


# Council Package

June 24, 2025



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**AGENDA  
TOWN OF LAMONT  
REGULAR MEETING OF COUNCIL  
June 24, 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**

**2.1.1. Fort Saskatchewan RCMP – Sgt. Scott Lande**

**3. CORRESPONDENCE**

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8. ADJOURNMENT	





5307 – 50 Avenue  
Lamont, AB T0B 2R0

**Town of Lamont  
June 10, 2025  
Regular Meeting of Council**

<b>PRESENT:</b>	Jody Foulds	Mayor
	Linda Sieker	Councillor
	Al Harvey	Councillor
	Colleen Holowaychuk	Councillor
	Tyler Edworthy	CAO/Director, Operations & Infrastructure
	Dave Taylor	Community Development Coordinator
	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**

- Addition of Item 4.7 – Councillor Absence

**MOTION: 173/25 Councillor Holowaychuk:** That the Council Agenda be accepted as amended.

**CARRIED**

**Declaration of Pecuniary Interest:** None.

**ADOPTION OF MINUTES:**

- a) Meeting Minutes – May 27, 2025

**MOTION: 174/25 Councillor Sieker:** That the Minutes of the May 27, 2025 Council Meeting be accepted as presented.

**CARRIED**

- b) Lamont Rural Health Committee Meeting Minutes – May 20, 2025

**MOTION: 175/25 Councillor Holowaychuk:** That the Minutes of the May 20, 2025 Lamont Rural Health Committee Meeting be accepted as presented.

**CARRIED**

**DELEGATIONS:**

- Chris Bork – Valentine’s Cup

**MOTION: 176/25 Councillor Sieker:** That Chris Bork be accepted as a delegation.

**CARRIED**

**CORRESPONDENCE:**

- STARS – Thank You

**MOTION: 177/25 Councillor Harvey:** That Council accept the correspondence as information.

**CARRIED**

**NEW BUSINESS:**

**Council Meeting Schedule**

**MOTION: 178/25 Councillor Sieker:** That Council reinstate the regularly scheduled Council Meeting on September 23, 2025 and reschedule the November 11, 2025 Council Meeting to November 4, 2025.

**CARRIED**

**Council Code of Conduct Bylaw**

**MOTION: 179/25 Councillor Holowaychuk:** That Council accept the Council Code of Conduct Bylaw update as information.

**CARRIED**

**Library Board Appointments**

**MOTION: 180/25 Councillor Holowaychuk:** That Council reappoint the following members to the Town of Lamont Library Board for a term expiring December 31, 2025: Kelly VanDeurzen (Chairperson), Greg Huxley (Vice Chairperson), Erin Balance (Secretary), Michelle Selensky (Treasurer) and Dinah Sudyk (Board Member).

**CARRIED**

### **Pickleball Project**

**MOTION: 181/25 Councillor Sieker:** That Council accept the Lamont Pickleball Project Update as information.

**CARRIED**

### **Curling Rink Update**

**MOTION: 182/25 Councillor Holowaychuk:** That Council accept the Lamont Curling Rink Update as information.

**CARRIED**

### **2025 Capital Works Program**

**MOTION: 183/25 Councillor Harvey:** That Council accept the Capital Works Program Update as information.

**CARRIED**

### **Councillor Absence**

**MOTION: 184/25 Councillor Holowaychuk:** That Council accept Perry Koroluk's absence at the June 10, 2025 Council Meeting.

**CARRIED**

## **REPORTS:**

### **Council Reports:**

<b>Mayor Foulds</b>	Nothing to report.
<b>Councillor Harvey</b>	Written report attached.
<b>Councillor Sieker</b>	Written report attached.
<b>Councillor Holowaychuk</b>	Nothing to report.

### **Staff Reports:**

<b>CAO</b>	Written report attached.
<b>Director, Operations &amp; Infrastructure</b>	Written report attached.
<b>Finance Officer</b>	Written report attached.

**MOTION: 185/25 Councillor Sieker:** That Council accept the reports as presented.

**CARRIED**

**NOTICES OF MOTION:** None.

**CLOSED SESSION:**

- **Valentine's Cup 50<sup>th</sup> Year Celebration**
  - *FOIP Section 24 – Advice from Officials*
- **Personnel – CAO Evaluation**
  - *FOIP Section 17 – Disclosure Harmful to Personal Privacy*

**MOTION: 186/25 Councillor Holowaychuk:** 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 and 24 of the *Freedom of Information and Protection of Privacy Act* at 7:36 p.m.

**CARRIED**

**MOTION: 187/25 Councillor Harvey:** That Council revert to regular Council meeting session at 8:11 p.m.

**CARRIED**

**MOTIONS ARISING FROM CLOSED SESSION:**

**MOTION: 188/25 Councillor Holowaychuk:** In recognition of the milestone 50<sup>th</sup> anniversary of the Lamont Valentine's Cup Tournament, and in recognition of the collaborative contributions of the Valentine's Cup group to the Town of Lamont and working with Administration on donation projects, Council recommends the Town provide the facility use at no charge for the 2026 Valentine's Cup 50<sup>th</sup> anniversary tournament to a maximum of \$7500.

**CARRIED**

**MOTION: 189/25 Councillor Sieker:** That Mayor Foulds proceed as directed by Council.

**CARRIED**

**ADJOURNMENT:** Mayor Foulds adjourned the meeting at 8:14 p.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



5307 – 50 Avenue  
Lamont, AB T0B 2R0

**Town of Lamont  
Parks and Recreation Committee  
Minutes - June 16, 2025 Meeting**

**Agenda**

<b>PRESENT:</b>	Linda Sieker	Chair
	Jody Foulds	Mayor, Ex Officio
	Kristina Carstairs	Public Member at Large
	Steven Sobkow	Public Member at Large
	Dave Taylor	Admin Liaison and Recording Secretary
<b>Regrets:</b>	Leslie Jans	Recreation Representative
	Lindsey Mercer	Public Member at Large and Vice Chair

**Public Attendees:** (none)

1) **Call to Order and Related Business:** Meeting called to order at 7:00pm by Chair Sieker

2) **Adoption of Agenda:** Mayor Foulds **MOTION** to adopt the agenda as presented;

**CARRIED**

3) **Adoption of Minutes:** Approved via email; Kristina Carstairs **MOTION** to adopt the April 28, 2025 Parks & Recreation Committee meeting minutes.

**CARRIED**

**4) New Business:**

4.1 Master Parks Plan Review:

- Discussion on the plan, needs to be revised and updated
- Discussion on large ball diamond; need from Minor ball for this diamond size for U15; request to Council, and look at grant options to fund the costs of reconstruction

#### 4.2 Pavilion Enclosure

- Discussion on wind protection; curtain and roll-up door options. Suggestion to look at privacy panel option

#### 4.3 Recognition Tree – Maintenance

- Lifecycle replacement program for leaf replacement by Town staff, ongoing

### **5) Old Business:**

#### 5.1 Disc Golf Updates:

- Basket installation will be completed by June 20, and the course will be open to play. Confirmation play to confirm/change the tee locations, then tee signs can be made.
- Looking at options for local disc golf disc equipment supply

#### 5.2 Summer Parade and Pancake Breakfast Update:

- July 12, 2025: Parade theme “Hometown Traditions”; float entries open, 50<sup>th</sup> year Valentine’s Cup Tournament will be highlighted.
- Pancake breakfast hosted by Lamont Lions Club and Town of Lamont, following the parade
- Lamont Farmers Market is planning a special market July 11-12 at the Hall

#### 5.3 Party in the Park Update:

- Sept. 5, 2025, ~5-10pm: Community gathering and celebration hosted by the Town of Lamont; BBQ hot dog meal, with other treats from community groups; games, entertainment, and fireworks; Centenarian recognition, Yard Beautification awards; Disc Golf course official opening.
- Discussion on Parks & Recreation Committee table/promotion; potential Lamont Minor Ball exhibition game

#### 5.4 Pickleball Update:

- First public session on Wednesday, June 18, with weekly sessions until the end of August. Option to add more sessions as needed; over 60 members in the FB Pickleball group; host facilitators have been given facility orientation and access

### 5.5 Bike Park Maintenance

- The Bike Park has not had any maintenance or repair since construction in 2020 and currently needs significant repairs, with estimates of \$10-15K.
- **MOTION** from Mayor Foulds that the Parks and Recreation Committee recommend that Council allocate \$5000 per year for 3 years, to repair and maintain the bike park

#### **CARRIED**

- **MOTION** from Stephen Sobkow that the Parks and Recreation Committee provide \$5000 from the Parks and Recreation Committee reserve fund towards the bike park repair and maintenance for 2025, to match the \$5000 request from Council.

#### **CARRIED**

### 5.6 Benches for Tawâw Park Update:

- Benches ordered, total cost with shipping is \$5093. Discussion and request to order a picnic table as well for Tawaw Park; Dave to investigate cost and potential to add to the bench order
- Discussion on promoting sponsorship/memorial programs for benches, trees, etc.

### 6) Round Table:

- Request for Fire Department equipment and personnel to attend the Party in the Park; contact Deputy Regional Fire Chief Scott Calder
- Request for update on Committee financial reserve fund

### 7) Next Meeting: August 25 @ 7pm

### 8) Adjournment: @ 8:03pm





MAY 2025

Agenda Item: 3.1

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## SPECIAL BOARD MEETING: May 1, 2025

### New Business

#### STUDENT TRANSPORTATION FEES: 2025-26

The Board approved the Student Transportation fee schedule for the 2025-26 school year. Student Transportation offers an enhanced transportation fee structure. As such, all riders pay a fee for transportation services. It's an equitable structure for riders and allows EIPS to maintain its current level of service. To ensure a balanced Student Transportation budget, the Division is increasing fees slightly—by \$15 to \$50, depending on eligibility. Similar to previous years, Student Transportation will continue to offer a payment-plan option, available to families with fees of \$300 and more, paid over seven months. The approved 2025-26 fee schedule is available online by visiting [Student Transportation Fees 2025-26](#).

## BOARD MEETING: May 29, 2025

### Board Report

#### RECENT EVENTS

Board Chair Cathy Allen highlighted recent trustee events:

- On April 29, trustees attended an EIPS information session about its RAP program and Career Pathways.
- On May 6, the trustees attended the Division's Long Service and Retirement Event.
- On May 8, trustees attended the Town of Lamont's Ladies in Leadership event—a networking event for women leaders across the region.
- Also on May 8, trustees attended Lakeland Ridge's STEAM Night, featuring various community-led interactive stations related to science, technology, engineering, art and math.
- On May 13, trustees took part in Strathcona Christian Academy Elementary's Volunteer Appreciation Event.
- On May 14, the Division celebrated Educational Assistants Appreciation Day.
- On May 23, trustees attended the Alberta School Board Association Zone 2/3 Annual Awards Banquet, which included the 2025 Edwin Parr Teacher Awards to celebrate first-year teachers.
- On May 27, trustees attended a Division-hosted Indigenous Family Gathering in Fort Saskatchewan.

#### SCHOOL EVENTS

Trustees attended various school celebrations and productions throughout May, including the Vegreville Composite High graduation ceremony, and several musical-theatre productions and drama performances, which are opportunities for the community to see students' efforts. The Board thanks all the schools for extending invitations to these events. All were outstanding and well-produced.

### Superintendent's Report

#### RECENT EVENTS

Superintendent Sandra Stoddard shared recent events and information, including:

- On May 6, EIPS hosted its Long Service and Retirement Event, an annual reception to celebrate retirees and employees who've worked with the Division for 20, 25, 30, 35 and 40 years. It's always an honour to celebrate and acknowledge staff who've demonstrated significant commitment to EIPS.
- On May 8, Superintendent Stoddard joined Trustee Colleen Holowaychuk at the Town of Lamont's Ladies in Leadership event, which was great to be a part of and exceptionally welcoming.
- On May 9, senior administration attended the College of Alberta School Superintendents Zone 2/3. There they had the opportunity to ask questions and share successes, challenges and strategies with the other Zone school divisions.
- On May 14, the Division celebrated Educational Assistants Appreciation Day. Superintendent Stoddard thanked all EIPS Educational Assistants for their critical role in supporting students across the division in achieving success.
- On May 23, trustees attended the Alberta School Boards Association's Annual Awards Banquet, including the 2025 Edwin Parr Teacher Awards—an uplifting event that included inspiring stories about student-teacher and teacher-student impacts.

## **NATIONAL VOLUNTEER WEEK**

National Volunteer Week took place from April 27 to May 3. Throughout the week, schools celebrated the Division's many volunteers who offer their time and expertise on an ongoing basis. EIPS couldn't do the work it does without its many volunteers, and their efforts are greatly appreciated.

## **GRADUATION CEREMONIES**

Throughout May and June, senior administration is attending senior high graduation ceremonies throughout the Division—something it looks forward to every year. The first ceremony was for Vegreville Composite High, held on May 24, and brought the entire community together to celebrate this year's graduating students.

## **SCHOOL EVENTS**

Throughout May, schools took part in several activities and awareness campaigns, including:

- On May 4-10, schools across EIPS took part in Emergency Preparedness Week.
- On May 5-11, schools throughout the Division celebrated Mental Health Awareness Week.
- On May 15, several schools throughout the Division took part in the Moose Hide Campaign Day Walk.
- From May 23 to June 26, EIPS is hosting a Witness Blanket exhibit in Fort Saskatchewan.
- On May 28, staff and students across the Division wore red to school to recognize Red Shirt Day—a national initiative to support individuals with disabilities and their families.

## **Association and Employee Relations Reports**

### **ASBA ZONE 2/3 MEETING**

Trustee Colleen Holowaychuk presented highlights from the Alberta School Boards Association (ASBA) Zone 2/3 meeting held on May 23.

- The meeting included the regular reports and updates from the ASBA executive. Highlights include:
  - more details were shared about the ASBA spring general meeting in June;
  - Alberta Education has expanded to now also encompass Childcare; and
  - ASBA is working on a new 2025 Municipal Election toolkit for those interested in trusteeship.
- The Zone discussed Jordan's Principle.
- The Zone approved the meeting schedule for the 2025-26 school year.

- The professional learning session, entitled "Tension to Transformation: Building resilient boards," was presented by Julie Hrdlicka, the owner, mediator and facilitator of Conflict Revolution and a former trustee with the Calgary Board of Education.
- Following the meeting, the Zone hosted its Annual Awards Banquet, which included celebrating this year's Edwin Parr Teacher Award nominees. EIPS' nominee was Janna MacLelland, who was in attendance and recognized at the event.

The next ASBA Zone 2/3 meeting is on June 20, 2025.

## ATA LOCAL REPORT

The Board received for information the Alberta Teachers' Association (ATA) Local No. 28 report from Maxine Holm, the President of the Local.

- The Local has various activities planned to recognize and support Pride Week, including:
  - On May 31, Local members will participate in the Pride Flag Raising and Open House at Strathcona County Museum and Archives.
  - On June 19, teachers have a booth reserved at the Fort Saskatchewan Farmer's Market for its Pride Week event.

Teachers look forward to showing their support and commitment to creating a safe and caring environment for students who identify as 2SLGBTQIA+. Members feel strongly Pride Week is an excellent opportunity to demonstrate support—especially timely given recent provincial policies and processes targeting diverse populations.

- From June 5 -8, teachers across this province will participate in a strike vote—approved by 99.45% of those registered to vote. The vote is taking place because teachers rejected the mediator's recommendation. Teachers strongly believe the government needs to provide more concrete financial and process support to address class sizes and classroom complexities. Already, teachers have developed testimonials, letters, social media campaigns and signs to advocate for better teaching and learning conditions for all students.

## EMPLOYEE RELATIONS GROUP REPORT

The Board received for information the Employee Relations Group (ERG) report from Michelle Miller, the committee's Chair:

- At the May 20 ERG meeting, members had many questions about the upcoming town hall meeting and the new compensation structure.
- On May 26, the Division held a town hall meeting to detail the new compensation schedule. The ERG hopes the meeting helped alleviate the anxiety felt by members.
- Similar to previous years, schools are now working through their budgets for the upcoming school year. As such, classified staff are waiting to find out if they will be reassigned and how many will be surplus.

## New Business

### BUSINESS ARISING FROM IN CAMERA

The Board approved the following motion: "that the Board of Trustees approves the Superintendent compensation be adjusted effective July 1, 2025."

## SUPERINTENDENT'S EVALUATION REPORT

The Board approved the Superintendent's Evaluation Report, which documents the performance of the Division's Superintendent from July 1, 2024 to May 21, 2025. The Board also authorized the Chair to make any required technical edits and to sign the report on its behalf.

## EIPS FOUR-YEAR EDUCATION PLAN: 2022-26

The Board approved the [EIPS Four-Year Education Plan: 2022-26 \(Year 4\)](#), which details the Division's priorities, goals and outcomes over a four-year period. The Division's three key priorities:

*Priority 1:* To promote the growth and success of all students.

*Priority 2:* To enhance high-quality learning and working environments.

*Priority 3:* To enhance public education through effective engagement.

The plan also outlines the performance measures, key insights and strategies the Division will use to meet each priority, goal and outcome in the 2025-26 school year.

## 2025-26 ADMINISTRATIVE FEES

### FACILITY RENTAL FEES

The Board approved the facility rental and lease fees for the 2025-26 school year. Fees are reviewed annually and determined by an operational cost-recovery analysis. Based on higher operational and inflation costs, rental fees are increasing modestly in September 2025. The most notable fee changes are to the youth and adult recreation fees, increasing by \$1 per hour; the Volleyball Equipment Surcharge, increasing by \$0.50; a new fee category for additional classroom rentals; and a 3% increase to its lease rates. The increase will ensure the Division maintains its current services at a level of cost recovery. While fees are increasing slightly, EIPS after-hours rentals remain lower than other community lease-space providers (see pg. 51, "[Facility and Lease Fee Schedule: 2025-26](#)").

### SPECIALIZED SUPPORTS FEES

The Board approved the Specialized Supports Fees for the 2025-26 school year. The fees are charged to a student's resident school division to cover the costs associated with providing specialized supports and services in both inclusive settings and system programs for a non-resident student. For 2025-26, fees will increase by 3% to account for employee benefits increases and staff grid-salary movements (see pg. 56, "[2025-26 Specialized Supports Fees](#)").

### PARTNERS FOR SCIENCE

The Board approved removing the Partners for Science (P4S) fees for the 2025-26 school year. Annually, EIPS supplies its schools and other school jurisdictions with P4S kits. Fees aren't charged to EIPS schools but are charged to other school jurisdictions to cover the proportionate operational costs. For the upcoming school year, there are no other school divisions using the P4S kits. As such, no fees are required in 2025-26 (see page 59, "[2025-26 Partners for Science Fees](#)").

### ALBERTA NON-RESIDENT AND INTERNATIONAL STUDENT

The Board approved the Alberta non-resident and international fees for the 2025-26 school year. Rates for non-Alberta residents and international students will increase by 3% to account for inflationary increases. EIPS fees are comparable to other Alberta-based school division rates. In the 2024-25 school year, EIPS had four international students registered and no non-Albertan resident students enrolled in its schools. Looking ahead to the 2025-26 school year, two international students are registered—all at the senior high level (see [Non-Resident Student Fees](#)).

### EARLY LEARNING

The Board approved the Early Learning fees for the 2025-26 school year. Fees are divided into two programs: Play and Learn at School (PALS) and a full-time kindergarten pilot (see pg. 64, "[2025-26 Early Learning Fees](#)").

## Play and Learn at School (PALS)

The fee is for the typically developing twin of a child who meets the criteria for PALS programming—providing programming for a typically developing twin benefits the child with disabilities and the PALS program as a whole. For the 2025-26 school year, fees will increase by 1%, which is in alignment with the province’s Early Childhood Services Base Instruction Grant, as outlined in the *Funding Manual for School Authorities for the 2025-26 School Year*.

## Full-Time Kindergarten Pilot

The fee is to cover the added costs to run two new full-time kindergarten programs the Division is piloting—a French Immersion program at École Parc Élémentaire and a science, technology, engineering and mathematics (STEM) program offered at Mundare School and Wes Hosford Elementary.

*FULL-TIME FRENCH IMMERSION AT ÉCOLE PARC ÉLÉMENTAIRE:* \$75 per month—partially subsidized through Alberta Education’s Official Languages in Education Programs grant.

*FULL-TIME STEM AT MUNDARE SCHOOL:* \$0.00—covered by the Enhanced Kindergarten allocation.

*FULL-TIME STEM AT WES HOSFORD ELEMENTARY:* \$350 per month.

## 2025-26 BUDGET REPORT

The Board approved EIPS’ 2025-26 spring budget, prepared by Financial Services. Every spring, the Division prepares a budget for the upcoming school year—based on provincial funding, Alberta Education’s *Funding Manual for School Authorities: 2025-26 School Year*, projected student-enrolment numbers, corresponding staffing estimates, Board-approved [budget assumptions and allocations](#), and stakeholder feedback. Overall, Financial Services developed a conservative spring budget that aligns with the province’s allotted funding, maintains essential services and supports the Division’s mission, priorities and goals. The following is a brief summary of EIPS’ spring 2025-26 Budget Report. The complete report is available at [eips.ca](#).

## OVERVIEW

EIPS’ operating budget is \$213.4 million from Sept. 1, 2025, to Aug. 31, 2026. Of that, \$211.62 million will come from the Division’s annual revenues. The remaining \$1.82 million will come from the Division’s accumulated surplus. Collectively, the money will ensure the Division continues to offer high-quality, student-centred education. Key Board budget priorities include literacy and numeracy; the collegiate school and career pathways; classroom complexity; curriculum and resource development; staff retention and equity; early learning; educational technology, digital tools and artificial intelligence; and equity for rural schools to address unique needs.

## ACCUMULATED SURPLUS

EIPS projects an accumulated surplus of \$7.24 million by Aug. 31, 2026. The accumulated surplus comprises investment in tangible capital assets (\$8.3 million), asset-retirement obligation (-\$10.97 million), operating reserves (\$9.12 million) and capital reserves (\$792,000). The Division also plans to use \$451,000 from its capital reserves to fund the following projects:

- \$121,000 for information technology switches and access points;
- \$177,000 to purchase security appliance; and
- \$153,000 to purchase a school bus.

As well, EIPS’ operating reserve limit is \$12.79 million, 6% of its estimated 2024-25 expenditures and applies to all operating reserves except School Generated Reserve funds. The Division will not exceed the maximum—currently projecting at \$5.37 million below the limit.



## REVENUE AND EXPENSES

Overall revenues are increasing by \$968,000, to \$211.62 million. Total expenses are also rising slightly—by \$291,000, to \$213.44 million, because of higher staff benefit costs and inflationary expenses—insurance premiums, utilities, construction labour and materials, software and infrastructure purchases. In terms of students and staff, EIPS anticipates a student enrolment of 17,849—down by 100. The Division also expects staffing to decrease slightly by approximately 1.7%, or 23.26 full-time equivalent (FTE) employees. That works out to 1,343.74 FTE from 1,367 FTE in fall 2024-25. The reason: mostly because of the Division's decision to hire full-time permanent educational assistants, which has extra costs, as opposed to hiring hourly. Compensation will also rise, primarily because of salary grid movement and higher benefit costs. In total, instructional costs comprise 78.5% of the total budget, costing \$9,636 per FTE student.

Meanwhile, system administration spending will equate to 2.26% (\$4.83 million) of total expenses, which is below the \$6.76-million grant provided by Alberta Education. All unused funds will go toward instruction, as outlined in the *Funding Manual for School Authorities: 2025-26 School Year*. As well, by Aug. 31, 2026, the Division's Unallocated Reserve is projected to be \$5.7 million, which, when combined with other operating reserves, falls within the operating reserve limit (\$12.79 million).

## SCHOOL AND DEPARTMENT ALLOCATIONS

School allocations will increase slightly, by 0.7%, because of new costs—Campus EIPS and the Forest Grove School startup—and higher contingency expenses, offset by a reduction in School Generated Funds expenditures. That said, the exact allocations for each school will vary based on enrolment number changes and standard cost adjustments. For small rural schools, allocations will align with the funding levels detailed in the province's *Funding Manual for School Authorities*—with any decreases softened through additional allocations. Similarly, allocations for central departments will also decrease, by 1.1%, primarily because of lower Infrastructure Maintenance and Renewal costs—more is being capitalized versus expensed.

## WHAT THE EIPS SPRING BUDGET MEANS

Overall, EIPS' spring 2025-26 budget supports the mission, values and priorities of EIPS; ensures schools and departments maintain essential services; and allows the Division to fund its key budget priorities to ensure student success. Now approved, schools and departments will use the budget to plan for the upcoming school year. The complete [EIPS 2025-26 Budget Report](#) is available at [eips.ca](https://eips.ca).

*NOTE: As with all budgets, any changes to funding, reserve usage, enrolment numbers and standard costs can affect the initial budget. As such, in the fall, EIPS will update its 2025-26 budget with the final student-enrolment numbers, revenue and expense variations, carryforward amounts and any reserve spending changes.*

## BUDGET REPORT: ALBERTA EDUCATION

The Board also approved the Alberta Education Budget Report for the year ending Aug. 31, 2026 (see pg. 143, "[Alberta Education Budget Report: 2025-26](#)").

## Reports for Information

### SUMMER PROJECTS: 2024-25

The Board received for information a report from Facility Services highlighting the planned projects for summer 2025. In total, 327 projects are planned, including:

- 33 Infrastructure Maintenance and Renewal projects (\$2.24 million);
- six Capital Maintenance Renewal projects (\$2.84 million);
- one capital reserve projects;
- no modular classroom unit projects;

- one playground replacement; and
- 286 operational and maintenance projects.

For the full list of planned summer projects, see pg. 155, “[2024-25 Summer Projects Plan](#).”

## IMR AND CMR PROJECTS: 2025-26

The Board received for information the list of projects planned under the Infrastructure Maintenance and Renewal (IMR) and the Capital Maintenance and Renewal (CMR) programs during the 2025-26 school year. Annually, Alberta Education provides school divisions with IMR and CMR funding to ensure school facilities meet the necessary regulations and requirements, offer quality learning environments, improve energy conservation and efficiencies, and remain safe and healthy for students and staff.

For the 2025-26 school year, EIPS’ approved IMR grant is \$2.14 million, and the CMR grant is \$2.74 million, for an overall total of \$4.88 million—\$191,250 less than last year. Multiple projects are identified for the 2025-26 school year, which were determined through consultations with Facility Services and EIPS schools, the Facility Condition Index, maintenance input and Alberta Infrastructure’s audit information. Projects include repairs and upgrades to educational areas and facilities, replacing technology equipment, changing air-handling units and multiple deferred-maintenance projects (see “[2025-26 Infrastructure Maintenance and Renewal and Capital Maintenance and Renewal Project Plan](#)”).

## Committee Reports

### STUDENT EXPULSION COMMITTEE

The Board received for information a report from four Student Expulsion Committee meetings held on April 23 and May 7. The committee reviewed all submitted information and upheld the recommendations put forward by the administration of each school.

### GOVERNANCE AND EVALUATION COMMITTEE

The Board received for information a report from a recent Governance and Evaluation Committee meeting—held on May 13. Discussion topics included: sections 9 to 10 of the *EIPS Trustee Handbook*—the updated version of the handbook will be presented to the Board on June 5. The committee also reviewed potential professional learning dates and the Board’s work plan. The next meeting takes place on June 9.

## EIPS Condolences

On behalf of EIPS and the Board, Superintendent Stoddard extended condolences to the family, friends, colleagues and students of Bobbi Belsek, who recently passed away at the age of 35. Bobbi joined EIPS in 2017. During that time, he took on various roles within the Division, including substitute teacher, elementary teacher and consultant. He was passionate about helping students learn and grow and is remembered for his always joyful outlook. He will be missed by everyone.

## Board Members

Cathy Allen, *Chair* | Susan Miller, *Vice-Chair* | Trina Boymook | Randy Footz | Colleen Holowaychuk | Don Irwin | Ralph SoroChan

FOR MORE INFORMATION CONTACT:

Cathy Allen, *Board Chair* | P 780 417 8109

Laura McNabb, *Director, Communication Services* | P 780 417 8204

[www.eips.ca](http://www.eips.ca) | Instagram: [@elkislandpublicschools](#) | Facebook: [elkislandpublicschools](#)

**FCSS LAMONT COUNTY REGION INVITES  
YOU TO JOIN US AT**

Agenda Item: 3.2

# **COMMUNITY AWARENESS**

**Bruderheim Elementry School**

**September 3, 2025**

**5:00pm - 7:00pm**

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**Lamont Hall**

**September 9, 2025**

**5:00pm - 7:00pm**

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**Andrew Lions Club**

**September 10, 2025**

**5:00pm - 7:00pm**

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**Mundare Seniors Centre**

**September 11, 2025**

**5:00pm - 7:00pm**

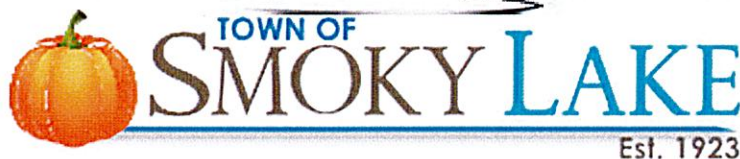
**If you are a Club or Organizations that would like to put in a table  
within these communities please contact us**

**If you would like to register your club or organization please contact FCSS  
Lamont County Region today!**

**780-895-2233 Ext 226 or**

**Toll Free at 1-877-895-2233 Ext 226**





PO Box 460, 56 Wheatland Avenue  
 Smoky Lake AB T0A 3C0  
 PH: 780-656-3674 | FX: 780-656-3675  
 smokylake.ca | town@smokylake.ca



June 4, 2025

Greetings!

The Town of Smoky Lake is pleased to formally invite you to participate in our annual **Heritage Day Parade, held on Saturday, August 2, 2025**. The theme this year is **"A Salute to our Farmers & Ranchers"**, as the town honors our hardworking farmers and ranchers. Your participation in this parade would be very much appreciated. If you wish to attend, an entry form has been enclosed with this letter.

The parade will start at the Smoky Lake Agricultural Complex (4612-54 Avenue) with registration and assembly starting at 9:00 a.m. The registration table will be set up by the East Entrance of the Complex. The judging will take place at the complex upon registration and prizes will be awarded prior to commencement.

Thank you for your consideration in participating in our Annual Heritage Day Parade. Please return your entry form by drop-off, email, fax, or mail to the address below before Wednesday, July 30, 2025. We can't wait to see you all!

If you have any questions or wish to receive further information, please don't hesitate to reach out.

Sincerely,

*Cheryl Snyder*

Accounts Payable  
 Town of Smoky Lake

Phone: 780-656-3674

Fax: 780-656-3675

Email: [payable@smokylake.ca](mailto:payable@smokylake.ca)

Mail: Town of Smoky Lake  
 Box 460  
 Smoky Lake, Alberta T0A 3C0

The Town of Smoky Lake extends an invitation to all businesses, municipalities, organizations and individuals to submit an entry and participate in the celebrations in this year's theme:

***"A Salute to Our Farmers & Ranchers"***

**Smoky Lake Annual Heritage Day Parade**  
**On**  
**Saturday, August 2, 2025**

**REGISTRATION:**

Entry Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Category (please check one):

- ☐ Antiques Vehicles.
- ☐ Agricultural.
- ☐ Clubs/Associations.
- ☐ Horses/Riders.
- ☐ Municipality/Town/Village.
- ☐ Western Wagons/Teams
- ☐ Novelty.
- ☐ Farm Antiques.
- ☐ Business.

Please kindly return this form to:

Town of Smoky Lake  
Cheryl Snyder  
Box 460  
Smoky Lake, AB T0A 3C0  
Ph: 780-656-3674 Fax: 780-656-3675  
Email: [payable@smokylake.ca](mailto:payable@smokylake.ca)

Parade Registration and Assembly at the Smoky Lake Complex  
(4612-54 Ave.) 9:00 a.m.

Judging of Floats at 10:00 a.m. at the Complex

Parade Begins at 11:00 a.m. at the Complex and ends at the  
CN Station Museum.

***Please Come and Join the Fun!***



## Lamont Health Care Centre

Telephone (780) 895-2211 Fax (780) 895-7305  
P.O. Box 479, 5216-53 Street, Lamont, Alberta T0B 2R0



June 12, 2025



Mayor & Council  
Town of Lamont  
Lamont AB T0B 0S0

Dear Mayor and Council:

You are cordially invited to attend the following events to be held in the Lamont Meeting Room located at 4844-48 Ave. Lamont AB, T0B 2R0 on **June 23, 2025**:

- Annual General Meeting from 1:00 p.m. - 2:00 p.m.
- New Building Project Open House from 2:00 p.m. - 4:00p.m.

Kindly respond to this invitation by sending your R.S.V.P to [shiela.korpan@ahs.ca](mailto:shiela.korpan@ahs.ca) no later than June 20, 2025.

Your attendance will be greatly appreciated.

Thank you.

Yours Sincerely,



Shahad Bharmal  
Executive Director

SB/sk

### Mission Statement

We believe that wholeness of body, mind and spirit is God's will for every person.  
We are committed to the healing process, the promotion of health  
and the provision of compassionate care to all persons.





# ANNUAL GENERAL MEETING & NEW BUILDING PROJECT OPEN HOUSE

**Location : Lamont Meeting Room  
4844 - 48 Ave.  
Lamont, AB  
T0B 2R0**





# TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 4.1

ORGINIZATIONAL MEETING DATE:  
June 24, 2025

## ITEM DESCRIPTION OR TITLE

Employee Handbook

## RECOMMENDATION

**THAT** Council accept the Employee Handbook update as information.

## BACKGROUND

After a reviewing the proposed changes with staff to clarify and accommodate some the challenges identified, administration is proposing the following amendments to the Employee Handbook that will improve overall operations, morale and use of benefits that include:

- Updating the welcome letter CAO name page 2.
- Combining the outerwear and safety footwear allowance page 18.
- Changing the vision coverage from \$350 per year to \$500 every 2-years page 24.
- Clarifying the health and wellness account spending Page 24.
- Clarifying the pay expectations for voluntary training page 28.
- Changing the retirement entitlement from a minimum 15 years to 5 years in accordance with the long service awards page 37.
- Adding close friend or family member approved by the CAO to the bereavement leave page 40.

These amendments have been made to accommodate operational challenges, improve employee satisfaction and set clear expectations.

## COMMUNICATIONS

Administration will distribute the amended Employee Handbook to employees.

## IMPLICATIONS OF DECISION

Promoting work-life balance is critical to employee retention and attracting talent.

## FINANCIAL IMPLICATIONS

NA



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

## **POLICY AND/OR LEGISLATIVE REFERENCES**

Strategic Plan- Organizational Excellence

Goal: Update and modernize plans, policies, strategies, and bylaws.

Goal: Be an employer of choice in the region and cultivate a culture of excellence.

## **ATTACHMENTS**

Employee Handbook

Report Prepared By: Dawn Nielsen, Deputy CAO

Approved by CAO:





**MUNICIPAL CORPORATION OF THE TOWN OF LAMONT**

**EMPLOYEE HANDBOOK**

5307-50 Avenue  
Lamont, Alberta T0B 2R0

(780) 895-2010  
[www.lamont.ca](http://www.lamont.ca)

## Welcome Letter

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Welcome to Municipal Corporation of the Town of Lamont (Please note that “the Town of Lamont” and “Town” are used interchangeably throughout this Employee Handbook).

We are pleased that you are part of the team!

Our commitment to excellence is reflected in a consistent strengthening of business systems, strategic alliances, and partnerships with customers, but we could not do it without you.

We value our employees, and we need to create an environment where you can succeed in your own goals in order to help us succeed in ours. At the Town of Lamont, we believe that all employees have an important contribution to make, both individually and to the team. We are committed to providing an environment where all employees are encouraged to reach their highest potential.

Please join us in striving to please our customers, in aiming to be the best you can be, and in making our Town a success.

We have written this Employee Handbook to answer some of the questions you may have concerning our Town and our human resources policies and benefits. Please read it thoroughly and retain it for future reference.

We wish you great success in your position, and we hope that your employment relationship with the Town of Lamont will be a rewarding experience.

Sincerely,

**Tyler Edworthy**  
CAO



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## **Employee Human Resources Policy Statement**

This Employee Handbook is designed to acquaint you with the Town of Lamont. This Employee Handbook will provide you with information concerning working conditions, responsibilities, employee benefits, and some of the policies that will affect your employment. You should read, understand, acknowledge, and comply with all provisions of the Employee Handbook.

The Town reserves the right to alter the policies set out in this Employee Handbook upon providing employees with such notice as the Town determines in its sole and exclusive discretion.

The following Employee Handbook also contains procedures that represent best practices as determined by the Town.

Please note that this Employee Handbook supersedes all previous Employee Handbooks or policies, the subject matter for which is contained herein, oral or written, if any, between the Town, including any of its wholly-owned subsidiaries and its employees.

If you have any questions upon review of these policies, please contact your Supervisor.

## **Non-Employee Human Resources Policy Statement**

Please note that the policies set out in the Employee Handbook were specifically designed for the Town of Lamont employees; however, there are various policies throughout the Employee Handbook that are applicable to non-employees (i.e., contractors, consultants, co-op students, agency employees, interns, and volunteers) of the Town of Lamont.

While the general essence of the policies applies to non-employees there may be particular elements of the policies (including but not limited to any benefits or other forms of remuneration) that may not apply and are intended for employees only.

Specifically, the following policies in the Employee Handbook are relevant to all non-employees of the Town of Lamont:

- Alcohol and Substance Abuse (*excluding the Employee and Family Assistance Program*)
- Business Conduct
- Confidentiality
- Conflict of Interest
- Customer Relations
- Dress Code
- Electronic Communications
- Health and Safety
- Housekeeping
- No Smoking
- Open Door
- Privacy Policy
- Respect in the Workplace
- Telephone Usage
- Town Events
- Town Property
- Visitors

Any violation of any of the policies listed above which are applicable to non-employees may result in the termination of the relationship between you and the Town of Lamont.

If you have any questions upon review of these policies, please contact the Chief Administrative Officer ("CAO").

## **About Us**

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The Town of Lamont is a caring community where we live, work and play.

## **Corporate Mission Statement**

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Through effective and positive governance, provide residents with quality services, facilities and amenities to develop and maintain a safe, viable and vibrant community.

## **Employee Handbook Mission Statement**

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The mission of the staff of the Town of Lamont is to create an environment through open communication that encourages the generation of ideas and development of strategies and procedures for the responsible and effective utilization of the community resources.

In order to accomplish this mission, we require interaction with employees in a spirit of openness and integrity, and the creation of an atmosphere in which an employee is allowed to achieve a high level of job satisfaction and positive self-worth while contributing in a valuable and professional manner within the organization.

While employees must be cognizant of municipal finances and the directives and dictates of Council, the universal application of fairness, integrity, open communication, and concern for employee well-being, will be fostered.

## **Diversity Statement**

---

The Town of Lamont believes that ensuring diversity is fundamental to its future growth and progress and is an integral part of its business activities.

We believe that success happens where new ideas can flourish – in an environment that is rich in diversity and a place where people from various backgrounds can work together. At the Town of Lamont, we know that an environment that fosters diversity is the kind of environment which brings out the untapped potential that lies in our workforce, stimulates innovation and Town growth.

Our diversity mission is to continue to be a Town with the following characteristics:

- Universal recognition by everyone with whom it deals as a Town committed to diversity and synonymous with improving the opportunities of disadvantaged groups in employment;
- A workforce that fully reflects the requisite skills available in the relevant employment market;
- A preferred employer and vendor for all cultural groups in the population by virtue of our reputation in this field;
- An environment where every employee understands and voluntarily values diversity in all areas of practice; and
- An environment where all employees have the opportunity to reach their highest potential.

Recognizing and encouraging of the uniqueness of individual contribution within a team environment is fundamental to the Town of Lamont and its employment policies. Our philosophy is found in all aspects of employment such as recruitment, compensation, training, promotion, transfer, and benefits. All employees at the Town of Lamont will be treated as individuals according only to their abilities to meet job requirements, and without regard to factors such as race, colour, ancestry, place of origin, religious beliefs, gender, gender identity, gender expression, age, physical disability, mental disability, marital status, family status, source of income, sexual orientation, or any other factor that is legislatively protected. Any kind of discrimination or harassment based upon these factors is neither permitted nor condoned, and above all, will not be tolerated under any circumstances.

## Human Resources Policies

*The following are the Town of Lamont's human resources policies, which are listed in alphabetical order for your ease of reference.*

### **Advancement**

---

The Town of Lamont believes in an environment where all employees are given the opportunity to contribute, learn and grow. We encourage personal and professional growth within the Town, which ultimately depends on your desire to succeed.

We pledge to all employees the opportunity to be promoted from within whenever possible. It is important that you discuss your career goals and aspirations with your Supervisor, so that the Town can do everything possible to assist you in achieving them.

We encourage all employees to apply for jobs within the Town should they become available.

### **Alcohol and Substance Abuse**

---

We aim to provide all employees with a drug-free and safe workplace. To this end, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

Violations of the Alcohol and Substance Abuse policy will lead to disciplinary action, up to and including immediate termination of employment for cause. Such violations may also have legal consequences.

While on the premises of the Town of Lamont and while conducting business-related activities off the premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol, cannabis or illegal drugs.

Please note that the only exception to this is if an employee is participating in a Town social function or if an employee is conducting business in a social environment where alcohol is served. In those circumstances, only light alcohol consumption is permitted.

The legal use of prescription drugs\* (including cannabis used for medical purposes) is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger the employee or other individuals in the workplace. Employees who are in safety sensitive positions or who operate machinery (including but not limited to motor vehicles) are required to report any prescription drug use that may impact their ability to safely carry out their job functions to human resources (if there is any doubt, please report). Once reported, the Town will take appropriate measures to ensure employee safety, in accordance with applicable health and safety and human rights legislation.

Any employee reporting for work and found to be under the influence of alcohol, cannabis, illegal drugs, controlled substances or prescription drugs (subject to the qualification above, i.e. prescription drugs that do not impair an employee's ability to carry out their essential duties) will be asked to leave the premises but will be provided transportation to ensure that they arrive home safely.

**Employee and Family Assistance Program:** Employees with questions or concerns about substance dependency or abuse are encouraged to seek information from their Supervisor or some other member of the management team regarding available support and appropriate resources in the community. Such requests should be made before a workplace incident/accident/near miss. Further, the Town is pleased to provide employees with access to our Employee and Family Assistance Program provided by Work Health Life. This service can be accessed by calling 1-844-880-9142 or online at [www.workhealthlife.com](http://www.workhealthlife.com).

Employees with drug or alcohol problems that have not resulted in and are not the immediate subject of disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. This leave may be granted if the employee agrees to participate fully in the rehabilitation program, if the employee agrees to abide by all Town policies, rules, and prohibitions relating to conduct in the workplace, and if granting the leave does not cause the Town of Lamont undue hardship. Employees who fail to seek assistance before a workplace incident/accident/near miss may be subject to discipline up to and including termination of employment for violating this policy.

### **Drug and Alcohol Testing**

An employee who is suspected of engaging in prohibited conduct will be subject to immediate suspension pending an investigation by the Town. In the course of the investigation, the Town may require the employees in a safety sensitive position to submit to a drug and/or alcohol test.

### **Safety Sensitive Position**

A position in which the job function, including non-routine and emergency duties, involves responsibility for actions or decisions which, if not performed correctly, could directly cause or contribute to:

- A significant incident affecting the health or safety of employees, contractors, customers, the public or the environment, or
- An inadequate response or failure to respond to an emergency or operational situation.

For the purposes of this policy, the following job categories have been classified as safety sensitive positions:

1. All Operations Employees.

Drug and alcohol tests may be required in the following circumstances:

- i) Reasonable Cause: The Town reserves the right to require Employees engaged in a safety sensitive position to be tested for cause for alcohol and drugs as part of an investigation into a possible violation of this policy if that individual is at work in an unfit condition.
- ii) Post Incident: Employees working in a safety sensitive position, where there are reports of dangerous behaviour or following an incident/accident where it is reasonable to conclude that alcohol and/or drug use may have been a factor in the incident or accident.

**Conduct of Tests:** Qualified independent professionals will perform drug and alcohol testing and the results will be analyzed in a reputable third party laboratory. In the adoption of all proper testing protocols including significant safeguards regarding confidentiality, all samples will be properly labelled and protected at all times. When necessary, employees will be required to



execute any and all required consent documentation authorizing the communication of the test results to the Town.

Any employee who refuses to submit to a drug and alcohol test or tampers with a sample for the alcohol or drug test as outlined in this policy will be subject to discipline up to and including termination for cause.

If the investigation confirms that a violation of the Alcohol and Substance Abuse policy has occurred, the employee may be subject to disciplinary measures, up to and including termination of employment for cause.

If an employee is concerned about their ability to abide by this policy, because of an alcohol or drug dependency, or if an employee wants more information about using alcohol and prescription or over-the-counter drugs safely, they are encouraged to contact their personal physician or qualified health care professional.

*\* For purposes of clarity, prescription drugs include but are not limited to pain killers and cannabis used for medical purposes.*

## **Business Conduct**

---

Employees must observe the highest ethical standards in the performance of their duties. The public interest must be their primary concern. Conduct in your work, on behalf of the Town, must be above reproach at all times. By accepting employment with us, you have a responsibility to the Town of Lamont and to your colleagues to adhere to certain rules of behaviour and conduct.

The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he or she can fully depend upon coworkers to follow the rules of conduct, then our Town will be a better place to work for everyone.

Of course, it would be impossible to list rules to cover every situation. Generally speaking, the Town of Lamont expects its employees to use common sense and good judgment. Any conduct which is dishonest, illegal, or unauthorized will not be tolerated and may be grounds for disciplinary action up to and including immediate termination of employment for cause. Any violation of the activities listed below may result in various forms of disciplinary action, including but not limited to an oral or written warning, suspension without pay or immediate termination of employment for cause, depending on the seriousness of the offence.

Some examples of unacceptable conduct are:

- Any conduct which could injure or adversely affect our customers' or the Town of Lamont's operations;
- Failure or refusal to follow a Supervisor's instructions;
- Failure, refusal, or inability to properly and competently perform assigned work despite the Town's efforts to assist;
- Repeated unexcused absences or tardiness;
- Unauthorized absence from work on one (1) or more days, i.e., no call/no show;
- Breach of employee's duty of loyalty to the Town of Lamont, including but not limited to any actions that are known or ought reasonably be known to be detrimental to the Town of Lamont's efforts to operate profitably;

- Negligence or any careless action which endangers the life or safety of the employee or another person;
- Disclosure of confidential information concerning the property, government, or affairs of the Town without proper authorization from the CAO, nor shall any such information be used to benefit themselves or others. In addition, employees shall not benefit from the use of any information acquired in the course of their duties, which is not generally available to the public;
- Malicious gossip and/or spreading rumours; engaging in behaviour designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same;
- Violation of any of the Town of Lamont's policies or procedures;
- Misuse, destruction, damage, or theft of the Town of Lamont's, a customer's, or any other individual's property whether on the Town or customer property;
- The use of Town-owned vehicles, equipment, material, or property for their personal convenience or profit;
- Soliciting or accepting tips or other gratuities from customers, vendors, suppliers, or others;
- Participating in any political activity during working hours. Political activity is defined as campaigning or lobbying for any political party or politician;
- Falsification or misuse of any customer, employment, or other records including time records, expense records, and employment applications; and
- Gambling on Town premises.

*Fair Dealing:* All employees must deal honestly, ethically, fairly, and in good faith with the members, directors, employees, and non-employees (i.e. contractors, consultants, co-op students, agency employees, interns and volunteers) of the Town and as well with all persons and entities having dealings with, or acting as donors to, or as competitors of, the Town; in particular, no employee shall take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts or any other unfair dealing practice.

*Duty to Report Violations:* Each employee will promptly report any violation by any person of this policy which becomes known to or is reasonably suspected by that employee. Inappropriate delay in reporting a known or reasonably suspected violation is itself a violation of this policy.

The Town assures every employee that it will not carry out or, to the fullest extent reasonably within its power, permit any retribution or retaliation of any kind for reports made in good faith regarding known or reasonably suspected violations of this policy. The ability of an employee to make reports without fear of retribution or retaliation is vital to the successful implementation of this policy.

It is not an excuse for non-adherence to this policy that the non-adherence was directed or requested by another person.

## **Business Expenses**

---

It is the policy of the Town of Lamont to pay for all reasonable expenses incurred by employees while doing business for the Town of Lamont. The Town of Lamont does not pay for an employee's personal expenses. You are expected to exercise good judgment with respect to any expenses you incur and check the accuracy of bills before paying or accepting them. All expenses must be pre-authorized by an employee's Supervisor and receipts are required before any expense is reimbursed.

Once approved, the actual costs of expenses directly related to accomplishing business objectives will be reimbursed. You should submit receipts within the current month.

Abuse of this business expense policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment for cause.

### **Business Travel**

You are asked to book your own air travel and hotel arrangements by using the Internet.

**Air:** You are expected to travel coach class and at the most economical direct route and book in advance whenever possible to obtain the best rates. Airline tickets are to be economy or regular class. First or business class will not be considered a reimbursable expense.

You may retain frequent flyer program benefits. However, participation in these programs must not influence flight selection which would result in additional costs to the Town of Lamont.

**Hotel:** Reasonable rates should be selected. Room service is discouraged and hotel laundry acceptable only when the trip is in excess of seven (7) days.

**Business Entertainment:** Reasonable entertainment of customers is acceptable. Names of guests and purpose must be listed on the back of the receipts. Meals and snacks are not to be charged to the Town unless otherwise approved by your Supervisor. This is to avoid small expenses that you probably would otherwise incur whether you were on site or in the office. Unless dining with a customer, expensing alcoholic beverages is not permitted.

**Tips & Gratuities:** Tips are legitimate expenses but should be kept to an acceptable level. Reasonable and necessary gratuities for service attendance and portage may be claimed to a maximum of fifteen percent (15%). Meal tips are to be included with meal claims.

**Parking:** Reasonable business-related parking costs incurred are reimbursable.

**Transportation:** You are required to use the most practical form of transportation. Taxis are the most reasonable, while rental cars should be limited to cases only when necessary. Charges for bridges, ferries and mandatory highway tolls can also be included on the expense report. However, the Town of Lamont will not cover highway tolls for optional highways.

If you are involved in an accident while traveling on business, promptly report the incident to your Supervisor. The Town of Lamont does not pay for traffic or parking tickets, or for cars rented for personal use.

Business travel by employee-owned vehicles will be authorized when it is the most cost effective and practical way to travel. Kilometres will be reimbursed at Canada Revenue Agency rates; this is subject to change annually. Please note that travel using a personal vehicle should be approved in advance.

**Car Rental:** The Town will reimburse the car rental costs when a rental car is deemed necessary. If there are multiple Town employees at the same location, you may be required to share a car. If business reasons dictate the use of a non-standard vehicle (i.e. four (4) or more Town travelers), you will be reimbursed accordingly. You will be required to use the Town or personal credit card to rent a car. Car rental, parking and gasoline receipts are required for reimbursement.

**Car Insurance:** You should inform your automobile insurer if you use your vehicle for work purposes; this may increase your insurance premium. The Town of Lamont will not assume any liability for any loss or accident relating to the operation of your personal vehicle since it is your responsibility to ensure that you carry adequate insurance to cover such losses. If you rent or lease a vehicle, it is considered to be your personal vehicle for the purposes of this policy.

**Corporate Credit Card:** The Town of Lamont has a corporate credit card that may be used for Town business expenses with prior approval from your Supervisor. Once approved, the corporate credit card can be obtained from the Deputy CAO. Once the purchase has been made the corporate credit card must be immediately returned to the Deputy CAO, with the corresponding receipt signed by your Supervisor.

Use of corporate credit cards to charge personal expenses are prohibited. The Town of Lamont may choose to restrict usage or revoke corporate cards where consistent abuse of the policy is evident.

A lost or stolen credit card must be reported immediately to the Deputy CAO.

## **Confidentiality**

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Confidential information about the Town of Lamont, the Town's business associates, customers, suppliers, or employees should not be divulged to anyone other than persons who are authorized to receive such information. No disclosure under any circumstances other than in the normal course of business should be made without first asking appropriate management personnel. This basic policy of caution and discretion in handling of confidential information extends to both external and internal disclosure.

Confidential information obtained as a result of employment with the Town is not to be used by an employee for the purpose of furthering any private interest, or as a means of making personal gains. Use or disclosure of such information can result in civil or criminal penalties, both for the individuals involved and for the Town.

In the course of any job within the Town, you may become aware of personal and confidential information. In particular, you may obtain information about our customer's financial and other sensitive information. It is imperative that you take all measures appropriate to ensure the confidentiality of customers' private and confidential information and records, including ensuring that all customers' records and information is appropriately safeguarded from any unauthorized access or disclosure, including compliance with any applicable privacy legislation.

Employees shall not disclose confidential information concerning the property, government, or affairs of the Town without proper authorization from the CAO.

Breach of confidentiality regarding any information or records relating to our customers may result in immediate termination of employment for cause. The Town depends on the maturity and loyalty of each employee to keep private any such information. Subject to any applicable legal requirements, you may also depend on your Supervisor to keep confidential any personal matters discussed.

For the sake of clarity, confidential information includes, but is not limited to, the following examples:

- The names of customers, suppliers, or independent contractors;

- Any information, including but not limited to financial information relating to our customers;
- Compensation data;
- Financial information;
- Pending projects and proposals;
- Personnel/payroll records; and
- Confidential conversations between any persons associated with the Town.

### **Conflict of Interest**

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Employees are expected to be independent with respect to their actions, decisions, and judgments regarding all Town business. To this end, employees are expected not to have any relationships, activities, or personal financial interests that might possibly impair or affect their judgment or influence their decisions concerning Town business.

Of course, it is impossible to list rules to cover every situation, and the Town of Lamont expects its employees to use common sense and good judgment. However, to avoid confusion, some examples of unacceptable conduct are noted below. Accordingly, an employee of the Town of Lamont shall not:

- Accept any gift, commission, reward, advantage or benefit of any value from any person, firm or corporation which is interested directly or indirectly in any manner in business dealings with the Town. Employees are expected to report to their Supervisor any offers of gifts, rewards, etc., which appear to the employee, intended to influence them in the discharge of their duties;
- Engage in any business or transaction or have a financial or other personal interest which is incompatible with the discharge of the employee's official duties;
- Place himself/herself in a position to derive any direct or indirect benefit or interest from any Town contracts where the employee can influence decisions;
- Engage in any outside employment, work, or business undertaking that interferes with the performance of duties as a Town employee;
- Engage in any outside employment, work, or business undertaking in which he/she has an advantage derived from employment with the Town;
- Demand, accept, offer, or agree to accept from a person who has dealings with the Town, a direct or indirect commission, reward, advantage or benefit of any kind, whether to be received by the employee, by a member of the employee's family, or by a third party whom the employee wishes to benefit;
- Benefit or cause friends or relatives to benefit from the use of information acquired during the course of the employee's official duties and which is not generally available to the public;
- Accept casual or infrequent business entertainment in the form of lunches, dinners, etc. without the consent of your Supervisor and unless such a benefit is within the bounds of propriety and not such as to bring suspicion upon the employee's objectivity;
- Use or permit the use of the Town's property for any kind for personal convenience or profit or for any activities not associated with the discharge of official duties;
- Participate in any public appearances relating to their involvement in private interests before any committee or board, established by the Council where such appearance could represent a conflict of interest; and/or
- Participate in any political activity during their working hours. Political activity is defined as campaigning or lobbying for any political party or politician.

Employees who have access or who are deemed to have access to restricted information relating to tendering or leasing of Town-owned land properties and/or assets will be ineligible to bid or lease. "Restricted information" in this section means technical or commercial information, the release of which could jeopardize the future position of the bidder or lease holder.

If you have any questions concerning any of the unacceptable activities listed above or are in doubt about any particular situation, please do not hesitate to speak to your Supervisor for clarification or guidance.

Please note that violation of this policy will lead to discipline up to and including termination of employment for cause.

## **Customer Relations**

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The Town of Lamont's reputation has been built on excellent service and quality work. Maintaining this reputation requires the active participation of every employee. Employees should always strive to ensure that customers are satisfied.

The opinions and attitudes that customers have toward our Town may be influenced for a long period of time by the actions of one employee. We want to know when our customers have problems so we can correct them in a timely and prudent manner. If you receive an oral or written complaint from a customer about any of our services, please report it to your Supervisor immediately so we can work together to resolve the situation.

## **Definitions of Employment**

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There are five (5) types of employment statuses at the Town of Lamont. Each employment status has its own distinctive requirements and benefits eligibility, which are as follows:

**Probationary:** Employees who are in their initial ninety (90) days of employment with the Town. While probationary employees receive all legally mandated entitlements under employment standards legislation, they are ineligible to participate in all Town sponsored benefit programs until such time as they have successfully completed the ninety (90) days probationary period or as provided below.

**Regular Full-Time:** Employees who successfully complete the ninety (90) days probationary period and who are regularly scheduled to work at least thirty-five (35) hours per week for a period of indefinite duration. Regular full-time employees are entitled, when eligible, to participate in all Town sponsored benefit programs in accordance with plan terms, unless otherwise described below.

**Regular Part-Time:** Employees who successfully complete the ninety (90) days probationary period and who are regularly scheduled to work at least twenty (20) hours per week but no more than thirty-four hours (34) hours per week for a period of indefinite duration. Regular part-time employees are entitled, when eligible, to participate in Town sponsored benefit programs in accordance with plan terms, as described below.

**Seasonal (Full or Part-Time):** Employees who are hired to work for a specific period of time (twelve (12) months or less in duration) to temporarily supplement the workforce, or to assist in the completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in employment status. Contract employees retain that status unless

notified of a change. While seasonal employees receive all legally mandated entitlements under employment standards legislation, they are ineligible to participate in all Town sponsored benefit programs. This includes employees who are hired full-time or part-time to work for a specific period during the summer.

**Casual:** Employees who are hired to work on an on-call or job-by-job basis, or less than twenty (20) hours per week, and who are paid on a day/hourly rate basis are classified as casual workers. Casual workers do not become regular employees as a result of the passage of time or after working a specified number of hours. Casual workers have no guaranteed weekly hours and will be contacted to work on an as-needed basis. Casual workers are not eligible for Town sponsored benefit programs.

For the purposes of this section, Town sponsored benefits programs are those benefits that are not legislatively required to be provided by the Town such as group health insurance.

### **Device Usage**

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The purpose of this policy limiting the use of cell phones and other communication devices at work is to protect the employees. Inappropriate use of communication devices at work can cause injuries because it is distracting and may interfere with the proper and safe use of equipment and machinery. Devices and headphones or wireless earpieces may also get tangled in machinery or interfere with the proper use of personal protective equipment.

The devices covered by this policy include smartphones, mobile phones, text pagers, two-way radios and other wireless devices, whether owned by the Town or the individual worker ("Devices").

The rules set out in this policy apply to all work-related activities, including but not limited to driving to conduct job-related activities, whether such vehicles are owned by the Town or the employee. The policy applies to all conversations whether personal or business related.

### **Prohibited Uses**

While in the workplace during work hours, employees are expected to focus on work and may not use any Device in the workplace for any inappropriate purposes, including but not limited to:

- Engaging in personal conversations;
- Playing games;
- Surfing the internet;
- Checking e-mail; and
- Sending or receiving text messages.

While operating a vehicle, employees may not use a Device unless and until they have pulled over in a safe spot (or let a passenger answer the call). If it is urgent, employees may accept or return the call provided they remain parked off the roadway. They may not resume driving until their conversation is over. If employees need to place a call for a work-related matter, they must first pull over in a safe spot.

### **Permitted Uses**

Employees may use Devices while they are not working (i.e. coffee and lunch breaks). Employees that have Devices issued by the Town to be used for business purposes may use those Devices in a safe manner for business matters.

Employees who violate this policy will be subject to disciplinary measures up to and including termination of employment for just cause.

### **Dress Code**

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It is important for all employees to project a professional image to customers, prospective customers, visitors, and guests. As such, the Town of Lamont employees are expected to dress in a manner consistent with the nature of the work they perform and as outlined below.

#### **Office Employees**

Although the Town of Lamont is supportive of “business casual dress”, all employees are expected to wear attire that is in the spirit of a professional environment. Employees meeting with customers or potential customers are expected to dress accordingly. If in doubt as to what is considered appropriate, please discuss with your Supervisor.

#### **Operations Employees**

The Town requires protective clothing for Operations employees to be worn at all times when carrying out normal working duties or engaged in hazardous work. The Town shall supply personal protection equipment such as hard helmet, eye protection, gloves, and hearing protection.

The Town provides the following financial assistance to Regular Full-Time Operations employees for protective clothing. The Town is desirous of improving employee working conditions by compensating their apparel requirements for safety, economics, and increased productivity.

The Town shall purchase and supply to Operations employees uninsulated coveralls as required.

All clothing is the responsibility of the Town employees to whom it is issued, including repair and cleaning. Employees shall be required to preserve issued clothing in order to ensure maximum life expectancy and to ensure a presentable appearance.

Operations employees shall be reimbursed by the Town for outerwear and safety footwear meeting the necessary standards in an amount of two hundred and fifty (\$250.00) dollars per year.

~~Delete- Operations employees shall be reimbursed by the Town for outerwear in an amount of one hundred (\$100.00) dollars per year.~~

If payment was made to an employee for boots or winter outerwear, the employee must remain employed by the town for one (1) year after payment is received or the employee will be required to repay the Town.

#### **Identification**

Identification will be provided by the Town for all Town employees for the purpose of identifying to the public a Town employee on the job.



## **General**

Employees, who are inappropriately dressed in the opinion of management, may be sent home and required to return to work in acceptable attire. Time spent away from work for this purpose may be unpaid, to be determined at the Town's sole discretion.

Employees are also expected to maintain acceptable standards of personal grooming and hygiene while performing their duties. Avoid wearing strong perfumes or colognes, and any personal practices or preferences that may prove offensive to others.

## **Educational Assistance**

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The Town of Lamont is committed to encouraging its employees to further their knowledge and skills in areas related to their work, and as such have developed a program of educational assistance to assist in offsetting the cost of education and professional development.

Employees are encouraged to speak with their Supervisor for further details about the available assistance. Employees may be required to review and sign a detailed training agreement.

## **Electronic Communications**

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### **General Statement of Policy**

This document sets forth the Town of Lamont's policy on access to, use and disclosure of information entered into or obtained through the Town's computers and other electronic communication systems that can receive and retain information.

Voicemail, facsimile, data network, email systems, and other electronic communications are for use in conducting the business of the Town of Lamont. We expect communications and information received or transmitted through these systems will have a business purpose. We recognize that employees will occasionally use these electronic communication systems for personal matters. We expect that employees' personal use will be minimal, will not interfere with the conduct of our business, and that the content of the communications employees send and receive will comply with the requirements set forth below.

1. Subject to the above, the computer hardware, software, email, other media of electronic and telephonic communications and the Internet connection (collectively the "Communication Systems") are the property of the Town and are to be used solely for business purposes.
2. Use of the Communication Systems for outside commercial ventures, religious or political causes, outside organizations, illegal purposes, or other non-job related matters such as entertainment or gaming, or to disclose, store or send confidential, proprietary, secret or privileged information is prohibited. The Town's Communication Systems may not be used in a way that may be harassing, disparaging, disruptive or offensive to others, or harmful to morale.
3. Employee communications transmitted or received by the Communication Systems should not be considered private by employees. The Internet gateway is not a secure system. There is no expectation of privacy for either the sender or recipient of electronic communications using the Communication Systems.

4. The use of the Communication Systems and the transmissions sent or received may be monitored or examined by authorized personnel to ensure the Town's legitimate business interest in the proper utilization of its property and compliance with its policy. The Town reserves the right to access and disclose the contents of the communications/transmissions as is required in furtherance of the Town's legitimate business interests, by law or by legal obligations to third parties. By using the Communication Systems, employees consent to such access and disclosure of the contents of the communications/transmissions as set out above by authorized Town personnel. The existence of passwords or message delete functions does not restrict or eliminate the Town's ability or right to access electronic communications.
5. Information on Internet activity may be collected and periodically reviewed with the focus on possible misuse, unauthorized access and growth trends for capacity planning.
6. Use of software that violates the software vendor's licensing agreement is prohibited.
7. Employees shall not use a code, access a file, or retrieve any stored information, other than where authorized. Employees shall not attempt to gain access to another employee's messages without the latter's permission.
8. The Town, in its sole discretion, reserves the right to suspend or limit an employee's use of the Communication Systems.

**Violations of this policy may necessitate disciplinary action, up to and including termination of employment for cause.**

#### **Prohibited Use**

Policies prohibiting all forms of harassment apply to the use of the Communication Systems. No one may use the Communication Systems in any manner that could be construed by others as harassment or discrimination based on a person's race, colour, ancestry, place of origin, religious beliefs, gender, gender identity, gender expression, age, physical disability, mental disability, marital status, family status, source of income, sexual orientation, or any other factor that is legislatively protected. As such, it is of fundamental importance that these tools not be used for the following purposes:

- Visiting any pornographic web site;
- Expressing sexual jokes or other written references to sexual conduct; and
- Displaying sexually suggestive or other offensive objects, pictures or cartoons.

Any communications containing such content should be immediately brought to the attention of the Supervisor. Abuse of the Communication Systems to access or transmit offensive images or materials may in certain circumstances (i.e., child pornography) require the Town to report such illegal activity to the appropriate authorities.

In addition, due to issues surrounding IT bandwidth, as well as the high volume of spam that already infiltrates our working environment; the following uses are also prohibited:

- Participation in web-based chat rooms;
- Storing or forwarding jokes, political satire, trivia, "chain mail," or other "junk" communications;

- Sending and/or receiving online greeting cards, non-business related newsletters, or non-business related news groups; and
- Downloading of MPEG files.

The Communication Systems may not be used to solicit for social, religious, political, or other causes, outside organizations, or other personal matters unrelated to the Town of Lamont's business. Users may not send unsolicited email to persons within or outside of the Town. This includes distribution of hoaxes, chain letters, or advertisements. Users may not propagate viruses, knowingly or maliciously (spamming). Users may not, under any circumstances, use "spoofing" or other means to disguise their identities in sending email.

### **Use of Electronic Communications**

Because all electronic communications represent the Town of Lamont in some way, all such communications should observe normal standards of professional conduct. All use of the Communication Systems should take business interests into account: trade secrets should be protected; communications should be courteous and display proper grammar and spelling, just as business letters and conversations should; recipients of communications should be limited to those for whom the communications are intended and necessary; and responses to communications should be appropriate and swift, whether entailing reply, storage to other locations, or deletion to eliminate clutter.

### **Use of the Internet**

Employees may have access to the Internet depending on their job responsibilities. Every Internet site visited is capable of determining the employee's and the Town of Lamont's identity. Exercise sound judgment and much discretion when accessing the Internet.

### **Downloading and Duplicating**

Computer viruses reside on the Internet. Do not download program or executable (".exe") files without the prior approval of your Supervisor.

All software used by the Town of Lamont's is specially licensed. Employees must not duplicate copies or download software from their computer to other computers or vice versa.

### **Confidentiality**

We have an obligation to preserve and protect our customer's confidential data, as well as trade secrets and other confidential information. The confidentiality of data (including email messages) sent via the Internet cannot be assured. The transmission of customer sensitive material, trade secrets or any other proprietary information, without the customer's permission and/or approval from management, is prohibited and may result in discipline, including termination of employment for cause.

### **Copyright of Software**

Unless otherwise noted, all software on the Internet should be considered copyrighted work. Therefore, employees are prohibited from downloading software and/or modifying any such files without permission from the copyright holder and your Supervisor.

### **Storage of Media**

The Town of Lamont may store electronic communications and information for a period of time. From time to time, communications or information stored in the Communication Systems may be deleted, printed, or utilized for any purpose.

## **Town Access to Electronic Communications**

Email and voicemail messages, a history of Internet domains accessed, and preliminary drafts of word processing documents may be electronically stored even after they have been deleted from your computer or telephone.

## **Footer for Email**

All email should contain this footer:

*“Confidentiality Warning: This communication is intended for the recipient to whom it is addressed, and may contain confidential, personal, and or privileged information. Please contact the sender immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.”*

## **No Expectation of Privacy**

The Town of Lamont and specially authorized individuals reserve the right to access, use and disclose contents of the Communication Systems at any time and review, use, and disclose communications within the Communication Systems, without notice to users of the Communication Systems. No one may access or attempt to access another's electronic communications without appropriate authorization from management. The reasons the Town of Lamont may access the Communication Systems include but are not limited to: system maintenance; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; ensuring that the Town of Lamont operations continue appropriately during an employee's absence; investigating alleged employee misconduct; and any other purpose deemed appropriate by the Town of Lamont. Employees should not expect the use of the Communication Systems to be private.

## **Online Social Community Pages, Personal Websites and Blogs**

The purpose of this section is to define guidelines and standards for employees who maintain personal pages within an online social community such as Facebook, Twitter or Instagram, a personal website, and/or blog.

This policy covers appropriate use of personal pages, websites, and/or blogs that reference the Town and applies to all employees, non-employees (i.e. contractors, consultants, co-op students, agency employees, interns and volunteers), and other workers at the Town who maintain a social media account, a personal website and/or blog.

If you choose to identify yourself as a Town employee or to discuss matters related to the Town's business on your personal page, website or blog, please bear in mind that although the personal page, website or blog is a *personal project* and a medium of *personal* expression, some readers may nonetheless view you as a *de facto* spokesperson for the Town. In light of this, we ask that you observe the following guidelines:

- Please make it clear to your readers that the views you express are yours alone and that they do not necessarily reflect the views of the Town. To help reduce the potential for confusion, we would appreciate it if you put the following notice or something similar in a reasonably prominent place on your site:

*The views expressed on this personal page, website/blog are mine alone and ought not be considered as originating from my employer.*

If you do put a notice on your page and or site, you need not put it on every page, but please use reasonable efforts to draw attention to it.

- Do not disclose any information that is confidential or proprietary to the Town or of any third party that has disclosed information to us. The Town's policy on Confidentiality applies. Accordingly, a violation of the policy may lead to discipline, up to and including termination of employment for cause.
- Please remember that your employment relationship gives the Town certain rights with respect to concepts and developments you produce that are related to the Town's business. Accordingly, we strongly discourage publishing such concepts or developments related to the Town's business on your site. If you have any questions in this regard, please consult management.
- Since your site is a public space, we anticipate you will be as respectful to the Town, our employees, our customers, our partners and affiliates, and others (including our competitors) as the Town itself endeavours to be.
- Be very careful to avoid posting any material that is protected by copyright. Failure to do so could result in legal action against you by the owner of the material. It may also lead to Town imposed discipline, up to and including termination of employment for cause.
- We also warn you against making a false claim, expressly stated or implied to be factual, that may harm the reputation of the Town, an individual, business, product, group, government or nation. This could lead to civil or criminal actions against you. In addition, you may face Town -imposed discipline, up to and including termination of employment for cause.
- Please be aware that the Town may request that you temporarily confine your personal page, website or blog commentary to topics unrelated to the Town (or, in rare cases, that you temporarily suspend your website or blog activity altogether) if it considers this is necessary or advisable to ensure compliance with legal requirements or to protect the interests of the Town and its stakeholders.

If you have any questions about these guidelines or any matter related to your site that these guidelines do not address, please direct them to your Supervisor.

## **Employee Benefits**

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The Town of Lamont is pleased to be able to offer its eligible employees and their families a comprehensive benefits program following the prescribed waiting period and subject to the terms of the respective plans. Effective the date of issuance of this Employee Handbook, eligibility is based on employees regularly scheduled to work a minimum of twenty (20) hours per week, with employment status of Regular Full-Time or Regular Part-Time.

Where such plans are underwritten by an outside third-party insurance carrier any dispute regarding entitlement to benefits constitutes a dispute exclusively between the insurance carrier and the employee.

Effective the date of issuance of this Employee Handbook, the benefits program includes the following components and monthly premium payments will be paid as follows:

Percentage of monthly premium paid by:		
	<u>Employer</u>	<u>Employee</u>
Life Insurance & Accidental Death and Dismemberment	75	25
Dependent Life Insurance	75	25
Long Term Disability Insurance	75	25
Extended Health Insurance	75	25
Dental Insurance	75	25
Employee and Family Assistance Program	75	25
Best Doctors	Included	Included

Regular Full-Time employees shall also be eligible to receive vision coverage to a maximum of \$500.00 every two (2) years per family. In addition, access to a health and wellness spending account (H&WSA) in the amount of \$150.00 per year, to cover eligible health and wellness expenses not covered by traditional insurance plans as approved by the CAO.

Participation in the above noted benefits is a condition of employment. Employees having comparable coverage to extended health care and dental insurance through other sources are permitted to opt out of these components.

Employees absent from work for a period of more than twelve (12) consecutive months will no longer be eligible for benefits (subject to compliance with the applicable provincial minimum employment standards legislation), unless alternative arrangements are made by the employee to pay for the applicable premiums to maintain such coverage and provided such an arrangement is permitted by the benefit plan terms and the applicable provincial minimum employment standards legislation.

Please note the Town of Lamont reserves the right to cancel, revise, or amend any of the above noted plans without notice.

Please speak to your Supervisor regarding your eligibility or refer to our benefit booklet for detailed information on our benefits program.

### **Employee Recognition**

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The Council of the Town recognizes the efforts and commitment of staff and makes efforts to acknowledge this appreciation when permitted by the Town budget. For example, Town employees may receive a gift card from a business of their choice in the Town of Lamont as a holiday gift. Such recognition is determined annually at the sole discretion of the CAO.

### **Employee Records**

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A confidential file shall be created for each employee in which to store documents and information pertaining to their employment with the Town. Personnel files are to be kept in locked compartments or in the possession of the authorized staff members. Access to the file is limited to the employee, Supervisor, and the CAO.

The following information to be kept in the personnel file includes but is not limited to:

- a) Resume, application and information gathered in the employee selection process;
- b) Payroll and benefit data;
- c) Performance evaluations;
- d) Documentation of disciplinary measures;
- e) Correspondence between employee and employer;
- f) Record of training and staff development; and
- g) Any additional confidential information pertaining to employment with the Town.

Personnel files are the property of the Town of Lamont, and access to the information they contain is restricted. Generally, only management personnel of the Town of Lamont, who have a legitimate reason to review information in a file, are allowed to do so.

With reasonable advance notice, employees may review their own personnel files in the Town of Lamont 's offices while in the presence of an individual appointed by the Town of Lamont.

Information will not be released for a reference check without authorization from the employee. Response to a reference check will be limited to factual information that can be substantiated by records. Information released that is of the nature of an evaluator's personal opinion, will be clearly identified as such.

Any discrepancy between this policy and Freedom of Information & Privacy Act ("FOIP") then FOIP will be adhered to.

It is the responsibility of each employee to promptly notify the Town of Lamont of any changes to personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, the employee must notify the Deputy CAO within three (3) business days.

## **Health and Safety**

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The Town of Lamont is committed to a health and safety program that protects our employees, others (i.e. contractors) who enter onto our property, and the general public.

Supervisors and employees at every level are responsible and accountable for the Town's health and safety performance. Active participation by everyone, every day, in every job is necessary for the health and safety excellence that this Town expects. Health and safety excellence include the promotion and maintenance of the highest degree of physical, psychological, and social well-being of all employees. Our goal is a healthy, injury-free workplace for all employees. By working together, we can achieve this goal.

The Town, Supervisors, and employees are all legally responsible for health and safety in the workplace.

This policy applies to any person that is employed or contracted directly and under the supervisions of the Town of Lamont.

## DEFINITIONS

1. **“Hazard”** means a situation, condition or thing that may be dangerous to the safety or health of employees.
2. **“Hazard Assessment”** means the process of identifying the hazards associated with a defined task, prescribing personal protective equipment and other relevant protection measures which must be employed to reduce the risk from the hazard.
3. **“Supervisor”** means any employee that gives instructions and/or orders to subordinates and/or is being held responsible for the work and actions of other employees.
4. **“Working Alone”** means to work alone at any time during a shift where assistance from other employees is not readily available when needed in the normal course of duties or in the event of an injury, illness or emergency.
5. **“Work Area”** means a place at a work site where an employee is, or may be, during work or during a work break.

## Procedures:

## RIGHTS AND DUTIES

1. Employee's Rights:
  - a. To be involved and participate in health and safety discussions and decisions.
  - b. To conduct a Hazard Assessment for any Work Area they will be working in.
  - c. To report a concern with any Hazards within their Work Area which might have been overlooked during a Hazard Assessment.
  - d. To know of potential Hazards and have access to basic health and safety information in the workplace.
  - e. To refuse work if the employee has reason to believe that Work Area is unsafe and to be protected from reprisal for exercising this right.
2. Employee's Duties
  - a. To take reasonable care to protect the health and safety of themselves and other employee's present while they are working.
  - b. To cooperate with the Town for the purposes of protecting the health of safety of:
    - i. Himself/herself/they/them;
    - ii. Other employees engaged in the work of the Town; and
    - iii. Other employees not engaged in the work of the Town but present at or near the Work Area at which that work is being carried out.
  - c. Use and wear devices and personal protective equipment required by the Town or the *Alberta Occupational Health and Safety Act, Regulation, and Code* (hereinafter referred to collectively as the “OH&S Act”).
  - d. Refrain from causing or participating in harassment or violence.
  - e. Report concerns about an unsafe or harmful works site act or condition that occurs/exists or has occurred/existed to the Supervisor.
3. Town's Duties
  - a. To ensure the health and safety of:
    - i. All employees engaged in the work of the Town.
    - ii. All employees, contractors, and the public, not engaged in the work of the Town but are present at or near the Work Area at which the work is being carried out and may be affected by the Hazards originating from the work site.
  - b. To ensure that all employees:



- i. Engaged in the work of the Town are aware of their responsibilities and duties under the OH&S Act.
    - ii. Working Alone are compliant with the procedures set out in the current Working Alone Policy.
    - iii. Are not subjected to or participate in harassment or violence at the work site.
    - iv. Are supervised by a person who is competent and familiar with the OH&S Act
  - c. That health and safety concerns are resolved in a timely manner.
  - d. Where a prime contractor is required, the prime contractor is advised of all the Supervisors and employees names.
  - e. They consult and cooperate with the Health and Safety Representative.
  - f. That Supervisors and employees are adequately trained for the protection of health and safety at the work site.
- 4. Supervisor's Duties:
  - a. To ensure:
    - i. They are competent to supervise the employees under their supervision.
    - ii. The employees under their supervision work in accordance with procedures and measures required by the OH&S Act.
    - iii. The employees under their supervision use all Hazard controls and properly uses or wears the personal protective equipment required by the Town or under the OH&S Act.
    - iv. That employees are not subjected to or participate in harassment or violence at the work site.
  - b. Take all precautions necessary to protect the health and safety of every employee under their supervision.
  - c. Advise every employee under their supervision of all known or reasonably foreseeable Hazards to health and safety in the area where the employee is performing work.
  - d. Report concerns about an unsafe or harmful work site action or condition that occurs/exists or has occurred/existed to the Town.
- 5. In addition, the Town, Supervisors, and employees will:
  - a. Cooperate with any person exercising a duty imposed by the OH&S Act.
  - b. Comply with the OH&S Act and any site policies, procedures and codes of practice.
- 6. Other workers (e.g. contractors, suppliers, or service providers) will comply with OH&S Act and site policies.
- 7. Employees at every level must be familiar with the requirements of the OH&S Act as it relates to their work.

## **HAZARD ASSESSMENTS**

- 1. A Hazard Assessment must be conducted to assess a Work Area and to identify existing and potential Hazards before work begins at the Work Area and prior to the construction of a new Work Area.
- 2. A report showing the results of the Hazard Assessment must be prepared and must include:
  - a. The date the assessment was prepared or amended; and
  - b. Identification of all Hazards; and
  - c. Identification of methods to control or mitigate the Hazards.
- 3. A Hazard Assessment must be repeated:

- a. At intervals sufficient to prevent the development of unsafe and unhealthy working conditions; or
  - b. When a new work process is introduced; or
  - c. When a work process of operation changes; or
  - d. Before significant additions or alterations have been undertaken to a Work Area.
4. A prime contractor must ensure that the Town undertaking work in the Work Area is made aware of any existing or potential work site Hazards that may affect that Employer's workers.
5. The Town must ensure that all affected workers are involved in developing the Hazard Assessment as well as the methods of controlling or mitigating the Hazards identified.
6. The Town must ensure that all affected workers are made aware of the findings of the Hazard Assessment and the methods of controlling or mitigating the known Hazards.

### **Hours of Work**

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Regular work hours are department specific and as follows:

- a. Office Staff Hours – 8:30 a.m. – 4:00 p.m., Monday through Friday.
- b. Operations Hours – Regular scheduled shifts between 6:00 a.m. – 6:00 p.m. Monday through Friday.

Operations employees will receive the following shift differential:

- a. \$1.50 per hour shift differential will be applied to all scheduled hours worked outside regular working hours.
- b. Qualified Shift Differential Hours – 6:00 p.m. to 6:00 a.m. Monday to Friday and all weekend hours worked.

Shift Differential will not be applied to any overtime or statutory holiday compensation.

### **Training and Personal Development:**

Employees that attend voluntary training, conferences or seminars, paid for by the Town will be paid in accordance with their regularly scheduled hours and will not qualify for overtime or time in lieu.

All regular work schedules will be available to employees two (2) weeks in advance unless last minute shift changes are required.

Any tasks that, if performed, would result in the daily hours of work exceeding eight (8) hours or weekly hours of work exceeding forty-four (44) hours of work in accordance with the applicable provincial minimum employment standards legislation cannot be undertaken without express written approval from the Supervisor.

Please talk to your Supervisor if you are unclear about working hour expectations and/or if a deviation from the foregoing regular work hours is necessary.

Hours of work may vary from time to time due to business requirements. The Town will give advance notice of twenty-four (24) hours prior to necessary last-minute shift changes and a minimum of eight (8) hours rest will be allotted between shifts.

If an employee is going to arrive to work late or leave early, please refer to the Absenteeism and Tardiness policy below.

### **Meal and Break Periods**

Meal periods are unpaid and will be provided in accordance with the applicable provincial minimum employment standards legislation (that is, thirty (30) minutes of unpaid break time in each shift that is five (5) consecutive hours of work). Meal breaks do not constitute hours of work for employment standards purposes, including the calculation of overtime, so long as they are provided in accordance with the applicable provincial minimum employment standards legislation.

Break periods for employees working less than a full shift will be:

- a) One fifteen (15) minute paid break if working greater than two (2) and less than five (5) hours.
- b) Two fifteen (15) minute paid breaks if working more than five (5) hours and less than seven (7) hours.

A fifteen (15) minute paid break may be taken both before lunch and after lunch break.

### **Overtime**

The Town of Lamont will comply with the overtime requirements set out in accordance with the applicable provincial minimum employment standards legislation. Our intent is to work toward a level of efficiency in which staffing can meet customer requirements on a regular schedule.

Reasonable overtime notice will be given in advance if business requirements permit.

All employees, excluding managers, supervisors and any other positions/occupations excluded from the overtime provisions of the applicable provincial minimum employment standards legislation, are eligible for overtime pay or time off in lieu of overtime pay if they are required to work overtime. Accordingly, employees are requested to consider the Group Overtime Agreement, attached hereto as Appendix "D". Please discuss your requirement to work overtime with your Supervisor.

As stated above, it is necessary to obtain advance approval from your Supervisor before working overtime. Given the Town of Lamont's ongoing efforts to carefully monitor the costs of operation, the employee obligation to obtain PRIOR written authorization from the employee's Supervisor BEFORE working overtime hours is fundamental. In the unlikely event unanticipated and urgent overtime is worked without the employee having obtained prior approval, such approval may subsequently be provided upon a consideration of the circumstances by the employee's Supervisor. The employee must notify their Supervisor immediately after working such overtime hours.

### **Standby and Callout**

To provide adequate service to customers, it is necessary to have Operations employees on standby (i.e. on-call) to handle any emergency calls after regularly scheduled work hours. Employees will be added to the standby rotation schedule once they have obtained the knowledge and experience to respond competently to the standby requirements.

Each standby rotation is for a period of one (1) week. During the standby rotation, the employee must be within one half (½) hour of travel time to the Town of Lamont.

The Town will prescribe a standby pay rate which will be communicated to employees and is subject to change.

If an employee who is not on standby receives a call regarding an emergency, they shall inform the resident to phone the emergency pager number. An employee is to only respond to emergencies unless otherwise authorized by the Supervisor or CAO.

An emergency includes but is not limited to the following situations:

- i. A resident has no water;
- ii. A water line break;
- iii. A plugged sewer;
- iv. Any situation which is a danger to people or may cause damage to property;
- v. A road condition which may constitute a danger; and
- vi. A request for assistance from the fire department.

A minimum of three (3) hours overtime pay or Time In Lieu (TIL) will be paid/given for an employee performing duties on a call out. Any additional calls within the minimum guarantee period shall be considered as just one call.

If more than one person is required to handle the emergency, the employee shall attempt to contact another Operations employee for assistance.

The CAO or Director of Operations and Infrastructure may contact any qualified personnel they feel necessary to deal with a situation.

### **Timekeeping**

All the Town of Lamont employees are required to submit a timesheet monthly which accurately shows the hours worked by the employee. Timesheets are to be approved by the Supervisor prior to being submitted for payroll.

The Supervisor's timesheets will be approved by the CAO, and the CAO's timesheets will be approved by the Finance Officer or his/her designate.

Recording another employee's time, with or without authorization, is strictly prohibited and may result in disciplinary action up to and including termination of employment for cause. Moreover, falsifying time worked is a serious employment offence and will result in disciplinary action up to and including termination of employment for cause.

### **Regular Day Off**

The Town of Lamont is desirous of improving the quality of the public service of the Town and promoting the wellbeing and increased productivity of its employees to the end that the people of the Town Lamont will be well and efficiently served.

The policy provides the employee with the incentive of having a regular day off through the accumulation of extra work hours as well as being a morale booster. Employees are encouraged to use the regular day off for medical, dental or any other personal appointment, reducing the amount of paid time away from work.

This policy applies to all Regular Full-Time employees of the Town.

A regular day off ("RDO") shall be accumulated as follows:

a) Administration:

An extra forty-six (46) minutes per day must be worked. The employee shall be entitled to one scheduled RDO per two (2) week period.

b) Operations:

An extra thirty (30) minutes per day must be worked. The employee shall be entitled to one scheduled RDO per month.

The Supervisor shall determine when the extra time is to be worked. Extra time shall not be accumulated by working through coffee breaks and lunch breaks shall not be less than thirty (30) minutes. Extra hours worked towards an RDO will not be considered overtime, subject to compliance with applicable provincial minimum employment standards legislation.

The RDO must be taken in the period in which it has been earned (i.e. two (2) weeks or one (1) month). An RDO cannot be banked or accumulated without prior consent of the Supervisor.

The RDO schedules will be drawn up for all eligible employees for each department and approved by their Supervisor. These schedules will be used as a guide so that the quality of public service will be carried out at an efficient and effective level and that the Supervisor and employee can prepare for the upcoming scheduled RDO.

The Supervisor has the authority to alter RDO schedules upon consultation with the employee. However, the Supervisor's decision is final. Accordingly, should an employee be on leave and another employee's RDO occur during this same time period, that employee's RDO may be rescheduled pending workload requirements of the Supervisor.

## **Housekeeping**

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Each employee's contribution to help maintain their personal work area and the general office areas (kitchen, supplies room, etc.) will ensure an attractive work environment.

Each employee's personal workstation area should be kept tidy and clear of any materials not required to perform their job. Proper supplies and equipment that are necessary to perform your duties should be neat and orderly. Only paperwork currently being worked on should be on a desk; all other paperwork should be placed in its proper area.

Employees are collectively responsible for maintaining the cleanliness of common office areas. The computer/supplies room must also be left in a neat and organized fashion. Wipe up any and all spills throughout the office. When eating at your desk there is to be no strong-smelling food, no greasy food, no soups and no food that spills easily. All garbage pertaining to food and/or drinks must be disposed of in the kitchen.

## **No Smoking**

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In keeping with the Town of Lamont's intent to provide a safe and healthy work environment, smoking is prohibited throughout the workplace.

To accomplish this, smoking is allowed only outside the building (in accordance with municipal bylaws) and must not interfere with fulfilling any job responsibilities. This policy applies to all tobacco products as well as e-cigarettes and cannabis.

## **Open Door**

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We are committed to providing a positive environment that will enable our employees to achieve their professional goals. Our policy is to treat each employee as an individual, but at the same time encourage employees to work together as a team.

To this end, we are constantly striving to maintain strong communications between management and employees so that problems regarding working conditions and procedures can be freely discussed and satisfactorily resolved.

Bring your concerns to the attention of your Supervisor. If you do not feel comfortable with your Supervisor or you do not receive an adequate response, please discuss the situation with the CAO or Deputy CAO.

Our door is always open. We believe that discussing issues directly with one another will enable us to maintain the spirit of cooperation that has contributed to our continued success over the years.

## **Outside Employment**

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It is essential that all Town employees who engage in outside employment conduct themselves in such a manner that no ethical or legal conflict of interest may be occasioned by such sources of employment.

Employees shall disclose to the CAO any business, commercial or financial interest which may give rise to a reasonable apprehension of conflict or bias in connection with the exercise of their official duties and shall maintain such information current during their period of employment.

Employees may have outside employment except where:

- a) The outside employment interferes with or interrupts the employee's ability to completely carry out all his or her duties with the Town;
- b) The outside employment involves client contact or other outside employment performance during any portion of the workday where the employee is expected to be at work and/or performing duties for the Town;
- c) The outside employment involves performance of work which must be inspected or approved by another civic employee where a conflict of interest or preferential treatment may exist; and
- d) The outside employment directly results in any matter contributing to a proposal or contract which may require Town consideration or approval, whether of a financial nature or otherwise.

Where the employee accepts any outside employment in which such employment conflicts with his/her commitment to the Town, the employee is required to make it known to the prospective employer that his service is provided on a personal basis only and is in no way authorized, endorsed or supported by his/her regular employer – the Town.

## **Payroll**

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Employees are paid monthly on the 30<sup>th</sup> with an advance on the 15<sup>th</sup>, via direct deposit.

Pay stubs will note the pay period for which the wages are being paid, hours worked, gross amount of wages, deductions, including applicable deductions on account of employee enrollment in the group benefit plan, if applicable, and deposit amount.

Statutory deductions for federal and provincial taxes, Canada Pension Plan, and Employment Insurance, all required by law, are deducted from employee earnings. These deductions may change, from time to time, as they are impacted by changes in the amount earned and by legislation.

Garnishments are pay deductions which may be taken by the Town pursuant to a court order, usually to help pay off a debt or obligation to others.

If you have questions concerning why deductions were made from your pay cheque or how they were calculated, please contact the Deputy CAO.

## **Performance Reviews**

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Everyone likes to know how their contribution is regarded and to understand what performance expectations the Town has of them. Performance reviews are intended to provide this feedback.

While performance feedback is something that you should receive on a regular basis, formal reviews are scheduled during the probationary period and annually thereafter and are a good opportunity for you to get comprehensive feedback on your achievements and areas requiring further development or attention. If you have any concerns regarding your performance, you should approach your Supervisor directly.

## **Wage Adjustments**

A performance review is considered separate from wage adjustments. However, each employee's performance and rate of pay will be reviewed annually, and may be adjusted based on performance, business growth, as well as the general economic condition of the Town.

## **Pension Plan**

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The Town participates in the Local Authorities Pension Plan ("LAPP"), which is administered by Alberta Pension Services. The LAPP is a defined benefit plan that both eligible employees and the Town as the employer contribute to. Contribution rates are set by the LAPP Board of Trustees and reviewed at least every three (3) years.

The guidelines set out in this policy ensure employees entitled to benefits of the LAPP are enrolled accordingly to plan membership requirements and the Town is compliant with all mandatory membership criteria.

## **Definitions**

1. "Base Unit" means the number of hours per year worked in order to earn one (1) year of pensionable service, excluding overtime. This varies by position so the scheduled hours by positions per week multiplied by fifty-two (52) weeks will be the base unit for that position.
2. "Pensionable Salary" means an employee's gross basic pay for the performance of regular duties plus any acting pay an employee may receive while covering for another employee during their absence. Earnings that do not qualify for pensionable salary include:
  - Overtime payments;
  - expense allowance;
  - on-call pay;
  - holiday and vacation pay paid as a lump sum; and
  - any form of special pay not listed above.
3. "Pensionable Service" means the number of years of eligible and qualifying employment.
4. "Permanent Full Time Employee" means an employee who occupies an established permanent full-time position working thirty (30) hours or greater per week and who has successfully completed the probationary period.
5. "Service Year" means the period from the first pay day of the year and ending with the last pay day of the year.

#### **Procedure:**

1. LAPP is compulsory for all Regular Full-Time Employees, after one (1) year of employment with the Town.
2. All eligible employees must participate until December 30 of the year in which they turn 71.
3. Casual, contract, seasonal (Full or Part-Time), or Regular part-time employees are not eligible for participation in the LAPP.
4. All employees currently receiving a monthly pension from LAPP are not eligible for participation in the LAPP.
5. The Town will enroll all Regular Full-Time Employees in the LAPP immediately if they are transferring from an existing LAPP employer, or reciprocal partnership without interruption in service.
6. If an employee's salary exceeds the limit of contribution as determined by the LAPP, the employee may be eligible to participate in a supplementary pension program as approved by the CAO.
7. When an employee undergoes a leave of absence and is enrolled in LAPP, depending upon the type of leave, that employee may be required to continue contributions to LAPP, or be given the option to buy-back as per the LAPP rules and regulations.

Upon enrollment, the Town will provide new members with a hard copy of the Pension Plan policy and will notify LAPP, who will provide the employee with further details on plan membership. The LAPP member handbook can be found on the LAPP member portal at: <https://www.lapp.ca/page/mypensionplan>.

Members are encouraged to register for secure access to personalized pension benefit information by activating their accounts on-line at: <https://www.lapp.ca/page/mypensionplan>.

#### **Probationary Period**

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As employees begin their job with the Town of Lamont, the Town will do everything it can to get the new employee off to a good start and to acquaint each employee with the advantages and



the opportunities that they will enjoy as an employee of the Town of Lamont.

The first ninety (90) days of employment are considered a probationary period for all new employees. This probationary period allows employees the opportunity to ask questions about their job and about the Town of Lamont business, services and policies. During this period, both employees and the Town of Lamont will have an opportunity to get to know one another. It will give new employees the opportunity to evaluate their new position and will give the Town the opportunity to evaluate whether new employees are best suited to their work assignments.

The Town retains the discretion to extend the probationary period where necessary.

### **Progressive Discipline**

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At the Town of Lamont, we strive to treat all employees fairly, justly, and equally. Sometimes mistakes and problems occur, and when they do, we will act immediately to resolve them. In discussing these matters with employees, the following points should be considered:

- The discussion should be in private;
- The employee should be informed of the problem, and will then be able to provide his/her side of the story along with reasons for his or her unsatisfactory performance or conduct; and
- The employee should then be informed of the appropriate discipline, if any, that will be instituted.

The Town is not required to follow this policy for employees within their probationary period or before terminating an employee without cause.

#### **Progressive Discipline Process:**

Step 1	Verbal Warning
Step 2	Written Warning
Step 3	Final Warning/Suspension (generally one (1) to three (3) days and without pay)
Step 4	Termination/Dismissal

Please note that where appropriate, any step in the foregoing progressive disciplinary process may be repeated prior to moving to a more severe penalty. Alternatively, any step may be skipped in favour of a more severe penalty. Certain disciplinary infractions may also lead to an employee being demoted.

The procedure is as follows:

**Verbal Warning:** This warning will be issued on the first unsatisfactory performance and/or misconduct. A disciplinary memorandum will be completed and added to the employee's personnel file.

**Written Warning:** This warning serves to firmly call the employee's attention to continued unsatisfactory performance and/or misconduct. A disciplinary form will be completed and added to the employee's personnel file. The form will include the cause for warning, the employee's explanation, and the recommended corrective action.

**Final Warning/Suspension (without pay):** The final warning serves to put the employee on notice that his or her unsatisfactory performance and/or misconduct is not acceptable and that

failure to immediately correct the problem may be cause for more serious disciplinary action, including termination of employment for cause. A disciplinary letter explaining the serious nature of the incident, the duration of the unpaid suspension and the corrective action necessary for improvement accompanies the final warning. A copy of the final warning letter will be added to the employee's personnel file.

**Termination/Dismissal:** Reflects the employee's continued failure to correct unsatisfactory performance and/or misconduct despite prior corrective actions or reflects a serious infraction of the standards of employee conduct that warrants termination of employment for cause.

## **Resignation**

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Should you decide to leave your employment with us, we ask that, subject to any provision in your employment agreement, you provide your Supervisor with written advance notice in accordance with the Alberta *Employment Standards Code* ("Resignation Notice Period"). Specifically, one (1) week of notice for employees with more than ninety (90) days but less than two (2) years of service and two (2) weeks' notice for employees with two (2) years' service or more.

Your thoughtfulness will be appreciated and will be noted favorably should you ever wish to reapply for employment with the Town of Lamont.

Owed wages and vacation pay will be paid out in accordance with the Alberta *Employment Standards Code*.

We value employee comments and may invite the employee to participate in an exit interview. Participation is voluntary and the input and suggestions will be kept entirely confidential at all times subject to any legal requirements. This information may be beneficial to us in developing improvements to our Town on an on-going basis.

The exit interview includes finalizing all necessary paperwork relating to your pay, accrued vacation benefits, etc. and collecting any Town issued equipment.

The Town of Lamont requires the return of all Town property. This would include all property, materials or written information issued to an employee or in possession or control of an employee (i.e. computers, printers, keys, security cards, credit cards, phone cards, etc.).

In all cases employees are reminded of their continuing obligation to keep information acquired while employed at the Town of Lamont confidential in addition to any other post-employment obligation that may be applicable in the circumstances or any such obligations as set out in your employment agreement.

## **Service Awards**

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Employees shall be recognized for their years of service to the Town and their safe work practices.

### **Years of Service**

Employees shall be recognized for their years of service to the Town commencing after five (5) years of service and in five (5) year increments thereafter. The service award shall be presented annually by the Mayor or CAO.

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**Long - Service Awards:**

<b>Years of Service Rendered</b>	<b>Value of the Awards</b>	
5 years	\$	100.00
10 Years	\$	200.00
15 Years	\$	300.00
20 Years	\$	400.00
25 Years	\$	500.00
30 Years	\$	600.00
35 Years	\$	700.00
40 Years	\$	800.00
45 Years	\$	900.00
50 Years, or more	\$	1,000.00

Note: if the value of the award equal to or less than \$500 is a non-taxable benefit, any amount over the \$500 is a taxable benefit.

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**Safe Work Practices**

Employees, with no lost time incidents in a calendar year, shall be recognized for their safe work practices annually. Recognition will be a non-monetary award as determined by the CAO annually.

**Retirement**

Regular Full-Time employees within the Town will be entitled to a retirement gift after a minimum of five (5) years of service. The gift will be paid to a retiring employee on the employee's final pay. For the value of the retirement gift, refer to the value of long service awards above starting at \$100.00.

**Telecommuting**

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For a limited number of positions within the Town, working away from the office, or telecommuting, may be possible.

Telecommuting is the concept of working from home or another location on a full or part-time basis. Telecommuting is not a formal, universal employee benefit. Rather, it is an alternative method of meeting the needs of the Town.

Employees will be selected based on the following:

- Suitability of their position for telecommuting;
- An evaluation of the likelihood of their being successful telecommuters; and
- An evaluation of their Supervisor's ability to manage remote workers.

The decision to allow for telecommuting is in the sole discretion of the Town. If telecommuting is allowed for a position, it will last only as long as it is appropriate for Town. Further, telecommuting can be discontinued at any time, for any reason, without notice, and should the Town elect to revoke the privilege, it will not be deemed to be a fundamental change to the employment relationship.

Professionalism in terms of job responsibilities and work output for telecommuting employees will continue to follow the standards set by the Town.

### **Compensation and Work Hours**

A telecommuting employee's compensation, benefits, work status and work responsibilities will not change due to telecommuting.

Furthermore, the telecommuting employee is expected to maintain their regular hours of work.

### **Equipment/Tools**

The Town may provide specific tools/equipment for the employee to perform their current duties. This may include computer hardware, computer software, phone lines, email, voicemail, connectivity to host applications, and other applicable equipment as deemed necessary.

The use of equipment, software, data supplies and furniture when provided by the Town for use at the remote work location is limited to authorized persons and for purposes relating to Town business only. The Town will provide for repairs to Town equipment where such repairs are deemed necessary. When the employee uses their own equipment, the employee is responsible for maintenance and repair of equipment.

### **Workspace**

The employee shall designate a workspace within the remote work location for placement and installation of equipment to be used while telecommuting.

The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment. It is the employee's responsibility to report any work-related injuries and obtain the appropriate insurance coverage for injuries to third parties on the employee's property. The Town reserves the right to make reasonable visits to remote work locations to conduct safety inspections in the area(s) of the remote work location used for business purposes.

Any Town materials taken home should be secured and kept in the designated work area at home and not be made accessible to others.

### **Office Supplies**

Office supplies will be provided by the Town as needed. Out-of-pocket expenses for other supplies will not be reimbursed without prior approval of the employee's Supervisor.

### **Communication**

Employees must be available by phone and email during their normal hours. Employees are responsible for maintaining regular contact with their Supervisor.

All client meetings shall be conducted at a customer or Town worksite. Telecommuters shall be available for employee meetings, and other meetings at the Town offices as deemed necessary by management.

The employee remains obligated to comply with all Town rules, practices and policies. Failure to do so will result in the removal of such privilege.

## **Temporary Layoffs**

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From time to time there may be the need for the Town to temporarily layoff one or more of its employees. The Town retains the sole discretion to determine which employees will be subject to the temporary layoff.

The Town will give employees as much notice of a layoff as statutorily required and as business conditions allow. This expression of intent, however, does not create an obligation on the part of the Town of Lamont to provide any prior notification of a layoff.

The Town of Lamont will comply with the applicable provincial minimum employment standards legislation with respect to temporary layoffs.

## **Time Away from Work**

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### **Absenteeism and Tardiness**

Good attendance and punctuality are expected from all employees and are important factors for your continued success at the Town of Lamont. Absenteeism and tardiness place a burden on other employees, on our customers, and on the Town of Lamont generally.

From time to time, however, it may be necessary for you to be late or to be absent from work. We are aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. If you know in advance that you will need to be absent, you are required to request this time off directly from your Supervisor.

In the instances when you cannot avoid being late for work or are unable to work as scheduled, you should notify your Supervisor as soon as possible in advance of the anticipated late arrival or absence. When you call in to inform the Town of Lamont of an unexpected absence or late arrival, you must contact your Supervisor directly. We encourage employees to speak with the Supervisor regarding any specific departmental protocols.

Do not inform another employee and have them relay the message to your Supervisor. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call on your behalf and advise that person to contact your Supervisor. Where appropriate, you should call in each day that you are absent. the Town of Lamont reserves the right to request a doctor's note satisfactory to the Town of Lamont. In addition, the Town of Lamont reserves the right to require the employee attend on a third party medical examination to be arranged by the Town of Lamont.

Please note that attendance and absenteeism records will be considered as part of an employee's performance review. An excessive number of days absent without reasonable justification may lead to disciplinary action. Employees displaying an inability to adhere to this policy will be subject to disciplinary actions, up to and including termination of employment for cause. Subject to management's sole and exclusive discretion to vary the standards set out below in any given circumstance, three (3) late arrivals in any calendar year will typically result in the employee receiving an official verbal warning. Five (5) late arrivals in any calendar year will typically result in the employee getting an official written warning. Incidents of late arrivals in excess of five (5) in any calendar year may result in further discipline up to and including termination for cause.

### **Bereavement and Compassionate Leave**

We extend our sincere condolences to those experiencing a death in their family. As a gesture of

sympathy, we grant employees up to three (3) paid days in the event of the death of one of the following immediate family members:

- Spouse either married or common-law
- Mother/father
- Sister/brother
- Mother/father-in-law
- Brother/sister-in-law
- Daughter/son-in-law
- Child
- Grandparent
- Grandchild
- Close friend or family member at the discretion of the CAO

Two (2) additional paid days may be granted in the sole discretion of the CAO if travel time is needed.

One (1) day with pay may be granted to serve as a Pall Bearer.

Up to three (3) days leave with pay may be granted to an employee whose immediate family member (as listed above) is critically ill. Employees caring for a critically ill family member must give their employer a medical certificate, which can be issued by a nurse practitioner or physician.

There may be occasions when you may wish to attend the funeral of other relatives or friends, and we suggest that you discuss this directly with your Supervisor.

Please note that bereavement and compassionate pay (if applicable) will not be paid in addition to another type of allowable pay for the same day(s), such as holiday pay, vacation pay, or other days that you would not normally have performed work for the Town.

Any provided leave is to be set off against, and not in addition to, any applicable leave entitlement provided under the applicable provincial minimum employment standards legislation.

### **Jury Duty/Witness Duty**

**Jury Duty:** The Town of Lamont encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees must show the jury duty summons to their Supervisor so that they may make arrangements to accommodate the absence.

Employees are expected to report to work whenever the court schedule permits.

Either the Town of Lamont or the employee may request an excuse from jury duty if, in the Town of Lamont's judgment, the employee's absence would create serious operational difficulties.

The Town will grant a leave of absence without loss of regular earnings for up to a maximum of ten (10) days to any Regular Full-Time and Regular Part-Time employee who is called to jury duty, provided that the employee reimburses the Town any amounts provided to them by the Court relative to such duty (less parking fees, meal allowance, and travel expenses).

The Town of Lamont will continue to provide benefits for the employee during jury duty absence. Vacation time will continue to accrue during jury duty.

**Witness Duty:** Employees are entitled to unpaid leave if they are subpoenaed for witness duty. If an employee has been subpoenaed or otherwise requested to testify as a witness on behalf of the Town, the employee will be paid for the entire period of witness duty.

Employees are expected to report for work whenever the court schedule permits.

### **Legislated Leave of Absence**

Employees may be entitled to a leave of absence in accordance with the applicable provincial minimum employment standards legislation. The purpose of the various leaves, the eligibility, the length of the leave and the evidence required to substantiate the leave will depend on the type of leave taken and employees are encouraged to speak with their Supervisor regarding their entitlement.

### **Maternity Leave/Parental Leave**

The waiting period to be eligible for maternity and parental leave will be in accordance with Alberta's minimum employment standards legislation. Once an employee is eligible for maternity or parental leave in accordance with Alberta's minimum employment standards legislation, the length of the leave will also be governed by this legislation. Please refer to the chart below that outlines the amount of time employees are entitled to in Alberta. This chart also outlines the amount of notice employees are required to give the Town prior to commencing the leave.

Leave	Length	Qualifying Period for Eligibility	Notice Prior to Leave
Maternity	Up to sixteen (16) consecutive weeks of unpaid leave	You must have worked at the Town for ninety (90) days prior to commencing the leave.	Six (6) weeks written notice is required before starting the leave.  A medical certificate may be requested.
Parental	Up to sixty-two (62) consecutive weeks of unpaid leave (available to adoptive parents also)	You must have worked at the Town ninety (90) days prior to commencing the leave.	Six (6) weeks written notice is required before starting the leave.

If pregnancy interferes with the employee's job performance during the twelve (12) weeks before their due date, the Town may require that the employee start maternity leave earlier by notifying the employee in writing.

Employees must give the Town written notice at least four (4) weeks before they return to work or if they will not be returning to work after their leave ends

### **Federal Government Benefits**

Both maternity and parental leave are taken without pay.

However, effective the date of issuance of this Employee Handbook, Federal Employment Insurance Benefits will be paid to eligible persons for:

- Fifteen (15) weeks for maternity leave if the employee has worked for at least six hundred (600) hours during the qualifying period; and

- Sixty-one (61) weeks for parental leave if the employee has worked for at least six hundred (600) hours during the qualifying period.

Please refer to <https://www.canada.ca/en/services/benefits/ei.html> for more information regarding the Federal Employment Insurance Program.

**Benefit Continuation during Maternity/Parental Leave:** The Town will continue to make its contributions to the benefit program on behalf of an employee who is eligible under the applicable provincial employment standards legislation for maternity or parental leave, unless it receives written notice from an employee that they do not intend to pay their portion of the premium cost, where applicable.

In order to continue participation in the Town benefit program, employees on maternity or parental leave must make appropriate arrangements to ensure payment of their portion of the benefit program premium cost for the duration of the leave, where applicable. Employees may provide post-dated cheques or make another type of payment arrangement that is satisfactory to the Town. Employees should contact their Supervisor to make the necessary arrangements.

An employee who does not want to continue participation in the Town's benefit program during a maternity or parental leave is required to provide the Town with written notice that they do not intend to pay their employee portion of the premium cost. In the event that the employee does not intend to pay their portion of the premium cost, benefits will be suspended, and the insurance carrier may require further evidence of insurability in order to reinstate the employee's benefits coverage upon expiry of the leave.

When an employee undergoes a leave of absence and is enrolled in LAPP, depending upon the type of leave, that employee may be required to continue contributions to LAPP, or be given the option to buy-back as per the LAPP rules and regulations.

### **Medical Leave of Absence**

The Town recognizes that on occasion, employees may experience illness or injury that prevents them from attending at work for a significant period of time. While it is our hope that employees fully recover and return to work as soon as possible, our Medical Leave of Absence Policy addresses the circumstances where this is not possible and outlines our mutual responsibilities.

Firstly, when an employee becomes aware that the employee will be absent from work due to illness or injury for a period of time, the employee is required to contact their Supervisor regarding the absence as soon as possible. Please note that employees are not required to divulge a diagnosis.

The Town will require the employee to supply written medical evidence of an inability to attend at work if the absence is forecasted for longer than three (3) days (or sooner in the Town's sole discretion). It is important to note that any absences that are not supported by clear medical documentation will be considered to be unapproved, and subject to disciplinary action up to and including termination of employment for cause.

In addition, and during the currency of the medical leave, an employee will be required to provide medical documentation to the Town on an ongoing basis as requested. Requests for medical documentation will be sent to the employee by the Town and will usually include the requirement to have a treating physician or other medical specialist fill out certain forms. In all instances, it is the responsibility of the employee to ensure that these forms are filled out in a fulsome manner,



and within the timeframes that are laid out by the Town. The purpose of the medical documentation is to (i) ensure the employee's medical leave is fully protected; (ii) obtain an anticipated return to work date; and/or (iii) ensure that the Town is able to evaluate the appropriate accommodation to ensure the employee's safe return to work.

As part of this process and in certain circumstances, the Town may also require the employee to attend independent assessments and/or independent medical examinations. Employees are expected to comply with such requests.

Regular communication during medical leaves is essential to ensure that we work collaboratively in the return to work process. If required, the Town will seek to modify the workplace and/or work schedule to accommodate employees who are disabled. If an employee is unable to perform the essential duties of their pre-injury/illness job, the Town will work with the employee to find ways to modify the job to suit their abilities. While the Town is not required to create jobs, if the employee is unable to perform the pre-injury/illness work with modifications, the Town will seek to be as creative as possible to accommodate the employee and will only cease to accommodate if it would be an undue hardship for the Town, or if the disability were to create a permanent inability for the employee to perform most of the essential duties of their job.

In all cases the Town will continue to accommodate the employee in accordance with human rights legislation.

While the Town is confident that our employees will comply with all of the requirements outlined above, employees should be aware that failure to comply with these requirements can result in disciplinary action up to and including termination of employment on a with cause basis.

#### Financial Assistance Available to Employees on Leave

Since medical leaves usually begin with one (1) or two (2) sick days, the employee will be eligible to first avail themselves of the Town's Sick Days policy if the employee indeed has accrued but unused time.

If requested, an employee may be permitted to use any vacation time that he or she has accrued but also not yet used.

In all instances where there is an interruption in earnings, the Town will issue a Record of Employment to the employee. The Record of Employment is the government document that employees will need should they wish to apply for Employment Insurance "Sick Leave" Benefits through Employment and Social Development Canada ("ESDC"). The "Sick Leave" program generally provides for up to fifteen (15) weeks and additional details can be found at: <https://www.canada.ca/en/services/benefits/ei.html>. It is important to note that certain restrictions may apply to these benefits, and we suggest employees contact their local ESDC office to determine their personal eligibility.

Lastly, we take this opportunity to also remind all employees that the Town has a long term disability program that is available for extended medical leaves. This program has various requirements in order to qualify, and we would suggest that you please refer to our group benefits booklet for more information.

#### **Paid Holidays**

The following days are general holidays observed by the Town of Lamont:

<b>HOLIDAY</b>
New Year's Day
Family Day
Good Friday
Easter Monday
Victoria Day
Canada Day
Civic Holiday
Labour Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day

Christmas Closure (typically between Christmas Day and New Year's Day) will be at the discretion of the CAO. Employees must save holidays or time off in lieu for the required days otherwise the time off will be unpaid.

To qualify for pay on the above days, an employee must meet the eligibility requirements of the provincial employment standards legislation. As there are Town operations that must be available at all times, employees may be required to work on general holidays and will be compensated in accordance with the provincial employment standards legislation.

If a holiday falls within an employee's vacation period, the employee shall be entitled to an extra day's vacation with pay.

**Religious Holidays:** Employees who wish to observe religious holidays other than those identified herein, may use their Sick Days (see below) or take this time off as an unpaid leave or vacation.

### **Personal Leave of Absence**

In certain circumstances, a leave of absence may be granted, without pay, for a specified period. All leaves of absence are to be requested in writing to the CAO stating the period of leave required and the reason for the leave. Requests for leave of absence will be considered on an individual basis and in light of circumstances prevailing at the time. Factors taken into consideration may include availability of suitable replacement staff, time of year, length of service, etc.

Leaves of absence will not normally be granted in circumstances where an employee can utilize vacation entitlement.

For the portion of the unpaid leave which extends past one (1) month the employee will be responsible for paying one hundred percent (100%) of the benefit premiums and pension contribution by the Town ceases.

### **Sick Days**

The purpose of this policy is to offer a plan for income security in the event that an employee's ability to work is affected by personal illness, injury or disability or illness, injury or disability of a spouse or dependent child.

Regular Full-Time employees will accrue sick leave days at a rate of 1.5 days per month. Probationary, Regular Part-Time, Seasonal and Casual employees will not earn paid sick leave.

Regular Full-Time employees are entitled to use up to three (3) days of sick leave per calendar year, to care for an ill or injured spouse, child, dependent family member, or parent, including accompanying that individual to a medical, dental, or eye appointment.

Sick days will accrue during annual vacation and during the first month of an unpaid leave of absence. During an unpaid sick leave, sick days will not accrue beyond one (1) month of the leave. Vacation entitlement (pay and time) does not accrue during an unpaid sick leave; however, in no case will you receive less than your minimum statutory entitlement to unpaid vacation time.

Wages for sick leave days will be equal to the employee's average regular daily wage.

Subject to the Absenteeism and Tardiness policy, a physician's note verifying the illness may be requested for any sick leave and will be required after three (3) days of sick leave. Medical verification may be required if illness persists (please see our Medical Leave of Absence policy for further information).

Sick days will accrue up to a maximum of one hundred and twenty (120) calendar days.

The purpose of sick days are to ensure an employee does not suffer an unnecessary interruption in earnings during both occasional and long-term absences related to illness, injury, or disability, up to the date upon which an employee may qualify for long-term disability benefits.

An employee will be able to use a maximum of one hundred and twenty (120) calendar days of sick time consecutively. This time period corresponds with an employee's eligibility to apply for long-term disability benefits. Even if an employee has remaining sick days in their bank, no further sick days will be paid once an employee is eligible to apply for long-term disability benefits, regardless of whether or not the employee applies or qualifies for long-term disability benefits.

If an employee is injured while doing work for the Town, the Worker's Compensation Board may provide loss of earning benefits, in which case sick days cannot be used. An employee will not be able to use sick days when they are in receipt of Worker's Compensation loss of earning benefits.

During an extended illness, the Government of Canada Employment Insurance (EI) program may provide benefits if the employee is not covered by other plans, does not have available sick days to use, or has used the maximum allowable consecutive sick days under this policy.

With appropriate verification from a physician, sick days may be used during annual vacation. Vacation days would then be rescheduled.

Employees will not be paid for earned but unused sick days upon cessation of employment.

In order to continue participation in the Town benefit program, employees on an unpaid sick leave must make appropriate arrangements to ensure payment of their portion of the benefit program premium cost for the duration of the leave, where applicable. Employees may provide post-dated cheques or make another type of payment arrangement that is satisfactory to the Town. Employees should contact their Supervisor to make the necessary arrangements.

The employee may be able to continue to pay LAPP contributions while on long-term disability leave. It is the responsibility of the employee to contact the LAPP member services for information.

This entitlement shall be set off against any leave entitlements under the applicable provincial minimum employment standards.

### **Vacation**

Employment with the Town entitles employees to annual vacation leave with pay. Vacation leave shall increase with length of service to the Town.

Vacation days for Regular Full-Time and Regular Part-Time employees shall be accrued as follows:

- a) After one (1) year of complete continuous service, each employee shall be entitled to ten (10) working days' vacation with pay. These days are to be taken prior to the end of the calendar year after the 1<sup>st</sup> anniversary date.
- b) After two (2) years of complete continuous service, each employee shall be entitled to fifteen (15) working days' vacation with pay.
- c) After seven (7) years of complete continuous service, each employee shall be entitled to twenty (20) working days' vacation with pay.
- d) After fifteen (15) years of complete continuous service, each employee shall be entitled to twenty-five (25) working days' vacation with pay.
- e) After twenty (20) years of complete continuous service, each employee shall be entitled to thirty (30) working days' vacation with pay.

Vacation days are earned during each year of continuous service and must be taken during the current calendar year (January 1 – December 31), except in the first year of service (see above). Exceptions to this may be approved by the Department Head and the CAO.

Seasonal and Casual employees will be provided with vacation time and pay in accordance with the applicable provincial minimum employment standards. Vacation pay will be paid to employees on each pay. As a result, when vacation time is scheduled, the time will be taken without pay.

Using vacation days before they are earned must have the approval of the Department Head and the CAO.

Vacation days shall be used in weekly blocks. Exceptions to this may be approved by the Department Head and the CAO.

Vacation leave requests shall be submitted to the Department Head for approval at least two (2) months prior to vacation using the Vacation Request Form (found in Appendix "B"). Employees who have submitted a written request for vacation, in advance, will have priority over those who have not. In cases of conflict, all decisions of the CAO are final.

Daily vacation pay is equal to the employee's average regular daily wages at the time vacation is taken.

Vacation entitlements may not be carried over from year to year, subject to statutory requirements. Employees are encouraged to use their available time each year. In special

circumstances, an agreement may be made to carry over the unused vacation based on operational needs. Exceptions to this policy must be approved by management.

Vacation entitlement (pay and time) does not accrue during unpaid leaves of absence; however, in no case will you receive less than your minimum statutory entitlement to unpaid vacation time.

### **Voting**

The Town's policy is to encourage its employees to participate in the election of government leaders. Therefore, adequate time off is allowed at the end of the workday to exercise this right. Should federal, provincial or municipal laws require specific time allowances, these requirements shall be adhered to. If the employee otherwise will be unable to vote, he/she may wish to inquire of their Registrar of Voters about the possibility of voting by absentee ballot.

Please be sure to schedule this time off with your Supervisor to ensure proper department coverage.

### **Town Events**

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We ask that all employees exercise common sense and good judgment during all Town events, and we remind you that while we encourage a festive atmosphere, these are business events, and all Town policies regarding employee behaviour are still applicable.

Note that the Town of Lamont supports the policy of "Don't Drink and Drive" and will make all reasonable efforts to ensure that employees not drive while in an impaired condition.

The Town of Lamont strongly recommends that employees who consume alcohol at Town events pre-arrange for their transportation home. This may be done through family or friends, through public transportation or other forms of pre-arranged transportation (e.g. car service), or it may be done by ensuring that there is a designated driver at the event.

### **Town Property**

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Preserving and safeguarding the Town of Lamont's property is the responsibility of each employee. Equipment, materials, and supplies are the property of the Town of Lamont and must be used only for Town business on Town premises or on work sites. All such equipment, materials, and supplies must be protected from theft, misuse, or damage. If it is determined that the loss or damage of Town property is due to negligence of the employee, this negligence may result in disciplinary action up to and including termination of employment for cause. No Town property may be borrowed for personal use without the authorization of management.

Theft of the Town of Lamont's property or of a coworker's property will result in termination of employment for cause and possible criminal charges.

All Town-owned offsite assets must be returned upon notification of termination or resignation.

### **Town Vehicles**

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The Town of Lamont takes very seriously its duty of care to ensure that all drivers using Town vehicles or driving any vehicle on Town business in any circumstances do so in a manner that minimizes the risk, both to the employee and the Town.

This policy applies to our Town vehicles and private or rental vehicles authorized for use on Town business.

The Town has identified that motor vehicles are a necessary tool for the fulfilment of its business. Employees eligible for assignment of a Town vehicle or authorized to drive a personal vehicle for work purposes are selected at the discretion of management.

This vehicle policy sets out all the rules, processes, and regulations that the Town and all drivers must follow. Any employee violating this policy may be subject to disciplinary action up to and including termination of employment for cause.

The Town reserves the right to revoke or restrict an employee's authorization to drive a Town-owned or personal vehicle on Town business at any time at its sole and exclusive discretion.

### **Town Vehicle Usage**

Driving a Town vehicle is a privilege and must be approved in advance by the employee's Supervisor. An employee is prohibited from abusing a vehicle. If an employee intentionally abuses a vehicle whether or not such abuse negatively affects the overall condition and residual value of the vehicle, the employee will be subject to appropriate disciplinary action and reimbursement to the Town. By your signature below and subject to provincial minimum employment standards requirements, the employee authorizes such reimbursement to be effected through the set off from any monies owing by the Town to the employee.

If you are authorized to use a Town vehicle for Town business, you are responsible for the following:

- Submit receipts for fuel daily.
- Reporting to your Supervisor any maintenance and/or repairs required.
- Paying any parking or moving violations against your or the vehicle, including any administrative charges applicable.
- Under no circumstances is an employee's spouse, dependents or other related or unrelated party allowed to drive a service vehicle. Repercussions of abuse of this policy will result in the immediate termination of employment of cause.
- It is inappropriate for any employee to park a service vehicle at business establishments that may present an unfavourable public perception. Remember the logos on our vehicles advertise the Town.
- Persons not authorized by the Town are not allowed to operate a Town vehicle.

### **Use of a Personal Vehicle for Business Reasons**

Use of a personal vehicle for business purposes may occur for employees in certain positions. Authorization to use a personally owned vehicle for Town business is permitted under the following conditions:

- Employees and passengers must wear seat belts while the vehicle is in motion.
- Employees must have the appropriate license to operate their vehicles.
- Employees must provide proof of insurance upon hire and each time their policy is renewed or updated.
- Employees must provide a copy of their insurance certificates to their Supervisor.
- Employees must notify the Town of all vehicle accidents or violations involving vehicles driven on Town business.

- The Town is authorized to review the driver's Motor Vehicle Record annually as long as the driver is an employee.
- The vehicle owner is responsible for mechanical repairs.
- Employees are not allowed to operate vehicles while under the influence of alcohol, drugs, or other medications that could impair their ability to drive safely.
- Employees must comply with all provincial laws and regulations at all times.

### **Personal Car Insurance**

You should inform your automobile insurer if you use your vehicle for work purposes; this may increase your insurance premium. The Town will not assume any liability for any loss or accident relating to the operation of your personal vehicle since it is your responsibility to ensure that you carry adequate insurance to cover such losses. If you rent or lease a vehicle, it is considered to be your personal vehicle for the purposes of this policy.

### **Safe Operation**

It is each employee's responsibility to obey all traffic ordinances and to drive in a safe, courteous and professional manner when driving, adhering to all laws and regulations covered by local and/or provincial applicable authorities.

Employees should not operate a vehicle when their ability or alertness is impaired through illness or fatigue, nor when they are impaired or intoxicated by alcohol or drugs.

The Town must be notified immediately of any accident in which physical damage to a third party's vehicle occurs and/or any accident in which our employee or a third party is injured. Under no circumstances are the employees, operating a vehicle on Town business admit fault or accept blame for the accident prior to a formal investigation is being conducted.

Any employee violating this policy may be subject to disciplinary action, up to and including termination of employment for cause.

### **Licensing and Motor Vehicle Record Checks**

Any employee operating a vehicle on Town business must maintain a valid driver's license and an adequate driving record. You will be asked to submit a copy of your driver's license as well as sign a waiver that will allow the Town to periodically review your driving record online with the aid of your driver's license number.

Any changes in your driving record must be reported to management immediately.

### **Telephone Usage**

All employees who use cellphones are advised that the Town **strictly prohibits** employees from using hand-held cellphones while driving and does not require employees to make or receive calls when driving for safety reasons.

When driving, handheld cellphones should be switched off or, if switched on, the call should be left to go through to voicemail until a safe place to stop has been found to check messages and return calls. Drivers should pull over to a safe location before making or receiving calls, text messaging or accessing the Internet. Please note that we do not recommend that you pull over on the side of a highway; recommended pull over locations include a parking lot or service area. Employees should never take notes while talking and driving and if an in-depth conversation requires full attention, employees should return the call when they are not driving.

The foregoing prohibition does not apply to telephone calls in the event an employee is using a hands-free cellphone.

Employees, who travel on Town business, are required that they continue to adhere to this policy at all times during the trip, even while they are not technically working. Employees who have Town-provided cellphones are required to adhere to this policy at any time they are using the equipment.

Please be aware that you could face prosecution for failing to have proper control of your vehicle or for careless or reckless driving if use of a cellphone affects your driving. You may also be subject to discipline, including termination of employment for cause for violation of this policy.

It is a provincial offence to drive while using or holding a handheld cellphone in all Canadian provinces and territories.

### **Visitors**

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To provide for the safety and security of employees and the facilities of the Town of Lamont, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter any of the Town of Lamont facilities at the main entrance of that facility and may be required to sign in and out. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors

If an unauthorized individual is observed on the Town of Lamont premises, employees should immediately notify their Supervisor or, if necessary, direct the individual to the main entrance.

### **Working Alone**

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The purpose of this policy is to protect the safety of employees required to work alone. the Town of Lamont is committed to providing a safe work environment.

### **Definitions**

**“After Hours Call”** means a call to the Town of Lamont’s emergency line any time outside of normal working hours for Parks & Recreation or Public Works.

**“On-Call”** means a worker who is scheduled to be available to deal with emergency situations including but not limited to, issues related to the sewer, water, roads, and municipal facilities outside of the normal working hours.

**“Working Alone/Work Alone”** means to work alone at any time during a shift where assistance from other employees is not readily available when needed in the normal course of duties or in the event of an injury, illness or emergency.

### **Procedures:**

The Town has a duty to ensure employees who Work Alone are protected from probable risk of injury from health and safety hazards.



In addition to items below, employees must also follow procedures in the current Health and Safety Policy as appropriate.

The Town has a duty to ensure that no employee is permitted to Work Alone while performing a high-risk activity, including but not limited to:

- a. Working at a height which would require fall restraint equipment; or
- b. Working within a confined space;
- c. Working in or around an open excavation;
- d. Working with hazardous materials; or
- e. Any other activity deemed to require two (2) or more individuals to complete the task safely.

The Town acknowledges that there will be times when an employee is On-Call and it may be difficult to ensure that an additional individual is available to ensure that tasks are completed safely.

- a. Employees are prohibited from undertaking any of the high-risk activities identified above without having an additional individual on site to ensure that the employee is safe.
- b. If an employee determines that the After-Hours Call requires immediate response in order to mitigate additional damage occurring, an additional employee shall be called upon to assist with the situation; no high-risk activity shall be undertaken until the additional employee is on site.

The Town has a duty to provide an effective communications system for any employee Working Alone.

- a. An effective communications system must include regular contact by the employee or designate, at intervals appropriate to the nature of the hazard associated with the employee's tasks.
- b. Effective communications should consist of at least one (1) of the following:
  - Landline or cellular telephone communication; or
  - Some other effective means of electronic communication; or
  - Regular visits from the Town or designate to the employee; or
  - Regular contact from the employee to the Town or designate.

## **Workplace Harassment and Discrimination Prevention Policy**

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The Town of Lamont recognizes the dignity and worth of every employee, and to that end believes in providing and maintaining a work environment in which all employees are free from workplace harassment and discrimination. This policy applies to all employees and covers all forms of harassment and all forms of discrimination prohibited under human rights legislation.

### **Definitions**

**"Workplace"** means any place where business or work-related activities are conducted. It includes, but is not limited to, the physical work premises, work-related social functions (social events, golf games, etc.), work assignments outside the Town's office, work-related travel, and work-related conferences or training sessions.

**“Discrimination”** means the differential treatment of an individual on the basis of race, sex, colour, ancestry, place of origin, ethnic origin, same-sex partnership status, sexual orientation, age, disability, citizenship, family status or marital status, creed, gender identity or gender expression or any other factor that is legislatively protected (“Prohibited Grounds”).

**“Harassment”** means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to an employee, or adversely affects the employee’s health and safety, and includes:

- i. Conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and
- ii. A sexual solicitation or advance.

but excludes any reasonable conduct of an employer or Supervisor in respect of the management of workers or a work site.

Examples of harassment and discriminatory conduct include, but are not limited to:

- a) Humiliating an employee in front of co-workers;
- b) Subjecting an individual to unwelcome remarks or jokes;
- c) Consistent subjection of an individual to practical jokes or ridicule;
- d) The making of any work-related decision (including matters of hiring, promoting, compensating, work assignments, evaluations, training, or job security) not on the basis of merit, but on the basis of any of the Prohibited Grounds;
- e) Comments which are intended, or that ought reasonably be known, to promote stereotyping on any of the Prohibited Grounds;
- f) Jokes or comments which draw attention, for example, to a person’s disability, age, ethnic, racial, or religious background or affiliation, or which draw attention to a person’s gender or sexual orientation with the effect of undermining such person’s role in a professional or business environment or that by their nature are known or ought to reasonably be known to be embarrassing or offensive; and
- g) Derogatory remarks, verbal abuse or threats directed towards members of one gender or regarding one’s sexual orientation or with respect to a person’s or group’s ethnic, racial, or religious background or affiliation.

Types of unwelcome conduct of a sexual nature which may constitute sexual harassment include but are not limited to:

- a) Propositions of physical intimacy;
- b) Bragging about sexual prowess;
- c) Leering or inappropriate staring;
- d) Sexually degrading words or displays of suggestive pictures;
- e) Inquiries or comments about a person’s sex life or sexual behaviour; and
- f) Sexual jokes or stories causing embarrassment or offence, that are told or carried out after the person telling the story or joke has been advised that they are embarrassing or offensive or that by their very nature are known or ought to reasonably be known to be embarrassing or offensive.

### **Policy Statement**

All employees in the workplace have a right to work in an environment free from harassment and discrimination. In order to accomplish the Town's goal of promoting a harassment and discrimination free environment, the Town hereby establishes the following guidelines:

- a) The Town will not tolerate harassing or discriminatory behaviour from employees, non-employees (i.e. contractors, consultants, co-op students, agency employees, interns and volunteers), customers, visitors, guests, or any others that attend at the workplace; and
- b) Every employee, non-employee (i.e. contractors, consultants, co-op students, agency employees, interns and volunteers), customer or visitor conducting affairs at the Town's workplace shall be made aware of this policy, and the Town shall make every attempt to communicate its commitment to a harassment and discrimination free workplace.

Retaliation or reprisals are prohibited against any individual who has complained under this policy, or has provided information regarding a complaint. Any retaliation or reprisals are subject to immediate corrective action, up to and including termination for cause. Alleged retaliation or reprisals are subject to the same complaint procedures and penalties as complaints of discrimination and harassment.

The Town recognizes that individuals may find it difficult to come forward with a complaint under this policy because of concerns of confidentiality. Therefore, all complaints concerning workplace harassment or discrimination, as well as the names of parties involved, shall be treated as confidential to the furthest extent possible in law. The Town's obligation to conduct an investigation into the alleged complaint may require limited disclosure. No record of the complaint will be maintained on the personnel file of the complainant. At the conclusion of each complaint process, all related documentation will be maintained for safe keeping in a confidential manner by the CAO in the related "Respect in The Workplace" file.

### **Responsibilities**

Each and every employee is responsible for creating and maintaining a harassment and discrimination free workplace. All employees are requested to report promptly when they become aware of alleged actions or complaints of discrimination or harassment. Supervisors are responsible for providing a workplace that is free from harassment and discrimination. This responsibility includes actively promoting a positive work environment and intervening when problems occur.

The Town will provide training to its employees which will include a review and explanation of this policy and its procedures, as well as a description of the Town's expectations of employees relative to their behaviour in the workplace. This training will include the following:

- a) How to recognize workplace harassment and discrimination;
- b) Appropriate response to incidents of harassment and discrimination; and
- c) Procedures for reporting, investigating and documenting incidents of workplace harassment and discrimination pursuant to this policy and procedure.

### **Complaint Procedure**

#### **Step 1 - Self-Help**

Employees are encouraged to attempt to resolve their concerns by direct communication with the person(s) engaging in the unwelcome conduct. Where employees feel comfortable in doing so,

communicate disapproval in clear terms to the person(s) whose conduct or comments are offensive. Keep a written record of the date, time, details of the conduct, and witnesses, if any.

### **Step 2 - Management Support and Intervention**

Employees who are not comfortable with step one (1) and who believe they are victims of discrimination or harassment, or become aware of situations where such conduct may be occurring, are encouraged to seek advice from and report these matters to their Supervisor or his/her designate.

### **Step 3 - Formal Complaint**

If informal attempts at resolving the issue are not appropriate, or proving to be ineffective, a formal complaint may be filed. To file a formal complaint:

- i. Complete the Harassment or Violence Reporting Form;
- ii. File the Form with your Supervisor or the CAO or his/her designate; and
- iii. Cooperate with those responsible for investigating the complaint.

Formal complaints shall be investigated. The investigation process shall involve interviews of the complainant, the respondent, and any witnesses named by either. Depending on the circumstances, the Town reserves the right in its sole and exclusive discretion to suspend the respondent with or without pay during the course of the investigation. Generally, within ten (10) business days of the incident or notice thereof, the individual responsible for the investigation shall investigate the incident and may prepare a written report of the investigation findings. A report will be kept on file for a period of two (2) years from the date of the incident.

Disciplinary action for violations of this policy will take into consideration the nature and impact of the violations, and may include a verbal or written reprimand, a suspension (paid or unpaid), or termination of employment for cause as determined by the Town. Similarly, deliberate false accusations are of equally serious nature and will also result in disciplinary action up to and including termination of employment for cause. Note, however, that an unproven allegation does not mean that the conduct did not occur or that there was a deliberate false allegation. It may simply mean that there was an insufficient evidentiary basis to proceed.

For greater clarity, if the alleged respondent is a member of the senior management team (i.e. the CAO), you should file your formal complaint with your Supervisor, the Mayor or Council. Further, any respondent(s), regardless of their position within the Town, will be excluded from administering and managing the investigation and resolution process (save and except for their involvement as a respondent).

### **Complaints Against Third Parties**

The Town recognizes that an employee may be subject to harassment or discrimination by customers or by others who conduct business with the Town. An employee who believes that he or she has been subjected to such conduct by a person who does not work for the Town may seek the advice of his/her Supervisor or a member of the senior management team or his/her designate who will take whatever action is appropriate in the circumstances.

### **Victim Support**

The Town understands that victims of harassment and discrimination need support. As a result, the Town will ensure that all victims are advised that they are not to blame for the aggressive/harassing behaviours directed at them.

The Town recognizes that victims of harassment and discrimination who may have been exposed to a violent incident, may require emotional support and reassurance. The Town will ensure that victims, as well as others exposed to harassment or discrimination, are advised to consult a health professional of their choice for treatment or referral. Below is a listing of the agencies, programs and materials which are available to assist in seeking support.

<b>Who</b>	<b>Contact(s)</b>	<b>What</b>
Occupational Health and Safety (OHS)	Province-wide Call Centre 780-415-8690  Website: <a href="http://www.alberta.ca/file-complaint-online.aspx">www.alberta.ca/file-complaint-online.aspx</a>	To report serious injuries and provide information on the requirements of the Occupational Health and Safety Act and regulations.  To report a complaint, call or visit the website to submit online.
Alberta Human Rights Commission	Phone: (780) 427-7661 (Northern AB)  Toll Free: 310-000 enter 780 427 7661  Website: <a href="http://www.albertahumanrights.ab.ca">www.albertahumanrights.ab.ca</a>	Provides public information and education programs, and help Albertans resolve human rights complaints.
The Support Network	Distress Line: (780) 482-4357  To find the right community and social services area contact: 211	To talk to someone immediately for help.  Directory of Community Services (Edmonton & Area)  Also provides counseling services (including Crisis Counseling) courses and workshops in a variety of areas such as Assertiveness Training, Building Self Esteem, etc.
Help for Victims of Crime	Website: <a href="http://www.alberta.ca/help-for-victims-of-crime.aspx">www.alberta.ca/help-for-victims-of-crime.aspx</a>	Provides personal and financial support for victims of physical or emotional harm, property damage or economic loss as a result of a crime.
Employee and Family Assistance Program (EFAP)	Toll Free: 1-844-880-9142 Website: <a href="http://www.workhealthlife.com">www.workhealthlife.com</a>	EFAP is provided through the Town's benefit program and offers no cost, confidential help for any work, health, or life concern.

### **Program Evaluation and Review**

The Town will engage in a program evaluation process to monitor the effectiveness of its policy and procedures. Given that the purpose of this policy and procedure is to minimize the occurrence

of workplace harassment or discrimination and establish an environment of non-tolerance to workplace harassment or discrimination, the process will be evaluated against that measure.

The evaluation program will include the following:

- a Risk assessment questionnaire;
- b Process evaluation in order to measure whether the program is meeting its intended objective; and
- c Outcome evaluation to determine whether the program has met its objectives and whether additional opportunities for improvement in the program can be identified.

This process will include canvassing individuals who have made complaints as well as other employees as to their perception of the efficiency and fairness of the process.

A review will occur whenever an incident of harassment or discrimination occurs, if the Town or employee recommends a review, or at minimum, every three (3) years.

### **Workplace Violence Prevention Policy**

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The Town of Lamont recognizes the dignity and worth of every employee, and to that end believes in providing and maintaining a work environment in which all employees are free from workplace violence. This policy applies to all employees and covers all forms of violence.

#### **Definitions**

**“Workplace”** means any place where business or work-related activities are conducted. It includes, but is not limited to, the physical work premises, work-related social functions (social events, golf games, etc.), work assignments outside the Town’s office, work-related travel, and work-related conferences or training sessions.

**“Violence”** whether at a work site or work-related, means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

#### **Policy Statement**

All employees in the workplace have a right to work in an environment free from violence. In order to accomplish the Town’s goal of promoting a violence free environment, the Town hereby establishes the following guidelines:

- a) The Town will not tolerate violent behaviour from employees, non-employees (i.e. contractors, consultants, co-op students, agency employees, interns and volunteers), customers, visitors, guests, or any others that attend at the workplace; and
- b) Every employee, non-employee (i.e. contractors, consultants, co-op students, agency employees, interns and volunteers), customer or visitor conducting affairs at the Town’s workplace shall be made aware of this policy, and the Town shall make every attempt to communicate its commitment to a violence free workplace.

Retaliation or reprisals are prohibited against any individual who has complained under this policy, or has provided information regarding a complaint. Any retaliation or reprisals are subject to immediate corrective action, up to and including termination for cause. Alleged retaliation or reprisals are subject to the same complaint procedures and penalties as complaints of violence.

The Town recognizes that individuals may find it difficult to come forward with a complaint under this policy because of concerns of confidentiality. Therefore, all complaints concerning workplace violence, as well as the names of parties involved, shall be treated as confidential to the furthest extent possible in law. The Town's obligation to conduct an investigation into the alleged complaint may require limited disclosure. As it pertains to violence, where the Town believes there to be imminent danger to an employee, it may divulge such confidential information as is reasonably necessary. No record of the complaint will be maintained on the personnel file of the complainant. At the conclusion of each complaint process, all related documentation will be maintained for safe keeping in a confidential manner by the CAO in the related "Respect in The Workplace" file.

### **Responsibilities**

Each and every employee is responsible for creating and maintaining a violence free workplace. All employees are requested to report promptly when they become aware of alleged actions or complaints of violence. This includes a responsibility for employees to report any alleged actions or complaints of domestic violence that occur outside the workplace and that may create a risk of danger to themselves or others in the workplace. Supervisors are responsible for providing a workplace that is free from violence. This responsibility includes actively promoting a positive work environment and intervening when problems occur.

The Town will provide training to its employees which will include a review and explanation of this policy and its procedures, as well as a description of the Town's expectations of employees relative to their behaviour in the workplace. This training will include the following:

- a) How to recognize workplace violence;
- b) Appropriate response to incidents of violence; and
- c) Procedures for reporting, investigating and documenting incidents of workplace violence pursuant to this policy and procedure.

### **Complaint Procedure**

#### **Step 1 - Self-Help**

Employees are encouraged to attempt to resolve their concerns by direct communication with the person(s) engaging in the unwelcome conduct. Where employees feel comfortable in doing so, communicate disapproval in clear terms to the person(s) whose conduct or comments are offensive. Keep a written record of the date, time, details of the conduct, and witnesses, if any.

#### **Step 2 - Management Support and Intervention**

Employees who are not comfortable with step one (1) and who believe they are victims of violence, or become aware of situations where such conduct may be occurring, are encouraged to seek advice from and report these matters to their Supervisor or his/her designate.

#### **Step 3 - Formal Complaint**

If informal attempts at resolving the issue are not appropriate, or proving to be ineffective, a formal complaint may be filed. To file a formal complaint:

- i. Complete the Harassment or Violence Reporting Form;
- ii. File the Form with your Supervisor or the CAO or his/her designate; and
- iii. Cooperate with those responsible for investigating the complaint.

Formal complaints shall be investigated. The investigation process shall involve interviews of the complainant, the respondent, and any witnesses named by either. Depending on the

circumstances, the Town reserves the right in its sole and exclusive discretion to suspend the respondent with or without pay during the course of the investigation. Generally, within ten (10) business days of the incident or notice thereof, the individual responsible for the investigation shall investigate the incident and may prepare a written report of the investigation findings. A report will be kept on file for a period of two (2) years from the date of the incident.

Disciplinary action for violations of this policy will take into consideration the nature and impact of the violations, and may include a verbal or written reprimand, a suspension (paid or unpaid), or termination of employment for cause as determined by the Town. Similarly, deliberate false accusations are of equally serious nature and will also result in disciplinary action up to and including termination of employment for cause. Note, however, that an unproven allegation does not mean that the conduct did not occur or that there was a deliberate false allegation. It may simply mean that there was an insufficient evidentiary basis to proceed.

For greater clarity, if the alleged respondent is a member of the senior management team (i.e. the CAO), you should file your formal complaint with your Supervisor, the Mayor or Council. Further, any respondent(s), regardless of their position within the Town, will be excluded from administering and managing the investigation and resolution process (save and except for their involvement as a respondent).

### **Complaints Against Third Parties**

The Town recognizes that an employee may be subject to violence by customers or by others who conduct business with the Town. An employee who believes that he or she has been subjected to such conduct by a person who does not work for the Town may seek the advice of his/her Supervisor or a member of the senior management team or his/her designate who will take whatever action is appropriate in the circumstances.

### **Victim Support**

The Town understands that victims of violence need support. As a result, the Town will ensure that all victims are advised that they are not to blame for the aggressive behaviours directed at them and that being a victim of violence does not reflect on them.

The Town recognizes that victims of violence who may have been exposed to a violent incident, may require emotional support and reassurance. The Town will ensure that victims, as well as others exposed to violence, are advised to consult a health professional of their choice for treatment or referral. Below is a listing of the agencies, programs and materials which are available to assist in seeking support.

<b>Who</b>	<b>Contact(s)</b>	<b>What</b>
Occupational Health and Safety (OHS)	Province-wide Call Centre 780-415-8690  Website: <a href="http://www.alberta.ca/file-complaint-online.aspx">www.alberta.ca/file-complaint-online.aspx</a>	To report serious injuries and provide information on the requirements of the Occupational Health and Safety Act and regulations.  To report a complaint call or visit the website to submit online.
Alberta Human Rights Commission	Phone: (780) 427-7661 (Northern AB)	Provides public information and education programs, and help Albertans resolve human rights complaints.



	Toll Free: 310-000 enter 780 427 7661  Website: <a href="http://www.albertahumanrights.ab.ca">www.albertahumanrights.ab.ca</a>	
The Support Network	Distress Line: (780) 482-4357  To find the right community and social services area contact: 211	To talk to someone immediately for help.  Directory of Community Services (Edmonton & Area)  Also provides counseling services (including Crisis Counseling) courses and workshops in a variety of areas such as Assertiveness Training, Building Self Esteem, etc.
Help for Victims of Crime	Website: <a href="http://www.alberta.ca/help-for-victims-of-crime.aspx">www.alberta.ca/help-for-victims-of-crime.aspx</a>	Provides personal and financial support for victims of physical or emotional harm, property damage or economic loss as a result of a crime.
Employee and Family Assistance Program (EFAP)	Toll Free: 1-844-880-9142 Website: <a href="http://www.workhealthlife.com">www.workhealthlife.com</a>	EFAP is provided through the Town's benefit program and offers no cost, confidential help for any work, health, or life concern.

### Program Evaluation and Review

The Town will engage in a program evaluation process to monitor the effectiveness of its policy and procedures. Given that the purpose of this policy and procedure is to minimize the occurrence of workplace violence and establish an environment of non-tolerance to workplace violence, the process will be evaluated against that measure.

The evaluation program will include the following:

- a. Risk assessment questionnaire;
- b. Process evaluation in order to measure whether the program is meeting its intended objective; and
- c. Outcome evaluation to determine whether the program has met its objectives and whether additional opportunities for improvement in the program can be identified.

This process will include canvassing individuals who have made complaints as well as other employees as to their perception of the efficiency and fairness of the process.

A review will occur whenever an incident of violence occurs, if the Town or employee recommends a review, or at minimum, every three (3) years.

## PRIVACY POLICY

The Town of Lamont is dedicated to maintaining the highest standards of confidentiality with respect to all employees' personal information provided to us. We are committed to ensuring that our handling of personal information is in compliance with applicable privacy legislation.

**What Is Personal Information?** Canadian privacy legislation defines "Personal Information" broadly as information about an identifiable individual or as information that allows an individual to be identified. Personal Information includes information such as address, gender, age, ID numbers, income, ethnic origin, employee files, credit records, or medical records. Generally speaking, Personal Information does not include what is considered business contact information: your name, title or position, business address, business telephone or facsimile number, or business email address.

**Objectives of the Privacy Policy:** The Town of Lamont is responsible for Personal Information it holds or has under its control, including Personal Information it passes on to others with your permission. We have designated a Privacy Officer to ensure our compliance with legislation and this policy. Our Privacy Officer will receive and respond to your inquiries and complaints regarding the protection and privacy of your Personal Information, and deal with requests for access to your information.

**Our Privacy Officer is:** CAO

**Purposes for the Collection of Personal Information:** The purposes for which Personal Information is collected by the Town of Lamont is, in part, specified below:

- To enrol the employee on the payroll system;
- To comply with requirements imposed by law; and
- To comply with statutory obligations including tax withholdings and remittances for Canada Pension Plan and Employment Insurance.

Any change of purpose to any of the above will be communicated to you. Where appropriate, Personal Information will be obtained directly from you. In the event Personal Information is obtained from any other source, you will be notified or your authorization will be obtained.

**Consent to Collection, Use and Disclosure of Personal Information:** BY SUBMITTING PERSONAL INFORMATION TO THE TOWN OF LAMONT OR ITS SERVICE PROVIDERS AND AGENTS, YOU AGREE THAT WE MAY COLLECT, USE AND DISCLOSE SUCH PERSONAL INFORMATION IN ACCORDANCE WITH THIS PRIVACY POLICY, BUSINESS INTERESTS AND AS PERMITTED OR REQUIRED BY LAW. Subject to legal and contractual requirements, you may refuse or withdraw your consent to certain of the identified purposes at any time by contacting the Privacy Officer. If you refuse to consent or withdraw your consent, we may not be able to provide you or continue to provide you with certain employment benefits.

There are circumstances where collection, use or disclosure may be justified or permitted, or where we are obliged to disclose Personal Information without your consent. These circumstances could include, but are not limited to:

- Where the information is publicly available;
- Where we are required to do so by law or by order of a court or tribunal;
- Where we believe, upon reasonable grounds, that there is an imminent risk to an identifiable

- person or group of death or serious bodily harm; and/or
- Where it is alleged that an employee, officer, agent or director of the Town of Lamont is guilty of a criminal offence, or is civilly liable in a legal action or guilty of certain misconduct.

In such circumstances, we will not collect, use or disclose more Personal Information than is required.

Attached as Appendix "C" is the form of consent you will be requested to execute where applicable.

**Third Parties:** Third parties that receive Personal Information will be required to confirm their commitment to the privacy policies set out herein.

**Storage, Security and Protection of Personal Information:** The Town of Lamont endeavours to maintain appropriate physical, procedural and technical security over our offices and information storage facilities so as to prevent any unauthorized access, disclosure, copying, use or modification of Personal Information. Your Personal Information may be stored in secured physical locations and on computer network servers controlled by the Town of Lamont, located either at our offices or at the offices of our service providers. To help protect the confidentiality of your Personal Information, the Town of Lamont employs physical, administrative and technological safeguards appropriate to the sensitivity of your Personal Information. For instance, we use secure computer data networks protected by industry standard firewalls and password protection systems. In addition, where Personal Information is sent to a third party for processing, we make sure, through our arrangements with them, that all Personal Information is kept secure.

**Retention of Personal Information:** We will keep Personal Information only as long as it is necessary. When the Personal Information is no longer required, it will be destroyed to prevent unauthorized parties from gaining access to the information.

**Access and Accuracy:** Upon receiving a written request, and subject to any applicable exemptions, the Town of Lamont will inform you of the current version of your Personal Information and will give you access to that information and the opportunity to correct any errors in it. Access requests should be sent to our Privacy Officer, using the contact information provided above.

**Changes to the Privacy Policy:** The Town of Lamont reserves the right to modify or supplement this Privacy Policy at any time. If we make a change to this Privacy Policy, we will post such changes and, if requested, provide a physical copy to you.

## **APPENDICES**

**Please remove the following pages, sign where indicated, and return to your Manager. The original documents will be stored in your personnel file. You are welcome to retain a photocopy for your own records.**

## **Appendix A – Employee Handbook Acknowledgment**

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I, \_\_\_\_\_, certify that I have read the Employee Handbook and understand all the policies and procedures set out in the Employee Handbook. I have had a full and complete opportunity to ask questions and seek clarification.

I agree to abide by the policies and procedures contained in this Employee Handbook. In particular, I am aware of the Town's Progressive Discipline policy, Business Conduct policy, Respect in the Workplace policy and Health and Safety policy and acknowledge that a failure to abide by these policies and procedures may result in disciplinary action and/or termination of employment for cause.

Employee's Name Printed \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

***Please note that failure or refusal to sign the Employee Handbook Acknowledgment will not release an employee from being bound by the policies contained in this Employee Handbook. All employees, by virtue of their acceptance of employment with the Town are bound by the policies contained herein.***

**Appendix B – Vacation Request Form**

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**Town of Lamont  
Leave Request Form**

**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Reason for Leave:   \_\_\_ Vacation           \_\_\_ Medical   \_\_\_ Personal   \_\_\_ Bereavement  
                          \_\_\_ Time In Lieu   \_\_\_ Other

Date Requested   From: \_\_\_\_\_ To: \_\_\_\_\_

Number of Hours:   \_\_\_ Vacation           \_\_\_ Medical   \_\_\_ Personal   \_\_\_ Bereavement  
                          \_\_\_ Time In Lieu   \_\_\_ Jury Duty       \_\_\_ Other       \_\_\_ Total

*Notes:*

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Employee Signature: _____ Date: _____
---------------------------------------

**Manager's Approval**

Manager's Signature: _____ Date: _____
--

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
-----------------------------------	---------------------------------------

*Notes:*

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### **Appendix C – PIPA Consent**

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I, \_\_\_\_\_, by my signature below specifically consent to the collection, use or disclosure of my Personal Information in accordance with the Privacy Policy herein. Although I acknowledge I am being requested to provide written consent in this situation, I understand and agree that there will be circumstances where my express consent will be oral or my consent implied.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Employee's Name Printed \_\_\_\_\_

Employee's Signature \_\_\_\_\_

## Appendix D – Group Overtime Agreement

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1. It is agreed between:

**The Employees Listed on Part A Attached**

and

Town of Lamont      of      5307 50 Ave, Lamont, AB

that either wholly or partly the employer will provide, and the employee will take, time off with pay in place of overtime pay for those hours worked in excess of **10** hours in a work day or **40** hours in a work week, whichever is greater.

2. Time off with pay is banked at a rate of 1 hour for each overtime hour worked.

3. The time off with pay in place of overtime pay shall be provided, taken and paid at the regular rate of wages at a time that the employee could have worked and received wages from the employer.

4. The time off with pay shall be provided, taken and paid within 6 months of the end of the pay period in which it was earned unless the agreement is part of a collective agreement which provides for a longer period of time.

5. If the time off with pay instead of overtime is not provided, taken and paid in accordance with paragraph 3, the employee shall be paid overtime pay of at least 1.5 times the employee's wage rate for the overtime hours worked.

6. Time off in place of overtime shall be treated as hours of work and remuneration paid in respect to time off in place of overtime pay shall be treated as wages.

7. The employer shall provide a copy of this agreement to all employees in the group and to any employee who joins the group during the course of the agreement.

8. No amendment or termination of the agreement shall be effective without at least one month's notice in writing by one party to the other. In the case of the group giving notice, the notice in writing must be signed by the majority of the employees in the group.

I certify that the employees who have signed Part B attached to this form are the majority of the employees in the group described and named on Part A attached.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_



**Part A**

Description of Group:

Following is a complete list of all employees who together form the group described above as of \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_.

List names here

**Part B**

The employees whose signatures appear below wish to join the group overtime agreement attached to this form.

Print Name Legibly	Date	Signature



# TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 4.2

COUNCIL MEETING DATE:  
June 24, 2025

## ITEM DESCRIPTION OR TITLE

**Bike Park Maintenance**

## RECOMMENDATION

1. **THAT** Council approve the Parks and Recreation Committee recommendation to allocate \$5000 from the Parks and Recreation Committee reserve account for required repairs and maintenance of the Bike Park in 2025.
2. **THAT** Council approve \$5000 in matching funds as requested by the Parks and Recreation Committee for required repair and maintenance of the Bike Park in 2025.

## BACKGROUND

The Bike Park pump track in Hillside Park was constructed in 2020, with funds primarily from donations and fundraising. As an outdoor, natural surface amenity, and with demonstrated significant seasonal use, it requires regular, annual maintenance and repair to maintain its effective use, enjoyment, and safety, and to preserve and extend its lifecycle. Since its construction in 2020, there has been no specific maintenance and repair, resulting in significant degradation of the condition. A report on the current condition, including photos, was sent to the builder, from which they sent an estimate of ~\$15,000 for repair and replenishment. Regarding this, the Parks and Recreation Committee met on June 16, 2025, and passed 2 motions:

“...that the Parks and Recreation Committee recommend Council allocate \$5000 per year for 3 years, to repair and maintain the bike park.”

“...that the Parks and Recreation Committee provide \$5000 from the Parks and Recreation Committee reserve fund towards the bike park repair and maintenance for 2025, to match the \$5000 request from Council.”

The second motion would result in \$10,000 toward repair of the bike park this year, which would address most of the repairs required; potential materials and equipment donation could extend this further.



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

### **COMMUNICATIONS**

Notification to the Parks & Recreation Committee

### **IMPLICATIONS OF DECISION**

Continued safe and enjoyable use by bike park riders and extended effective lifecycle of the amenity, reduced future repair costs.

### **FINANCIAL IMPLICATIONS**

\$5000 from Parks and Recreation Committee Reserve fund.

\$5000 from Operations or Reserves.

The Parks and Recreation Committee recommends that Council considers annual funding in the Operational Budget for ongoing maintenance and repair of the Bike Park.


### **POLICY AND/OR LEGISLATIVE REFERENCES**

2023-2027 Strategic Plan Priority Goal: Provide quality public spaces and opportunities for recreation; Goal: Continue to follow to best practices in asset management

### **ATTACHMENTS**

1. June 16 Parks and Recreation Committee meeting minutes (included in Council Package)
2. Repair estimate from Bike Track

Report Prepared By: Dave Taylor, Community Development Coordinator

Approved by CAO: 

**Bike Track Ltd.**  
 1441 White Road  
 Nanaimo BC V9X1N2  
 james@bike-track.com  
 www.bike-track.com  
 GST/HST Registration No.:  
 773737283RT0001



## Estimate

### ADDRESS

Town of Lamont, Alberta

**ESTIMATE #** 1017

**DATE** 01/05/2025

**EXPIRATION DATE** 31/05/2025

DATE	SERVICE	DESCRIPTION	TAX	QTY	RATE	AMOUNT
01/05/2025	Construction Labour - Bike Track Ltd	Millage	GST	1,200	1.25	1,500.00
01/05/2025	Construction Labour - Bike Track Ltd	Per diems, x 3 persons, x 4 days (12)	GST	12	65.00	780.00
01/05/2025	Construction Labour - Bike Track Ltd	Accommodation, x 3 persons, x 4 days (12)	GST	4	350.00	1,400.00
01/05/2025	Construction Labour - Bike Track Ltd	Consumables x 4 days	GST	4	200.00	800.00
01/05/2025	Construction Labour - Bike Track Ltd	Excavator 5 ton inc. tilt & rotate bucket x 4 days	GST	4	600.00	2,400.00
01/05/2025	Construction Labour - Bike Track Ltd	Plate Tampers x2, x 4 days (8)	GST	8	90.00	720.00
01/05/2025	Construction Labour - Bike Track Ltd	Hoses 2" x 4 days	GST	4	65.00	260.00
01/05/2025	Construction Labour - Bike Track Ltd	Hand Tools x 4 days	GST	4	30.00	120.00
01/05/2025	Construction Labour - Bike Track Ltd	Labour x3 persons, x 4 days (12)	GST	12	600.00	7,200.00

Quotation for the renovation of the existing pump track.

**SUBTOTAL**

15,180.00

**GST @ 5%**

759.00

**TOTAL**

**CAD 15,939.00**

Reshape, recompact, address any drainage issues, resurface and repair the pump track. Bike Track will provide all labour, hand tools, hoses, our own specialist excavator, plate tampers, tool storage, consumables (inc, fuel).

Soil & limestone surface supplied by others.

Not included in quotation

- materials
- fencing
- skid steer
- washroom
- water supply

## TAX SUMMARY

	RATE	TAX	NET
GST @ 5%		759.00	15,180.00

Accepted By

Accepted Date



# TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM:

4.3

**COUNCIL MEETING DATE:**  
June 24, 2025

## ITEM DESCRIPTION OR TITLE

**Playground Update**

## RECOMMENDATION

**THAT** Council accept the Playground Update as information.

## BACKGROUND

The annual playground inspection has recently been completed by Quantum Recreation at Hillside, Stadnick, and Tawaw Playgrounds, that outlines the playground deficiencies and required corrective actions. The inspection has identified safety concerns at Stadnick Playground that has resulted in the temporary closure of several pieces of equipment.

The operations team is currently reviewing the inspection and will repair or replace the components they are able to open safely and provide an update on the equipment that cannot be reopened for safety reasons. Due to the age, design, and construction material of the playground, some components cannot be repaired or replaced. Administration will provide an update once more information is received.

## COMMUNICATIONS

Provide an update to Council once more information is received  
Provide a social media update for residents.

## IMPLICATIONS OF DECISION

Provide safe playgrounds for residents.  
Life expectancy of Stadnick playground was discussed during the planning and development of Tawaw Park.

## FINANCIAL IMPLICATIONS

Repairs are captured in the 2025 operations budget.

## POLICY AND/OR LEGISLATIVE REFERENCES

N/A



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

**ATTACHMENTS**

N/A

Report Prepared By: Tyler Edworthy, CAO

Approved by CAO:



## TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM:

4.4

**COUNCIL MEETING DATE:**  
June 24, 2025

### ITEM DESCRIPTION OR TITLE

**Substitute Returning Officer**

### RECOMMENDATION

**THAT** Council appoint Jaclyn Ponto-Lloyd to act as Substitute Returning Officer for the 2025 Municipal Election.

### BACKGROUND

The Local Authorities Election Act (LAEA) has been recently amended and therefore there will be adjustments required to ensure alignment with current legislation.

Nomination papers are received and processed by a Returning Officer. Therefore, it is recommended that Jaclyn Ponto-Lloyd is appointed as Substitute Returning Officer for the upcoming election so operations are not delayed should someone be absent.

### COMMUNICATIONS

An election section has been created on the Town's website and will be updated as more information (such as forms and guides for prospective candidates etc...) as it is made available by the Province. Contact information for all appointments will be included as well.

### IMPLICATIONS OF DECISION

By having the extra appointment, will provide confidence in the election process, as there are three (3) individuals who share the same training and information that can step in if an absence occurs.

### FINANCIAL IMPLICATIONS

Election costs will be included within the 2025 budget.

### POLICY AND/OR LEGISLATIVE REFERENCES

Local Authorities Election Act, section 13 & 14





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

**ATTACHMENTS**

N/A

Report Prepared By: Tyler Edworthy, CAO

Approved by CAO:



## TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM:

4.5

**COUNCIL MEETING DATE:**  
June 24, 2025

### ITEM DESCRIPTION OR TITLE

**Alberta Water/ Wastewater Partnership Grant Update**

### RECOMMENDATION

**THAT** Council accept the Alberta Municipal Water/ Wastewater Partnership Grant Update as information.

### BACKGROUND

Administration received notice from the office of Infrastructure notifying the Town we were not approved for the 2025/2026 fiscal year. The project does meet the requirements of the grant and has been entered into the grants database. Administration will re-submit the grant in November 2025 with an updated project estimate for consideration in 2026/2027.

This project is identified in the capital plan for 2026 in line with the sanitary force main replacement that Lamont received funding for. Administration will consult our engineer to confirm pricing before November and update the grant application as required and identify impacts of doing the 2 projects separately. Administration will provide a recommendation as part of the 2026 capital budget deliberation.

### COMMUNICATIONS

Resubmit the grant in November 2025.  
Provide recommendation as part of the 2026 capital budget discussion.

### IMPLICATIONS OF DECISION

The anaerobic cells at the lagoon are running close to capacity, this project is required to accommodate future growth opportunities.

### FINANCIAL IMPLICATIONS

\$405,000 AMWWP grant funding

### POLICY AND/OR LEGISLATIVE REFERENCES

N/A



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

**ATTACHMENTS**

Letter from the office of the Infrastructure Manager (Central Region)

Report Prepared By: Tyler Edworthy, CAO

Approved by CAO:



Office of the Infrastructure Manager  
Central Region

401, 4920-51 Street  
Red Deer, Alberta  
Canada T4N 6K8

Telephone 403/340-5166  
Fax 403/340-4810

1560-LAMO-WWP

May 29, 2025

Mr. Tyler Edworthy  
Chief Administrative Officer  
Town of Lamont  
PO Bag 330  
Lamont, AB T0B 2R0

Dear Mr. Edworthy:

Thank you for your recent request for grant funding for the New Anaerobic Cells project under the Alberta Municipal Water/Wastewater Partnership (AMWWP). As you can appreciate a significant number of applications have been received under AMWWP, and the proposed project was not approved for funding assistance for the 2025/2026 fiscal year. The project has been entered into our grants database and will remain in the system for consideration in the 2026/27 fiscal year.

Please submit an updated project estimate to our office by November 30<sup>th</sup>, 2025. If your municipality chooses to start construction on the project before receiving a funding approval under the AMWWP, the project will no longer be eligible under the program.

If you have any questions or concerns, please call me at (403) 340-5069 or email at [denette.leask@gov.ab.ca](mailto:denette.leask@gov.ab.ca)

Sincerely,



Denette Leask  
Infrastructure Technologist



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

**AGENDA ITEM:** 4.6

**COUNCIL MEETING DATE:**  
June 24, 2025

**ITEM DESCRIPTION OR TITLE**

2024 Hall Usage

**RECOMMENDATION**

**THAT** Council accept the report as information.

**BACKGROUND**

During the Capital Budget deliberations, Council requested information on Hall usage for 2024.

Administration has prepared a report that indicates the total usage, social benefit and in-kind donations of the Hall.

**COMMUNICATIONS**

N/A

**IMPLICATIONS OF DECISION**

N/A

**FINANCIAL IMPLICATIONS**

N/A

**POLICY AND/OR LEGISLATIVE REFERENCES**

N/A

**ATTACHMENTS**

2024 Hall Usage Report

Report Prepared By: Dawn Nielsen, Deputy CAO

Approved by CAO:

## 2024 Hall Usage

<u>January</u>	
4 Hour	1
1 Day	0
3 Day	0
No Charge	0
Employee	0
<b>Total</b>	<b>1</b>

<u>February</u>	
4 Hour	1
1 Day	0
3 Day	1
No Charge	1
Employee	1
<b>Total</b>	<b>4</b>

<u>March</u>	
4 Hour	2
1 Day	1
3 Day	0
No Charge	0
Employee	0
<b>Total</b>	<b>3</b>

<u>April</u>	
4 Hour	0
1 Day	1
3 Day	0
No Charge	1
Employee	1
<b>Total</b>	<b>3</b>

<u>May</u>	
4 Hour	0
1 Day	0
3 Day	0
No Charge	0
Employee	0
<b>Total</b>	<b>0</b>

<u>June</u>	
4 Hour	0
1 Day	0
3 Day	2
No Charge	0
Employee	0
<b>Total</b>	<b>2</b>

<u>July</u>	
4 Hour	0
1 Day	0
3 Day	0
No Charge	3
Employee	0
<b>Total</b>	<b>3</b>

<u>August</u>	
4 Hour	0
1 Day	2
3 Day	0
No Charge	2
Employee	0
<b>Total</b>	<b>4</b>

<u>September</u>	
4 Hour	1
1 Day	1
3 Day	1
No Charge	0
Employee	0
<b>Total</b>	<b>3</b>

<u>October</u>	
4 Hour	0
1 Day	0
3 Day	0
No Charge	1
Employee	0
<b>Total</b>	<b>1</b>

<u>November</u>	
4 Hour	0
1 Day	2
3 Day	0
No Charge	0
Employee	0
<b>Total</b>	<b>2</b>

<u>December</u>	
4 Hour	2
1 Day	4
3 Day	
No Charge	
Employee	
<b>Total</b>	<b>6</b>

<b>Total 2024 Usage</b>	<b>32</b>
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# No Fees Paid

Name	Date	Location	Duration	Cost
FCSS	8-Feb	MR	7.5	\$ 200.00
FCSS	28-Feb	MR	3.5	\$ 100.00
FCSS	7-Mar	MR	3	\$ 90.00
FCSS	19-Mar	MR	2.5	\$ 75.00
FCSS	21-Mar	MR	3	\$ 90.00
FCSS	26-Mar	MR	2.5	\$ 75.00
FCSS	26-Mar	MR	3	\$ 90.00
FCSS	2-Apr	MR	2.5	\$ 75.00
FCSS	3-Apr	MR	3	\$ 90.00
FCSS	9-Apr	MR	2.5	\$ 75.00
FCSS	16-Apr	MR	2.5	\$ 75.00
FCSS	17-Apr	Hall	5	\$ 500.00
FCSS	23-Apr	MR	2.5	\$ 75.00
FCSS	30-Apr	MR	2.5	\$ 75.00
FCSS	7-May	MR	2.5	\$ 75.00
FCSS	14-May	MR	2.5	\$ 75.00
Senior Appre	3-Jun	MR	4	\$ 150.00
FCSS	14-Jun	Pavillion	3	\$ 150.00
Kalyna	20-Jun	MR	3.5	\$ 100.00
FCSS	15-Jul	Pavillion	8	\$ 150.00
FCSS	16-Jul	Pavillion	8	\$ 150.00
FCSS	17-Jul	Pavillion	8	\$ 150.00
FCSS	18-Jul	Hall	8	\$ 150.00
FCSS	19-Jul	Hall	8	\$ 500.00
FCSS	22-Jul	Hall	8	\$ 500.00
FRN (FCSS)	22-Jul	Pavilion	8	\$ 500.00
FCSS	23-Jul	Hall	8	\$ 150.00
FCSS	24-Jul	Pavillion	8	\$ 500.00
FCSS	25-Jul	Pavillion	8	\$ 150.00
FCSS	26-Jul	Pavillion	8	\$ 150.00
FCSS	7-Aug	MR	2.5	\$ 150.00
FRN (FCSS)	15-Aug	Pavilion	2.5	\$ 75.00
FCSS	15-Aug	Pavillion	2.5	\$ 100.00
FCSS	21-Aug	Hall Lobby	4.5	\$ 150.00
CALC/FCSS	9-Oct	MR	3.5	\$ 500.00
FCSS/FRM	16-Oct	MR	2.5	\$ 100.00
FCSS	29-Oct	MR	3	\$ 90.00
FCSS Yoga	30-Oct	MR	2	\$ 60.00
FCSS Yoga	13-Nov	MR	8	\$ 240.00
CALC/FCSS	14-Nov	MR	4	\$ 150.00
FCSS	11-Dec	mtg rm	2	\$ 60.00
FCSS	12-Dec	Mtg Rm	3	\$ 90.00
<b>FCSS Total Hours</b>			<b>189</b>	
<b>FCSS Total Cost</b>			<b>\$ 7,050.00</b>	

Skate/Shinny	January	Arena	14	\$ 1,890.00
Skate/Shinny	February	Arena	12	\$ 1,620.00
Skate/Shinny	March	Arena	6	\$ 810.00
Skate/Shinny	October	Arena	12	\$ 1,620.00
Skate/Shinny	November	Arena	18	\$ 2,430.00
Skate/Shinny	December	Arena	17	\$ 2,295.00
<b>Skate/Shinny Total Hours</b>			<b>79</b>	
<b>Skate/Shinny Total Cost</b>			<b>\$ 10,665.00</b>	

Light Up	14-Jan	MR	6	\$ 180.00
Light Up	30-Nov	Hall	8.5	\$ 500.00
Light Up	30-Nov	Arena	2	\$ 270.00
<b>Light UP! Total Hours</b>			<b>16.5</b>	
<b>Light UP! Total Cost</b>			<b>\$ 950.00</b>	

Food Bank	November	MR	2	\$ 60.00
Food Bank	20-Dec	Hall	9	\$ 500.00
Food Bank	21-Dec	Hall	6	\$ 500.00
<b>Food Bank Total Hours</b>			<b>17</b>	
<b>Food Bank Total Cost</b>			<b>\$ 1,060.00</b>	

CEO/CAO	29-Feb	MR	4	\$ 100.00
CAO/CEO	27-Jun	MR	4	\$ 100.00
HUB/Naago mee	1-Oct	Hall	7.5	\$ 100.00
AB Hub/NAAGO	1-Oct	Hall	10	\$ 500.00
Emergency Services	19-Sep	MR	3	\$ 100.00
<b>Municipal Total Hours</b>			<b>28.5</b>	
<b>Municipal Total Cost</b>			<b>\$ 900.00</b>	

AHS	4-Jul	MR	3	\$ 90.00
AHS	11-Jul	MR	3	\$ 90.00
AHS	18-Jul	MR	3	\$ 90.00
AHS	25-Jul	MR	3	\$ 90.00
<b>AHS Total Hours</b>			<b>12</b>	
<b>AHS Total Cost</b>			<b>\$ 360.00</b>	

ATB	25-Jan	MR	2.5	\$ 75.00
Playschool	31-May	Pavillion	10	\$ 150.00
LHS Grad	June 7 - 8	Hall	20	\$ 580.00
Woodsmoke	30-Jun	MR	11	\$ 400.00
Terry Fox Run	15-Sep	MR	4	\$ 90.00
LHS	Dec	Arena	27.75	\$ 1,665.00
<b>Miscellaneous Total Hours</b>			<b>75.25</b>	
<b>Miscellaneous Total Cost</b>			<b>\$ 2,960.00</b>	

<b>Total Hours Overall</b>		<b>417.25</b>	
<b>Total Cost Overall</b>		<b>\$ 16,895.00</b>	





## **MAYOR & COUNCIL REPORT**

**COUNCIL MEETING DATE: June 24, 2025**

**ELECTED OFFICIAL: Jody Foulds**

**REPORT PERIOD: May 23, 2025 to June 17, 2025**

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### **Boards and Committees:**

- **Parks and Recreation, June 16, 2025**

- 

### **Town of Lamont Business:**

- 

### **Professional Development (Workshops & Conferences):**

- 

### **Lamont Functions and Events:**

- **United Church 100 Year Celebration, June 10, 2025**



## **MAYOR & COUNCIL REPORT**

**COUNCIL MEETING DATE: June 24, 2025**

**ELECTED OFFICIAL: Linda Sieker**

**PERIOD, June 11, 2025 – June 24, 2025**

### **Boards and Committees:**

- June 11 – Economic Development Meeting
- June 12 – Parade Float Planning Meeting
- June 16 – Parks & Recreation Meeting
- June 20- County of Lamont Seniors Foundation Staff Bar-B-que
- 

### **Town of Lamont Business:**

### **Professional Development (Workshops & Conferences)**

- Functions and Events:
- June 18 – Pickleball Opening



## **MAYOR & COUNCIL REPORT**

**COUNCIL MEETING: June 24, 2025**

**ELECTED OFFICIAL: Colleen Holowaychuk**

**REPORT PERIOD: May 28 – June 24, 2025**

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### **Boards and Committees:**

- June 11, 2025 – Economic Development Board Meeting
- June 24, 2025 – Lamont Rural Health Committee Meeting

### **Town of Lamont Business:**

- N/A

### **Professional Development (Workshops & Conferences):**

- N/A

### **Lamont Functions and Events:**

- June 10, 2025 - United Church of Canada 100<sup>th</sup> Anniversary Celebration
- June 14, 2025 – Lamont High School Graduation
  - 49 graduates
  - Presented Valedictorian Scholarships to Camrym Fossum and Gabreille Wendorf
- June 18, 2025 – Opening day of Pickleball Season

# CAO REPORT

FOR THE PERIOD ENDING June 24, 2025

## HIGHLIGHTS:

June 10-25

- VETS Mechanical meeting

June 11-25

- Admin team meeting
- Economic Development Board meeting

June 12-25

- Operations Team Meeting
- Bookings and ice allocation meeting
- Meeting with Shell Scotford Rep

June 16-25

- Deputy CAO meeting

June 17-25

- All staff & safety meeting
- Finance Meeting

June 18-25

- Admin team meeting
- Mayor Meeting

June 19-25

- Legal meeting (Property issue)
- Climate budgeting webinar

June 23-25

- Provincial OH&S meeting
- Regional CAO meeting (Candidate Orientation)

June 24-25

- Municipal affairs webinar (Fire Services)

# DEPUTY CAO REPORT

FOR THE PERIOD ENDING June 18, 2025

## HIGHLIGHTS:

May 12-16

- Payroll advance training with Robert
- Council meeting
- QMP update meeting with Safety Codes Council
- All staff safety meeting and welcome summer students BBQ
- Mail Property Tax notices

May 20-22

- 

May 26-28

- Payroll training with Robert
- Icity online training/set up
- Assessment adjustments
- TIL and VAC balances
- Update benefits/payroll for June 1

May 29-Jun 13

- Vacation

Jun 17-18

- Emails, calls – catch up from Vac
- All staff meeting
- Icity online – final training
- Meeting with Animal control – update on calls while away
- AP cheques and EFT - catch up from Vac

<b>Trips Actual</b>	<b>Animal control</b>
May	1
June	2

# CLOSED SESSION NOTICE

June 24, 2025

## **7.1 Lamont County Food Bank**

*(Advice from Officials)*

- *FOIP Section 24 – Advice from Officials*

### **Motion to go into Closed Session:**

*"That Council convene in closed session pursuant to Section 197 of the Municipal Government Act to meet in private to discuss matters protected from disclosure by Section 24 of the Freedom of Information and Protection of Privacy Act at XXXX p.m."*