



5307 - 50 Ave., Lamont, Alberta
Ph: 780-895-2010 Fax: 780-895-2595

Council Package

May 27, 2025

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**AGENDA
TOWN OF LAMONT
REGULAR MEETING OF COUNCIL
May 27, 2025
7:00 p.m.**

1. CALL TO ORDER AND RELATED BUSINESS

1.1. CALL TO ORDER

1.2. ADOPTION OF AGENDA

1.3. DECLARATION OF PECUNIARY INTEREST

1.4. ADOPTION OF MINUTES

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2. DELEGATIONS

2.1. MOTION FOR ACCEPTANCE OF DELEGATION

3. CORRESPONDENCE

3.1. Municipal Affairs – LGFF Funding LetterPage 6

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4. NEW BUSINESS

4.1. ParadesPage 16

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6. NOTICES OF MOTION

7. CLOSED SESSION.....Page 27

7.1. Personnel

8. ADJOURNMENT



**Town of Lamont
May 13, 2025
Regular Meeting of Council**

PRESENT:

Jody Foulds	Mayor
Perry Koroluk	Deputy Mayor
Linda Sieker	Councillor
Al Harvey	Councillor
Colleen Holowaychuk	Councillor
Tyler Edworthy	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 Foulds:** called the meeting to order at 7:00 p.m.

Adoption of Agenda

- Move Item 7.2 Recreation Centre Update to New Business Item 4.5

MOTION: 145/25 Councillor Sieker: That the Council Agenda be accepted as amended.

CARRIED

Declaration of Pecuniary Interest: None.

ADOPTION OF MINUTES:

a) Meeting Minutes – April 22, 2025

MOTION: 146/25 Councillor Holowaychuk: That the Minutes of the April 22, 2025 Council Meeting be accepted as presented.

CARRIED

b) Parks & Recreation Committee Meeting Minutes – April 28, 2025

MOTION: 147/25 Councillor Sieker: That the Minutes of the April 28, 2025 Parks & Recreation Committee Meeting be accepted as presented.

CARRIED

a) Lamont Rural Health Committee Meeting Minutes – April 22, 2025

MOTION: 148/25 Councillor Holowaychuk: That the Minutes of the April 15, 2025 Lamont Rural Health Committee Meeting be accepted as presented.

CARRIED

DELEGATIONS: None.

CORRESPONDENCE: None.

NEW BUSINESS:

Natural Gas Distribution Franchise Agreement

MOTION: 149/25 Councillor Sieker: That Council authorize the execution of the Alberta Utilities Commission Form of Application.

CARRIED

MOTION: 150/25 Councillor Holowaychuk: That Council give first reading to Bylaw 07-25, ATCO Gas and Pipelines Ltd. Renewal Agreement Bylaw.

CARRIED

MOTION: 151/25 Councillor Koroluk: That Council execute the requirements of the Alberta Utilities Commission to initiate the renewal process of the Natural Gas Distribution Franchise Agreement with ATCO Gas and Pipelines Ltd.

CARRIED

MOTION: 152/25 Councillor Harvey: That Council approve the 2026 Franchise Fee to remain at 35% as outlined in the Natural Gas Distribution Franchise Agreement with ATCO Gas and Pipelines Ltd. and that the fee be reviewed by the next Council more fully.

CARRIED

Friends of Lamont Firefighters Society Donation Request

MOTION: 153/25 Councillor Koroluk: That Council provide an in-kind donation to the Friends of Lamont Firefighters Society being the set-up fee for tables and chairs in the arena on August 23, 2025.

CARRIED

Parks & Recreation Committee Park Bench Purchase Recommendation

MOTION: 154/25 Councillor Holowaychuk: That Council approve the purchase of two (2) commercial park benches as recommended by the Parks and Recreation Committee.

CARRIED

Seniors' Week

MOTION: 155/25 Councillor Koroluk: That Council declare June 2-8, 2025 to be Seniors' Week.

CARRIED

MOTION: 156/25 Councillor Sieker: That Council direct Administration to meet with FCSS and inquire about opportunities to partner or assist with Seniors' Week activities.

CARRIED

Recreation Centre Update

MOTION: 157/25 Councillor Koroluk: That Council direct Administration to partner with the Lamont Curling Club and establish a Memorandum of Understanding to apply for the Community Facility Enhancement Grant and fundraising opportunities outlined in the presentation.

CARRIED

MOTION: 158/25 Councillor Harvey: That Council approve the purchase of the new Curling Rink ice plant not to exceed \$600,000 with funds from reserves, to be brought back for financial review no later than August 26, 2025.

CARRIED

REPORTS:

Council Reports:

Mayor Foulds	Nothing to report.
Councillor Harvey	Written report attached.
Councillor Koroluk	Attended the May 9 NAAGO Meeting.
Councillor Sieker	Nothing to report.

Councillor Holowaychuk

Nothing to report.

Staff Reports:

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

MOTION: 159/25 Councillor Koroluk: That Council accept the reports as presented.

CARRIED

NOTICES OF MOTION: None.

CLOSED SESSION:

- **County of Lamont Food Bank**
 - *FOIP Section 24 – Advice from Officials*
- **Fire Services Update**
 - *FOIP Section 24 – Advice from Officials*

MOTION: 160/25 Councillor Sieker: 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 7:51 p.m.

CARRIED

MOTION: 161/25 Councillor Koroluk: That Council revert to regular Council meeting session at 9:00 p.m.

CARRIED

MOTION: 162/25 Councillor Holowaychuk: That Council extend the meeting past 9:00 p.m.

CARRIED

MOTIONS ARISING FROM CLOSED SESSION:

MOTION: 163/25 Councillor Holowaychuk: That Council receive the Lamont County Food Bank update as information.

CARRIED

MOTION: 164/25 Councillor Sieker: That Council direct Administration to provide a review of the Fire Master Plan and Report to Council.

CARRIED

ADJOURNMENT: Mayor Foulds adjourned the meeting at 9:01 p.m.

Mayor

Chief Administrative Officer



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Calgary-Hays

AR118837

May 12, 2025

His Worship Jody Foulds
Mayor
Town of Lamont
PO Bag 330
Lamont AB T0B 2R0

Dear Mayor Foulds:

I am pleased to provide correspondence for your record confirming the 2025 Local Government Fiscal Framework (LGFF) allocations for your community.

For the Town of Lamont:

- The 2025 LGFF Capital allocation is \$505,749.
 - This includes \$93,690 in needs-based funding allocated to local governments with a population less than 10,000 and a limited local assessment base.
- The 2025 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 2026, your community will be eligible for \$506,242. Information on 2027 LGFF Capital allocations will be shared with local governments this fall, after growth in provincial revenues between 2023/24 and 2024/25 has been confirmed and used to calculate 2027 program funding.

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

We look forward to our continued partnership through the LGFF program to build strong and prosperous communities across our province.

Sincerely,



Ric McIver
Minister

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



May 22nd, 2025

Tyler Edworthy
CAO
Town of Lamont, AB

Dear Mr. Edworthy,

Please find attached the quarterly Community Policing Report covering the period from January 1st to March 31th, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Fort Saskatchewan Detachment.

As we approach summer, I would like to highlight the preparations that the Alberta RCMP have made to address what may be another busy wildfire season. The wildfire seasons of 2023 and 2024 have provided our organization with many lessons on the best ways to handle the unpredictability of wildfires. In March, we began planning for the 2025 wildfire season and this included the early staffing of our Division Emergency Operations Center (DEOC). In the past two years, DEOC has been the cornerstone of the police response to the wildfires in Alberta. The members and staff in DEOC are able to process information from various sources to determine the most optimal way to deploy police resources in areas under threat of wildfires.

Depending on the severity of the fire season, it may be necessary to draw resources from your police service to ensure the safety of people and property in affected communities. I want to assure you that the Alberta RCMP will keep the needs of your community in mind and will work to deploy only the resources which will not adversely impact the security of our own community. The Alberta RCMP remains ready to respond to wildfires in coordination with other provincial resources to protect our citizens and communities.

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,

S/Sgt. Scott Lande
Acting Officer in Charge
Fort Saskatchewan RCMP





Fort Saskatchewan Provincial Detachment Crime Statistics (Actual) January to March: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

April 3, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		1	0	0	1	0	-100%	-100%	-0.1
Robbery		1	0	0	2	0	-100%	-100%	0.0
Sexual Assaults		1	3	2	3	2	100%	-33%	0.2
Other Sexual Offences		3	0	0	1	3	0%	200%	0.1
Assault		13	12	13	15	21	62%	40%	1.9
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	1	2	1	0	N/A	-100%	0.0
Criminal Harassment		9	5	6	3	11	22%	267%	0.2
Uttering Threats		6	4	13	9	9	50%	0%	1.1
TOTAL PERSONS		34	25	36	35	46	35%	31%	3.4
Break & Enter		13	17	34	24	19	46%	-21%	1.9
Theft of Motor Vehicle		11	10	20	16	11	0%	-31%	0.6
Theft Over \$5,000		1	0	2	5	2	100%	-60%	0.7
Theft Under \$5,000		16	19	13	21	13	-19%	-38%	-0.4
Possn Stn Goods		6	11	21	17	13	117%	-24%	2.0
Fraud		12	13	18	13	11	-8%	-15%	-0.2
Arson		0	1	2	1	0	N/A	-100%	0.0
Mischief - Damage To Property		21	18	32	23	20	-5%	-13%	0.3
Mischief - Other		8	6	7	23	12	50%	-48%	2.5
TOTAL PROPERTY		88	95	149	143	101	15%	-29%	7.4
Offensive Weapons		1	4	3	4	2	100%	-50%	0.2
Disturbing the peace		1	4	4	2	6	500%	200%	0.8
Fail to Comply & Breaches		6	2	9	3	9	50%	200%	0.7
OTHER CRIMINAL CODE		5	5	11	3	5	0%	67%	-0.2
TOTAL OTHER CRIMINAL CODE		13	15	27	12	22	69%	83%	1.5
TOTAL CRIMINAL CODE		135	135	212	190	169	25%	-11%	12.3



Fort Saskatchewan Provincial Detachment Crime Statistics (Actual) January to March: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

April 3, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	1	N/A	N/A	0.2
Drug Enforcement - Possession		4	1	5	3	0	-100%	-100%	-0.6
Drug Enforcement - Trafficking		3	0	1	0	1	-67%	N/A	-0.4
Drug Enforcement - Other		0	0	1	0	0	N/A	N/A	0.0
Total Drugs		7	1	7	3	2	-71%	-33%	-0.8
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	0	0	3	1	N/A	-67%	0.5
TOTAL FEDERAL		7	1	7	6	3	-57%	-50%	-0.3
Liquor Act		8	3	2	1	3	-63%	200%	-1.2
Cannabis Act		6	1	0	2	3	-50%	50%	-0.5
Mental Health Act		14	13	30	24	22	57%	-8%	2.7
Other Provincial Stats		32	38	55	60	43	34%	-28%	4.4
Total Provincial Stats		60	55	87	87	71	18%	-18%	5.4
Municipal By-laws Traffic		0	0	1	0	1	N/A	N/A	0.2
Municipal By-laws		1	4	1	1	4	300%	300%	0.3
Total Municipal		1	4	2	1	5	400%	400%	0.5
Fatals		0	1	0	1	0	N/A	-100%	0.0
Injury MVC		1	15	13	13	13	1200%	0%	2.2
Property Damage MVC (Reportable)		39	78	57	46	30	-23%	-35%	-5.0
Property Damage MVC (Non Reportable)		3	45	6	9	24	700%	167%	0.6
TOTAL MVC		43	139	76	69	67	56%	-3%	-2.2
Roadside Suspension - Alcohol (Prov)		4	5	7	4	4	0%	0%	-0.1
Roadside Suspension - Drugs (Prov)		0	1	0	1	0	N/A	-100%	0.0
Total Provincial Traffic		731	497	431	311	395	-46%	27%	-85.8
Other Traffic		1	0	0	0	1	0%	N/A	0.0
Criminal Code Traffic		19	9	14	5	13	-32%	160%	-1.6
Common Police Activities									
False Alarms		12	23	4	8	8	-33%	0%	-2.3
False/Abandoned 911 Call and 911 Act		13	8	16	9	5	-62%	-44%	-1.5
Suspicious Person/Vehicle/Property		48	11	33	26	10	-79%	-62%	-6.1
Persons Reported Missing		1	8	2	2	1	0%	-50%	-0.6
Search Warrants		0	1	0	1	0	N/A	-100%	0.0
Spousal Abuse - Survey Code (Reported)		32	14	17	30	18	-44%	-40%	-1.2
Form 10 (MHA) (Reported)		5	1	2	3	4	-20%	33%	0.0



Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Fort Saskatchewan

Detachment Commander

S/Sgt. Scott Lande

Report Date

Click or tap to enter a date.

Fiscal Year

2024-25

Quarter

Q4 (January - March)

Community Priorities

Priority #1: Traffic - Safety (motor vehicles, roads)**Updates and Comments:**

This fiscal year, 3 Option 4 programs were completed which met the Annual Performance Plan goal. A total of 6 traffic-related education sessions were conducted as a result of the Option 4 program. Although the target was 8, the amount of education sessions was in line with the number of Option 4 programs set out in the Annual Performance Plan. There were a total of 12 checkstops completed, which is well below the Annual Performance Plan goal. However, a 1 checkstop a month average is still adequate considering resource shortages during the summer and poor weather in the winter. The lack of checkstops was made up by the number of alcohol related charges / suspensions given out by members conducting proactive patrols and traffic stops.

Priority #2: Police / Community Relations - Police Visibility**Updates and Comments:**

CPVS members, Domestic Violence and the School Resource officer were heavily engaged in community presentations this quarter. As the 4th and final reporting period for 2024-2025, reflection is required and this area will be a priority for next year. The detachment will grow its media relations and social media platform to better engage with the community.





Priority #3: Property - Theft

Updates and Comments:

The detachment made efforts to patrol known hotspots and gather intelligence on prolific offenders. This effort has been affected by reduced resources during this reporting period. However, with new transfers to the detachment a greater priority will be placed on proactive policing. With this being the last reporting period of 2024-2025 period, the detachment will grow its Crime Reduction Unit and build greater capacity to focus on intelligence led policing.





Community Consultations

Consultation #1

Date	Meeting Type
January 16, 2025	Meeting with Elected Officials
Topics Discussed	
Information Sharing, Annual Planning, Crime Reduction Initiatives	
Notes/Comments:	
Detachment leadership presented the 2024 year-end crime statistics to the Lamont Mayor and Council.	

Consultation #2

Date	Meeting Type
January 17, 2025	Town Hall
Topics Discussed	
Annual Planning, Crime Reduction Initiatives, Property Crime	
Notes/Comments:	
The Detachment presented to several Council members at Fort Saskatchewan's Town Hall on current priorities, initiatives and results of the Annual Performance Plan (APP). Participants expressed a desire to continue with the current priorities for next year's APP. Detachment information was provided, and there were follow up discussions around particular occurrences and trends.	

Consultation #3

Date	Meeting Type
February 12, 2025	Meeting with Stakeholders
Topics Discussed	
Crime Reduction Initiatives, Information Sharing, Property Crime	
Notes/Comments:	
Fort Saskatchewan RCMP provided detachment updates to Board Members and several County Councillors at the Sturgeon County Rural Crimewatch virtual meeting.	



Consultation #4

Date	Meeting Type
February 25, 2025	Meeting with Elected Officials
Topics Discussed	
Education Session, Information Sharing	
Notes/Comments:	
Fort Saskatchewan RCMP provided the quarterly update to Lamont County Council, and answered questions.	

Consultation #5

Date	Meeting Type
February 27, 2025	Town Hall
Topics Discussed	
Annual Planning, Crime Reduction Initiatives, Property Crime	
Notes/Comments:	
Town Hall meeting was held, in-person and online, with presentations given on policing operations, crime trends, resourcing and municipal enforcement initiatives. RCMP members, including senior leadership, an intelligence analyst, the Protective Services Coordinator and municipal employees all presented. Approximately 66 people attended the Town Hall, including some elected officials.	

Consultation #6

Date	Meeting Type
March 11, 2025	Town Hall
Topics Discussed	
Annual Planning, Information Sharing, Crime Reduction Initiatives	
Notes/Comments:	
Attendees at the Lamont County Town Hall advised Fort Saskatchewan RCMP that they wanted Police to focus on property crime.	





Consultation #7

Date	Meeting Type
March 11, 2025	Meeting with Elected Officials
Topics Discussed	
Information Sharing, Annual Planning, Crime Reduction Initiatives	
Notes/Comments:	
Fort Saskatchewan RCMP attended the regularly-scheduled Sturgeon County Council legislative meeting and provided the quarterly update. Town hall meetings and the Annual Performance Plan were discussed; Council supports planning thus far.	





Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	8	5	0	3
Detachment Support	2	1	2	0

Notes:

1. Data extracted on March 31, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the eight established positions, five officers are currently working with none on special leave. There are three hard vacancies at this time.

Detachment Support: Of the two established positions, one resource is currently working. There are two resources that are on Leave without Pay and one of these positions has been backfilled to ensure coverage. There is no hard vacancy at this time.





TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM:

4.1

COUNCIL MEETING DATE:
May 27, 2025

ITEM DESCRIPTION OR TITLE

Parades

RECOMMENDATION

THAT Council direct administration to plan for Council's attendance at the Bruderheim, Chipman, Smoky Lake, Redwater, Mundare and Andrew parades in 2025.

BACKGROUND

Each year surrounding Municipalities host local parades. In the past Council has attended the parades in Bruderheim, Chipman, Smoky Lake, Redwater, Mundare and Andrew. Administration is asking that Council confirm their intention to participate in the above-mentioned parades in 2025.

COMMUNICATIONS

Administration will provide invitations to Council once they are received and confirm who will attend.

Advise Municipalities of participation.

IMPLICATIONS OF DECISION

Council – Public Relations category

FINANCIAL IMPLICATIONS

Decorations and candy costs – approximately \$1,500 total

POLICY AND/OR LEGISLATIVE REFERENCES

Strategic Plan 2023-2027- Strategic Priorities- Organizational Excellence - Goal: Build our regional profile and increase awareness of Town programs and supports.

ATTACHMENTS

None.

Report Prepared By: Jackii Ponto-Lloyd, Executive Assistant

Approved by CAO:



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 4.2

COUNCIL MEETING DATE:
May 27, 2025

ITEM DESCRIPTION OR TITLE

12-23, Customer Code of Conduct Policy

RECOMMENDATION

THAT Council approve Policy 12-23, Customer Code of Conduct Policy.

BACKGROUND

The Customer Code of Conduct Policy was created to contribute to the Town of Lamont's commitment to service excellence and good governance by addressing all request and complaints equitably and efficiently, while acknowledging that there may be a need to protect staff from inappropriate behaviour.

COMMUNICATIONS

This policy once approved would be circulated to all staff.

IMPLICATIONS OF DECISION

Provide safe working environment
Improved customer service

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

N/A

ATTACHMENTS

Policy 12-23, Customer Code of Conduct Policy

Report Prepared By: Jackii Ponto-Lloyd, Executive Assistant

Approved by CAO:



Customer Code of Conduct

Policy Statement

The Town of Lamont is committed to serving the community by providing fair, consistent and accessible service to members of the public while attending a Town Facility, Program or while being provided with a Town Service. The Town of Lamont is also committed to its employees by providing a safe working environment. On occasion, members of the public may make unreasonable demands or act in an inappropriate manner, such as harassing or by being threatening. Employees are expected to treat all members of the public with respect and dignity regardless of the member of the public's behaviour.

Purpose

The purpose of this policy is to contribute to the Town of Lamont's commitment to service excellence and good governance by addressing all requests and complaints equitably and efficiently, while acknowledging that there may be a need to protect staff from inappropriate behaviour. Members of the public, visitors to Town Facilities, Program(s) or individuals conducting business with the Town shall refrain from inappropriate behaviour towards employees, elected officials and any person acting on behalf of the Town of Lamont. If inappropriate behaviour occurs, the Town will take appropriate action to ensure a respectful workplace.

From time to time, it may be necessary for the Town of Lamont to restrict or amend the way we allow an individual member of the public to communicate with us or how we communicate with them. This may be at the individual member of the public's request, or the Town may also choose to restrict an individual member of the public's contact. If the Town determines, based on the member of the public's previous contact with the Town, it is no longer appropriate for them to communicate with the Town or the Town's employees in the same way as other members of the public, this policy comes into effect.

Where a member of the public continues to act in an unreasonable or inappropriate manner refusing to acknowledge the action for a prolonged period of time, or it has been deemed that the behaviour is severe, the following policy outlines the necessary steps for restricting the form and manner of contact with the Town.

DEFINITIONS

1. **"Chief Administrative Officer (CAO)"** means the Chief Administrative Officer of the Town of Lamont, or the employees or department(s) designated by the Chief Administrative Officer.
2. **"Member of the public"** means any individual other than an employee as defined in



this policy.

3. **“Designate”** means a person chosen to officially do a particular job (e.g. CAO designates an Employee to carry out CAO duties while away).
4. **“Employee”** means any person employed by the Town which includes and is not limited to any person employed in the capacity of a full-time, part-time, casual, term, seasonal, summer, contracted position or volunteer of the Town of Lamont.
5. **“Facility”** means a building, structure, parks, playgrounds, spray park, and ball diamonds or area whether indoors or not that is operated by the Town.
6. **“Inappropriate Behaviour”** *includes but is not limited to:*

“Non-Compliance” refers to the deliberate disregard or violation of the established guidelines or rules governing the use of Town property or facilities, as outlined at each respective location.

“Harassment” is any single incident or repeated incidents of objectionable, inappropriate, or unwelcome conduct, comment bullying, unwelcome joking or display, action, or gesture by a person that the person knows or ought reasonably to know will or would cause offence, humiliation or intimidation to another person, or adversely affects the other person’s mental and/or physical health and safety.

“Hostile” is showing strong dislike, behaving unfriendly or aggressive.

“Threatening” is having a hostile or deliberately frightening quality or manner, showing an intention to cause bodily harm or causing someone to feel vulnerable or at risk.

7. **“Program”** means an activity, event, course, or class organized and operated by the Town, or through the Towns’ contracted services.
8. **“Property”** means lands, premises, road allowances, parks, playgrounds, spray park, ball diamonds or other grounds associated with buildings owned, leased, or otherwise controlled by the Town as well as any vehicles including the Town’s equipment.
9. **“Town”** means the corporation of the Town of Lamont.

Examples of what might be considered inappropriate behaviour are provided below. The list is not exhaustive, nor does a singular action set out below necessitate the application of this policy.

- a. Entering restricted areas or loitering in non-permitted zones of a Town facility without proper authorization, leading to potential safety concerns or disruption to others.



- b. Willfully causing damage or vandalism to Town property or equipment or engaging in theft or attempted theft of Town property or the belongings of others.
- c. Using Town equipment or facilities for personal use without permission, or ignoring posted safety guidelines, such as bypassing security measures.
- d. Failing to adhere to established procedures for the use or maintenance of Town facilities, including improper disposal of waste or unauthorized alterations to equipment.
- e. Engaging in behaviour that creates a hostile environment for others using the facilities, such as verbal abuse, physical altercations, or disrupting scheduled activities by refusing to follow staff instructions or interfering with the activities of others.
- f. Complaints concerning an issue which staff have already investigated and determined to be groundless.
- g. Complaints concerning an issue which is substantially similar to an issue which staff have already investigated and determined to be groundless (e.g. with respect to the same neighbour or same property).
- h. Unreasonable conduct which is abusive including, but not limited to:
 - i. harassing, verbally abusing or otherwise seeking to intimidate staff dealing with a complaint;
 - ii. excessive or multiple lines of enquiry regarding the same issue (e.g. pursuing a complaint with staff in multiple Town departments and/or an elected official simultaneously) while a complaint is in the process of being investigated;
 - iii. repeatedly challenging the findings of a complaint investigation, complaining about the outcome and/or denying that an adequate response has been given;
 - iv. refusing to accept that an issue falls outside the scope of the Town's jurisdiction;
 - v. making unreasonable demands on staff by, for example, insisting on responses to complaints and enquiries within an unreasonable time-frame;
 - vi. making statements or providing representations that the subject person knows or ought to know are incorrect, or persuading others to do so;



- vii. demanding special treatment from staff by, for example, not following the normal chain of command and immediately demanding to speak to a manager or supervisor;
- viii. using new complaints to resurrect issues which were investigated and completed in previous complaints;
- ix. changing the basis of the complaint as the investigation progress and/or denying statements made at an earlier stage;
- x. refusing to co-operate with the investigation process while still wanting the complaint to be resolved;
- xi. failing to clearly identify the precise issues of the complaint, despite reasonable efforts of staff to obtain clarification of the concerns; or
- xii. providing false or misleading information.

Procedure

The Town of Lamont's approach to managing members of the public inappropriate behaviour is to follow a four-stage process.

Anonymous complaints as they are difficult, if not impossible, to assess or investigate will not be dealt with through this policy.

Stage 1 "Warning": Members of the public displaying inappropriate behaviour (action, comment or joke that is offensive) will be warned politely by the Town representative they are dealing with. It is important to let the individual know exactly what behaviour has offended you. This initial response is intended to notify the offender that their actions are inappropriate and give the individual an opportunity to change the offensive behaviour.

Stage 2 "The Single Point of Contact": If the inappropriate behaviour continues, Town of Lamont may adopt a "single point of contact" approach. This does not restrict the way the member of the public can deal with the Town but restricts contact to one Town employee. The single point of contact should be a Supervisor, CAO, or an employee appointed by the CAO. This appointed contact is responsible for managing future contact with the Town of Lamont. It is important to note that a record of incidents shall be documents on the Incident Report Form (date, times, locations, possible witnesses, what happened, your response, etc.).

Stage 3 "Restricted Contact Channels": If the member of the public, even when dealing with their single point contact, continues to display inappropriate behaviour, their contact channels may then be restricted further. For example: only dealing via email, telephone or in person. These decisions will be made by the CAO or an employee appointed by the CAO. It is important to note that the Town's restriction on an individual's contact enables Town of Lamont to deal



Town of Lamont Policy Manual

Customer Code of Conduct

Policy #12-23

Date of Meeting

with them efficiently and effectively; however, it may not be permanent. If a member of the public subjected to this procedure alters their behaviour, there is no reason why they should continue to be limited to a single point of contact.

Stage 4 “Public Ban”: If a member of the public continues to display inappropriate or disruptive behaviour despite the previous stages of intervention, a public ban may be implemented. This stage involves restricting the individual from accessing certain Town facilities, programs or conducting business with the Town of Lamont. When advancing to Stage 4, the individual member of the public should receive formal written notice detailing the reasons for the ban, specific location(s) or facilities affected, the duration of the ban and any other conditions of the restriction. The CAO is responsible for issuing and communicating the notice, ensuring transparency and proper documentation of the process.

Where behaviour may constitute a criminal offense, the Town of Lamont will refer the matter to the R.C.M.P.

The Town reserves the right to involve law enforcement in situations involving threats, physical violence, or any behaviour that endangers the safety of staff or the community.

When a member of the public passes from one stage to another, they should receive confirmation of their status accompanied by an explanation. Notice should be provided in writing by the CAO. It is possible for a member of the public to progress from Stage 1 directly to any other Stage if the Town of Lamont deems it appropriate to protect its staff warrants the immediate restriction of their contact channels.

Adopted by Council:		Initials:
Motion Number:		
Supersedes:		



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: May 27, 2025

ELECTED OFFICIAL: Jody Foulds

REPORT PERIOD: April 17, 2025 to May 22, 2025

Boards and Committees:

- PHPAP meeting, April 15, 2025
- PHPAP meeting, May 20, 2025
-

Town of Lamont Business:

-

Professional Development (Workshops & Conferences):

-

Lamont Functions and Events:

- Townwide Clean-up Day, May 10, 2025
- Heartland Air Monitoring Partnership AGM, May 12, 2025



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: May 27, 2025

ELECTED OFFICIAL: Colleen Holowaychuk

REPORT PERIOD: April 23-May 27, 2025

Boards and Committees:

- April 24, 2025 - Lamont Elementary School Council Meeting
- May 2, 2025 - Northern Lights Library System Board Meeting
- May 5, 2025 - Lamont Public Library Meeting
- May 8, 2025 - Lamont High School Council Meeting – Sent report
- May 20, 2025 - Lamont Rural Health Committee Meeting

Town of Lamont Business:

- May 8, 2025 - Meeting with Deputy CAO and Councillor Sieker re: Christmas lighting
- May 13, 2025 - Council Meeting
- May 27, 2025 - Council Meeting

Professional Development (Workshops & Conferences):

- N/A

Lamont Functions and Events:

- April 26, May 2/3, 2025 - Bullarama Volunteering
- April 27, 2025 - Fort Saskatchewan Trade Show
- May 7, 2025 - Lamont Public Library Mothers' Day Fundraiser
- May 8, 2025 - Women in Leadership Event – hosted by Town of Lamont



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: May 27, 2025

ELECTED OFFICIAL: Linda Sieker

PERIOD, April 23, 2025 – May 27 ,2025

Boards and Committees:

- April 28 – Parks & Recreation Meeting
- May 26 - Lamont County Housing Foundation
- May 20 – Lamont Rural Health Committee

Town of Lamont Business:

- May 5 – Fire Plan Meeting -Lamont County Emergency Services
- May 22 – Pickleball Organization Meeting

Professional Development (Workshops & Conferences)

- Functions and Events:
- April 26 – Fort Saskatchewan Trade Show
- May 3 – Lamont Bullerama Volunteer
- May 8 – Women in Leadership Event – hosted by Town of Lamont
- May 9 – Connecting Generations -FCSS – Beaverhill Lodge
- May 10 – Town Wide Clean-up
- May 22 – Public Works Meet and Greet

CAO REPORT

FOR THE PERIOD ENDING May 27, 2025

HIGHLIGHTS:

May 14-25

- Administrative team meeting
- Feasibility Study Workshop

May 15-25

- Meeting ICOM (Ice Plant)
- Meeting CIMCO (Ice Plant)

May 16-25

- Meeting CIMCO (Ice Plant)

May 20-25

- Engineer Meeting
- Lamont Rural Health Committee Meeting

May 21-25

- Admin Team Meeting
- Green Municipal Fund Meeting
- Resident meeting

May 22-25

- Operations Team Meeting
- Recreation Program Meeting

May 23-25

- AB HUB Economic Development meeting

CLOSED SESSION NOTICE

May 27, 2025

7.1 Personnel - CAO Evaluation

(Disclosure Harmful to Personal Privacy)

- *FOIP Section 17 – Disclosure Harmful to Personal Privacy*

Motion to go into Closed Session:

"That Council convene in closed session pursuant to Section 197 of the Municipal Government Act to meet in private to discuss matters protected from disclosure by Section 17 of the Freedom of Information and Protection of Privacy Act at XXXX p.m."