



**AGENDA**  
**Regular Council Meeting**  
9:00 AM - Tuesday, October 26, 2021  
Council Chambers, 5303 - 50 Ave.,  
Lamont, AB

Page

1. CALL TO ORDER
2. ADOPTION OF AGENDA
  - 2.1. Adoption of the October 26, 2021, Regular Council Meeting Agenda  
  
**Recommendation:**  
**THAT** Lamont County Council accept the October 26, 2021, Regular Council Meeting Agenda as presented.
3. ADOPTION OF MINUTES
  - 3.1. Adoption of October 12, 2021, Regular Council Meeting Minutes 3 - 11  
  
**Recommendation:**  
**THAT** Lamont County Council adopt the October 12, 2021, Regular Council Meeting Minutes as presented.  
[Regular Council - 12 Oct 2021 - Minutes](#)
4. PUBLIC HEARING
5. DELEGATION
6. BYLAWS
  - 6.1. Line of Credit Borrowing Bylaw 836.21 12 - 16  
  
**Recommendation:**  
**THAT** Lamont County Council provide first reading to Bylaw 836.21 namely a Bylaw authorizing the County to make a borrowing for the purposes of financing the ongoing operating expenditure's of the County.  
  
**THAT** Lamont County Council provide second reading to Bylaw 836.21 namely a Bylaw authorizing the County to make a borrowing for the purposes of financing the ongoing operating expenditure's of the County.  
  
**THAT** all Lamont County Councillors present provide unanimous consent for a third and final reading to Bylaw 836.21 namely a Bylaw authorizing the County to make a borrowing for the purposes of financing the ongoing operating expenditure's of the County.  
  
**THAT** Lamont County Council provide third reading to Bylaw 836.21 namely a Bylaw authorizing the County to make a borrowing for the

purposes of financing the ongoing operating expenditure's of the County.

[Request For Decision - RFD-21-169 - Pdf](#)

7. BUSINESS

7.1. 2022 Budget Meeting Dates

17 - 18

**Recommendation:**

**THAT** Lamont County Council approve the 2022 Budget Meeting dates as set out in this Request for Decision.

[Request For Decision - RFD-21-176 - Pdf](#)

7.2. Council Remuneration

19 - 29

**Recommendation:**

**THAT** Lamont County Council accept the comparative Council remuneration report as information.

[Request For Decision - RFD-21-183 - Pdf](#)

8. COMMITTEE REPORTS

9. CORRESPONDENCE

10. CLOSED SESSION

11. ADJOURNMENT



**PRESENT:** Reeve David Diduck, Deputy Reeve Roy Anaka, Councillor Daniel Warawa, Councillor Wayne Woldanski, and Councillor Neil Woitas

**EXCUSED:**

**STAFF PRESENT:** Alan Grayston (Director of Planning and Community Services), Jessica Post (Executive Assistant), Peter Tarnawsky (Interim CAO), Tom Koep (Manager of Economic Development), Rae-Ann Houston (Human Resources Advisor), Kenneth Myshaniuk (Infrastructure Technologist), and Andrew Phillips (Director of Public Works)

**MEDIA** There was one member of the media in attendance.

**PUBLIC** There were nine members of the public in attendance.

**1. CALL TO ORDER**

Reeve Diduck called the October 12, 2021, Regular Council Meeting to order at 9:07 a.m.

**2. ADOPTION OF AGENDA**

2.1. Adoption of the October 12, 2021, Regular Council Meeting Agenda

**RES-2021-432**

Moved by Councillor Neil Woitas

**THAT** Lamont County Council accept the October 12, 2021, Regular Council Meeting Agenda as amended.

**Carried**

**3. ADOPTION OF MINUTES**

3.1. Adoption of September 14, 2021, Regular Council Meeting Minutes

**RES-2021-433**

Moved by Deputy Reeve Roy Anaka

**THAT** Lamont County Council adopt the September 14, 2021, Regular Council Meeting Minutes as presented.

**Carried**

3.2. Adoption of September 30, 2021, Special Council Meeting Minutes

**RES-2021-434**

Moved by Councillor Daniel Warawa

**THAT** Lamont County Council adopt the September 30, 2021, Special Council Meeting Minutes as presented.

**Carried**

**4. PUBLIC HEARING**

**5. DELEGATION**

5.1. 2021 Lamont County Centennial Scholarship Review Committee Recommendation

**RES-2021-435**

Moved by Councillor Wayne Woldanski

**THAT** Lamont County Council award \$1,000 to Ali Akitt and \$1,000 to Kierstyn Buck in accordance with the Centennial Scholarship Review Program Terms of Reference (Policy 4151).

**Carried**

5.2. Donation of proceeds from the 2021 Reeve's Golf Tournament

**RES-2021-436**

Moved by Deputy Reeve Roy Anaka

**THAT** Lamont County Council accept the distribution of the proceeds from the Reeve's Golf Tournament for the October 12, 2021, Regular Council Meeting as information.

**Carried**

**6. BYLAWS**

6.1. Industrial Heartland and Industrial Zone Tax Incentive Bylaw 838.21

**RES-2021-437**

Moved by Councillor Daniel Warawa

**THAT** Lamont County Council provide First Reading to Industrial Tax Incentive Bylaw number 838.21 as amended in section 2.1.15(a).

**Carried**

**RES-2021-438**

Moved by Councillor Wayne Woldanski

**THAT** Lamont County Council provide Second Reading to Industrial Tax Incentive Bylaw number 838.21.

**Carried**

**RES-2021-439**

Moved by Councillor Neil Woitas

**THAT** all Lamont County Councillors present provide unanimous consent for a third and final reading to Industrial Heartland and Industrial Zone Tax Incentive Bylaw number 838.21.

**Carried**

**RES-2021-440**

Moved by Deputy Reeve Roy Anaka

**THAT** Lamont County Council provide third reading to Industrial Heartland and Industrial Zone Tax Incentive Bylaw number 838.21

**Carried**

**6.2.** Chief Administrative Officer Bylaw 824.20

**RES-2021-441**

Moved by Councillor Daniel Warawa

**THAT** Lamont County Council give First Reading to Bylaw 824.20, being a bylaw to establish the position of Chief Administrative Officer and to define the duties, powers, and functions of that position with amendment to reflect recommended language from legal counsel.

**Carried**

**RES-2021-442**

Moved by Councillor Wayne Woldanski

**THAT** Lamont County Council give Second Reading to Bylaw 824.20, being a bylaw to establish the position of Chief Administrative Officer and to define the duties, powers, and functions of that position.

**Carried**

**RES-2021-443**

Moved by Deputy Reeve Roy Anaka

**THAT** all Lamont County Councillors present give Unanimous Consent for Third and Final Reading to Bylaw 824.20, being a bylaw to establish the position of Chief Administrative Officer and to define the duties, powers, and functions of that position.

**Carried**

**RES-2021-444**

Moved by Councillor Daniel Warawa

**THAT** Lamont County Council give Third and Final Reading to Bylaw 824.20, being a bylaw to establish the position of Chief Administrative Officer and to define the duties, powers, and functions of that position.

**Carried**

**7. BUSINESS**

- 7.1. Recommended scheduling of Regular Council and Committee of the Whole Meeting times for October 26 , 2021 Organizational Meeting

**RES-2021-445**

Moved by Councillor Wayne Woldanski

**THAT** Lamont County Council direct the Interim CAO to bring forward for consideration at the Organizational meeting, scheduling of Regular Council Meetings in the morning and Committee of the Whole Meetings in the afternoon of every second and fourth Tuesday.

**Carried**

- 7.2. Extension on Recreation Funding Agreements

Recess at 10:25 a.m.  
Reconvene at 10:35 a.m.

**RES-2021-446**

Moved by Councillor Wayne Woldanski

**THAT** Lamont County Council approve the recommended Amending Agreement extending the Term of the 2017 - 2021 Recreation Cost Sharing Agreements with Andrew, Bruderheim, Chipman, Lamont, and Mundare for one year.

**Carried**

**7.3. Council Remuneration**

**RES-2021-447**

Moved by Councillor Neil Woitas

**THAT** Lamont County Council direct administration to bring forward to the October 26, 2021, Organizational Meeting, information about Council remuneration (meeting per diems for half and full day meetings, meals, mileage, and salary) from adjacent and comparable municipalities, for Council information.

**Carried**

**7.4. Public Works Procurement of a Motor Grader - Sole Source**

**RES-2021-448**

Moved by Deputy Reeve Roy Anaka

**THAT** Lamont County Council authorize administration to vary from the Procurement Policy, Section 5, for the purchase of a motor grader by means of direct purchase from Brandt Equipment in the amount of \$472,000 which is below the previously approved budget amount in the 2021 (PW-2021-02).

**Carried**

**7.5. Ditching Work within Road Allowance S.W. 36-56-20 W4M.  
(Rge. Rd. 201 Between Twp. Rd. 564 and Hwy. 45)**

**RES-2021-449**

Moved by Councillor Neil Woitas

**THAT** Lamont County Council direct Administration to pursue Option 1c and a Borrow Agreement with the landowner to reinstate the Road Allowance at SW 36-56-20 W4 at the owners cost, unless a suitable borrow solution cannot be arranged, in which case staff will pursue Option 1b, at the landowners cost as detailed in the Request for Decision.

**Carried**

**7.6. Christmas Office hours**

**RES-2021-450**

Moved by Deputy Reeve Roy Anaka

**THAT** Council designate December 29, 2021 as the additional statutory day as per the Employment Policy 4162 Section 15.

**Carried**

**RES-2021-451**

Moved by Councillor Wayne Woldanski

**THAT** Lamont County Council direct the Interim CAO to bring amendments to the Employment Policy to define the additional day in Section 15 of Policy 4162 as an additional day at Christmas.

**Carried**

**7.7.** 2021 Road Gravelling Program – Summary Report

**RES-2021-452**

Moved by Councillor Daniel Warawa

**THAT** Lamont County Council accept the 2021 Road Gravelling Program Report as information.

**Carried**

**RES-2021-453**

Moved by Deputy Reeve Roy Anaka

**THAT** Lamont County Council direct Administration to apply learnings from the 2021 Road Gravelling Program Report to Policy Review and 2022 Budget Planning.

**Carried**

**7.8.** Range Road 200

Recess at 12:22 p.m.  
Reconvene at 1:04 p.m.

**RES-2021-454**

Moved by Deputy Reeve Roy Anaka

**THAT** Lamont County Council accept the report on Range Road 200 for the October 12, 2021 Regular Council Meeting as information.

**Carried**

**7.9.** Trackhoe

**RES-2021-455**

Moved by Councillor Daniel Warawa

**THAT** Lamont County Council accept the report on Trackhoe for the October 12, 2021 Regular Council Meeting as information.

**Carried**



**7.10. Interim CAO Report**

**RES-2021-456**

Moved by Councillor Wayne Woldanski

**THAT** Lamont County Council accept the Interim CAO Report for the October 12, 2021, Regular Council Meeting as information.

**Carried**

**8. DIRECTORS' REPORTS**

**9. COMMITTEE REPORTS**

**9.1. Committee Reports**

**RES-2021-457**

Moved by Councillor Daniel Warawa

**THAT** Lamont County Council accept the Committee Reports for the October 12, 2021 Regular Council Meeting as information.

**Carried**

**10. CORRESPONDENCE**

**10.1.** Correspondence from Town of Mundare regarding Recreation Funding Agreement, dated September 9, 2021.

**10.2.** Correspondence from AEP Watershed Resiliency and Restoration Program, dated September 27, 2021.

**10.3.** Correspondence from Tasha Blumenthal, Director of External Relations & Advocacy, RMA regarding the RMA Board of Directors, dated September 10, 2021.

**10.4.** Correspondence from the Town of Lamont regarding releasing the sewage lagoon effluent, dated September 28, 2021.

**10.5.** Correspondence from STARS regarding previous donation, dated September 29, 2021.

**10.6.** Correspondence from the Town of Sundre regarding RCMP Retroactive Pay, dated September 10, 2021.

**10.7.** Correspondence from the Town of Sundre regarding Councillor Code of Conduct, dated September 10, 2021.

**10.8.** Correspondence from the Andrew Curling Club requesting sponsorship, dated September 14, 2021.

**10.9.** Correspondence from Tasha Blumenthal, Director of External Relations & Advocacy, RMA, regarding the 2021 RMA Fall Convention Update, dated September 16, 2021.

- 10.10. Correspondence from Rural Municipalities Alberta regarding the RMA 2021 Fall Convention and Tradeshow, dated October 4, 2021.
- 10.11. Correspondence from the County of Vermilion River to the Minister of Health regarding ambulance service, dated October 4, 2021.
- 10.12. Correspondence from Maribela Arruda-Block, Director, Central Zone - East, Community Addictions & Mental Health providing a response to our letter, dated October 6, 2021.
- 10.13. Correspondence from Ed Sands, Councillor, Town of Okotoks, dated September 17, 2021.

**RES-2021-458**

Moved by Councillor Neil Woitas

**THAT** Lamont County Council accept the correspondence for the October 12, 2021, Regular Council Meeting as information.

**Carried**

**11. CLOSED SESSION**

11.1. Closed Meeting

**RES-2021-459**

Moved by Councillor Neil Woitas

**THAT** Lamont County Council recess the October 12, 2021 Regular Council Meeting and move into a closed meeting at 2:38 p.m.

**Carried**

11.2. Labour

- 1. Reeve David Diduck
- 2. Deputy Reeve Roy Anaka
- 3. Councillor Daniel Warawa
- 4. Councillor Wayne Woldanski
- 5. Councillor Neil Woitas
- 6. Peter Tarnawsky, Interim Chief Administrative Officer
- 7. Andrew Phillips, Director of Public Works

**RES-2021-460**

Moved by Councillor Daniel Warawa

**THAT** Lamont County Council move out of a closed meeting and reconvene the October 12, 2021, Regular Council Meeting at 3:37 p.m.

**Carried**

**12. ADJOURNMENT**

Reeve Diduck adjourned the October 12, 2021, Regular Council Meeting at 3:38 p.m.

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CAO

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REEVE

# REQUEST FOR DECISION



**Meeting Date:** October 26, 2021  
**Staff Contact:** Rodney Boyko, Interim CFO  
**Department:** Finance

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**Subject: Line of Credit Borrowing Bylaw 836.21**

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## **Recommendation(s):**

1. **THAT** Lamont County Council provide first reading to Bylaw 836.21 namely a Bylaw authorizing the County to make a borrowing for the purposes of financing the ongoing operating expenditure's of the County.
2. **THAT** Lamont County Council provide second reading to Bylaw 836.21 namely a Bylaw authorizing the County to make a borrowing for the purposes of financing the ongoing operating expenditure's of the County.
3. **THAT** all Lamont County Councillors present provide unanimous consent for a third and final reading to Bylaw 836.21 namely a Bylaw authorizing the County to make a borrowing for the purposes of financing the ongoing operating expenditure's of the County.
4. **THAT** Lamont County Council provide third reading to Bylaw 836.21 namely a Bylaw authorizing the County to make a borrowing for the purposes of financing the ongoing operating expenditure's of the County.

## **Purpose:**

The purpose of this item is to request a decision of Council regarding Bylaw 836.21, which authorizes the County to make a borrowing up to \$5,000,000 for the purposes of financing the ongoing operating expenditures of the County.

## **Background Information:**

Pursuant to Section 256(2) of the MGA a municipality may borrow to finance operating expenditures as the amount the municipality estimates will be raised in taxes in the year the borrowing is made. Borrowing may be required because of the timing of tax payment.

In 2020, Municipal Borrowing Bylaw 819.20 was approved to secure a \$1 million line of credit with the Alberta Treasury Branch (ATB) to temporarily meet the County's operating expenditure requirements and to be typically repaid as taxes are levied and collected over the borrowing period. Under normal operating circumstances, the line of credit is not used by the County and is in place for emergency circumstances.

ATB has an internal policy that requires an updated bylaw annually to meet their credit agreement, therefore Administration brings forth an updated Bylaw annually.

Approval of such a Bylaw is standard practice and provides for an effective "line of credit" in support of municipal operations and avoids prematurely liquidating term investments.

Any borrowing made pursuant to this Bylaw will be reviewed. The bylaw does not require advertising under MGA section 256(3) as the term is less than 3 years

**Strategic Alignment:**

Goal #3: Council is driven by accountability and transparency to the community.

**Financial Impact:**

The passage of this Bylaw will give the County greater flexibility to respond to further economic impacts of the COVID-19 pandemic. Since this borrowing is a line of credit, it allows the County to incur interest only on the amount borrowed from time to time. Use of the line of credit will be done in consideration of the County's other financial instruments, such as cash and cash equivalents, and long -term investments.

**Previous Council / Committee Directions:**

In 2019, Municipal Borrowing Bylaw 799-19

In 2020 Municipal Borrowing Bylaw 819.20

**Stakeholder Engagement / Communication:**

None

**Alternatives:**

Council could choose to not approve this proposed bylaw. The option would be that Lamont County would have to liquidate investments in reserve funds, as required, to finance operations.

**Relevant Government Documents:**

Section 256 of the MGA establishes the following requirements of municipalities when borrowing is made for the purposes of financing operating expenditures:

- a. The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.
- b. A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.

Pursuant to Section 252 of the MGA, Alberta Regulation 255/2000 establishes the following limits on debt and debt service:

- a. in respect of the municipality's total debt, 1.5 times the revenue of the municipality, and
- a. in respect of the municipality's debt service, 0.25 times the revenue of the municipality.

**Attachments:**

[Municipal Borrowing Bylaw 836.21 October 26, 2021](#)

Peter Tarnawsky, Interim CAO

Approved  
- 19 Oct  
2021

Jessica Post, Executive Assistant

Approved  
- 19 Oct  
2021

**Lamont County  
Municipal Borrowing Bylaw 836.21**

A BYLAW OF LAMONT COUNTY, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE BORROWING FOR THE PURPOSES SPECIFIED IN SECTION 256 OF THE MUNICIPAL GOVERNMENT ACT.

**WHEREAS**, the Council of Lamont County (hereinafter referred to as “the Corporation”) in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of financing the ongoing operating expenditures of the County.

**NOW THEREFORE** the Council of Lamont County of the Province of Alberta enacts the “Borrowing Bylaw” of Lamont County as follows:

1. The Corporation can borrow from Alberta Treasury Branches (“ATB”) up to the principal sum of \$5,000,000.00 repayable upon demand at a rate not to exceed 10% interest per annum from time to time established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
2. The proper officers of Lamont County are hereby authorized to incur indebtedness on behalf of the County for the amount and purpose as authorized by this Bylaw.
  - a) to apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to ATB;
  - b) as security for any money borrowed from ATB
    - (i) to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
    - (ii) to give or furnish to ATB all such securities and promises as ATB may require securing repayment of such loans and interest thereon; and
    - (iii) to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.

3. The source of money to be used to repay the money borrowed, inclusive of all principal, interest and other amounts is the taxes and penalties on taxes assessed and/or levied by the County during the borrowing period.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
5. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note or other obligation executed by the officers designated in paragraph 3 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
6. This bylaw comes into force and effect upon third and final reading.
7. That Bylaw 819.20 is now repealed.

READ a first time this 26<sup>th</sup> day of October, 2021.

READ a second time this 26<sup>th</sup> day of October, 2021.

Given UNANIMOUS consent to go to third reading on this 26<sup>th</sup> day of October, 2021.

READ a third and final time this 26<sup>th</sup> day of day of October, 2020.

Signed this 26<sup>th</sup> day of October, 2020.

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Reeve

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Chief Administrative Officer



# REQUEST FOR DECISION



**Meeting Date:** October 26, 2021  
**Staff Contact:** Rodney Boyko, Interim CFO  
**Department:** Corporate Services

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**Subject: 2022 Budget Meeting Dates**

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**Recommendation(s):**

**THAT** Lamont County Council approve the 2022 Budget Meeting dates as set out in this Request for Decision.

**Purpose:**

For Council to consider the schedule for the 2022 Budget Meeting dates.

**Background Information:**

The proposed 2022 Budget Meeting dates are as follows:

November 29, 2021	Budget Meeting #1
November 30, 2021	Budget Meeting #2
December 1, 2021	Budget Meeting #3
December 14, 2021	Budget Approval at the December 14, 2021 Regular Meeting of Council

**TIME:** Council meeting to be held at 9:00 a.m.

**LOCATION:** In the Town of Lamont, in the Lamont County Administration Building (5303 - 50 Avenue)

Strategic Alignment:

Goal #3: Council is driven by accountability and transparency to the community.  
Goal #5: We are recognized as a leader in sustainable growth and holistic decision making.

**Financial Impact:**

None at this time

**Alternatives:**

Budget approval can be addressed on December 21, 2021, if required.

Peter Tarnawsky, Interim CAO

Approved  
- 19 Oct  
2021

Jessica Post, Executive Assistant

Approved  
- 19 Oct  
2021

# REQUEST FOR DECISION



**Meeting Date:** October 26, 2021  
**Staff Contact:** Rodney Boyko, Interim CFO  
**Department:** Office of the CAO

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**Subject: Council Remuneration**

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**Recommendation(s):**

**THAT** Lamont County Council accept the comparative Council remuneration report as information

**Purpose:**

For Council to understand comparative remuneration rates of adjacent and comparable municipalities

**Background Information:**

At the September 28, 2021 Committee of the Whole meeting Reeve Diduck made a Notice of Motion that administration bring forward information from comparable and adjacent municipalities regarding Council Remuneration.

Council resolved at the October 12, 2021 to have staff bring this information to the October 26, 2021 Council meeting.

Administration has gathered the attached information with information on:

- Base Salary
- Per diems
- Meal Allowances
- Mileage
- Other allowances

**Strategic Alignment:**

Goal #3: Council is driven by accountability and transparency to the community

**Financial Impact:**

Council remuneration is a regularly budgeted item. Any changes to remuneration would be reflected in the 2022-2025 budget

**Previous Council / Committee Directions:**

Council requested information at the October 12, 2021 Regular Council meeting.

**Stakeholder Engagement / Communication:**

Policies will be adjusted and communicated on the County website

**Alternatives:**

Council may choose to simply receive the report as information and leave the remuneration policy without any changes.

Council may choose to direct administration to bring forward changes to Policy 3101. There are two main alternatives Council may wish to explore:

1. Direct administration to bring forward specific changes to the policy.
2. Develop a Citizen Review Committee with members of the community that will evaluate and provide recommendations on changes to the remuneration policy, supported by an administrative representative.

Changes would result in administration updating Schedule A following budget approval.

**Relevant Government Documents:**

Policy 3101

**Attachments:**

[Comparative Councillor Compensation 3101 \(4\) - Remuneration Rates 2019](#)

Peter Tarnawsky, Interim CAO

Approved  
- 20 Oct  
2021

Jessica Post, Executive Assistant

Approved  
- 20 Oct  
2021

Area	Titled	Base Salary (Annual)	\$ per meeting	Per Diems	Meal Allowance	Mileage	comments	telephone calls / cell phone	Effective date
Beaver County	Reeve's	\$ 6,900.00	259.03	none	meal costs which are reasonable and prudent, including a gratuity will be reimbursed upon submission of receipts except for the cost of meal costs which are reasonable and prudent, including a gratuity will be reimbursed upon submission of receipts except for the cost of meal costs which are reasonable and prudent, including a gratuity will be reimbursed upon submission of receipts except for the cost of	\$0.55 1st 5,000 // \$0.49 over 5000	they do up timesheet for meeting attend	100 per month	01/01/2020
Beaver County	Deputy Reeve's	\$ 4,140.00	259.03	none	meal costs which are reasonable and prudent, including a gratuity will be reimbursed upon submission of receipts except for the cost of meal costs which are reasonable and prudent, including a gratuity will be reimbursed upon submission of receipts except for the cost of	\$0.55 1st 5,000 // \$0.49 over 5000	they do up timesheet for meeting attend	100 per month	01/01/2020
Beaver County	Councilor		259.03	none	meal costs which are reasonable and prudent, including a gratuity will be reimbursed upon submission of receipts except for the cost of	\$0.55 1st 5,000 // \$0.49 over 5000	they do up timesheet for meeting attend	100 per month	01/01/2020
Vermilion River County	Reeve's	\$ 61,226.92	0	\$ 303.73	\$20 breakfast and lunch / \$35 supper	CRA rates for mileage plus a \$350 flat rate all taxable	per diem charges are 0-4hr - 1/2 per diem rate, 4-8hrs 1 per diem rate, 8 - more hrs 1 1/2 per diem rate	300 per month for telephone landline, cell, internet expenses conducting county business	12/20/2020
Vermilion River County	Deputy Reeve's	\$ 57,625.33	0	\$ 303.73	\$20 breakfast and lunch / \$35 supper	CRA rates for mileage plus a \$350 flat rate all taxable	per diem charges are 0-4hr - 1/2 per diem rate, 4-8hrs 1 per diem rate, 8 - more hrs 1 1/2 per diem rate	300 per month for telephone landline, cell, internet expenses conducting county business	12/20/2020
Vermilion River County	Councilor	\$ 54,023.75	0	\$ 303.73	\$20 breakfast and lunch / \$35 supper	CRA rates for mileage plus a \$350 flat rate all taxable	per diem charges are 0-4hr - 1/2 per diem rate, 4-8hrs 1 per diem rate, 8 - more hrs 1 1/2 per diem rate	300 per month for telephone landline, cell, internet expenses conducting county business	12/20/2020
Strathcona County	Councilor	\$ 85,893.00	0	none		automobile allowance \$400.00 per month			44.5 07/01/2020
Sturgeon County	Councilor	\$ 74,339.03	0	< 4hrs - \$130 // > 4 hours \$260		anything over the 30 km will be at the set CRA rate (\$0.59)			01/01/2020
Smoky Lake County	Reeve's	\$ 73,075.20	0		\$20 breakfast and lunch / \$30 supper	\$400 monthly travel mileage allowance // \$0.55 per km when driving a personal vehicle			2021
Smoky Lake County	Deputy Reeve's	\$ 66,434.40	0		\$20 breakfast and lunch / \$30 supper	\$400 monthly travel mileage allowance // \$0.55 per km when driving a personal vehicle			2021
Smoky Lake County	Councilor	\$ 63,112.80	0		\$20 breakfast and lunch / \$30 supper	\$400 monthly travel mileage allowance // \$0.55 per km when driving a personal vehicle			2021
Minburn County	Reeve's honorarium	\$ 9,600.00	0						01/01/2019
Minburn County	Deputy Reeve's honorarium	\$ 4,800.00	0						01/01/2019
Minburn County	Councilor west of RR 122	\$ 56,300.00	0		\$15 breakfast / \$20 lunch / \$30 dinner	\$0.55 per km			01/01/2019
Minburn County	Councilor east of RR 122	\$ 58,400.00	0		\$15 breakfast / \$20 lunch / \$30 dinner	\$0.55 per km			01/01/2019
Thorhild County	Councilor	\$ 54,091.00	0		\$15 breakfast / \$18 lunch / \$30 dinner	\$0.505 km		100 per month	01/20/2021
Fort Saskatchewan	Councilor	\$ 38,684.14	0	< 4hrs \$100 // > 4hours \$200		\$0.51 km // vehicle allowance \$50 per month	for per diem only budgeted 26 days per Councilor		01/01/2021

Town of Lamont	Councilor	\$ 9,648.00	0	n/a		CRA rates for mileage (0.59 for first 5,000 and \$0.53 after)		2021
County of Lamont	Reeve's	\$ 63,051.72	0	\$ 225.00	\$12 breakfast / \$18.85 lunch / \$31.05 supper - receipt	0.54 km	for per diem only out of County meetings	2021
County of Lamont	Deputy Reeve's	\$ 59,991.72	0	\$ 225.00	\$12 breakfast / \$18.85 lunch / \$31.05 supper - receipt	0.54 km	for per diem only out of County meetings	2021
County of Lamont	Councilor	\$ 56,931.72	0	\$ 225.00	\$12 breakfast / \$18.85 lunch / \$31.05 supper - receipt	0.54 km	for per diem only out of County meetings	2021



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<b>Policy Name - Council Remuneration</b>	Policy No.:	3101
	Department:	Finance
	Authority:	Council
	Current Approved Date:	April 10, 2019

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**Policy Statement:**

Lamont County shall provide compensation to council members for performance of their duties as elected officials, for attending Council meetings, and meetings of assigned Boards or Committees to which they are appointed by Council, and for attending various other meetings and special events as dignitaries on behalf of Lamont County.

**1. Purpose:**

- a. The purpose of this policy is to establish compensation for elected officials which includes basic (annual) honorarium, per diem rates, and benefits.
  - i. Council includes the Reeve and all Councillors.
  - ii. Councillor is a member of council, excluding the Reeve, and is considered a part time position.
  - iii. Reeve is a member of council and is considered to have additional duties above those of a councillor.
  - iv. Deputy Reeve is a councillor appointed to fill the position of deputy Reeve on a rotational basis and may act as Reeve in the Reeve’s absence.
  - v. Per diems are the rates paid to councillors for attending to municipal business in accordance with this policy.

**Application of This Policy:**

**2. Annual Honorarium**

- a. Annual honorarium shall be paid to members of Council for the performance of their duties as elected officials. Basic honorarium shall be adjusted yearly by the Chief Financial Officer to be equal to the cost of living adjustment provided to County employees and provided in Schedule "A" of this policy.
- b. Each member of Council shall receive annual honorarium for the following duties:
  - i. Attendance at all regularly scheduled meetings of:
    - Council;
    - Governance and Priorities Committee;
    - Agricultural Service Board.
  - ii. Attendance at the following meetings:

- Special Council Meetings (as specified in the Municipal Government Act s194);
  - Organizational meetings of Council (as required by the Municipal Government Act);
  - Meetings with residents and community groups (this would include open houses and public meetings)
  - Informal meetings with the Chief Administrative Officer (CAO) and staff to discuss County business;
  - Conducting annual evaluations of the CAO
  - Meetings where attendance is as a dignitary representing the County (this would include meetings of approved committee appointments;
  - Meetings with the media (this would include press conferences as supported by Lamont County Communications' Officer);
  - Emergency meetings to deal with disaster occurrences.
- c. Attendance at social functions as dignitaries representing Lamont County (this would include functions such as Premier's Breakfast/Dinner, Remembrance Day Ceremonies, Farmers Days Breakfasts, grand openings within Lamont County and municipalities within County boundaries)
- d. Attendance at charitable events as dignitaries representing Lamont County (such as the Reeve's Golf Tournament and approved charitable fund raisers).
- e. Attendance at functions for staff and councilors (this would include functions such as Employee Service Awards, Occupational Health and Safety Barbecue, Christmas Dinner, and farewell lunches/dinners for staff and councilors).
- f. Attendance at public events that are hosted by Lamont County (this would include functions such as Appreciation Night for Public Committee Members, Volunteer Recognition Awards approved neighbouring municipality events).
- g. Preparation for Council and Committee meetings.
- h. Liaison work within the councilor's division with residents and businesses.

### **3. Per Diems**

- a. The CAO is responsible for authorizing payment of the Reeve's per diems.
- b. The Reeve is responsible for authorizing payments of the Deputy Reeve per diems.
- c. The Reeve and Deputy Reeve are responsible for authorizing payments of per diems that are submitted in council members' monthly expense claims.



- d. The per diem rate shall be adjusted yearly by Legislative and Administrative Services to be equal to the cost of living adjustment provided to non-union County employees, as provided in Schedule "A" of this policy.
- e. In addition to a council member's honorarium, a per diem shall be paid to a council member for attending meetings of any committee or board to which he/she is appointed by Council, subject to Section 6.a.
- f. If the Reeve attends or participates in a meeting in ex officio capacity, the Reeve will be serving as an appointed committee member and is eligible to claim a per diem for attending the meeting.
- g. Members of council are to provide details of meetings that they have attended, including the length of the meetings (inclusive of travel time), on the required monthly expense form.
- h. Councillors are eligible for a per diem for each meeting attended outside of Lamont County municipal boundaries.
- i. Per diems will be paid for attendance at the following:
  - i. Conferences and conventions
  - ii. Council/Management meetings, Council retreat meetings such as Strategic Planning meetings, Council budget meetings, and Capital Project meetings, Agricultural tours and County road tours;
  - iii. RMA District meetings and RMA ad hoc committee meetings (if no remuneration is received from RMA);
  - iv. Meetings with other municipalities (this would include meetings such as IDP meetings, Regional Reeves and Reeves meetings, and Joint Council meetings);
  - v. Meetings with other government agencies and businesses (this would include meetings such as those with the Province, School Divisions, Regional Health Authority, Franchise Utility Operators, AIHA, MLA Meetings, and Provincial/Federal agencies);
  - vi. Public planning meetings not held as part of the regular Council meeting (this would include meetings such as those regarding the Municipal Development Plan, Intermunicipal Development Plans, Intermunicipal Collaboration Framework, Area Structure Plans, or Land Use Bylaw and development of any County Master Plans);
  - vii. Interviews (such as those for public committee members);
  - viii. Council orientation meetings/sessions;
  - ix. Training and professional development such as Assessment Review Board training,
  - x. Subdivision and Development Appeal Board training, legal seminars, and educational programs for elected officials.
  - xi. Grand openings outside of Lamont County, if formally invited to present a verbal or written presentation;
  - xii. Special Council training or information sessions (i.e., workshops);

- xiii. All other meetings, only if attendance has been approved by the Reeve or Council motion (or Deputy Reeve if the Reeve is absent).

#### **4. Benefits**

- a. Council members will be given the opportunity to join the Rural Municipalities of Alberta (RMA) pension plan in accordance with those rules and regulations set out in that plan. If a Council member chooses not to participate in the RMA pension plan, the County will contribute to a Registered Retirement Savings Plan (RRSP) on the same contributory basis.
- b. Council members are also eligible to participate in County-provided benefits package as may be altered from time to time, in accordance with the requirements and limits set out in any component of the benefit package. (Extended Health Care, Vision Care, Out of-Province Emergency Travel Benefits, Dental, Group Life insurance, Basic Accidental Death and Dismemberment insurance, Optional Accidental Death and Dismemberment insurance.)
- c. Age related disqualifications of benefits would be compensated for to any affect Councillor on an equivalent cash payment.
- d. Members of Council are to provide sufficient information to the Finance Department (Payroll) and sign up for eligible benefits.

#### **5. Other Compensation**

- a. Personal Communication Device: Each Council member shall receive a County-issued tablet and a County-issued cellphone. Should a Councillor wish to maintain their own cellphone compensation would be provided as per the rate identified in Schedule "A".
- b. Internet Service: Each Council member shall receive reimbursement for the installation of high-speed internet to his/her place of residence, if installation is required after being elected, and a monthly allowance to cover basic high-speed internet operation costs from their place of residence, at a rate that is reviewed annually and determined by the Chief Financial Officer and identified in Schedule "A".
- c. Training and Professional Development: Each member of Council shall be entitled to a budgeted amount for training and professional development. This budget amount will include a provision for specialized training such as the Elected Officials Education Program (EOPE), if the elected official has not already had such training.
- d. Council members will receive their four-year allotment (for training and development) in their first year of office, and any remaining budget is carried forward to future years until the budget is spent or their term ends. Each member of Council is responsible for keeping within their budgeted amounts for

training/professional development. Council members are expected to report to Council on the content and benefit of the courses they take.

- e. Conferences and Conventions: Each member of Council shall be entitled to a budgeted amount for attending conferences, conventions and other such functions. Each member of Council is responsible for keeping within their budgeted amounts for conferences and conventions. Council members are expected to report to Council on the conferences they attend.

## **6. Exclusions**

- a. In the event that a member of Council receives any remuneration from another board, commission or committee for that member of Council's duly authorized attendance on behalf of the County at a meeting of the said board, commission or committee, the Council member shall not be paid by the County for the Council member's attendance at such meeting.
- b. In the event that a member of Council attends an event that is hosted by a provincial or federal political party (such as a provincial fund-raising function), the Council member shall not be paid a per diem by the County for their attendance. Expenses that are deemed to not be political contributions shall be reimbursed as a meal expense only, up to a maximum of \$25, pursuant to the Election Finances and Contributions Disclosure Act Section 23(3)(a).

## **7. Conflicts or Disputes**

- a. In the event that requested remuneration is beyond what is outlined in this policy, or a conflict arises, the details of the matter shall be referred to Council for resolution.

### **Related Documents & Legislation:**

Municipal Government Act, section 275.1(2)

Bill C44

Policy 4138 Reimbursement of Expenses

### **Definitions:**

“Council Policy” or “Policy” means the written commitment and direction from Council regarding matters of governance, public services and programs, and standards of performance for the County, based on Council’s values, priorities, and strategic directions. Policy is approved, amended or rescinded by Council.

“Administrative Directive” or “Directive” means the Chief Administrative Officer (CAO) written direction to employees regarding operational matters and internal administration. Directives are approved, amended, or rescinded by the CAO.

**Duties & Responsibilities:**

The Chief Financial Officer or designate is responsible for implementing, monitoring and evaluating Schedule A of this policy.

**Procedures Associated with This Policy:**

**Forms Associated with This Policy:**

Record of Travel Expenses Form

**Amendment History: 19-107**

**Scheduled Review Date: February 2020**

## SCHEDULE A

Schedule A is reviewed and updated by the Chief Financial Officer on an annual basis.

### **BASIC HONORARIUM**

Effective Date:	January 1, 2019
Reeve:	\$55,815.37
Deputy Reeve:	\$55,815.37
Council Members	\$55,815.37

### **ADDITIONAL HONORARIUM**

Reeve:	\$6,000.00
Deputy Reeve:	\$3,000.00

### **PER DIEMS**

Effective Date	January 1, 2019	\$225
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<b>Communication</b>	\$100/month for high speed internet. \$75/month personal cellphone if opt out of municipal cellphone use.
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Mileage and meals reimbursements of expenses will be in accordance with Policy 4138.

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