



**COUNCIL
PACKAGE**

JULY 23, 2019

AGENDA
Town of Lamont
Regular Meeting of Council
July 23, 2019

1.	Call to Order	7:30 p.m.
2.	Adoption of Agenda	
3.	Declaration of Pecuniary Interest	
4.	Closed Session: None	
5.	Motion for Acceptance of Delegation a) FortisAlberta – Section 46 Bylaw <i>Vince Campbell, Key Accounts Manager</i> <i>& Wade Abbott, Area Manager</i> b) Russell Farmer & Associates Consulting Ltd.- Strategic Plan <i>Russell Farmer</i>	7:30 p.m. 7:45 p.m.
6.	Adoption of Minutes a) Regular Meeting of Council – June 25, 2019 b) Parks and Recreation Committee Meeting Minutes- June 18, 2019	
7.	Finance: a) Monthly Summary – June 2019 b) 2020 Budget Schedule and Approach	
8.	Bylaw: None.	
9.	Correspondence: a) Lamont County Marketing Partnership Program	
10.	Business: a) Strategic Plan b) Tax Recovery Public Auction – Reserve Bids c) Tax Incentive Request d) Lamont Minor Hockey Association Board Advertising Agreement	
11.	Business Arising from Closed Session	
12.	Staff & Council Reports a) Mayor & Council Reports b) CAO Report c) Public Works Report d) Planning & Development Report e) Parks and Recreation Report f) Fire Chief's Report	

13.	Event Register as at July 17, 2019	
14.	Adjournment:	

Section 46 Bylaw

Town of Lamont

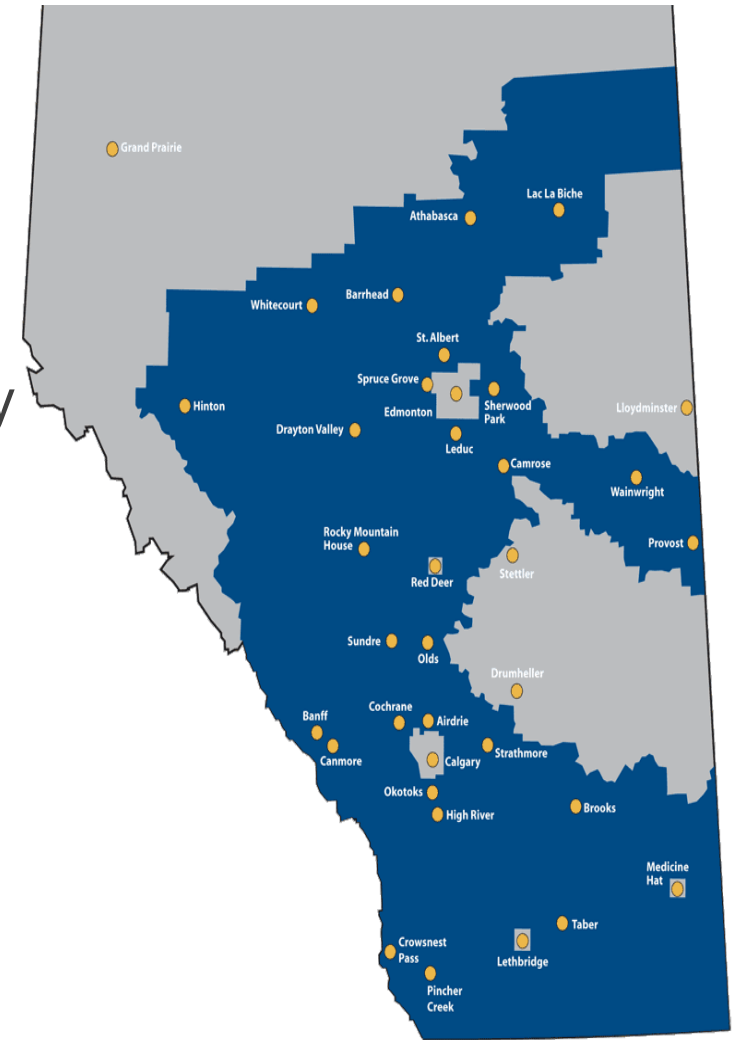
Vince Campbell
Stakeholder Relations Manager





WHO WE ARE

- Alberta company
- Regulated distribution-only utility
- Employs 1,100 Albertans
- Over 540,000 customers
- \$350 million/year in capital expenditures





BACKGROUND

- Past transfers due to annexations were largely cooperative between FortisAlberta and REAs
- In 2016, FortisAlberta undertook detailed internal review of boundaries of municipalities with whom FortisAlberta has MFA.
- This resulted in application to AUC to enforce exclusivity of those boundaries.
- This was successful before AUC in Decision dated July 16, 2018.



WHAT IS A SECTION 46 BYLAW?

- Compels customers to connect to, and take electric distribution service from, FortisAlberta.
- It does so by prohibiting other utilities from providing same or similar utility service where municipality has MFA with utility provider for that service.





KEY AUC DECISION FINDINGS

- Alteration of REA service areas that overlap with MFAs is in the public interest:
- Harmonizes service areas to reflect boundaries governed by MFAs, and is consistent with past AUC approval of MFA
- Supports public policy objective of avoiding unnecessary duplication of facilities
- Consistent with legislated purpose of municipalities and REAs and
- Supports the public policy goals of the Municipal Government Act (MGA)





KEY DECISION FINDINGS

- REAs will be compensated for the transfer of any sites
- No adverse impact on municipalities.
- No new REA members in municipal boundaries
- REAs must make existing members whose services fall within municipal boundaries subject to an MFA aware of the Decision

MFA Clauses 4 & 12

- These were negotiated with AUMA and ATCO and approved by the AUC require municipality to support the Company, and for the Company to be responsible for all reasonable fees.



BENEFITS TO PASSING THE BYLAW

- Increased revenue for the municipality.
- Clarity of service provider for staff and public.
- Everyone within the constituency being treated the same.
- Outage response time, Airdrie call centre.
- New technology and automation. Airdrie control centre.



QUESTIONS?



Town of Lamont

June 25, 2019

Regular Meeting of Council
Town Council Chambers

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

CALL TO ORDER: Mayor Skinner: called the meeting to order at 7:00 p.m.

ADOPTION OF AGENDA:

MOTION: 110/19 Councillor Foulds: That the Agenda be accepted as amended:
4(b) CAO Update, *FOIP Section 24 (1)(a), Advice from Officials*
4(c) CAO Review, *FOIP Section 19 (2), Confidential Evaluations*

DECLARATION OF PECUNIARY INTEREST:

None.

CLOSED SESSION: a) Intergovernmental Affairs Update

FOIP Section 21 (1) – Harmful to Intergovernmental Relations

b) CAO Update, FOIP Section 24 (1)(a), Advice from Officials (advice, proposals, recommendations or by a public body)

c) CAO Review, FOIP Section 19 (2), Confidential Evaluations

MOTION: 111/19 Councillor Harvey: 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 Sections 19(2) & 21(1) & 24(1)(a) of the *Freedom of Information and Protection of Privacy Act* 7:00 p.m.

<i>Present:</i>	<i>Bill Skinner</i>	<i>Mayor</i>
	<i>Jody Foulds</i>	<i>Councillor</i>
	<i>Al Harvey</i>	<i>Councillor</i>
	<i>Perry Koroluk</i>	<i>Councillor</i>
	<i>David Taylor</i>	<i>Councillor</i>
	<i>Kirk Perrin</i>	<i>Councillor</i>
	<i>Doug Pewarchuk</i>	<i>Councillor</i>

Administration:

Christine Beveridge Chief Administrative Officer- Administrative Liaison

MOTION: 112/19 Councillor Foulds: That Council revert to the Regular Meeting of Council at 7:35 p.m.

DELEGATION: **a) Rural Transportation Coalition**
Judy Schueler, Judy Shaw and Karen Peddle

MOTION: 113/19 Councillor Koroluk: That Council accept the delegation presentation from the Rural Transportation Coalition.

ADOPTION OF

MINUTES: a) **Regular Meeting of Council – June 11, 2019**

MOTION: 114/19 **Councillor Pewarchuk:** That the Minutes of the Regular Meeting of Council held June 11, 2019 be accepted as presented.

CARRIED

FINANCE: None.

BYLAW: None.

CORRESPONDENCE: a) **2019 Parade Schedule**
b) **Letter from Minister of Municipal Affairs**
c) **Lamont Health Care Centre – May 23, 2019**
d) **Lamont County Housing Foundation – May 27, 2019**

MOTION: 115/19 **Councillor Harvey:** That Council accept the correspondence as information as presented.

CARRIED

BUSINESS: a) **Playground Update – Campbell Park**

MOTION: 116/19 **Councillor Taylor:** That Council accept this report as information and refer the matter to the Parks and Recreation Committee for further exploration of options for creating a plan for replacement of the Campbell Park Playground.

CARRIED

b) **Tax Recovery Public Auction Terms and Conditions of Sale**

MOTION: 117/19 **Councillor Taylor:** That Council approve the Terms and Conditions of Sale for the 2019 Public Auction as presented in Attachment 1.

CARRIED

c) **Request for Proposal - Auditors**

MOTION: 118/19 **Councillor Pewarchuk:** That Council direct Administration to prepare a Request for Proposal for Audit Services.

CARRIED

d) **Funding Failed Road**

MOTION: 119/19 **Councillor Pewarchuk:** That Council fund the drainage improvements work on 44A Street, estimated at \$120,000, from the Planning and Subdivision Reserve and that the full road construction of 44A Street be included within the 2020 budget.

CARRIED

**BUSINESS ARISING
FROM CLOSED
SESSION:**

MOTION: 120/19 **Councillor Foulds:** That Council direct Administration to schedule a Public Open House for the Intermunicipal Development Plan.

CARRIED

MOTION: 121/19 **Councillor Perrin:** That Council direct Administration to proceed as directed in closed session related to Roll # 36900 at an estimated cost of \$150,000 to be funded from the Planning & Development Reserve.

CARRIED

**STAFF AND COUNCIL
REPORTS:**

Mayor Skinner

Written report attached.

Councillor Taylor

Written report attached.

Councillor Perrin

Written report attached.

Councillor Foulds

June 24 – Attended Intermunicipal Development Plan meeting at Lamont County.

Councillor Harvey

June 17 – Attended the Lamont Hospital Annual General Meeting.

Councillor Koroluk

Nothing to report.

Councillor Pewarchuk

Nothing to report.

MOTION: 122/19 **Councillor Koroluk:** That Council accept the Staff and Council Reports as presented.

CARRIED

Event Register

September 17, 2019 Parks and Recreation meeting to be added to the register.

CLOSED SESSION:

c) **CAO Review, FOIP Section 19 (2), Confidential Evaluations**

MOTION: 123/19 **Councillor Perrin:** 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 19(2) of the *Freedom of Information and Protection of Privacy Act* at 8:40p.m.

CARRIED

Present:

*Bill Skinner
Jody Foulds
Al Harvey
Perry Koroluk
David Taylor
Kirk Perrin
Doug Pewarchuk*

*Mayor
Councillor
Councillor
Councillor
Councillor
Councillor
Councillor (in part)*

Administration:

Christine Beveridge Chief Administrative Officer- Administrative Liaison

Councillor Pewarchuk left the meeting at 8:56 p.m.

MOTION: 124/19 **Councillor Taylor:** That Council revert to Regular Meeting of Council at 9:28 p.m.

CARRIED

ADJOURNMENT: Mayor Skinner adjourned the meeting at 9:28 p.m.

Mayor

Chief Administrative Officer



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: June 25, 2019
ELECTED OFFICIAL: Mayor Bill Skinner
REPORT PERIOD: June 6 – June 19

Boards and Committees:

- Attended the Parks and Recreation Committee meeting on June 18 in the park. Discussed the park projects for 2019 (tree planting, exercise equipment installations, powered fountain installation) and performed a physical check of the areas identified for projects. Also discussed the upcoming Picnic in the Park event and where the tent would be set up, etc.

Items for Council Discussion:

(Requires Input from Council to Take Back to Boards and Committees)

Town of Lamont Business:

- Met with representatives from Lamont and District Ag Society and discussed future opportunities for the Town of Lamont and the Ag Society to work cooperatively.

Professional Development (Workshops & Conferences):

Lamont Functions and Events:

- Attended the annual Seniors Breakfast at Beaverhill Pioneer Lodge June 6. During this event staff also recognized lodge manager Debbie Hancheruk for her retirement.
- Attended the Lamont County Housing Foundation annual staff appreciation and service award BBQ on June 7. Presented Mundare lodge manager Al Lenkewich with a 30 year service award and recognized retiring CAO Harold James and lodge manager Debbie Hancheruk.
- Attended the Lamont Health Care Center AGM on June 17 and brought greetings from the Town of Lamont. Presented Mr. Harold James a plaque from the Town of Lamont to recognize the many years of service he has provided within the community.
- Attended the open house retirement event for Harold James hosted by Lamont Health Care Center in their courtyard on June 17.

MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: June 25, 2019

ELECTED OFFICIAL: Councillor Dave Taylor

REPORT PERIOD: May 22 – June 20, 2019

Boards and Committees:

- **JSB Regional Water Commission meeting June 13, 2019**
 - CN Scotford crossing expansion project update: still no agreement on JSBRWC engineering requirements for protection and access to water line. CN has requested mediation and adjudication, JSB board has agreed, with legal representation from Reynolds Mirth Richards & Farmer LLP. Request for impact assessment from all communities affected by potential leak / damage (sent to Town Admin). As this is proceeding to a legal matter, please direct all questions and comments to the JSBRWC manager, Pat Tomkow
- **Parks and Recreation Committee meeting June 18, 2019**
 - Update on funding / grants and projects. Spray Park resurfacing complete, looks fantastic! New fitness equipment to be installed at same location as existing equipment. New trees to be planted along pathway on the SE side of Hillside Park. Fortis grant for \$2500 for trees to be planted spring 2020. Request for volunteers to help maintain Peace Arch garden.

Items for Council Discussion:

(Requires Input from Council to Take Back to Boards and Committees)

Town of Lamont Business:

- **Question on the speed boards (electronic speed sign indicators): are we able to access these again for Town of Lamont? Previously, there were 2 of these signs to be rotated through the towns and County. We had them for about ~2 months about 2 years ago**

Professional Development (Workshops & Conferences):

Lamont Functions and Events:

- **June 4: Lamont High School Graduation 2019** – presented speech on behalf of the Town of Lamont
- **June 17: Harold James Retirement party** – attended and offered thanks and congratulations on behalf of Town of Lamont

MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: June 25th 2019

ELECTED OFFICIAL: Councillor Kirk Perrin

REPORT PERIOD: June 4th-June 18th

Boards and Committees:

- **Parks and Recreation committee meeting June 18th**
- **Lamont Hospital AGM June 17th**

Items for Council Discussion:

(Requires Input from Council to Take Back to Boards and Committees)

I would like to bring up the field adjacent to Lamont Hospital (55st and 54st) as an item for discussion.

Town of Lamont Business:

Professional Development (Workshops & Conferences):

Lamont Functions and Events:

- **Refereed at Bruderheim Annual Ball hockey Tournament June 8th**

Town of Lamont
Parks and Recreation Committee
Meeting Minutes

June 18, 2019

1. Call to order

Dave Taylor called to order at 7:00 p.m. at the Picnic Pavilion in Hillside Community Park.

In attendance: Dave Taylor (chair), Kirk Perrin (Councillor), Bill Skinner (Mayor), Colin Peddle (Staff), Dawn Nielsen (Administrative Liaison/Recording Secretary), Linda Sieker (Public Member at Large), Glynnis Leonard (Public Member at Large), Debbie Brill (Public Member at Large), and Michelle Taylor.

Regrets: Leslie Jans

2. Adoption of Agenda

Added Items:

- 6. New business
 - a) Peace Arch
 - b) Picnic sight
 - c) Volunteering

Kirk Perrin moved to adopt agenda as amended.

CARRIED

3. Review and adoption of previous minutes

No previous minutes, approved via email

4. Old Business:

- a) Update on items purchased:
 - 1) Exercise equipment was shipped April 25; Committee walked over by the existing equipment and agreed that we can mount the single pole Tai Chi Wheels on the existing concrete pad. The bars can go north of the cement pad since they are in ground mount. No signage required.
 - 2) Bike park: Supplier is having staffing issues and unable to fulfill our order until at least September. Dave is looking at other sources as a backup.

b) Grants / Funding update-

- 1) Alberta Recycling grant - Spray Park completed.
- 2) Fortis – Grant \$2500 approved for trees. These will be purchased in 2020. Discussed the option of shrubs instead as well we need some trees along the west side by the hospital to block vehicles coming into the park and causing damages.
- 3) \$5000 Fair Committee & Spring event \$5625.95 – Quotes for lighting are running at approximately \$5000 each. This only provides for 2 lights. Dawn will look at other options. Are there any other cheaper options, also look at price to trench and put in electric lights?

Linda Sieker moved to submit a request to Town Council to consider matching the donated and raised funds total \$10,625.95 in the 2020 Budget.

CARRIED

- 4) \$200 received from United Church Special Events.
 - 5) \$500 received from Archer Memorial Hospital Nurses Alumni Association.
- c) Recognition Tree -Need to vandal proof the mural since someone scratched their name in a leaf and scratched the Home Hardware leaf and repair damaged leaves. Colin will remove the damaged leaves this fall and see if he can sand out the scratches and fill with clear epoxy/glue. If it doesn't work, we will have to re-order them.
- d) Picnic in the Park: This is an event for Mayor and Council to meet and greet residents. It was not meant as a fundraising event. If Committee members want to be involved and do some fundraising, we need to come up with some ideas for an actual fundraising event organized by members. Similar to the Flowers & Fashion joint venture. Kirk suggested we do a "liquor barrel" raffle asking Valentines Cup for partnership.
- e) Fountain – Dawn to ensure Richard does not start digging up the Park area before the Picnic in the Park event.
- f) Trees – Arrived at Home Hardware Colin will be getting them installed soon.

5. New Business

- a) Peace Arch – Last year the weeding was done by the Taylor family, but it is a big job and they need help.

- b) Picnic sights – Weeds growing around the plaques need to be pulled. Michelle has also been picking up dog poop all around the park. Everyone is encouraged to help out and pitch in, make notes if you see someone not cleaning up so we can try to deal with the problem.
- c) Volunteers- Kirk is encouraging the committee members to volunteer locally to develop reciprocal relationships with other committees. E.g. Lamont Ag Society Rodeo and Babas and Borshch.

6. Round Table & Adjournment

- Next Meeting is set for September 17, 2019 at 7:00 p.m. at the Town Office.
- Meeting adjourned at 9:10 p.m.

Committee Chair Signature: _____

AGENDA ITEM # 7a

Description	2019 Budget	Targeted Amount Jan - Jun	2019 Actual Jan - Jun	Variance	% of Completion	2019 - Jun	2018 - Jun	Increase/ (Decrease)	Percentage	Note
REVENUE										
General Revenue	(2,861,300)	(2,677,150)	(2,671,074)	(190,226)	93%	(13,356)	(13,132)	(224)		
Administration	(17,000)	(8,500)	(8,971)	(8,029)	53%	(618)	(849)	231		
By Law	(1,800)	(900)	(2,559)	759	142%	(55)	(70)	15		
Strs. & Road	(459,000)	(229,500)	(3,647)	(455,353)	1%	0	0	0		
Storm Sewer	0	0	0	0	0%	0	0	0		
Water	(654,000)	(327,000)	(183,935)	(470,065)	28%	(719)	(1,130)	411		
Sewer	(194,900)	(97,450)	(53,746)	(141,154)	28%	25	0	25		
Garbage	(330,000)	(165,000)	(111,089)	(218,911)	34%	(63)	0	(63)		
Cemetery	(2,000)	(1,000)	0	(2,000)	0%	0	0	0		
Planning & Subdivision	(3,000)	(1,500)	(504)	(2,496)	17%	(180)	(91)	(89)		
Hall	(24,700)	(12,350)	(6,653)	(18,047)	27%	(443)	(2,033)	1,590		
Arena	(416,103)	(208,052)	(41,136)	(374,967)	10%	(1,020)	(660)	(360)		
Park	(15,960)	(7,980)	(1,900)	(14,060)	12%	(200)	(650)	450		
Curling Rink	(5,800)	(2,900)	(200)	(5,600)	3%	0	0	0		
FCSS	0	0	0	0	0%	0	0	0		
TOTAL REVENUE	(4,985,563)	(3,739,282)	(3,085,412)	(1,900,151)	62%	(16,629)	(18,616)	1,986		
EXPENSE										
Council	131,083	65,542	47,988	83,095	37%	11,064	30,593	(19,529)		
Administration	642,109	321,055	371,969	270,140	58%	48,750	42,069	2,706		
Fire	29,950	14,975	20,787	9,163	69%	2,382	1,020	1,363		
Disaster Service	3,500	1,750	40	3,460	1%	40	0	40		
By-Law	12,900	6,450	2,512	10,388	19%	71	297	(226)		
Public Work	471,057	235,529	225,872	245,185	48%	30,111	36,151	(6,040)		
Street & Road	305,000	152,500	87,293	217,707	29%	14,478	11,154	3,324		
Storm Sewer	32,400	16,200	13,024	19,376	40%	3,489	0	3,489		
Water	382,800	191,400	120,923	261,877	32%	23,460	27,420	501		
Sewer	52,500	26,250	25,056	27,444	48%	3,153	1,153	2,000		
Garbage	381,200	245,600	222,054	159,146	58%	22,901	22,422	479		
Cemetery	4,500	2,250	1,400	3,100	31%	700	700	0		
Town Beautification	35,000	17,500	11,663	23,337	33%	10,836	14,563	(3,727)		
Planning & Subdivision	51,000	25,500	8,349	42,651	16%	1,065	8	1,057		
Hall	161,750	80,875	77,900	83,850	48%	7,464	12,915	(5,451)		
Arena	352,567	176,284	162,796	189,771	46%	18,888	16,103	2,784		
Park	104,406	52,203	36,192	68,214	35%	14,785	16,681	(1,897)		
Curling Rink	56,000	28,000	24,037	31,963	43%	3,012	1,347	1,665		
FCSS & School Fund	604,460	302,230	142,879	461,581	24%	0	0	0		
Total Expense	3,814,182	1,962,091	1,602,734	2,211,448	42%	216,648	234,596	(17,462)		

Description	2019 Budget	Targeted Amount		2019 Actual		Variance	% of		Increase/		Note
		Jan - Jun	Jan - Jun	Jan - Jun	Jan - Jun		Completion	2019 - Jun	2018 - Jun	(Decrease)	
Capital Programs											
Administration	0	0	0	0	0	0%	0	0	0	0%	
Fire	0	0	0	0	0	0%	0	0	0	0%	
Public Work	18,500	9,250	0	18,500	0	0%	0	7,727	(7,727)	-100%	
Street and Road	772,200	386,100	23,150	749,050	0	3%	0	3,542	(3,542)	-100%	
storm Sewer	0	0	0	0	0	0%	0	0	0	0%	
Water	0	0	0	0	0	0%	0	0	0	0%	
Sewer	32,500	16,250	2,443	30,057	0	8%	0	0	0	0%	
Planning & Subdivision	0	0	0	0	0	0%	0	0	0	0%	
Hall	0	0	0	0	0	0%	0	0	0	0%	
Arena	206,000	103,000	119,151	86,849	0	0%	39,717	0	39,717	0%	
Park	52,880	26,440	38,880	14,000	0	74%	27,216	262	26,954	10301%	
Curling Rink	0	0	0	0	0	0%	0	0	0	0%	
Total Capital Programs	1,082,080	541,040	183,624	898,456	0	17%	66,933	11,531			

Request for Decision

Meeting: Regular Council Meeting
Date: July 23, 2019
Title: 2020 Budget Schedule and Approach
Agenda Item: Finance

Background / Proposal:

The Municipal Government Act (MGA) outlines specific requirements as related to the budget and associated processes. The following sections of the MGA describe the adoption process, contents of a budget and a new section of the MGA related to review and plan preparation.

Adoption of Operating Budget

MGA Section 242

- Council must adopt an operating budget for each calendar year.
- Council may adopt an interim operating budget for part of a calendar year.
- An interim operating budget for a part of a calendar year ceases to have any effect when the operating budget for that calendar year is adopted.

Contents of Operating Budget

MGA Section 243(1)

An Operating Budget must include the estimated amount of each of the following expenditures and transfers:

- Amount needed to provide for Council's policies and programs;
- Amount needed to pay the debt obligations;
- Amount needed to meet requisitions or other amounts the municipality is required to pay under an enactment
- Amount needed to provide for depreciation or depletion allowance, or both, for its municipal public utilities;
- Amount to be transferred to reserves;
- Amount to be transferred to capital budget;
- Amount needed to recover any shortfall from previous budgeted shortfalls.

MGA Section 243(2)

An Operating Budget must include the estimated amount of revenue and transfers:

- Property tax; Business tax
- Business improvement area tax;
- Community revitalization tax; Special tax; Local Improvement tax;
- Grants, transfers from accumulated surplus funds or reserves, any other revenue source.

New sections of the MGA:

MGA Section 283(2)

Each municipality must prepare a written plan respecting its anticipated financial operations over a period of at least the next 3 financial years.

MGA Section 283(3)

Each municipality must prepare a written plan respecting its anticipated capital property additions over a period of at least the next 5 financial years.

MGA Section 283(6)

Council must annually review and update its financial plan and capital plan.

Therefore, upon reviewing the requirements of the MGA along with consideration of Council's input during the Strategic Planning process setting this schedule and approach to the budget process is an important step towards enhanced transparency and good governance. Administration has prepared the attached 2020 Budget Schedule for Council's consideration.

Discussion / Options / Benefits / Disadvantages:

Proposed Schedule and Budget Meeting Dates:

Refer to enclosed 2020 Budget Schedule (Attachment 1). Approval of the attached timelines as presented will allow Council and Administration to implement the planning and budget process for 2020 which includes the development of a 3-year and 5-year financial plans, Fees and Charges Bylaw and update the Utility Services Bylaw.

If the schedule is approved, Administration will ensure timelines are communicated to the community through the Town's website, utility bills, local paper, social media, etc.

If approval is not provided, Administration will adjust the timelines as directed and bring back for consideration at the August 27, 2019, Regular Meeting of Council.

2020 budget process review:

A review meeting with Council to obtain feedback and to identify opportunities for improvement will be conducted early in 2020, if the 2020 budget is approved in 2019.

Philosophy and a description of the proposed 2020 budget approach:

- **Capital budget:**
 - Historically, the Town contributes approximately \$1 million for capital projects each year without debenture and/or a significant increase in mill rates.
 - Proposed capital projects with a cost and benefit analysis are provided to Council for approval.
- **Operational budget:**
 - The 2020 operation budget will be based on an average cost of each account for the years of 2017-2019;
 - A consideration of inflation rates in 2019-2020; and
 - Any new requests from Administration.

Once both Capital and Operational budget are reviewed, the amount of revenues from taxation will be determined, which will affect the determination of mill rates in April/May 2020.

Recommended Action:

Administration is seeking Council's input and guidance in order to meet the Council's requirements regarding an improvement on the budget process. Administration is requesting that Council approve the proposed schedule and the budget approach.

Proposed Motions:

1. That Council accept the report for information and approve the approach to the 2020 Budget process.
2. That Council schedule additional Regular Council Meetings on the following dates and times to be held in Council Chambers at Town of Lamont, 5307-50 Avenue, for the 2020 budget meetings: Tuesday, November 19th, 2019 at 7:00 pm and Tuesday, December 3rd, 2019, at 7:00 pm.

Attachments:

1. 2020 Budget Schedule

Report Prepared By: Robert Mu, Finance Officer
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CAO: Christine Beveridge

2020 BUDGET SCHEDULE

July 23/Aug. 27	• Council to review and approve 2020 budget approach
Aug.27- Oct. 1	• Department heads to prepare budget requests
Oct.2	• Deadline for submission of budget requests
Oct.28	• Finance Officer to provide first draft of 2020 budget to CAO and Department heads for review
Oct.28 - Oct.31	• CAO & Department heads review and provide feedback to Finance Officer by October 31
Oct.31	• Deadline for revised budget requests
Nov.13	• Revised draft budget provided to Council
Nov.19	• Scheduled Council meeting to review budget
Dec.3	• Scheduled Council meeting to review budget
Dec.10	• Budget 2020, Financial plans, Fees and Charges Bylaw and Utility Services Bylaw presented to Council for approval



June 19, 2019

To Whom it May Concern,

In an effort to promote tourism within Lamont County, Lamont County Council has approved a Marketing Partnership Program for municipalities' and non-profit association's events, which will pay up to 25% of the advertising costs associated with promoting an event outside of Lamont County.

Funds are available on a first-come-first-served basis, with a total of \$3000 available to municipalities and organizations located in each County Division, for a total program cost of \$15,000.

To be eligible for funding, an application package (attached) is available in two steps: 1. Pre-event information, and 2. Post-event review:

- In Step 1, applicants are requested to list the types and anticipated costs of advertising for the event. Use of the Lamont County logo and/or mention of Lamont County as an event sponsor are a requirement to be eligible for funding, with the exception of events occurring Summer 2019 that have already begun advertising.
- In Step 2, applicants are requested to provide a review of their event, as well as submission of all advertising done outside of the county, and all invoices associated with said advertising. After review of submitted advertisements and invoices, 25% of the total cost will be reimbursed, assuming funding availability.

We hope that by providing funding for increased marketing of local events, we can help to encourage people to visit Lamont County and participate in the many varied and exciting events that municipalities and organizations host throughout the year.

Applications and questions about the program can be directed to the Lamont County Communications Coordinator at heather.a@lamontcounty.ca or 780-895-2233 ext. 222.

Sincerely,

A handwritten signature in blue ink, appearing to read "Heather Atkinson".

Heather Atkinson
Communications Coordinator

CC: Town of Bruderheim, Town of Lamont, Town of Mundare, Village of Andrew, Village of Chipman, Andrew Ag Society, Bruderheim Ag Society, Chipman Ag Society, Lamont Ag Society, Mundare Ag Society, St. Michael Ag Society

Attached: Marketing Program Guidelines and Application



Tourism Marketing & Promotions Funding Program

With the exception of Babas and Borshch Ukrainian Festival, Lamont County's tourism is largely dependent on federal and provincial government-funded tourism organizations, and annual events developed by our urban neighbors and non-profit organizations such as Agricultural Societies. In order to increase tourism to Lamont County, it is important to encourage the urban municipalities and non-profit organizations operating within Lamont County to extend their advertising reach outside of the county; however, doing so is often a matter of available funding.

Therefore, Lamont County Council has passed motion #19-085 to provide \$15,000 of the 2019 budget to go toward a funding program to support local tourism initiatives, such as municipal events and events run by non-profits.

The program will allow municipalities to claim 25% (up to \$3000 per division) of their out-of-county marketing and advertising expenses (excluding GST) on a first-come-first served basis. This funding is to be used toward the reimbursement of print, tv, social media/web, and radio advertising; in exchange, all marketing and advertising that uses this program will state "Sponsored by Lamont County".

Associated Policies: *Policy 4137 Public Relations Funds* is intended to provide funding for "community events held within county and towns/villages."

Application requirements:

Before the Event: Organizations wishing to obtain reimbursement of their promotional materials are required to submit an application a MINIMUM of 2 months prior to the event. Because funding is distributed on a first-come-first-served basis, early applications are encouraged.

The application will gather the following information:

1. Name of Organization/Municipality
2. Non-Profit/charity registration #
3. Name & contact information of event planner/signing authority
4. Name, Location and Date of event
5. Number of attendees expected
6. List of planned advertising (posters, radio, newspaper ads etc.)
7. Anticipated costs of advertising

After the Event: In order to complete the request for reimbursement, organizations MUST submit the following information within 2 weeks (10 business days) of the date of the event:

1. Event summary, including approximate attendance/number of tickets sold
2. Paper Copies of all print advertising, digital recordings of radio and tv ads, digital images (screen shots) of web and social media advertising, and analytics (if available).
3. Copies of receipts/invoices for all advertising

The application for reimbursement will not be deemed complete until all requested documentation is received. Applications will not be accepted past the deadline.



**Tourism Marketing & Promotions Funding Program
Application (Part 1)**

Please submit the following information at least 2 months before the event date:

1. Name of Organization/Municipality:

2. Non-Profit Registration Date (if applicable):

3. Name & contact information of event planner/signing authority:

Name: _____

Mailing address: _____

Email: _____

Phone #: _____

4. Name, Location and Date of event:

Name: _____

Location: _____

Date: _____

5. Number of attendees expected:

6. List of planned advertising (posters, radio, newspaper ads etc.):

7. Anticipated costs of advertising:

Printed Name

Signature

Date (MM/DD/YY)



**Tourism Marketing & Promotions Funding Program 2019
Application (Part 2)**

In order to complete your application, submit the following within 2 weeks (10 business days) of the event*:

1. Event summary, including approximate attendance/number of tickets sold:

Attach:

2. Paper copies of all print advertising, or digital copies of print ads, and digital recordings of radio and tv ads, digital images (screen shots) of web and social media advertising, and analytics (if available)
3. Copies of receipts/invoices for all advertising

Please submit all required documents by mail, fax or email to:

Lamont County
Attn: Heather Atkinson
5303-50 avenue
Lamont AB, T0B 2R0

Fax: 780-895-7404

Email: heather.a@lamontcounty.ca

***NOTE: Any documentation received after the deadline will not be accepted.**

Town of Lamont

Request for Decision

Meeting: Regular Council Meeting Date: July 23, 2019 Title: Strategic Plan Agenda Item: Business

Background / Proposal:

The Town’s past Strategic Plan was prepared in 2015, the current Council and Administration identified that there was a need to have a new Strategic Plan adopted to reflect this Council’s vision.

Discussion / Options / Benefits / Disadvantages:

The Strategic Planning process has been ongoing over the past several months as set out below:

February 26, 2019	Russell Farmer and Associates Consulting Ltd. was approved as the Consultant for the project
April 11, 2019	Initial Strategic Planning session interviews with staff
April 29, 2010	Strategic Planning session
May 9, 2019	Strategic Planning session
June 11, 2109	Review of 1 st draft objectives and goals
July 12, 2019	Review of proposed draft
July 23, 2019	Council to review final proposed draft

Once the Strategic Plan has been adopted, Administration will use this information to prepare the upcoming budget along with 3-year operating and 5-year capital budget plans. These future budget plans must be adopted during the 2020 budget cycle. The Strategic Plan is the first step towards long range planning for the organization’s future. Each year the Strategic Plan will be reviewed by Council to ensure that the objectives are on track or whether adjustments to timing or resources is required.

Recommended Action:

Administration recommends that the 2019-2022 Strategic Plan be considered for approval to assist in moving toward greater planning efforts for the municipality’s future.

Proposed Motion:

That Council adopt the 2019-2022 Strategic Plan as presented.

Attachments:

1. 2019 -2022 Strategic Plan

Report Prepared By:	CAO: Christine Beveridge
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Town of Lamont



Strategic Plan 2019-2022

Submitted
July 12, 2019

Strategic Planning for the Town of Lamont

In April 2019, the Town of Lamont initiated the development of a Strategic Plan that will guide the work of Council and Administration for 2019 to 2022. This process was facilitated by Russell Farmer of Russell Farmer and Associates Consulting Limited. The planning process involved:

- Pre-meetings with representatives of Senior Administration to identify operational priorities;
- A review of all recent and current Town of Lamont planning documents;
- A facilitated workshop with Council on April 29th, 2019;
- A facilitated workshop with Council on May 9th, 2019;
- Follow-up meetings with Senior Administration to define worksteps, timelines, and resourcing required to meet Council objectives;
- A final presentation to Council on July 23rd, 2019.

This final document consists of:

1. A Mission statement – the mission statement for a municipality defines its mandate and reflects the Town as it is today.
2. A Vision statement – the vision statement for a municipality defines an ideal future state. The vision statement reflects what the Town is working to become.
3. Goals – the goals presented in a Strategic Plan represent high level statements of what Town Council and administration are working to achieve by 2020.
4. Objectives – the objectives in a Strategic Plan are specific, measurable projects or initiatives that will be completed in support of the Plan's goals.

About Strategic Planning

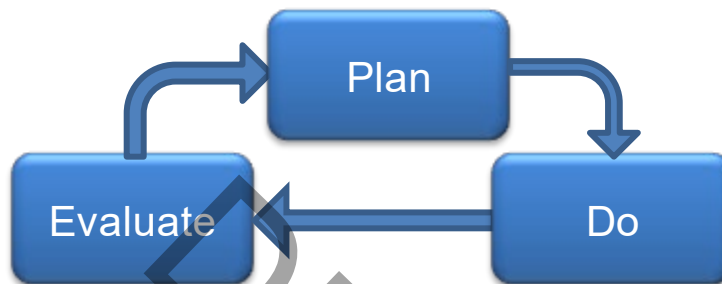
Part of the governance role of Council is to define the vision and goals for the municipality. The purpose of a Strategic Plan is to provide both administration and Council with an outline of Council's strategic priorities. These priorities serve several key functions:

- They guide Council's agenda;
- They guide administrations priorities and allocation of resources;
- They provide a key input into the annual budgeting process;

- They provide Council with a means to objectively assess the work of both Council and administration in reaching the Town’s defined objectives; and
- They provide a communication tool that allows interested stakeholders to understand the Town’s direction and activities on their behalf.

The Strategic Plan is the starting point for a cycle of continuous improvement. The following is a diagram of a cycle of continuous improvement.

Cycle of Continuous Improvement



The three steps in the cycle of continuous improvement are:

1. Plan – the Strategic Plan is the first step in the process. For continuous improvement to occur an organization needs to have a plan in place to guide the organization moving forward into the future. It is Council’s job to create a plan for the municipality moving forward into the future.
2. Do – the second step in a cycle of continuous improvement is to implement the plan and complete the priorities or objectives identified in the plan within the timeframe and budget identified in the plan. It is the CAO and Senior Management’s job to implement the priorities identified in the plan. The CAO and Senior Management translate the priorities identified by Council into an operational plan by identifying the activities that will need to be completed to reach each priority as well as identifying the timeframe, who is responsible for each activity and any possible budget impacts.
3. Evaluate – the final step in a cycle of continuous improvement is to evaluate the organization’s progress towards completing the priorities identified in the Strategic Plan. The evaluation is a periodic review where Council reviews the Strategic Plan in order to update the priorities and Administration reviews the Operational Plan to gauge their progress. Periodically reviewing the Strategic Plan provides Council with the flexibility to respond to any significant changes in the economic, environmental, social and cultural environment. Administration’s review of the Operational Plan allows them to gauge their progress in completing the strategic priorities and to respond to changes in the Strategic Plan.

The Strategic Plan identifies the activities that need to be completed that are outside of the day to day operational activities completed by Administration within the municipality.

A Strategic Plan is a “living Document” that should grow and change over time. It is recommended that the Plan, once adopted by Council, be reviewed regularly and updated annually. To ensure that the Strategic Plan continues to guide the work of Council and administration it is recommended that:

1. Administration provides Council with status updates on the Strategic Plan quarterly to report on progress towards objectives, significant achievements related to the Plan’s Goals, unanticipated challenges, or areas where Council support is required.
2. Council updates the Strategic Plan annually to reflect changing priorities, emerging issues or opportunities, evolving project timelines, and changes to resourcing.

Mission, Vision and Goals

During the planning process Council reviewed the Mission and Vision set out in the Town’s 2015 Strategic Plan.

Mission Statement

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

Vision Statement

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

Council supported these existing statements and confirmed that they are still an accurate reflection of the current and ideal future states for the community.

Council identified a set of seven (7) Goal statements that support the Vision Statement and reflect the major priorities for the Town from 2019 to 2022. These Goal statements are:

1. Manage, invest and plan for sustainable municipal infrastructure.
2. Develop and implement an overall strategy for parks, playgrounds, and open spaces.
3. Ensure lands are available to meet residential, commercial, and industrial growth needs.
4. Promote and support economic development to enhance employment opportunities and grow the Town’s non-residential tax base.
5. Develop and deliver quality services and amenities for all residents.

6. Ensure Council and Administration are meeting the needs of the residents of the Town of Lamont with progressive, transparent and effective governance practices.
7. Continually improve communication from the Town to its residents to encourage broader awareness, interest and participation.

In support of these Goals Council identified a set of 25 measurable objectives. The objectives along with required activities, anticipated timelines for completion, and anticipated resource requirements are provided on the tables that follow.

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Goal #1 : Manage, invest and plan for sustainable municipal infrastructure

<i>Objectives and projects</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
1.1	Complete asset condition assessment	<ul style="list-style-type: none"> • Inventory capital assets • Review existing condition assessments and studies to develop a single consolidated report • Identify deficiencies in existing studies • Contract engineering support to address deficiencies in existing studies • Present consolidated condition assessment to Council for adoption • Develop an implementation strategy for prioritized capital projects 	Approve budget	2020	Contracted Services \$55,000	
1.2	Prepare three year operational and five-year capital plans	<ul style="list-style-type: none"> • Complete as a component of the 2020 budget process • Administration develops draft Present to Council for review and adoption 	Receive information Adopt plans	2019-Q4	Resourced internally	

<i>Objectives and projects</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
1.3	Review and adopt a debt management and reserve policy	<ul style="list-style-type: none"> • Administration develops a draft policy • Council reviews draft and provides direction • Council adopts policy 	Adopt policy	2021	Resource internally	
1.4	Complete and adopt a long-term capital equipment repair and replacement plan	<ul style="list-style-type: none"> • Review and update existing plan and asset inventory • Present plan to Council for adoption 	Adopt plan Approve budget	2021	Resource internally	

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Goal #2: Develop and implement an overall strategy for parks, playgrounds, and open spaces

<i>Objective</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
2.1	Complete lifecycle and maintenance planning for the arena, community centre, curling rink	<ul style="list-style-type: none"> • Identify the scope of work to be addressed in each lifecycle & maintenance plan per building • Review existing condition assessments and studies to develop a single consolidated report • Identify deficiencies in existing studies • Contract engineering support to address deficiencies in existing studies • Present consolidated lifecycle and maintenance plan to Council for adoption • Develop an implementation strategy for prioritized capital projects 	Approve budget	2021	Contracted Services \$50,000	
2.2	Review condition of playgrounds and develop a long-term plan for replacement and upgrades	<ul style="list-style-type: none"> • Engage support to complete repair and maintenance of existing playgrounds • Have the playgrounds inspected and certified as safe 	Approve budget	2021	Resourced Internally	

<i>Objective</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
		<ul style="list-style-type: none"> Initiate long-term capital budgeting to develop a reserve for long-term replacement costs 				
2.3	Develop a children's bike park	<ul style="list-style-type: none"> Project is assigned to the Parks and Recreation Committee Manage phased installation Administration provides signoff on project completion 	Approve budget	Phase 1 -Q4 2019 Future Phases- TBD	Resourced internally	
2.4	Develop a strategy for year-round use of recreation facilities	<ul style="list-style-type: none"> Engage in community consultation Provide options and associated costs to Council Council provides direction 	Consider options Sets direction	2022	Resourced internally/Facilitator	
2.5	Develop a strategy to address the organization and sustainability of community events	<ul style="list-style-type: none"> Develop a Terms of Reference for a task force Appoint public members representing community organizations to the task force Task force investigates, consults, and develops recommendations 	Consider options Sets direction	2021	Resourced internally	

<i>Objective</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
		<ul style="list-style-type: none"> • Task force presents recommendations to Council 				

Goal #3: Ensure lands are available to meet residential, commercials, and industrial growth needs

<i>Objective</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
3.1	Council adopts a philosophy on the Town's role in land development	<ul style="list-style-type: none"> • Conduct an analysis to determine the cost and feasibility of zoning, subdividing, and servicing lands for development • Identify areas of the Town prioritized for different classifications of development • Council adopts a philosophy and strategy to address the Town's role in land development 	Adopt philosophy	2021	TBD	
3.2	Complete update of the Municipal Development Plan (MDP)	<ul style="list-style-type: none"> • Planning consultant directed to complete MDP update 	Approve budget	2022	Consultant \$25,000	

<i>Objective</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
		<ul style="list-style-type: none"> • Administration is engaged to identify deficiencies with current MDP • Engage in public consultation • Draft MDP presented to Council for feedback • Council adopts amended MDP 	Adopt Amended Plan			
3.3	Complete and adopt the required Intermunicipal Development Plan (IDP) <i>(Legislatively required by April 2020)</i>	<ul style="list-style-type: none"> • MPS engaged to facilitate the process • Town is engaged in the process to develop the IDP • IDP presented to Council for adoption 	Adopt plan	2020-Q2	Consultant	

Goal #4: Promote and support economic development to enhance employment opportunities and grow the Town’s non-residential tax base

	<i>Objective</i>	<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
4.1	Adopt an economic development plan	<ul style="list-style-type: none"> • Drive the project through Committee of the Whole • Identify and bring in speakers to Council to discuss options and leading practices to address business attraction and retention • Hold days for engagement to identify community perceptions of assets and barriers for business attraction and retention • Hold a facilitated workshop to develop economic development strategies for the Town. 	<p>Approve budget</p> <p>Consider options</p> <p>Sets direction</p>	2020	TBD	

Goal #5: Develop and deliver quality services and amenities for all residents

Objective		Key Activities	Council Role	Completion Date	Resource Requirements	Status
5.1	Engage with FCSS to enhance community awareness and use of support services	<ul style="list-style-type: none"> Engage inter-agency 	<p>Receive information</p> <p>Participate at Board level</p>	On-going	Resourced internally	
5.2	Adopt a strategy for the Town's management (disposal and storage) of non-household recycling waste	<ul style="list-style-type: none"> Identify leading practices from other communities Present options and costs to Council Council provides direction 	Adopt strategy	2021	Resourced internally	
5.3	Develop and adopt a disaster management plan <i>(Legislatively required by January 2020)</i>	<ul style="list-style-type: none"> Work with the County to develop on regional emergency management Council leads the process Joint engagement with the County and relevant agencies / commissions Regional Emergency Management Bylaw to formalize 	Adopt bylaw	2020	Resourced internally	
5.4	Review bylaw enforcement strategy (capacity, compliance and enforcement) / peace officer	<ul style="list-style-type: none"> Engage with regional partners to develop a regional model for bylaw enforcement 	<p>Receive information</p> <p>Set direction</p>	2020	Resourced internally	

Goal #6: Ensure Council and Administration are meeting the needs of the residents of the Town of Lamont with progressive, transparent and effective governance practices

<i>Objective</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
6.1	Develop a schedule and strategy to review and update bylaws and policies	<ul style="list-style-type: none"> Administration identifies emergent bylaws that require to be updated that are in violation of provincial legislation Administration presents to Council the schedule in which the bylaws will be reviewed Administration identifies a list of all existing policies Outdated policies or policies that are in violation of provincial legislation are rescinded Administration presents Council with a schedule for the review and update of policies Policies are split between governance (requiring council adoption) and administrative (requiring CAO approval) 	<p>Receive information</p> <p>Approve bylaw & policy updates</p>	On-going	Resourced internally	
6.2	Complete and adopt the required Intermunicipal	<ul style="list-style-type: none"> Work with County representatives and consultant 	Adopt bylaw	2020 – Q2	Resourced internally	

<i>Objective</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
	Collaboration Framework (ICF) <i>(Legislatively required by April 2020)</i>	<ul style="list-style-type: none"> • Present to Council • Council adopts by bylaw 				
6.3	Review and update the Council committee structure and Committee Terms of Reference	<ul style="list-style-type: none"> • Determine if current committee structure is appropriate for the Town • Determine if a Committee of the Whole will be adopted • Present draft terms of reference for committees to Council • Council adopts Committee Bylaw 	Consider options Sets direction	2019-Q4	Resourced internally	
6.4	Review and update the Council orientation process prior to the 2021 municipal elections	<ul style="list-style-type: none"> • Obtain council feedback on the 2017 Orientation process • Review existing materials and identify deficiencies • Identify leading practices from other municipalities • Develop and orientation schedule and draft materials 	Receive information	2021- Q1	Resourced internally	
6.5	Review Council's role in the budgeting process	<ul style="list-style-type: none"> • Administration presents timeline, philosophy and approach to Council • Council provides direction on process 	Receive information	2019-Q4	Resourced internally	

<i>Objective</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
		<ul style="list-style-type: none"> • Complete 2020 budget process • Following 2020 budget process, meet with Council to obtain feedback and to identify opportunities for improvement 				
6.6	Enhance regional collaboration as a means to supporting efficient service funding and delivery	<ul style="list-style-type: none"> • Complete as a component of the Intermunicipal Collaboration Framework (ICF process) • Engage regional municipal partners to explore collaboration models and initiatives 	TBD	On-going	Resourced internally	
6.7	Review and update Town agreements	<ul style="list-style-type: none"> • Develop a master list of contracts and expiration dates. • Identify and assess if new templates are required. • Administration identifies for council when the project is completed. 	Approve budget	2020	Resourced internally \$5000	

Goal #7: Continually improve communication from the Town to its residents to encourage broader awareness, interest and participation

<i>Objective</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
7.1	Enhance the Town's communication with residents and stakeholders	<ul style="list-style-type: none"> • Review and inventory existing communication activities • Identify opportunities for improvement • Implement enhance communication strategy 	Adopt strategy	2019-Q4	Resourced internally	

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Town of Lamont

Request for Decision

Meeting: Regular Council Meeting
Date: July 23, 2019
Title: Tax Recovery Public Auction – Reserve Bids
Agenda Item: Business

Background / Proposal:

The purpose of this report is to have Council approve the Reserve Bids for a Tax Recovery Public Auction scheduled for September 5, 2019 at 10:00 a.m.

Discussion / Options / Benefits / Disadvantages:

Part 10, Division 8 of the Municipal Government Act (the Act) requires that a municipality must prepare an annual tax arrears list by March 31 showing the parcels of land on which there are tax arrears for more than 1 year. A municipality must offer for sale at a public auction any land shown on its tax arrears list which remained in arrears on the following year's by March 31.

There are four (4) properties from the 2017 Tax Recovery list in accordance with Section 418 of the Act. The next step for the Municipality is to proceed with public auction.

For the auction to take place, the Act requires Council to set a reserve bid that is as close as reasonably possible to the market value of each property and any terms and conditions that apply to the sale. Reserve bids are for current market value and have been prepared by the Town Assessor.

All parties who hold a registration against the title to the property are advised of the tax recovery proceedings in accordance with legislation so that they are aware and have the opportunity to protect their interests. The auction is advertised in accordance with the requirements in the Act. Advertising takes place in the Alberta Gazette not less than 40 days and not more than 90 days before the auction date and in the local newspaper not less than 10 days and not more than 20 days before the auction date.

The Municipality must ensure that the process is completed as required by the Act. The Municipality must act in the best interest of the person responsible to pay the tax and to protect the rights of the landowner throughout the entire process. It is critical that the Municipality ensures that all steps are followed in accordance with legislation; failure to do so may result in the tax recovery process being set aside by the Courts and the Municipality being directed to begin the process all over again.

Only Council can cancel or reduce tax arrears under Section 347 of the Act.

Recommended Action:

Administration supports the proposed motion as this process is legislated.

Proposed Motion:

That Council approve the Reserve Bids for the September 5, 2019 tax recovery public auction be approved as presented in Attachment 1.

Attachments:

1. 2019 Reserve Bids

Report Prepared By:

CAO: Christine Beveridge

2019 Public Auction – Reserve Bids

<u>Property</u>	<u>Legal Address</u>	<u>Estimated Market Value</u>
Roll 034000	Plan 1301NY Block 8 Lot 13/14	\$180,700
Roll 043500	Plan 2952RS Block 11 Lot 12A	\$181,100
Roll 056200	Plan 6700U Block 3 Lot 17-19	\$400,000
Roll 103500	Plan 9623213 Lot L	\$230,000

Valuation prepared July 16, 2019

AGENDA ITEM #10c

Town of Lamont

Request for Decision

Meeting: Regular Council Meeting
Date: July 23, 2019
Title: Tax Incentive Request
Agenda Item: Business

Background / Proposal:

Chandrima Homes Inc, the owner of Rolls #107400 and #107200 is requesting a tax incentive in order to keep building new homes in the Town of Lamont, in the form of a tax break.

Discussion / Options / Benefits / Disadvantages:

The builder would like Council to consider a tax incentive by way of waiving the taxes in full given the current economic situation, given that they have built previous homes in Lamont and would like to continue to build more homes here in the future.

Chandrima Homes Inc. is a small home builder that has built five (5) homes in Lamont since purchasing their first lot in 2012. Currently the company has two (2) homes that are under construction.

In 2017, there was no taxes levied on the property.

As set out in the below table, the following tax relief has been provided in 2018:

Roll #	2018 Property Tax Levy	Taxes Paid
107200	\$ 666.34	\$0 As per verbal agreement
107400	\$ 654.61	\$0 As per verbal agreement

The total amount of tax relief being requested at this time is set out below:

Roll #	2019 Property Tax Levy	Penalty	Total outstanding	Current request
107200	\$3,585.23	\$ 430.23	\$4,015.46	\$4,015.46
107400	\$3,511.49	\$ 421.38	\$3,932.87	\$3,932.87
Total:	\$7,096.72	\$ 851.61	\$7,948.33	\$7,948.33

Currently, the Town of Lamont does not have an official tax incentive policy. There are other municipalities in the area that have tax incentives such as Bruderheim and Mundare and Redwater.

The Municipal Government Act (MGA) does provide Council the authority as set out below:

Section 347(1):

If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- a) Cancel or reduce tax arrears
- b) Cancel or refund all or part of a tax;
- c) Defer the collection of a tax.

Recommended Action:

Administration recommends that Council waive the tax penalty for 2019.

Proposed Motion:

That Council authorize the waiving of tax penalties owing for Roll # 107200 (\$430.23) and Roll #107400 (\$421.38).

Attachments:

- 1. Chandrima Homes Inc. Request

Report Prepared by: Dawn Nielsen

CAO: Christine Beveridge

Hello Chirstine (CAO) And Bill (Mayor)

I am a home builder(Chandrima Homes Inc.) working in Town of Lamont for over 7 years.

I have built and sold 4 houses and got two new houses almost ready for sale.

Four Houses(sold) details-

1 5512 44ST sold in 2012- [REDACTED]

2.5520 43 ST sold in 2015- [REDACTED] Tax Roll #10530

3.4216 55 Ave sold in 2017- under Chandrima Homes Inc.

4. 4210 55 Ave sold in 2017 -under Chandrima Homes Inc.

Two new houses are- 4204 55 Ave and 4205 55 Ave Lamont, almost ready for sale.

I have been asking for some kind of property tax incentive for me to keep building new houses in Lamont. I know other Towns offer tax incentive for may be three years or so. I am thinking of starting another project soon after I sell my existing inventory of two houses.

In this kind of slow economy, it is hard itself to keep up with the various construction related bills. To add to my tight situation, I got property tax bill(2019) from town.

In good times, I might have paid over \$15000 or so in property taxes on four houses under construction- but now is a different economical situation - tax incentive(waiver) is kind of essential for small new home builder to survive.

I would appreciate if Town can wave off 2019 property tax on two new houses (4204 and 4205 55 Ave Lamont, AB).

Thank you so much

Ashok Gupta

Chandrima Homes Inc.



Town of Lamont

Request for Decision

Meeting: Regular Council Meeting
Date: July 23, 2019
Title: Lamont Minor Hockey Association Board Advertising
Agenda Item: Business

Background / Proposal:

The Lamont Minor Hockey Association and the Town had a Board Advertising Agreement up until 2017. The Association has requested to renew the Agreement.

Discussion / Options / Benefits / Disadvantages:

Administration met with the Lamont Minor Hockey Association Board Sponsorship and Grants Coordinator to review the agreement terms. The Agreement has also been reviewed and approved by the President of Lamont Minor Hockey Association.

Administration and the Association agreed to make minor adjustments to the agreement such as:

- Establishing a deadline for Council to review the fees;
- Establishing a deadline to submitting a reporting statement to Town;
- Establishing a deadline for notification to Town regarding installations or removals on an annual basis; and
- Specifications identifying the types and deadlines for board installation purposes.

The 2018 accounting of sales has been requested and will be provided when available.

Recommended Action:

It is felt that this agreement is a mutually beneficial arrangement and one that the Council should consider allowing to continue.

Proposed Motion:

That Council authorize the Mayor and CAO to execute the Lamont Minor Hockey Board Advertising Agreement (2019 – 2021).

Attachments:

1. Lamont Minor Hockey Board Advertising Agreement

Report Prepared By:

CAO: Christine Beveridge

AGREEMENT BETWEEN:
The Town of Lamont
and
Lamont Minor Hockey Association
Board Advertising

Recognizing that the parties have a common dependence upon the success of the operation of the Town facilities and recognizing further that a relationship of mutual goodwill and respect between the parties can greatly contribute to the success of working together in this agreement.

POLICY STATEMENT: To identify guidelines for advertising in the Lamont Arena.

PURPOSE: To develop a clear set of guidelines governing advertising in the arena.

Article 1 – Parties

This agreement between the Town of Lamont (hereinafter called the Town)
and
The Lamont Minor Hockey Association (hereinafter called the Association)

Article 2 – Service

ARENA BOARD AND OLYMPIA ADVERTISING:

1. Businesses (with priority given to Town of Lamont businesses) can rent a space for advertising their business. The cost of this service will be set by the Association.
2. The Association agrees to allocate all sales from advertising as follows:
80% to Lamont Minor Hockey
20% to Town of Lamont
3. The Association is to set and present to Council a schedule of fees for all signage by June 30th of each year. Association will be responsible to collect all dollars upon sale and renewal along with adequate receipts to the sponsors. If a sponsor fails to pay their rental invoice within the set terms the sign will be removed. Neither the Town nor the Association is under any obligation to return the sign to the sponsor.
4. The Association agrees the signage for existing boards; walls and Olympia must meet the size specifications as identified within Schedule “A” as approved by the Town.
5. The Town agrees to install and remove all signage.
6. The Association agrees to provide to the Town any signage that is to be installed or removed by the deadlines as indicated on Schedule “A”.

7. The Association agrees to provide an accounting of sales to the Town by August 31st of each year. The rental period will run from September 1 to August 31 each year and at which time the 20% will be provided to the Town.
8. All signage must be installed prior to hockey season commencing. Should a sponsor purchase advertising during the season and wish the sign up, the Association and the Town must agree on a temporary spot in the arena until the sign can be properly and safely installed.

Article 3 – Duration

9. This agreement shall be in full force for a three (3) year term from the date it was signed. Either Party may terminate this agreement upon giving three (3) months' notice.

Article 4 – Conclusion

10. This agreement shall ensure and be binding to the benefit of the parties hereto, their successors and assigns. The parties agree that they have power to bind their respective organization.

IN WITNESS WHEREOF the parties have affixed their seals as attested by the proper officers.

DATED this ____ day of _____ 2019.

Mayor – Town of Lamont

Lamont Minor Hockey Association

CAO – Town of Lamont

Lamont Minor Hockey Association

Schedule "A"

OPTION A:

Peel & Stick signage: **September 30th deadline**

Size specifications: Maximum length 7' 11"

Maximum width 3' 4"

OPTION B:

Vinyl signage: **August 9th deadline**

Size specifications: Maximum length 7' 11"

Maximum width 3'4"

Maximum thickness 1/16"

OPTION C:

Olympia Signage: **No deadline**

Size specifications: 54 5/8" wide by 19" high

Maximum thickness 1/4"

*Magnetic will not work for Olympia

OPTION D:

On-Ice: **August 9th deadline**

Town approval required

Any signage that will be hung up will be placed in the location as approved by the Town.



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: July 23, 2019
ELECTED OFFICIAL: Mayor Bill Skinner
REPORT PERIOD: June 20 – July 17

Boards and Committees:

- IDP Committee met with Lamont County reps and Municipal Planning Services on June 24th to continue review of the draft Intermunicipal Development Plan.

Items for Council Discussion:

(Requires Input from Council to Take Back to Boards and Committees)

Town of Lamont Business:

Professional Development (Workshops & Conferences):

- Attended the ASCHA (Alberta Seniors Communities and Housing) online webinar to discuss the problems lodges are having throughout the province

Lamont Functions and Events:

- Attended the Picnic in the Park event at the arena on June 30th. The event was well attended and everyone enjoyed the hotdogs and the movie, followed by the fireworks.

MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: July 23rd 2019

ELECTED OFFICIAL: Councillor Kirk Perrin

REPORT PERIOD: June 19th-July 17th

Boards and Committees:

Items for Council Discussion:

(Requires Input from Council to Take Back to Boards and Committees)

I would like to bring up the field adjacent to Lamont Hospital (55st and 54st) as an item for discussion.

I recently visited the site of a break-in at 5114 50 ave Lamont Sunshine Liquor store, Second break-in this summer. I would like to discuss the crime situation in the region and to consider drafting a letter to our MLA making her aware of our challenges.

Town of Lamont Business:

- Attend Alberta HUB meeting June 27th 2019

Professional Development (Workshops & Conferences):

Lamont Functions and Events:



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: June 23, 2019
ELECTED OFFICIAL: Councillor Harvey
REPORT PERIOD: June 20 – July 17

Boards and Committees:

Items for Council Discussion:

(Requires Input from Council to Take Back to Boards and Committees)

Town of Lamont Business:

Professional Development (Workshops & Conferences):

Lamont Functions and Events:

- June 27, 2019 – Alberta HUB Annual General Meeting
- June 30, 2019 – Picnic in the Park Event

MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: July 23, 2019

ELECTED OFFICIAL: Councillor Dave Taylor

REPORT PERIOD: June 25 – July 17, 2019

Boards and Committees:

- **Parks and Recreation Committee: working on plans / details and estimates for bike park development; “Bike-Track” company has provided a proposal for mixed pump track and skills loop that will work for our budget. The more materials and equipment we can get for no cost, the more we can do. Working with Administration on this.**

Items for Council Discussion:

(Requires Input from Council to Take Back to Boards and Committees)

Town of Lamont Business:

Professional Development (Workshops & Conferences):

Lamont Functions and Events:

- **June 30: attended “Picnic in the Park (Arena)” event: event went very well, HUGE thanks to Town staff for all their work; thanks to Council members for attending and helping.**



Status Report

Administration

For the period: June 23-July 22, 2019

- Attended Lamont and District Chamber of Commerce meeting in Lamont.- June 3
- Met with Lamont and District Agricultural Society representatives and Mayor Skinner to discuss Summer Sizzler opportunities for Town to work with society on event -June 10
- Received Basic Emergency Management Training at Bruderheim -June 12
- Attended Intermunicipal Development Plan meeting with Lamont County – June 24
- Attended Northeast Alberta Hub Annual General Meeting in St. Paul – June 27
- Assisted Council in hosting the Picnic in the Park event – June 30
- Met with Lamont Minor Hockey Association Board Sponsorship and Grants Coordinator to review Board Advertising Agreement- July 13
- Request for Proposal for Auditing Services was sent out. The RFP closes July 30. Evaluation by Corporate Services Committee to be completed by August 23.
- Worked with Consultant to finalize the draft Strategic Plan
- Preparation of the budget process and schedule

Submitted by:
Christine Beveridge



Status report

Public Works:

For the Period Ending July 16, 2019:

Accomplished for June:

- Annual hydrant and sewer flushing with sewer inspections. One hydrant may have to be replaced near old Lodge site.
- Banner and decorative St./ Ave. signs along 50 Ave. installed.
- Splash Park electric control valves replaced for water toys. Also, one separated toy water feed line repaired.

Working on now:

- Crack filling on newer condition streets.
- Preparing curbs for painting. Painting of curbs then lines.
- Trenching, electrical and installation of floating 3hp fountain with lights.

Working on next:

- Back alley plan along with grading and millings.
- Install 8-inch culvert in back alley between Duke and Prince Drives. Along with west end reconstruction and new materials. Also culvert on south end of R.V. park road. 49 St. south of H# 15.
- Cutting grass at out of town grass/ tree yard and lagoons.

Submitted by:

**Richard Chernyk
Town Foreman**



Status report

Planning & Development

For the Period Ending: July 23, 2019

Number and Type of Development Permits issued for period May 1, 2019 to July 23, 2019:

Home Business – Dog Grooming

Retail General – Trendy Petals Floral & Gifts

Additional Planning & Development matters:

Four (4) Compliances were completed

One (1) Encroachment agreement was completed

Submitted by:

Laraine Stuart



Status Report

**Department: Parks & Recreation
For the Period ending: June 2019**

Accomplished last month:

- Worked on Campbell playground, looks much better
- Picked all the weeds out of Hillside playground
- Lots of grass cutting in the beginning of June
- Clean up the concession got it all ready for Picnic in the Park
- Pumped water for two days by concession in the park, but there was too much water. The event had to be moved to the arena. Took two days for Park staff to clean everything and setup.
- We had ten events in meeting room, and one wedding in the hall.

Submitted by Colin Peddle

**Department: Fire Department
For the Month ending: June 2019**

- 2019 training on going
- 5 calls were dispatched to our department in the last month
- 1 recruit member training ongoing
- Members practicing each week in 2019
- Turnout gear for County Departments expected shortly
- Picked up Engine 4-1 from Red Deer after repairs completed to the fire pump
- Set up timing for all County engines to be serviced and pump tested by Rocky Mountain Phoenix
- Attended Town Lamont Picnic in the park and provided fire truck rides for kids
- Supervised the fireworks display

Planned for next month:

- Training for 2019
- Complete recruit training for 3 new members
- Continue training for 1 recruit
- Attend Lamont Ag Society Rodeo and Combine Krunch
- Fire Maintenance Inspection of the Lamont Health Care Facility
- Start working on specifications for new fire truck for Lamont
-

John Helton, Fire Chief
District 4

AGENDA ITEM # 13

EVENT REGISTER						
DATE	ACTION	RESPONSIBILITY	PROGRESS	Motion #	EVENT DATE	STATUS
February 27, 2019	Canada Day / Picnic in the Park	Admin			June 30, 2019	
February 27, 2019	Lamont Light Up	Light Up Committee			November 30, 2019	
June 26, 2019	Parks & Recreation Meeting	Recreation Committee			Sept 17, 2019 - 7:00 p.m. at the Office	
July 17, 2019	Lamont County Reeve's Golf Tournament	Admin			August 15, 2019	
July 17, 2019	AUMA President Visit	Council			August 3, 2019 9:30am-10:30am -Location TBD	