

COUNCIL PACKAGE

JANUARY 14, 2020



AGENDA
Town of Lamont
Regular Meeting of Council
January 14, 2020

1.	Call to Order	7:30 PM
2.	Adoption of Agenda	
3.	Declaration of Pecuniary Interest	
4.	Closed Session:	
5.	Motion for Acceptance of Delegation:	
6.	Adoption of Minutes a) Regular Meeting of Council – December 10, 2019 b) Parks and Recreation Committee Meeting – November 25, 2019	
7.	Finance: none	
8.	Bylaw: none	
9.	Correspondence: a) Minister of Municipal Affairs Letter – Interim MSI b) Alberta HUB Value Letter to Minister Fir	
10.	Business: a) Resilient Rurals Correspondence b) OptionPay for Ratepayers c) Strategic Plan 2019 – 2022 Update	
11.	Business Arising from Closed Session:	
12.	Staff & Council Reports: a) Mayor and Council Reports b) CAO Report c) Public Works Report d) Parks and Recreation Report e) Fire Chief Report f) Planning & Development Report	
13.	Event Register	
14.	Adjournment:	

Town of Lamont

December 10, 2019
Regular Meeting of Council
Town Council Chambers

PRESENT:	Bill Skinner	Mayor
	Jody Foulds	Councillor
	Kirk Perrin	Councillor
	Al Harvey	Councillor
	Perry Koroluk	Councillor
	Doug Pewarchuk	Councillor
	Christine Beveridge	Chief Administrative Officer
	Dreena Guptill	Recording Secretary

ABSENT: David Taylor Councillor

CALL TO ORDER: Mayor Skinner: called the meeting to order at 7:03 p.m.

**ADOPTION OF
AGENDA:**

MOTION: 245/19 Councillor Foulds: That Council Agenda be accepted as amended.

- 9 (e) Police Funding Model
- 12 (a) Councillor Perrin Report
- 10 (a) FCSS Lamont County Letter of Support- Spoke Services

CARRIED

**DECLARATION OF
PECUNIARY**

INTEREST: None.

CLOSED SESSION:

- a) **Legal Matters**
FOIP Section 27(2) – Legal Privilege

MOTION: 246/19 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 27(2) of the *Freedom of Information and Protection of Privacy Act* at 7:03 p.m.

CARRIED

<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>Kirk Perrin</i>	<i>Councillor</i>
	<i>Doug Pewarchuk</i>	<i>Councillor</i>

<i>Administration:</i>	
<i>Christine Beveridge</i>	<i>Chief Administrative Officer</i>

Absent: David Taylor Councillor

MOTION: 247/19 **Councillor Perrin:** That Council revert to the Regular Meeting session at 7:25 p.m.

CARRIED

DELEGATION: None.

ADOPTION OF MINUTES:

a) Regular Meeting of Council, Budget Meeting – November 12, 2019

MOTION: 248/19 **Councillor Foulds:** That the Minutes of the Regular Meeting of Council, Budget Meeting, held November 12, 2019 be accepted as amended.

CARRIED

b) Regular Meeting of Council, Budget Meeting – November 19, 2019

MOTION: 249/19 **Councillor Harvey:** That the Minutes of the Regular Meeting of Council, Budget Meeting, held November 19, 2019 be accepted as presented.

CARRIED

c) Regular Meeting of Council, Budget Meeting – December 3, 2019

MOTION: 250/19 **Councillor Perrin:** That the Minutes of the Regular Meeting of Council, Budget meeting, held December 3, 2019 be accepted as amended.

CARRIED

FINANCE: **a) Monthly Summary – November 2019**

MOTION: 251/19 **Councillor Koroluk:** That the Monthly Summary – November 2019 be accepted for information as presented.

CARRIED

BYLAW: **a) Bylaw 06/19 – Fees and Charges Bylaw**

MOTION: 252/19 **Councillor Pewarchuk:** That Council give first reading to Bylaw 06/19.

CARRIED

MOTION: 253/19 **Councillor Perrin:** That Council give second reading to Bylaw 06/19.

CARRIED

MOTION: 254/19 **Councillor Koroluk:** That Council give unanimous consent to proceed to third reading of Bylaw 06/19.

CARRIED

MOTION: 255/19 **Councillor Harvey:** That Council give third reading to Bylaw 06/19.

CARRIED

BYLAW: **b) Bylaw 09/19 – Utility Services Bylaw**

MOTION: 256/19 **Councillor Harvey**: That Council give first reading to Bylaw 09/19.

CARRIED

MOTION: 257/19 **Councillor Koroluk**: That Council give second reading to Bylaw 09/19.

CARRIED

MOTION: 258/19 **Councillor Pewarchuk**: That Council give unanimous consent to proceed to third reading of Bylaw 09/19.

CARRIED

MOTION: 259/19 **Councillor Foulds**: That Council give third reading to Bylaw 09/19.

CARRIED

CORRESPONDENCE:

- a) **Lamont County Housing Foundation Minutes – September 30**
- b) **Lamont Health Care Centre Minutes – October 24**
- c) **Minister of Municipal Affairs Letter**
- d) **2020/2021 MSI Allocations Estimates**
- e) **Police Costing Model**

MOTION: 260/19 **Councillor Perrin** That Council accept the correspondence as information as presented.

CARRIED

BUSINESS:

- a) **FCSS Lamont County Region – Spoke Services**

MOTION: 261/19 **Councillor Perrin**: That a letter be prepared and submitted to provide Family and Community Support Services (FCSS) Lamont County Region funding of Spoke services to support the new Well-Being and Resiliency Framework within Children’s Services to establish Early Learning Programs for our communities.

CARRIED

BUSINESS ARISING FROM CLOSED

SESSION: None.

REPORTS:

Mayor Skinner

Written report attached.

Councillor Taylor

Written report attached.

Councillor Perrin

Written report attached.

Councillor Foulds

Written report attached.

Councillor Harvey

- December 2 - Attended Lamont Library Board meeting
- November 19 - Attended Council Budget Meeting
- November 30 - Attended the Lamont Light-Up event

Councillor Koroluk

- November 19 - Attended FCSS Andrew meeting
- November 19 - Attended Council Budget Meeting
- December 3 - Attended Council Budget Meeting
- November 30 - Attended the Lamont Light-Up event

Councillor Pewarchuk

- November 19 - Attended Council Budget Meeting
- December 3 - Attended Council Budget Meeting
- November 30 - Attended Lamont Light Up event
- November 21 - Attended Lamont Elementary School Council meeting

Administration

Written report attached.

Public Works

Written report attached.

Recreation Department

Written report attached.

Fire Department

Written report attached.

Planning and Development Report

Written report attached.

MOTION: 262/19 Councillor Foulds: That Council accept the Staff and Council Reports as presented.

CARRIED

EVENT REGISTER: No additions.

ADJOURNMENT: Mayor Skinner adjourned the meeting at 8:13 p.m.

Mayor

Chief Administrative Officer

Town of Lamont
Parks and Recreation Committee
Meeting Minutes

November 25, 2019

1. Call to order

Dave Taylor called to order at 7:03 p.m. at the Town Administration Office.

In attendance: Dave Taylor (Chair), Dawn Nielsen (Administrative Liaison/Recording Secretary), Linda Sieker (Public Member at Large), Glynnis Leonard (Public Member at Large), Debbie Brill (Public Member at Large),

Public Attendees: Ross Hockley, Michelle Taylor

Regrets: Bill Skinner (Ex Officio Mayor), Kirk Perrin (Councillor), Leslie Jans (Recreation), Colin Peddle (Recreation)

2. Adoption of Agenda

Board Member Leonard moved to adopt agenda as amended.

5 c) Advertise for Tree leaf

6 c) Budget 2020

CARRIED

3. Adoption of minutes

No previous minutes, approved via email.

4. Old Business:

- a) Bike park: No changes since last meeting.
- b) Grants/Funding Update:
 - 1. \$5000 Fair Committee & Spring event \$5625.95 – Quotes for pathway lighting still in progress. Glynnis to provide measurement of total length to Administration for the West pathway from culvert to the corner by Hospital alley.
 - 2. Ag Society joint fundraising: No changes since last meeting.
 - 3. Steak Night: Not feasible during Valentines Cup. Dave to follow up for information from Bruderheim.
- c) Advertise for Tree or Leaf: The advertisement will be put on Facebook early December.

5. New Business:

- a) Committee Terms of Reference reviewed.
- b) Renewal of Memberships for 2020: Submit Committee Application form if you intend on being a member in 2020.
- c) Budget: Waiting for approval on matching funds for Bike Park. Council meeting dates Dec 3 & 10.

6. Round Table & Adjournment

Board Member Leonard

- Expressed concerns with bathrooms locked in Hillside Park.
- Suggested a collaboration with the Hospital to add trees and a table on the south-west corner.

Action: Administration to provide map to confirm that spot is within the park boundaries.

- Next Meeting is set for January 27, 2019 at 7:00 p.m. at the Town Office.
- Meeting adjourned at 8:07 p.m.

Committee Chair Signature: _____



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

AR98902

December 4, 2019

His Worship Bill Skinner
Mayor
Town of Lamont
PO Bag 330
Lamont AB T0B 2R0



Dear Mayor Skinner,

In August, our government provided \$597 million in interim Municipal Sustainability Initiative (MSI) funding to help municipalities and Metis Settlements move forward with their local priorities.

I am pleased to confirm the additional \$74 million in MSI capital funding announced as part of Budget 2019. Combined with the interim funding, municipalities and Metis Settlements will have access to \$671 million in MSI funding, \$641 million under the capital component and \$30 million under the operating component.

For the Town of Lamont, the additional MSI capital funding is \$22,820; \$10,563 under the MSI component and \$12,257 under the Basic Municipal Transportation Grant (BMTG) component. When added to the MSI capital funding of \$308,313 committed through the Interim Supply in August 2019, your municipality's total capital funding for program year 2019 is \$331,133. Your municipality's MSI operating funding for 2019 remains unchanged at \$66,161.

The Future of MSI

Our government committed to helping municipalities meet their infrastructure needs with predictable, long-term funding, and Budget 2019 fulfills this commitment.

In 2020, capital funding will be \$963 million (including MSI Capital and BMTG). This represents a 9 per cent reduction from the previous provincial budget. In 2021, capital funding will be \$897 million (including MSI Capital and BMTG). This represents a 14 per cent reduction from the previous provincial budget. In both years, MSI Operating will be \$30 million.

Allocation estimates for 2020 and 2021 are now available online at open.alberta.ca/publications/municipal-sustainability-initiative-allocation-estimates-2020-2021.

In 2022 and beyond, funding amounts will be determined by the Local Government Fiscal Framework.

.../2

Local Government Fiscal Framework

The Local Government Fiscal Framework replaces the MSI program (including BMTG) beginning in 2022. It includes new legislation passed as part of this year's budget, which determines how much capital funding the province must provide to municipalities every year. The framework also includes \$30 million in annual operating funding, though this is not legislated.

In 2022, municipalities will receive \$860 million in capital funding. Calgary and Edmonton will share \$455 million, and other municipalities will share \$405 million.

In following years capital funding will change depending on changes in provincial revenue, which means that municipalities will share in the success of the province. The funding amount will be published two years in advance. For example, the province is legally required to publish the funding amount for 2023 on or before September 30, 2021. Predictable funding will make it easier for municipalities to plan for the future and fulfill planning requirements.

Our government is proud to support municipalities through the Local Government Fiscal Framework, and I will be seeking municipal support in the next steps of this important work. This will include developing a formula to distribute the funding among municipalities, and determining the administrative elements of the program including project eligibility, and application and reporting requirements.

I understand that provincial support is critical for Albertans to receive the infrastructure and services they expect. Working together, as partners, we can ensure these needs are met and set the course for a prosperous future.

Yours very truly,



Kaycee Madu
Minister

cc: Christine Beveridge, Chief Administrative Officer, Town of Lamont



Honourable Tanya Fir
Minister of Economic Development, Trade and Tourism
Office of the Minister Economic Development, Trade, and Tourism
425 Legislature Building 10800 - 97 Avenue
Edmonton, AB T5K 2B6

January 6, 2020

Re: The Northeast Alberta Information HUB (Alberta HUB) Regional Economic Development Alliance

Minister Fir,

On behalf of the Alberta HUB membership I want to thank you for taking the time to meet with the Regional Economic Development Alliances on December 17, 2019. We hope you found it of value as it was our objective to demonstrate the important role REDAs perform in achieving the economic development goals of the Government of Alberta and our members.

The funding that your department provides to the regional “rural” approach to economic development is critical to the sustainability and growth of our communities and region. At a time of fiscal restraint, we feel this funding needs to continue as the Alberta HUB alliance offers the opportunity for our members to promote investment options to increase the tax base as well as providing employment opportunities. Without your financial support most of our members would not be able to proactively participate in economic development. By leveraging the funding dollars from EDT&T and Alberta HUB members we have delivered outcomes increasing investment in Agriculture, Aerospace, Oil/gas and tourism (to name a few). This resulted in increased employment at a time major layoffs are taking place.

Economic Development was once largely the responsibility of federal and provincial governments however, today the responsibility has moved to municipalities to ensure their own economic-well-being. This is placing great demands on communities struggling to survive with limited resources.

The 21st century has brought a new economic reality that includes global market opportunities. Long-term survival in such an environment will demand that we work as a region that provides a world-class business environment in which investors can do business and compete on a global scale. Regions that can offer specialized locational advantages will be sourced by companies wanting to expand or gain access. Alberta HUB’s mandate is to strategically market the regional value proposition: skilled workers, infrastructure, land and property, innovation, and quality of life.

Strategic investment initiatives have included an Agriculture Hemp report and an Aerospace Tech/Def, Unmanned Systems report. Current investment initiatives include Tourism and Oil/Gas.



Alberta HUB has provided information (reports) to numerous government departments that focuses on infrastructure issues relating to investment opportunities. These include a transportation study (shared with Alberta Transportation), Broadband study (shared with Service Alberta, EDT&T) and a Labour Study (shared with Alberta Labour, Advanced Education & Innovation).

These reports were created from a regional perspective while identifying specific needs for each Alberta HUB member. This eliminated duplication and allowed all municipalities to participate regardless of their capabilities. These include Metis Settlements, First Nations, Hamlets and Villages.

Alberta HUB leverages and promotes the efforts of EDT&T and other Government of Alberta departments in investment attraction by ensuring communities, businesses and investors are aware of these resources and opportunities. One great example of this is promoting the work of applied research in Hemp by Innotech Alberta (Alberta Innovates) and providing it to investors regionally, provincially, nationally and internationally.

The Alberta HUB members look forward to your department continuing its financial support of our regional economic development alliance and delivering the outcomes that the Government of Alberta and Alberta HUB members need. Our message..... We are open for business!

Sincerely,

Steve Upham
Reeve St. Paull County
Chair Alberta HUB

Caroline McAuley
Mayor of Vermilion
Vice – Chair Alberta HUB

Lorin Tkachuk
Councilor Lac La Biche County
Secretary/Treasurer Alberta HUB

Greg Sparklingeyes
Councilor Whitefish First Nation
Alberta HUB Board Member

Soren Odegard
Councilor Two Hills County
Alberta HUB Board Member



Tim MacPhee
Mayor of Vegreville
Alberta HUB Board Member

Stan Delorme
Chairman Buffalo Lake Metis Settlement
Alberta HUB Board Member

Bob Buckle
Councilor City of Cold Lake
Alberta HUB Board Member

Gerald Aalbers
Mayor City of Lloydminster
Alberta HUB Board Member

Jocelyne Lanovaz
Councilor Village of Mannville
Alberta HUB Board Member

Mike Tarkowski
Councilor Town of Two Hills
Alberta HUB Board Member

Beverly Lockett
Dean Portage College
Alberta HUB Board Member

Lindsay Haag
President Environmental Metal Works (EMW)
Alberta HUB Board Member

Terri Hampson
Councilor Town of Elk Point
Alberta HUB member

Irene Zimmer
Chairman Elizabeth Metis Settlement
Alberta HUB member



Laura Papirny
Mayor Village of Glendon
Alberta HUB member

Cheryle Eikeland
Mayor Village of Marwayne
Alberta HUB member

Ross Whitelaw
Councilor Town of Smoky Lake
Alberta HUB member

Judy Schueler
Councilor Town of Bruderheim
Alberta HUB member

Gary Ward
Councilor Town of St. Paul
Alberta HUB member

Brian McEvoy
Councilor Town of Bonnyville
Alberta HUB member

Jason Kowal
Councilor Town of Mundare
Alberta HUB member

Ed Sosnowski
Mayor Village of Myrnam
Alberta HUB member

Ben Fadeyiw
Councilor M.D. of Bonnyville
Alberta HUB member

Lorin Halisky
Councilor County of Smoky Lake
Alberta HUB member



Lonnie Wolgien
Councillor County of Vermilion River
Alberta HUB member

?
? Kikino Metis Settlement
Alberta HUB member

Sherri Chisan President
University nuhelot'jne thaiyots'j nistameyimâkanak Blue Quills
Treaty Six Territory
Alberta HUB member

Heather Bishop
Ec/Dev Officer Cold Lake First Nation
Alberta HUB member

Josie Van lent
Dean Lakeland College
Alberta HUB member

Richard Wagner
Councilor County of Minburn
Alberta HUB member

?
Councillor Kehewin Cree Nation
Alberta HUB member

Jody Foulds
Councilor Town of Lamont
Alberta HUB member

Deborah McMann
Mayor Village of Innisfree
Alberta HUB member

?
? Fishing Lake Metis Settlement
Alberta HUB member



Heather Perryman
Councilor Village of Kitscoty
Alberta HUB member

Daniel Warawa
Councilor Lamont County
Alberta HUB member

Donald Romanko
Councilor Village of Vilna
Alberta HUB member

?
Mayor Village of Chipman
Alberta HUB member

Kevin Grumetza
Reeve Thorhild County
Alberta HUB member

?
? Village of Paradise Valley
Alberta HUB member

Jerico Vanbrabant
President MCSnet
Alberta HUB member

?
? Village of Andrew
Alberta HUB member

cc
MLA David Hanson Bonnyville – Cold Lake – St. Paul
MLA Jackie Armstrong Homeniuk Fort Saskatchewan – Vegreville
MLA Laila Goodridge Fort McMurray – Lac La Biche
MLA Garth Rowswell Vermilion – Lloydminster – Wainwright
MLA Glen van Dijken Athabasca – Barrhead – Westlock

Town of Lamont

Request for Decision

Meeting: Regular Council Meeting Date: January 14, 2020 Title: Resilient Rurals Correspondence Agenda Item: Business

Background / Proposal:

Resilient Rurals (Climate Adaptation Project) has prepared “A Report to the Community” and “A Communication Plan”, which raises awareness for the first stage of the Climate Adaptation Project and provides an update on promotion of their surveys. This information is also available on the Resilient Rurals website.

Discussion / Options / Benefits / Disadvantages:

N/A

Recommended Action:

It is recommended that Council accept the information as presented on the Resilient Rurals Project.

Proposed Motion:

1. That Council accept “A Report to the Community” for information.
2. That Council accept “A Communication Plan” for information.

Attachments:

1. Resilient Rurals - A Report to the Community
2. Resilient Rurals - A Communication Plan

Report Prepared By: Dawn Nielsen

CAO: Christine Beveridge

Report to the Community

November 2019





Resilient Rurals

Created by small towns,
for small towns.

The towns of Bruderheim, Gibbons and Lamont have partnered together to create "Resilient Rurals", an initiative to build resilience in our small towns. Together we will examine the economic, social, environmental and administrative landscapes to define shared risks and opportunities to pool resources.

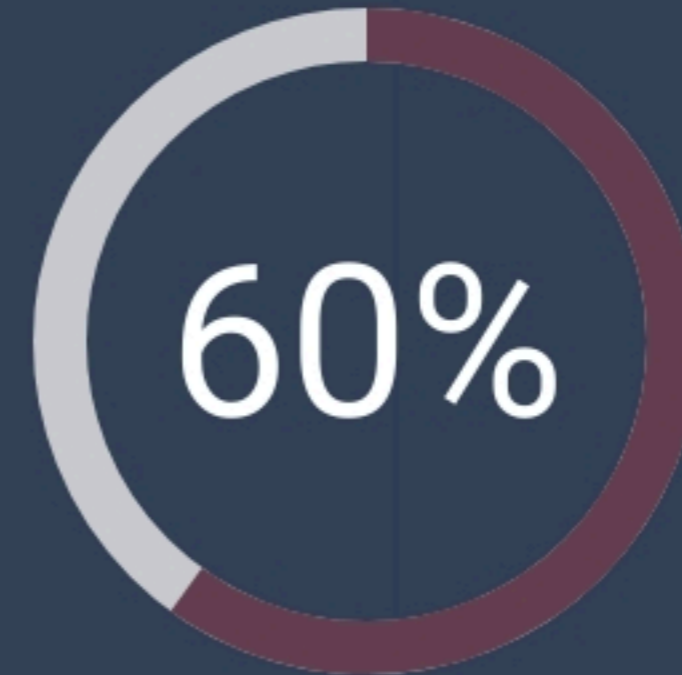
We will be using the Town of Bruderheim's Climate Resilience Action Plan as a launching point to create a regional climate change adaptation and resilience plan.

We invite all small and rural communities to join us on this journey. Please visit www.ResilientRurals.com for more information.

Community Assessments

Our approach to community assessments is slightly different than the typical climate change adaptation approach. We are taking a holistic view - looking not only at climate impacts, but at our capacity for resilience as a whole. We are examining our human resources, financial resources, communications resources, infrastructure needs, disaster preparedness and readiness for business continuity.

Assessments involve staff interviews, scientific and general research, staff discussions and community and staff surveys.

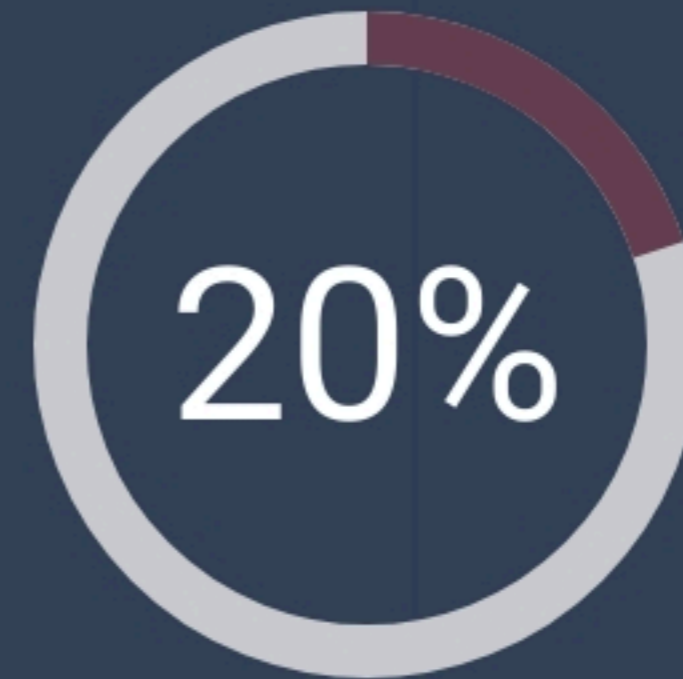
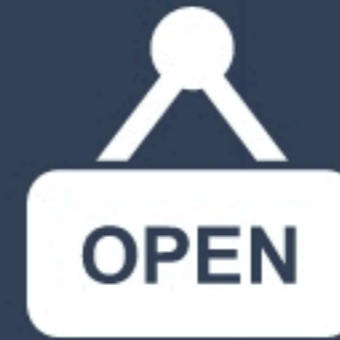


Nov 2019 Progress

Youth, resident and staff surveys are the final piece of our community assessments.

Business Continuity Strategy

In the case of a significant emergency, we're aware that the appropriate authorities would take over for small towns. Resilient Rurals is not about emergency response - we'll leave that to the experts. However, business continuity - maintaining critical operations and services to our residents, will still be our job. Much is required to ensure that we have back-ups, necessary access, and a plan in place for business continuity during an emergency .



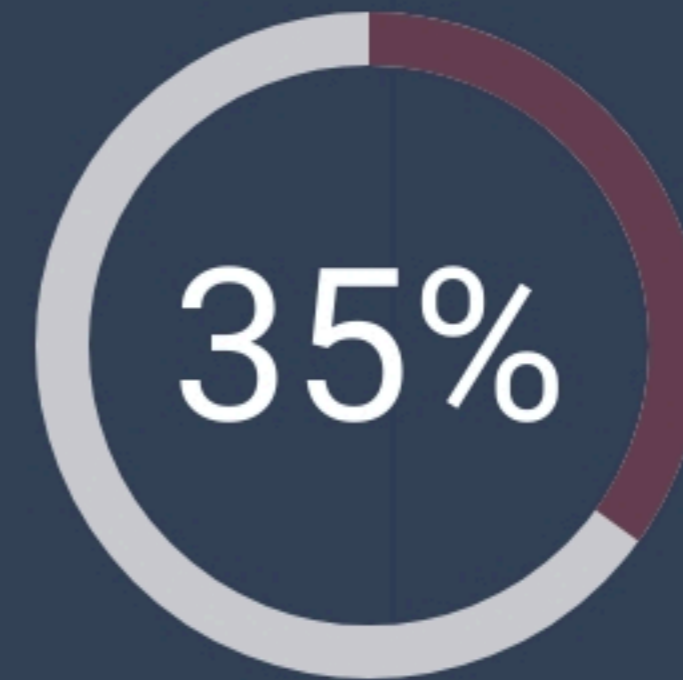
Nov 2019 Progress

Staff surveys will identify critical gaps in business continuity readiness. Strategy development and implementation will follow.

Communications Toolkit

Communication is an incredibly powerful resilience tool. Research shows that communication drastically improves preparedness, response and resilience. That's why we believe communication could be a small town's greatest asset in improving resilience.

The Communications Toolkit will provide our communities with a plan and the right tools to inform residents of risks and resilience actions before an emergency occurs, and allow them to communicate immediately in an emergency. Various preparedness materials and templates for alerts, notices, and Community Emergency Management Program content are just some components we're focusing on.



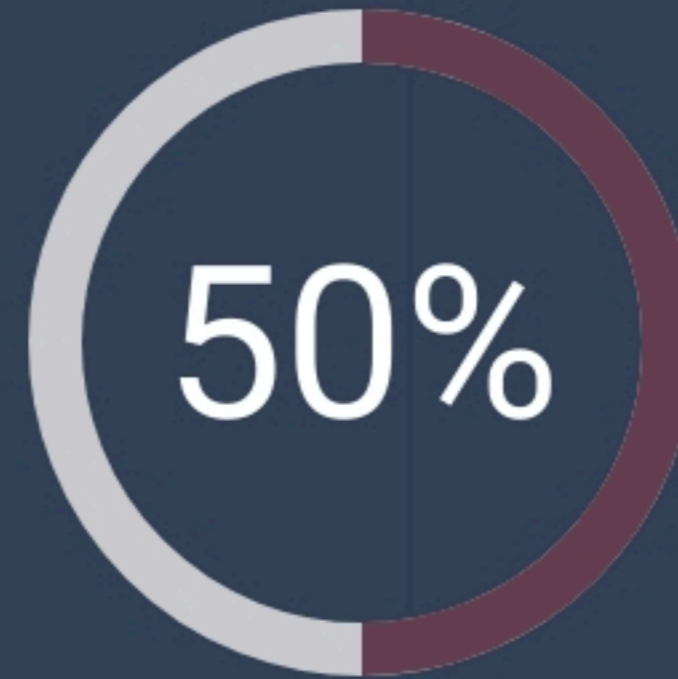
Nov 2019 Progress

Components of the Communications Toolkit have been identified. Development of communication materials is underway.

Resource Hub



With so much information out there, half the battle can be finding it and narrowing down what's relevant. We are sifting through the data, resources and contacts to create a relevant one-stop-shop Resource Hub on the Resilient Rurals website for other communities to access.



Nov 2019 Progress

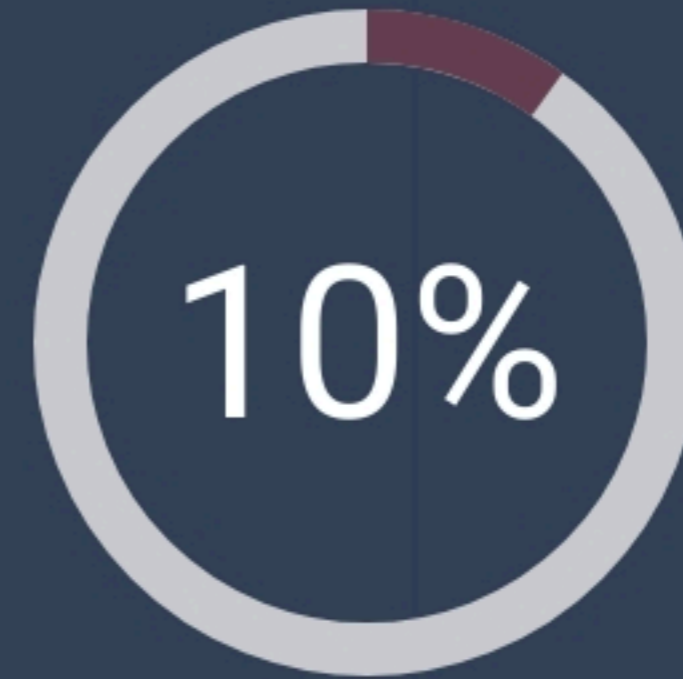
Final organization and posting of the resources will be published on the Resilient Rurals website shortly.

Plan, Policy & Bylaw Review



Our communities have a number of plans, policies and bylaws that could require revisions to include resilience processes.

Each community will perform this review process independently and take action as they see fit. Communities will share language and plan structures wherever possible.



Nov 2019 Progress

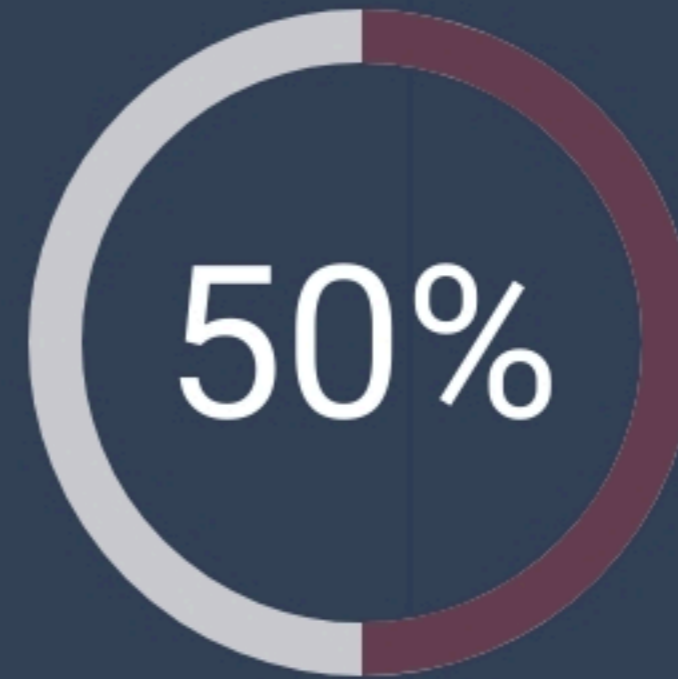
Plans, policies and bylaws that need to be reviewed in alignment with the resilience plan have been identified.

Networking Plan



We know there's strength in numbers. That's why we will be reaching out to other small communities throughout Alberta and across Canada. Together we can serve as a model for rural resilience.

The Networking Plan will involve communication channels, such as the Resilient Rurals website, social media platforms and the potential for video conferencing, in order to share in progress and innovation.

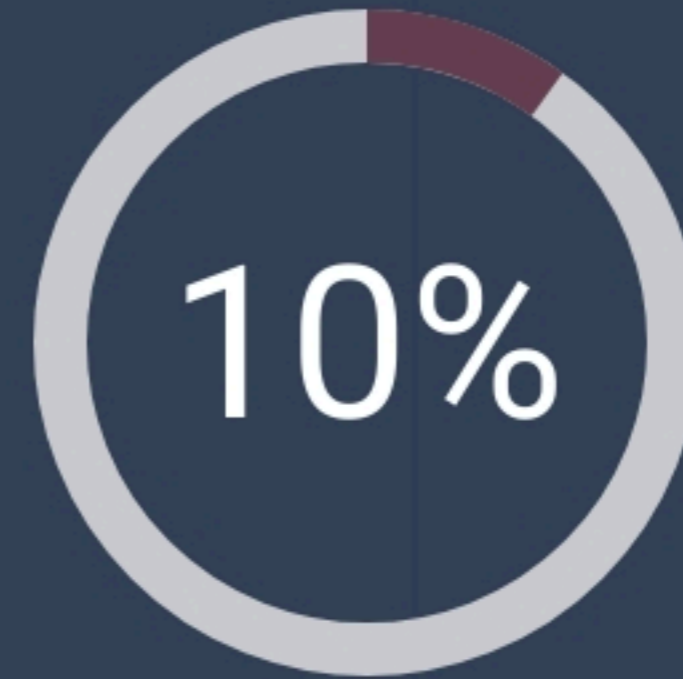


Nov 2019 Progress

The Resilient Rurals website and social media channels are up and running. Connections with other communities will bring expansion from there.

Implementation Plan

Implementation of any project in any municipality can be a challenge. We will tackle it in a slightly different way than what's been done in the past, by tailoring implementation to the different roles within our municipalities. We will work together to assess how programs and services will be impacted and define relevant actions.



Nov 2019 Progress

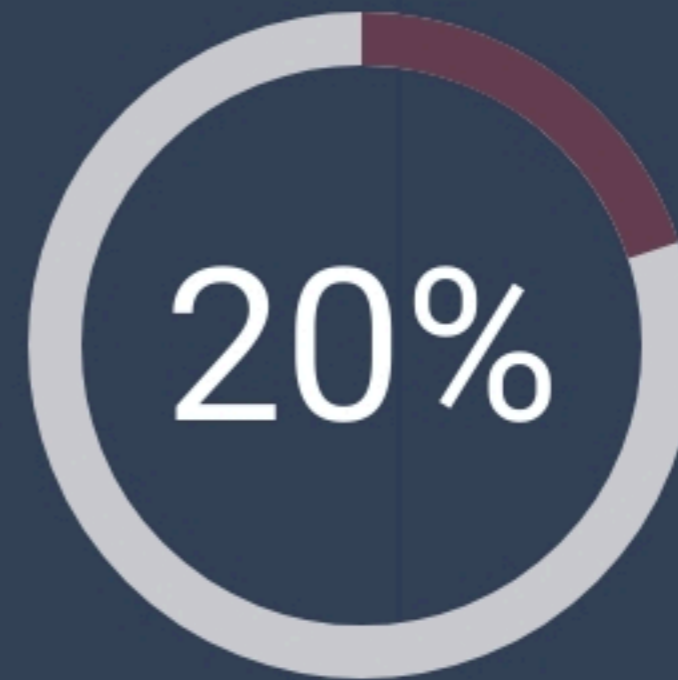
We have reviewed our municipal programs and identified potential procedures for tailoring actions to different roles.

Regional Resilience Plan



A regional resilience plan is our final deliverable. From there we will decide as a group how to move forward and pool resources to address our shared risks.

The plan will outline the climate forecast for our region, identify potential risks and opportunities, and propose actions for next steps.



Nov 2019 Progress

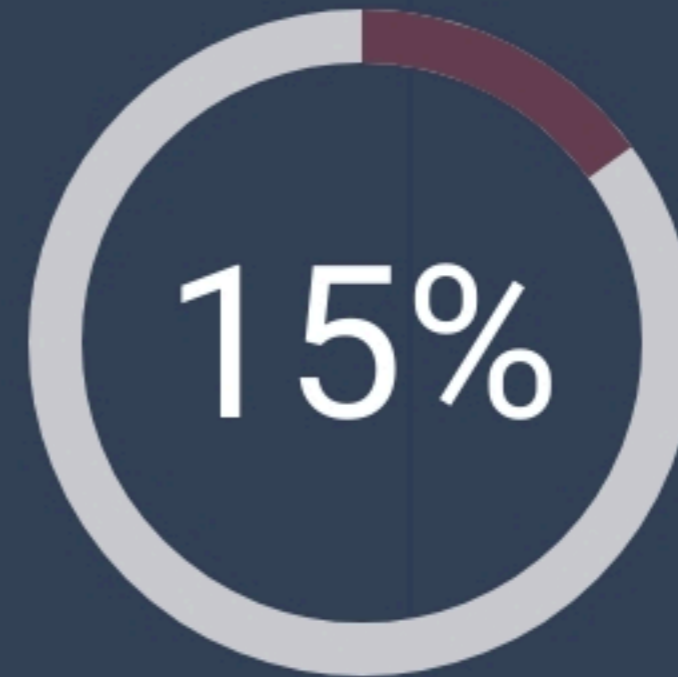
We continue to gather relevant information and discuss risks and opportunities.

Innovation:

Still to come...

A number of innovative ideas have come up during the creation of Resilient Rurals. That's what happens when communities get together!

We will share details as things progress.



Nov 2019 Progress

Watch for updates...

Funding Provided By

Alberta 

FCM

FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

Communication Plan

Phase One





Communication Plan

Phase One

Purpose:

- To promote awareness of the Resilient Rurals project
- To encourage increased response to community surveys
- To begin making connections with other communities for potential collaboration

Communication Plan

Phase One

Tools:

- Resilient Rurals website (www.ResilientRurals.com) - primary hub
- Resilient Rurals social media accounts: Facebook, Twitter, Instagram
- Print materials (newsletters, posters, utility bills)
- Network of municipal sites and accounts
 - Bruderheim (www.bruderheim.ca); Facebook, Twitter, Instagram
 - Gibbons (www.gibbons.ca); Facebook
 - Lamont (www.lamont.ca); Facebook, Twitter

Communication Plan

Phase One

Deliverables:

- Community Survey advertisements
- Web plan of action
- Social media plan of action

Communication Plan

Phase One

Schedule:

- November 2019 - project and survey introduction
 - Community newsletters
 - Utility bills
 - Community posters
 - Internal email distribution
 - Resilient Rurals + municipal websites
 - Resilient Rurals + municipal social media

Communication Plan

Phase One

Schedule:

- December 2019 - survey promotion
 - Community newsletters
 - Utility bills
 - Community posters
 - Resilient Rurals + municipal websites
 - Resilient Rurals + municipal social media

Communication Plan

Phase One

Schedule:

- January 2020 - survey response summary
 - Report to the Community
 - Community newsletters
 - Resilient Rurals + municipal websites
 - Resilient Rurals + municipal social media

Funding Provided By

Alberta 

FCM

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OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

Town of Lamont

Request for Decision

Meeting: Regular Council Meeting
Date: January 14, 2020
Title: OptionPay for Ratepayers
Agenda Item: Business

Background / Proposal:

Currently the Town of Lamont does not accept credit cards for any payments.

Discussion / Options / Benefits / Disadvantages:

The Town accepts payments for property taxes, utility bills and accounts receivable (i.e. water utility services, hall rentals, ice rentals, and general receivables) in the following ways:

- In person at the Town Office by cash, cheque or debit card; and
- Online bill payment at most banking financial institutions (i.e. ATB, TD, CIBC, BMO, RBC, HSBC, etc.)

As per a referral from Lamont County, a third option is being considered called OptionPay.

OptionPay is a credit card provider that is being used by other municipalities and professional services and is the only credit card acceptance service approved by Service Alberta for acceptance by Alberta Registries. It has enabled them to accept credit card payment without incurring the cost of merchant fees.

Administration is often asked by ratepayers during the tax season if credit cards are accepted.

Advantages:

- The Town could offer the same payment options to residents as other municipalities. Some of the municipalities that offer OptionPay are:
 - Lamont County
 - Town of Edson
 - Smoky Lake County
 - Town of Smoky Lake
 - Town of Bruderheim
 - County of Two Hills No. 21
 - Town of Two Hills
 - County of St. Paul
- OptionPay allows ratepayers a choice if they have no other means of payment available.
- Providing this payment option will have a positive impact on our receivables, especially collection of delinquent accounts.
- This service would allow the Town to process credit card payments while saving thousands of dollars a month over traditional credit card processing solutions.
- This option offers flexible accessibility to the ratepayer as payments can be made through the Town website, in person and over the phone.

If the Town chooses OptionPay, an icon will be made available on the Town's website. Ratepayers would be able to click this icon and it will take them to the payment entry field. Payments will be remitted to the Town two (2) banking days after payment was made, which is the same timeline as payments made with online banking.

Costs/Source of Funding:

There are no financial implications to the Town for implementing OptionPay, specifically:

- No cost set up and installation;
- A Credit card reader is provided for Administration at no cost; and
- No monthly fees of any type (such as batch close fee, terminal fees, etc.)

OptionPay uses a tiered fee structure with a minimum charge of \$2.00 to cover the merchant fees charged to them. The Rate Table is attached for reference.

The following is an example of a transaction and the financial impact on a ratepayer:

- A ratepayer wants to pay \$1000 on their taxes. The ratepayer would be charged \$1031.50 on their credit card from OptionPay. OptionPay would remit \$1000 to the Town and retain the fee of \$31.50.

Recommended Action:

It is recommended that Council approve OptionPay as an alternate payment method for Town ratepayers to pay property taxes, utilities and other receivables.

Proposed Motion:

That Council approve OptionPay as an alternate payment method for any incoming payments collected.

Attachments:

1. OptionPay Tiered Rate Table

Report Prepared By: Dawn Nielsen	CAO: Christine Beveridge
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OptionPay Tiered Rate Table

Revised May 2019

Please click here if you are looking for
OPTIONPAYCARD.CA or **OPCARD.CA**
(<http://www.optionpaycard.ca>)

888-460-7771
11007 Jasper Avenue #703
Edmonton AB T5K 0K6

Transaction Range Start	Transaction Range End	OptionPay Card Load Fee
\$0.01	\$30.00	\$2.00
\$30.01	\$60.00	\$2.00
\$60.01	\$90.00	\$2.65
\$90.01	\$120.00	\$3.74
\$120.01	\$150.00	\$5.15
\$150.01	\$180.00	\$6.08
\$180.01	\$210.00	\$7.01
\$210.01	\$240.00	\$7.94
\$240.01	\$270.00	\$8.87
\$270.01	\$300.00	\$9.80
\$300.01	\$330.00	\$10.73
\$330.01	\$360.00	\$11.66
\$360.01	\$390.00	\$12.59
\$390.01	\$420.00	\$13.52
\$420.01	\$450.00	\$14.45
\$450.01	\$480.00	\$15.38
\$480.01	\$510.00	\$16.31
\$510.01	\$540.00	\$17.24
\$540.01	\$570.00	\$18.17
\$570.01	\$600.00	\$19.10
\$600.01	\$630.00	\$20.03
\$630.01	\$660.00	\$20.96

Transaction Range Start	Transaction Range End	OptionPay Card Load Fee
\$660.01	\$690.00	\$21.89
\$690.01	\$720.00	\$22.82
\$720.01	\$750.00	\$23.75
\$750.01	\$780.00	\$24.68
\$780.01	\$810.00	\$25.61
\$810.01	\$840.00	\$26.54
\$840.01	\$870.00	\$27.47
\$870.01	\$900.00	\$28.40
\$900.01	\$930.00	\$29.33
\$930.01	\$960.00	\$30.26
\$960.01	\$1,000.00	\$31.50
\$1,000.01	\$1,250.00	\$39.25
\$1,250.01	\$1,500.00	\$47.00
\$1,500.01	\$1,750.00	\$54.75
\$1,750.01	\$2,000.00	\$62.50
\$2,000.01	\$2,250.00	\$70.25
\$2,250.01	\$2,500.00	\$78.00
\$2,500.01	\$2,750.00	\$85.75
\$2,750.01	\$3,000.00	\$93.50
\$3,000.01	\$3,250.00	\$101.25
\$3,250.01	\$3,500.00	\$109.00
\$3,500.01	\$3,750.00	\$116.75
\$3,750.01	\$4,000.00	\$124.50
\$4,000.01	\$4,250.00	\$132.25
\$4,250.01	\$4,500.00	\$140.00
\$4,500.01	\$4,750.00	\$147.75

Transaction Range Start	Transaction Range End	OptionPay Card Load Fee
\$4,750.01	\$5,000.00	\$155.50
\$5,000.01	\$5,250.00	\$163.25
\$5,250.01	\$5,500.00	\$171.00
\$5,500.01	\$5,750.00	\$178.75
\$5,750.01	\$6,000.00	\$186.50
\$6,000.01	\$6,250.00	\$194.25
\$6,250.01	\$6,500.00	\$202.00
\$6,500.01	\$6,750.00	\$209.75
\$6,750.01	\$7,000.00	\$217.50
\$7,000.01	\$7,250.00	\$225.25
\$7,250.01	\$7,500.00	\$233.00
\$7,500.01	\$7,750.00	\$240.75
\$7,750.01	\$8,000.00	\$248.50
\$8,000.01	\$8,250.00	\$256.25
\$8,250.01	\$8,500.00	\$264.00
\$8,500.01	\$8,750.00	\$271.75
\$8,750.01	\$9,000.00	\$279.50
\$9,000.01	\$9,250.00	\$287.25
\$9,250.01	\$9,500.00	\$295.00
\$9,500.01	\$9,750.00	\$302.75
\$9,750.01	\$10,000.00	\$310.50
\$10,000.01	\$10,250.00	\$318.25
\$10,250.01	\$10,500.00	\$326.00
\$10,500.01	\$10,750.00	\$333.75
\$10,750.01	\$11,000.00	\$341.50
\$11,000.01	\$11,250.00	\$349.25

Transaction Range Start	Transaction Range End	OptionPay Card Load Fee
\$11,250.01	\$11,500.00	\$357.00
\$11,500.01	\$11,750.00	\$364.75
\$11,750.01	\$12,000.00	\$372.50
\$12,000.01	\$12,250.00	\$380.25
\$12,250.01	\$12,500.00	\$388.00
\$12,500.01	\$12,750.00	\$395.75
\$12,750.01	\$13,000.00	\$403.50
\$13,000.01	\$13,250.00	\$411.25
\$13,250.01	\$13,500.00	\$419.00
\$13,500.01	\$13,750.00	\$426.75
\$13,750.01	\$14,000.00	\$434.50
\$14,000.01	\$14,250.00	\$442.25
\$14,250.01	\$14,500.00	\$450.00
\$14,500.01	\$14,750.00	\$457.75
\$14,750.01	\$15,000.00	\$465.50
\$15,000.01	\$15,250.00	\$473.25
\$15,250.01	\$15,500.00	\$481.00
\$15,500.01	\$15,750.00	\$488.75
\$15,750.01	\$16,000.00	\$496.50
\$16,000.01	\$16,250.00	\$504.25
\$16,250.01	\$16,500.00	\$512.00
\$16,500.01	\$16,750.00	\$519.75
\$16,750.01	\$17,000.00	\$527.50
\$17,000.01	\$17,250.00	\$535.25
\$17,250.01	\$17,500.00	\$543.00
\$17,500.01	\$17,750.00	\$550.75

Transaction Range Start	Transaction Range End	OptionPay Card Load Fee
\$17,750.01	\$18,000.00	\$558.50
\$18,000.01	\$18,250.00	\$566.25
\$18,250.01	\$18,500.00	\$574.00
\$18,500.01	\$18,750.00	\$581.75
\$18,750.01	\$19,000.00	\$589.50
\$19,000.01	\$19,250.00	\$597.25
\$19,250.01	\$19,500.00	\$605.00
\$19,500.01	\$19,750.00	\$612.75
\$19,750.01	\$20,000.00	\$620.50
\$20,000.01	\$20,250.00	\$628.25
\$20,250.01	\$20,500.00	\$636.00
\$20,500.01	\$20,750.00	\$643.75
\$20,750.01	\$21,000.00	\$651.50
\$21,000.01	\$21,250.00	\$659.25
\$21,250.01	\$21,500.00	\$667.00
\$21,500.01	\$21,750.00	\$674.75
\$21,750.01	\$22,000.00	\$682.50
\$22,000.01	\$22,250.00	\$690.25
\$22,250.01	\$22,500.00	\$698.00
\$22,500.01	\$22,750.00	\$705.75
\$22,750.01	\$23,000.00	\$713.50
\$23,000.01	\$23,250.00	\$721.25
\$23,250.01	\$23,500.00	\$729.00
\$23,500.01	\$23,750.00	\$736.75
\$23,750.01	\$24,000.00	\$744.50
\$24,000.01	\$24,250.00	\$752.25

Transaction Range Start	Transaction Range End	OptionPay Card Load Fee
\$24,250.01	\$24,500.00	\$760.00
\$24,500.01	\$24,750.00	\$767.75
\$24,750.01	\$25,000.00	\$775.50
\$25,000.01	\$25,250.00	\$783.25
\$25,250.01	\$25,500.00	\$791.00
\$25,500.01	\$25,750.00	\$798.75
\$25,750.01	\$26,000.00	\$806.50
\$26,000.01	\$26,250.00	\$814.25
\$26,250.01	\$26,500.00	\$822.00
\$26,500.01	\$26,750.00	\$829.75
\$26,750.01	\$27,000.00	\$837.50
\$27,000.01	\$27,250.00	\$845.25
\$27,250.01	\$27,500.00	\$853.00
\$27,500.01	\$27,750.00	\$860.75
\$27,750.01	\$28,000.00	\$868.50
\$28,000.01	\$28,250.00	\$876.25
\$28,250.01	\$28,500.00	\$884.00
\$28,500.01	\$28,750.00	\$891.75
\$28,750.01	\$29,000.00	\$899.50
\$29,000.01	\$29,250.00	\$907.25
\$29,250.01	\$29,500.00	\$915.00
\$29,500.01	\$29,750.00	\$922.75
\$29,750.01	\$30,000.00	\$930.50

- [Online Shopping Mall \(online-shopping-mall.php\)](#)
- [Participating Merchants \(participating-merchants.php\)](#)
- [Tiered Rate Table \(tiered-rate-table.php\)](#)

- [FAQ's \(paymentcard-faq.php\)](#)
 - [Privacy Statement \(privacy.php\)](#)
 - [Sample Card \(images/customer-receipt.jpg\)](#)
-

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[Why OptionPay \(why-option-pay.php\)](#) [Security \(security.php\)](#) [Contact \(contact.php\)](#)

Town of Lamont

Request for Decision

Meeting: Regular Council Meeting Date: January 14, 2020 Title: Strategic Plan Status Update Agenda Item: Business

Background / Proposal:

This status update summarizes the progress of the Strategic Planning objectives as of December 31, 2019.

Discussion / Options / Benefits / Disadvantages:

The evaluation of the organization's progress towards completing priorities as identified within the 2019-2022 Strategic Plan is a critical step in the cycle of continuous improvement. The review of the plan on a periodic basis allows for Council to be aware and respond to any changes required on an ongoing basis.

Attached is the status report of the Strategic Plan.

Note:

- Items highlighted in green are completed.
- Items highlighted in yellow are in process.
- Items highlighted in red are not completed by the completion date.

For yearend, item 2.3 was the only item identified for Q4 of 2019 which was not completed. Factors that contributed to the completion of the first phase of the project was the scope change and the availability of the contractor.

Recommended Action:

Recommended that Council review and accept the report as information.

Proposed Motion:

That Council accept the Strategic Plan Status Update as information.

Attachments:

1. 2019-2022 Strategic Plan (Current progress identified)

Report Prepared By:	CAO: Christine Beveridge
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Town of Lamont



Strategic Plan 2019-2022

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 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 2022.
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

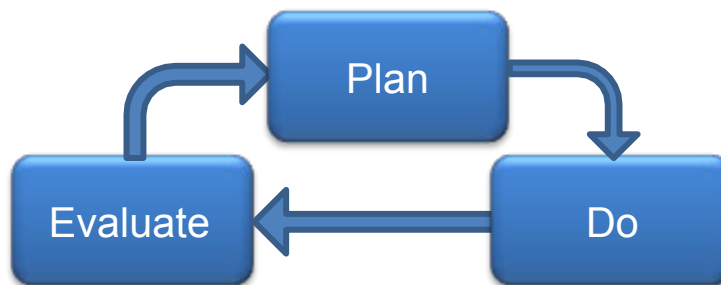
Part of the governance role of Council is to define the vision and goals for the municipality. The purpose of a Strategic Plan is to provide both administration and Council with an outline of Council's strategic priorities. These priorities serve several key functions:

- They guide Council's agenda;
- They guide administration's 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.

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 	<p>Approve budget</p> <p>Adopts condition assessment</p>	2020	Contracted Services \$55,000	Incorporated during the budget process for 2020.
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 	<p>Receive information</p> <p>Adopt plans</p>	2019-Q4	Resourced internally	Complete

<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	

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 Adopts plan	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	Incomplete: Phase I not complete in Q4 due to change in scope and contractor availability
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	TBD based on Terms of Reference	

<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, commercial, 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	2022 (concurrent with 3.2 - MDP update)	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 Participate in consultation	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	In process.

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 	Receive information Participate at Board level	On-going	Resourced internally	
5.2	Adopt a strategy for the Town's management (disposal and storage) of residential organic yard 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 a regional emergency management plan Council leads the process Joint engagement with the County and relevant agencies / commissions Regional Emergency Management Bylaw to formalize 	Adopt bylaw	2020	Resourced internally	Complete Town entered into Regional Emergency Management Partnership Agreement and adopted Bylaw.
5.4	Review bylaw enforcement strategy (capacity, compliance and enforcement) / peace officer	<ul style="list-style-type: none"> Engage with regional partners to pursue the development a regional model for bylaw enforcement 	Receive information Set direction	2020	Resourced internally	In process.

<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"> • Town develops a strategy based on the viability of the regional model, budget implications, and leading practices • Council adopts strategy 	Adopt strategy			

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 	Receive information Approve bylaw and policy updates	On-going	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"> 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) 				
6.2	Complete and adopt the required Intermunicipal Collaboration Framework (ICF) <i>(Legislatively required by April 2020)</i>	<ul style="list-style-type: none"> Work with County representatives and consultant Present to Council Council adopts by bylaw 	Adopt bylaw	2020 – Q2	Resourced internally/Consultant	In process.
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 Adopts bylaw	2019-Q4	Resourced internally	Complete.
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 	Receive information	2021- Q1	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"> • Review existing materials and identify deficiencies • Identify leading practices from other municipalities • Develop an orientation schedule and draft materials 				
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 • Complete 2020 budget process • Following 2020 budget process, meet with Council to obtain feedback and to identify opportunities for improvement 	Receive information Set direction Provide feedback on 2020 budget process	2019-Q4	Resourced internally	In process.
6.6	Enhance regional collaboration as a means to support 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	In process

<i>Objective</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
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	Legal counsel \$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 enhanced communication strategy 	Adopt strategy	2020	Resourced internally	In process.

MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: January 14, 2020

ELECTED OFFICIAL: Mayor Bill Skinner

REPORT PERIOD: Dec 4, 2019 – Jan 8, 2020

Boards and Committees:

- December 6 – Attended Foundation Board Resident meetings at Mundare and Lamont Lodges. Residents expressed praise for staff and facilities.
- December 17 – Accompanied MLA Jackie Armstrong-Homeniuk on visits to Mundare Lodge, Lamont Lodge and Bruderheim Spring Creek Manor to meet with residents.

Town of Lamont Business:

- Attended the Lamont Community Networking meeting at Beaverhill Pioneer Lodge in Lamont. Discussed topics related to health care and seniors' transportation in the region.

Professional Development (Workshops & Conferences):

Lamont Functions and Events:

- December 9 - Attended Lamont and Area Chamber of Commerce mixer at Bruderheim ATB. Good turnout from elected officials, business owners, local media and MLA Jackie Armstrong-Homeniuk

MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: December 10, 2019

ELECTED OFFICIAL: Kirk Perrin

REPORT PERIOD: December 5, 2019 – January 8, 2020

Boards and Committees:

Town of Lamont Business:

- January 3 - toured Edmonton Waste management centre on the invitation of Mayor of Bruderheim. The Facility is impressive however, the economy of scale does not transfer to our operations at the St. Michael Landfill.

Professional Development (Workshops & Conferences):

Lamont Functions and Events:



Status Report

Administration

For the period: December 10- January 9

- Finalization of budget documentation
- Formation of work plans for 2020
- Legal matters

Events/Meetings:

- None

** Vacation: December 11, December 19 – January 6 (Inclusive)*

Submitted by:
Christine Beveridge



Status report

Public Works

For the Period Ending January 8, 2020:

Completed

- End of year Water Reservoir quality results indicate that quality is good. Lead is well below guideline limits.
- Edna lift station pump is fixed and back in use. Replaced one Fyltt (brand) float switch.
- Campbell - Replaced sump pump for weeping tiles under buried water reservoir.

Current/Ongoing

- Sanding and street winter snow clearing.
- Large equipment maintenance has started.
- Alberta Environment year end water/wastewater report. Quality and volumes will be included in reporting.

Upcoming

- Removal and storage of Christmas street decorations.
- Removal and replacement of warped table tops with millennium decking purchased in 2019 Budget. Two tabletops for Hillside Park and one downtown will be renovated.
- Re-decking of small, light duty trailer to accommodate flowerpots for storage.

Submitted by:

Richard Chernyk, Public works Foreman



Status Report

Parks and Recreation

For the Period Ending December 30, 2019

Events:

- December 1 - Final day of Atom Hockey Tournament

Operations:

- A heater was installed in the compressor room to keep pipes from freezing.
- The electrical panel was upgraded in the Olympia room.
- Three toilets had new flush meters installed in the arena.
- 24 new plastic tables and 2 table storage cards were purchased to replace the old, heavy wooden tables that were uneven.
- Training and orientation with newest staff member continues to go well.
- Public skate and Shinny Hockey were held almost every day during the Christmas break.
- The Meeting room had approximately 10 bookings for the month of December.
- Lamont Elementary and Lamont High continue to come in and use the ice for school activities.

Submitted by:

Recreation Staff



Department: Fire Department
For the Month ending: December 2019

- 2019 training completed
- Proposals for new Fire Engine have been received from manufacturers
- Attended Lamont Christmas Hamper distribution with 6 members
- Decorated for Christmas at Lamont Nursing Home and Auxiliary Hospitals
- Completed recruit training for last 2 members
- Completed inspection of Beaver Hill Lodge

Planned for next month:

- Start Training for 2020
- 3 members to start the NFPA 1001 training program
- Select manufacturer for new fire engine

John Helton, Fire Chief
District 4



Status Report

Planning & Development Quarterly Report

For the Period Ending: December 31, 2019

	1st Quarter Jan 1- Mar 31	2nd Quarter Apr 1 - Jun 30	3rd Quarter Jul 1 - Sep 30	4th Quarter Oct 1 -Dec 31	YTD
Development Permits	3	2	6	2	
Compliance Certificates	1	4	4	1	10
Encroachments Agreements	2	1	1		4
Intermunicipal Referrals			2	2	4
Subdivisions					0
Unauthorized Developments			1		1

Submitted by:
Laraine Stuart

EVENT REGISTER

EVENT	ATTENDANCE	PROGRESS	EVENT DATE
Parks & Recreation Committee Meeting	Committee		January 27, 2020
AIHA Stakeholder Event	Mayor and CAO	tickets purchased	January 30, 2020
Brownlee Municipal Law Seminar	CAO and Council	tickets on sale: CAO, Councillor Perrin booked	February 7, 2020
2020 Emerging Trends in Municipal Law (RMRF)	CAO and Council	tickets on sale: CAO booked	February 13, 2020
Municipal Audit	Administration		February 18-21, 2020
Bruderheim Mayor's supper	CAO/Mayor	tickets on sale: Mayor, CAO, Councillor Perrin booked	March 6, 2020