of Council and staff: Mayor Kirk Perrin; Councillor Perry Koroluk; Councillor Linda Sieker; Chief Administrative Officer Rick Bastow; Deputy Chief Administrative Officer Dawn Nielsen.

**BACKGROUND**

Section 213 (4) of the Municipal Government Act, 1994, Chapter M-26.1 as amended states:

Agreements and cheques and other negotiable instruments must be signed and authorized

- (a) by chief elected official or by another person authorized by Council to sign them, and (b)
- (b) by a designated officer,

or by a designated officer acting alone if so authorized by Council.

**COMMUNICATIONS**

Update Financial Institutions as required.



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**IMPLICATIONS OF DECISION**

N/A

**FINANCIAL IMPLICATIONS**

N/A

**POLICY AND/OR LEGISLATIVE REFERENCES**

Section 213 (4) of the Municipal Government Act

**ATTACHMENTS**

None.

Report Prepared By: Jackii Ponto-Lloyd, Executive Assistant

Approved by CAO:

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