

# Council Package

May 26, 2020





**AGENDA  
TOWN OF LAMONT  
REGULAR MEETING OF COUNCIL  
MAY 26, 2020 – 7:00 P.M.**

**ZOOM Meeting**

*\*Called Under Authority of Section 194(3) of the Municipal Government Act and in accordance with Ministerial Order MSD: 022/20, this meeting will be held entirely via electronic means via Zoom. No physical place for a public gallery will be provided.*

**1. CALL TO ORDER AND RELATED BUSINESS**

**1.1. CALL TO ORDER**

**1.2. ADOPTION OF AGENDA**

**1.3. DECLARATION OF PECUNIARY INTEREST**

**1.4. ADOPTION OF MINUTES**

**1.4.1. Council Minutes – May 12, 2020**

**2. CLOSED SESSION**

**2.1. Advice from Officials (*FOIP Section 24 – Advice from Officials*)**

**3. DELEGATIONS**

**3.1. MOTION FOR ACCEPTANCE OF DELEGATION**

**3.1.1. Resilient Rurals Project Update (*RFD included*)**

**4. CORRESPONDENCE**

**4.1. Lamont Christmas Light Up Committee**

**4.2. Letter from Minister of Municipal Affairs – 2020 MSI Allocations**

**5. NEW BUSINESS**

**5.1. Sunshine Liquor Store Request for Tax Reduction**

**5.2. Policy Update- Property Tax Installment Payment Plan**

**5.3. Asset Management- FCM Grant Funding**

**5.4. Relaunch Strategy**

**6. REPORTS**

**6.1. Mayor and Council Reports**

**6.1.1. Mayor Skinner Report**

**6.1.2. Councillor Taylor Report**

**7. NOTICES OF MOTION**

**8. ADJOURNMENT**

# CLOSED SESSION NOTICE

- **Advice from Officials – (FOIP Section 24(1)(a), Advice, proposals, recommendations for or by a public body).**



5307 – 50 Avenue  
Lamont, AB T0B 2R0

**Town of Lamont  
May 12, 2020  
Regular Meeting of Council**

**HELD BY ZOOM MEETINGS**

<b>PRESENT:</b>	Bill Skinner	Mayor
	Jody Foulds	Councillor
	Kirk Perrin	Councillor
	Al Harvey	Councillor
	David Taylor	Councillor
	Perry Koroluk	Councillor
	Christine Beveridge	Chief Administrative Officer
	Dreena Guptill	Recording Secretary
	Jane Dauphinee	Municipal Planning Services

**CALL TO ORDER AND RELATED BUSINESS**

**Call to Order: Mayor Skinner:** called the meeting to order at 6:58 p.m.

Mayor Skinner called a recess at 7:03 p.m.

Mayor Skinner reconvened the meeting at 7:12 p.m.

**Adoption of Agenda**

Addition of item 4.2. Correspondence – Municipal Affairs FAQ

Addition of item 6.2. CAO Report

Addition of item 6.3. Director of Operations & Infrastructure Report

**MOTION: 122/20 Councillor Perrin:** That the Council Agenda be accepted as amended.

**CARRIED**

**Declaration of Pecuniary Interest:** None.

**Adoption of Minutes:**

a) Council Meeting Minutes – April 28, 2020

**MOTION: 123/20 Councillor Taylor:** That the Minutes of the April 28, 2020 Council Meeting be accepted as presented.

**CARRIED**

b) Lamont Health Care Centre Board Meeting Minutes – April 23, 2020

**MOTION: 124/20 Councillor Harvey:** That the Minutes of the Lamont Health Care Centre Board Meeting held April 23, 2020 be accepted for information as presented.

**CARRIED**

**DELEGATIONS:** Sunshine Liquor Store, Mark Lee, Request for Tax Reduction

**MOTION: 125/20 Councillor Perrin:** That Council accept the delegation.

**CARRIED**

**CORRESPONDENCE**

- AUMA Letter to Members Regarding Access to Health Care
- Municipal Affairs FAQ

**MOTION: 126/20 Councillor Foulds:** That Council accept the correspondence as information.

**CARRIED**

**NEW BUSINESS**

**Intermunicipal Development Plan Bylaw 03/20, (2<sup>nd</sup> and 3<sup>rd</sup> Reading)**

*Councillor Taylor and Councillor Foulds abstained from voting, as they were not present during the public hearing in accordance with Section 184 of the Municipal Government Act.*

**MOTION: 127/20 Councillor Koroluk:** That Council give second reading to Bylaw 03/20, Intermunicipal Development Plan Bylaw.

**CARRIED**

**MOTION: 128/20 Councillor Perrin:** That Council give third reading to Bylaw 03/20, Intermunicipal Development Plan Bylaw.

*A recorded vote was requested by Councillor Harvey.*

*In Favour: Councillor Koroluk, Councillor Perrin, Mayor Skinner*

*Opposed: Councillor Harvey*

**CARRIED**

### **Utility Write-Offs**

**MOTION: 129/20 Councillor Harvey:** That Council authorize the utility bill write-offs in the amount of \$392.86, as per the presented list.

**CARRIED**

### **Policy Updates**

#### **Sick Leave Policy**

**MOTION: 130/20 Councillor Taylor:** That Council approve the revisions to Policy #12-39, Sick Leave.

**CARRIED**

#### **Open Door Policy**

**MOTION: 131/20 Councillor Perrin:** That Council approve Policy #12-64, Open Door.

**CARRIED**

#### **Policies to Rescind**

**MOTION: 132/20 Councillor Perrin:** That Council rescind the following policies:

- #12-47, Grievance or Appeal Procedures
- #26-04, Special Constable Bylaw Enforcement Officer
- #12-33, Layoff and Recall
- #11-09, Cancellations of Regular Council Meetings

**CARRIED**

## REPORTS

### Council Reports:

<b>Mayor Skinner</b>	Written Report attached.
<b>Councillor Foulds</b>	Nothing to Report.
<b>Councillor Perrin</b>	Written Report attached.
<b>Councillor Harvey</b>	Nothing to Report.
<b>Councillor Koroluk</b>	Nothing to Report.
<b>Councillor Taylor</b>	Nothing to Report.

### Staff Reports:

- **CAO's Report (report distributed before meeting)**
- **Director of Finance & Infrastructure Report (report distributed before meeting)**
- **Financial Report**
- **Planning & Development Report**
- **Fire Chief's Report**

**MOTION: 133/20 Councillor Foulds:** That Council receive all reports as information as presented.

**CARRIED**

**NOTICES OF MOTION** - None.

**ADJOURNMENT:** Mayor Skinner adjourned the meeting at 8:34 p.m.

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Mayor

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Chief Administrative Officer





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

AGENDA ITEM: **3.1.1.**

**COUNCIL MEETING DATE: May 26, 2020**

**ITEM DESCRIPTION OR TITLE**

**Resilient Rurals Surveys Summary**

**RECOMMENDATION**

That Council accept the information as presented.

**BACKGROUND**

Resilient Rurals (Climate Adaptation Project) initiated a set of resident, youth, and staff resilience surveys from November 2019 to January 2020. These surveys provided the necessary input to define our communities' risks and opportunities. A summary of the results has been captured in "Resilient Surveys Summary March 2020".

Jill Yanch, Outreach and Communication Specialist for the Town of Bruderheim, will attend the meeting to further explain the project status and the survey results.

**COMMUNICATIONS**

Once each community's Council has reviewed the documents, they will be posted to the Resilient Rurals website and be sent out in a newsletter.

**IMPLICATIONS OF DECISION**

N/A

**FINANCIAL IMPLICATIONS**

N/A

**POLICY AND/OR LEGISLATIVE REFERENCES**

N/A

**ATTACHMENTS**

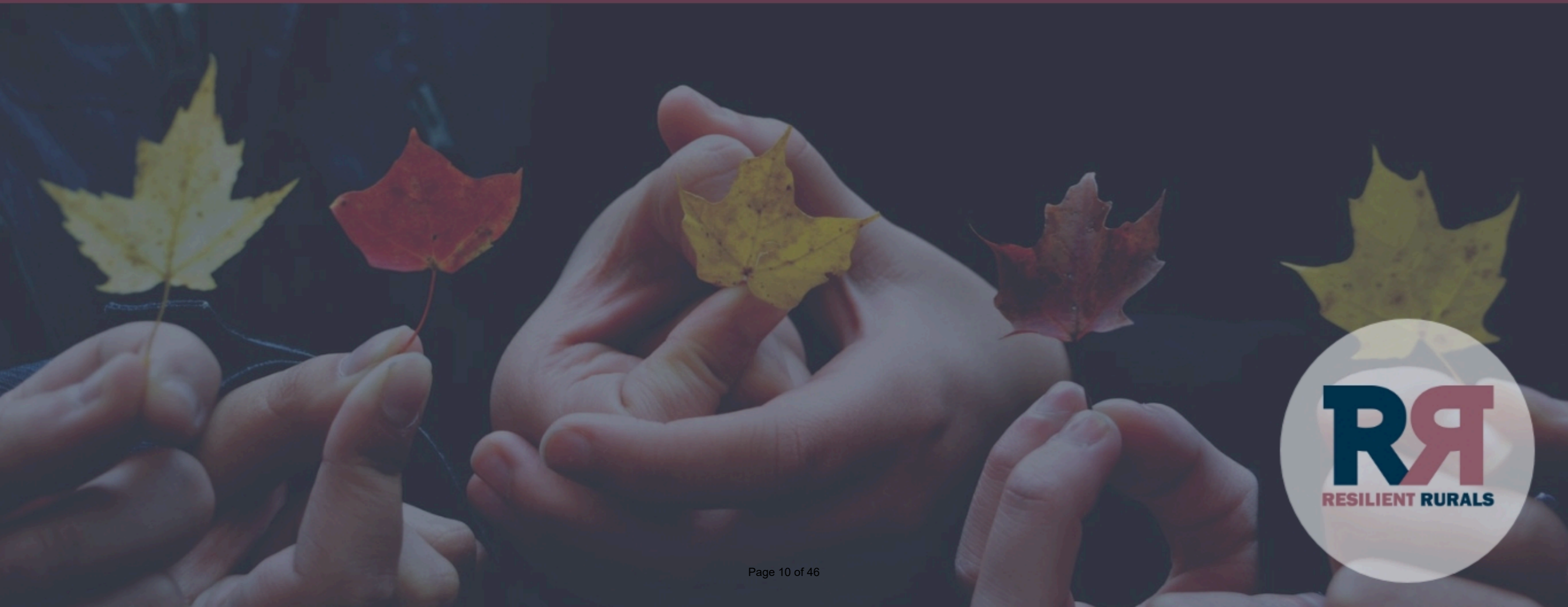
Resilience Surveys Summary March 2020

Report Prepared By: Dawn Nielsen, Deputy CAO

Approved by CAO:

# Resilience Surveys Summary

March 2020





# Resilient Rurals

Created by small towns,  
for small towns.

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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](http://www.ResilientRurals.com) for more information.

# Resilience Surveys

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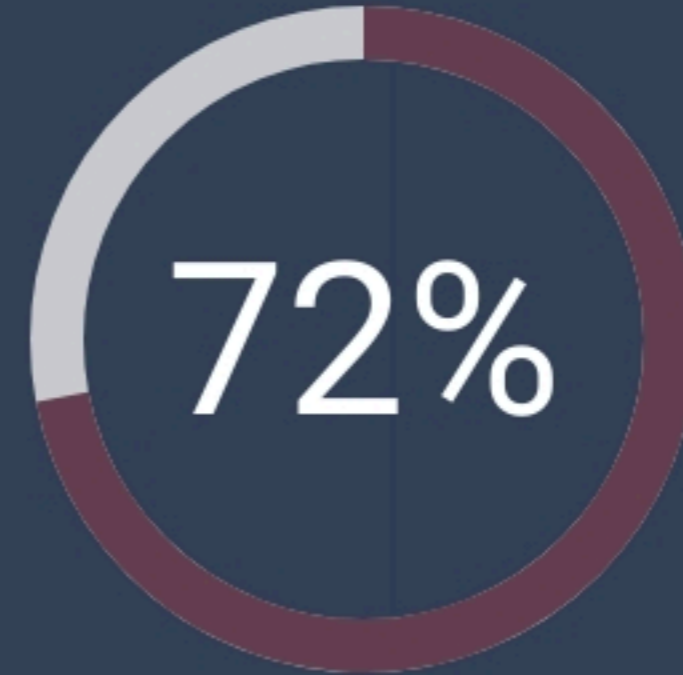
Resilient Rurals initiated a set of resident, youth and staff resilience surveys from November, 2019 to January, 2020. These surveys provided the necessary input to define our communities' risks and opportunities.

327 surveys were submitted. A summary of the results is the primary purpose of this Report to the Community.

# Sense of Community

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In general, residents enjoy attending town activities and events. Residents trust the people in their neighbourhood, feel safe and feel like they belong in their community.



## Average Score

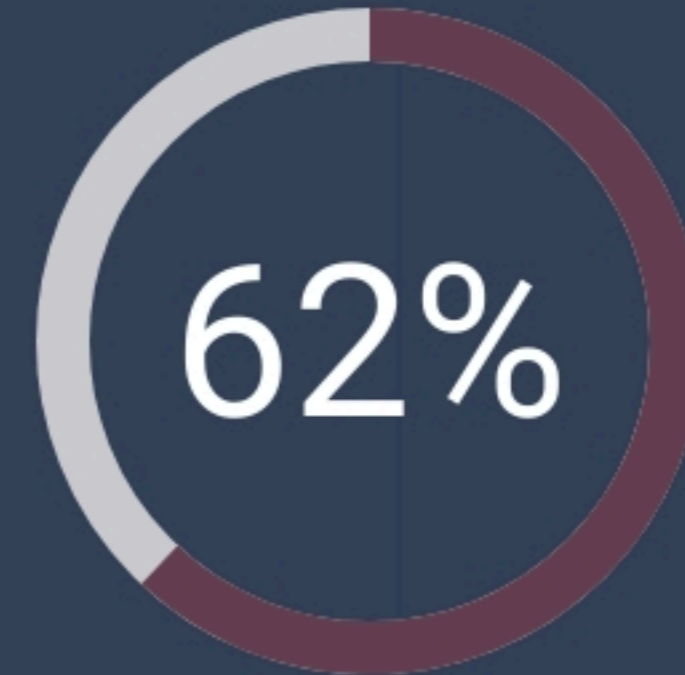
On average, 72% of residents in all communities feel they belong in their community.

# Environment

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In general, residents in every community feel that the environment is important. Residents feel they understand climate change.

An average of 62% of residents believe that people in their community need to think about the impacts of climate change.



## Average Score

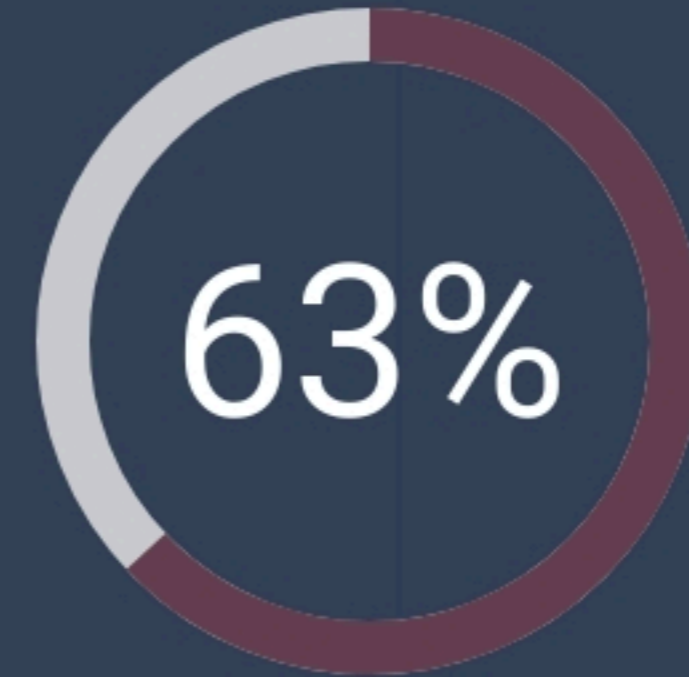
On average, 62% of residents in all communities feel people in their community need to think about the impacts of climate change.

# Services and Opportunity

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For the most part, residents in all communities feel there are adequate services to meet their needs. The small town feel is their favourite part of their community.

On average, 63% of residents feel job opportunities are lacking.



## Average Score

On average, 63% of residents in all communities feel job opportunities are lacking.



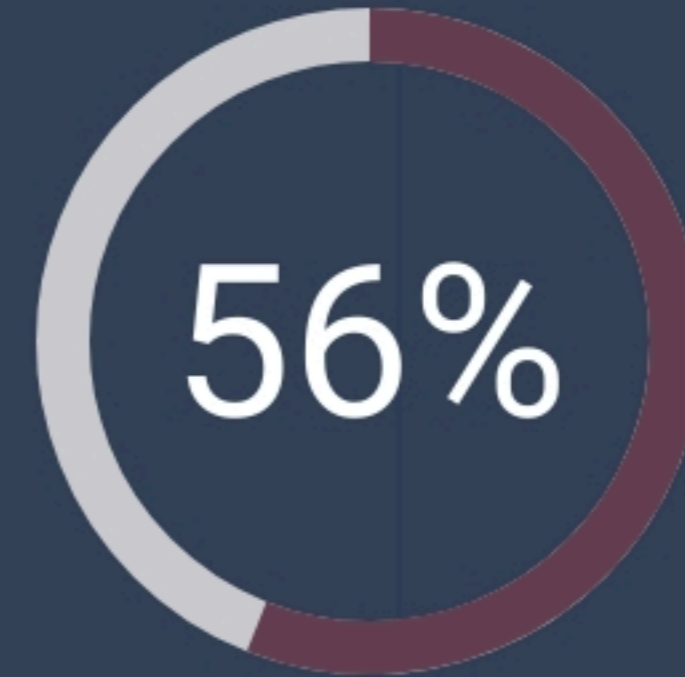
# Preparedness

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Residents in all communities feel most prepared for severe storms and drought.

Residents in all communities feel least prepared for a chemical spill or release, train derailment and evacuation.



## Average Score

On average, 56% of residents in all communities do not feel prepared for a chemical spill or release.

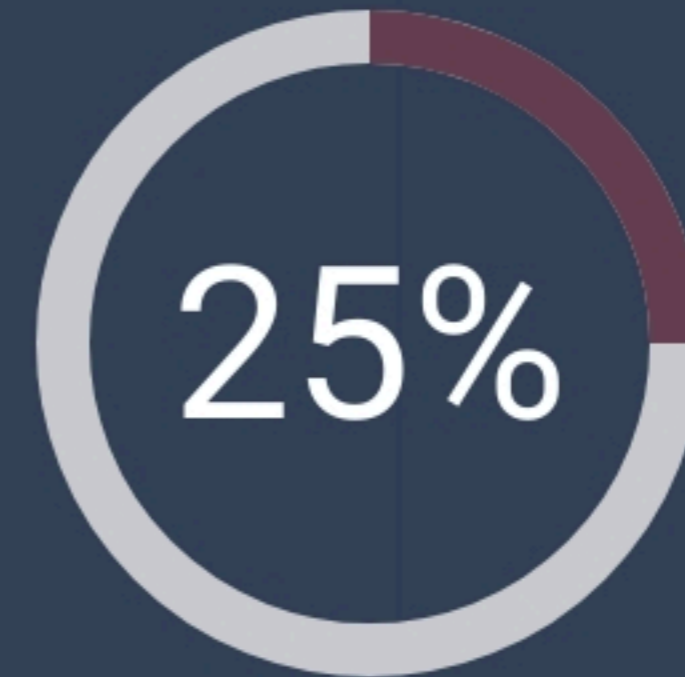
# Emergency Kits / Plans

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The top items in residents' emergency kits / plans include batteries and flashlights, a first aid kit, extra keys for car and house, and easily accessible documents.

The items most commonly missing from residents' emergency kits / plans include an understanding of children's school emergency plans, cash, five days supply of non-perishable food and water, a plan for pets, and a communication plan with children or dependents.



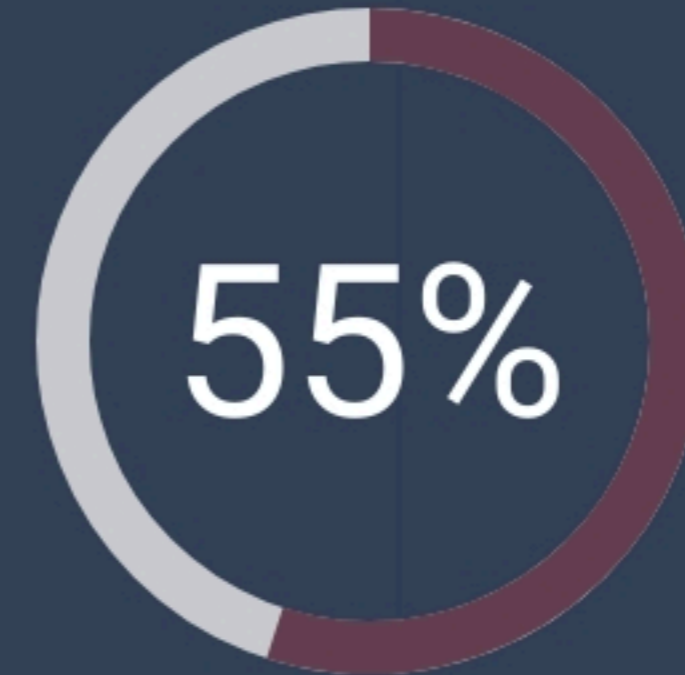
## Average Score

On average, 25% of residents in all communities do not have an emergency plan or kit.

# Climate Challenges

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The top climate-related challenges residents are seeing include more wildfires in the region or province, more icy conditions in the winter due to freezing rain or thaw cycles, more rain in the spring and fall, and more high wind events.



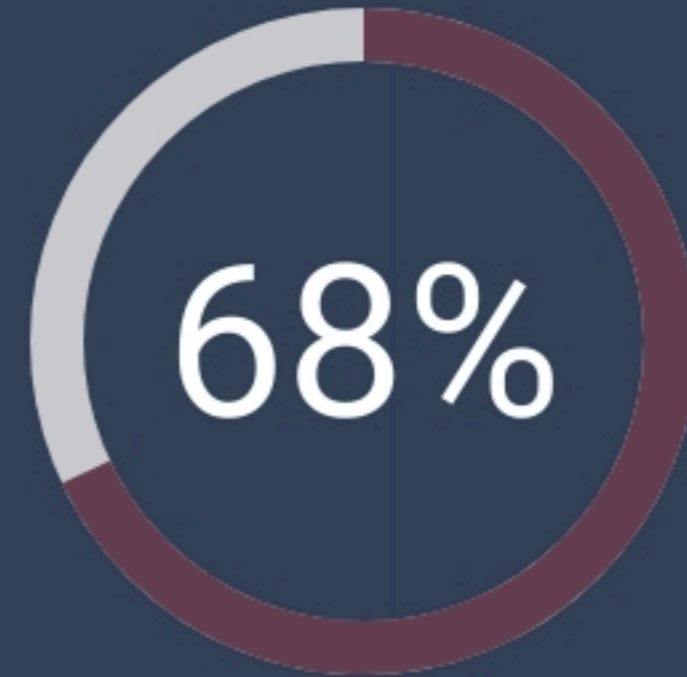
## Average Score

On average, 55% of residents in all communities are seeing more icy conditions that will impact infrastructure.

# Social Challenges

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The top social challenges residents are seeing include an increase in local crime, the economic downturn affecting locals negatively, and an increase in mental health issues.



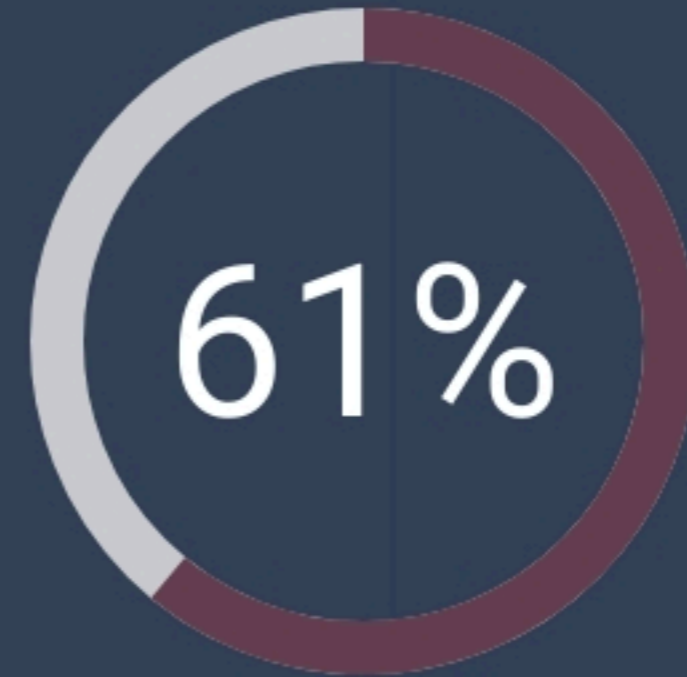
## Average Score

On average, 68% of residents in all communities have seen an increase in mental health issues.

# Vulnerable Populations

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The top vulnerable populations in our communities include people that do not have air conditioning, suffer from anxiety or depression, are sensitive to changes in air quality and heat, require water service for medical purposes and have mobility issues.



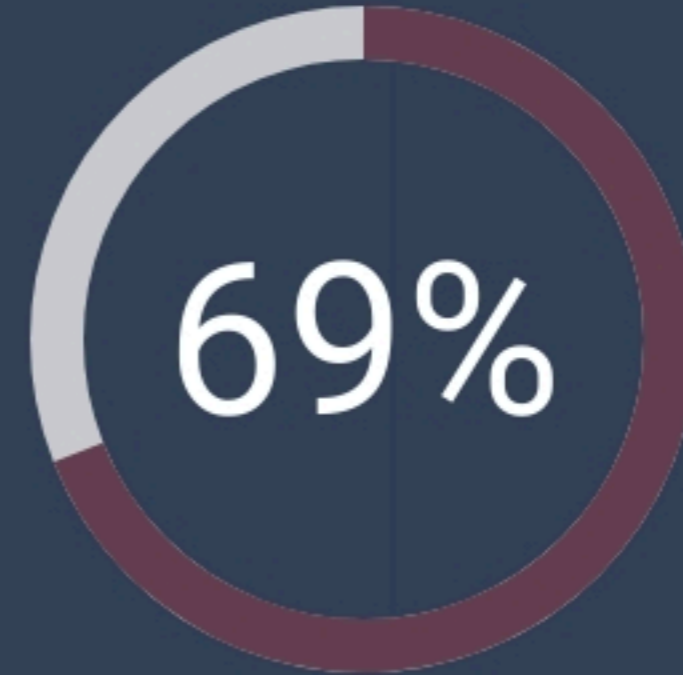
## Average Score

On average, 61% of residents in all communities do not have air conditioning to cool their homes during heat waves.

# Youth Response

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In general, youth in our communities are a resilient demographic, open to change, happy and ready to stand up for what matters. They love the small town feel of their town and feel safe in their neighbourhoods.



## Average Score

On average, 69% of youth feel that people in their community need to think about the impacts of climate change.

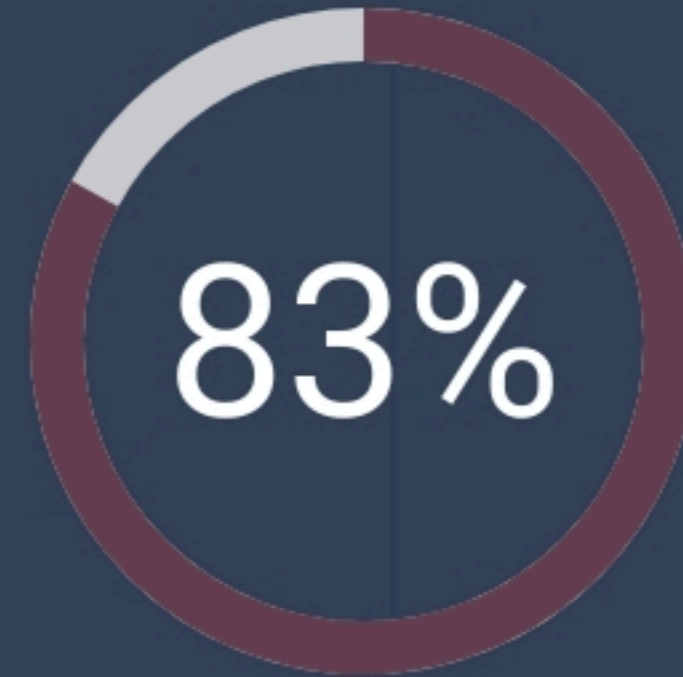
# Staff Response

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Staff surveys provided insight into community engagement and the needs of residents. In general, staff are well educated about climate change. More attention can be spent on understanding how climate change will impact municipal services.

The towns will use information collected in the surveys to improve business continuity procedures, prepare for emergencies and provide the public with necessary information.



## Average Score

On average, 83% of staff are seeing local producers struggle to seed and harvest crops.

# Funding Provided By

Alberta 

**FCM**

FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS



Dorothee Saleski, Chairperson  
Lamont Christmas Light Up Committee

May 19, 2020

Mayor Bill Skinner and Council  
Town of Lamont

Dear Mayor Bill Skinner and Council

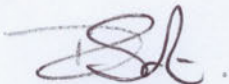
It was a pleasure to meet with Council on January 28<sup>th</sup>, and we were pleased with the warm reception and the avid interest in our organization. We share the desire to keep the channels of communication and cooperation wide open.

One of our challenges is a storage solution for our Winter Wonderlights displays. The generosity of the Town has enabled us to store a lot of things in the Town basement for many years, and we truly want to do our best to minimize the amount of space we take up down there. As mentioned at the meeting, the idea of a sea can is one very viable option. Our committee has the funds to purchase a sea can and have a mural painted on it. Our goal is to have it add to the landscape, not detract from it. A sea can is durable, waterproof and rodent proof, and with the proper locks it can be very secure. We have looked at our needs and feel it is our best solution.

We kindly request support from the Town of Lamont in the way of a location to place a 40 foot sea can parallel to the Town staff parking lot behind the Town Office Building. We would pay for transportation of the sea can and whatever ground work or blocks are required.

As we look ahead to *Lamont Christmas Light UP! 2020*, there are many unanswered questions. What will Covid-19 present to us for challenges? It's entirely possible we will have to set our displays to be viewed from the road this year. Our event in general may take on a different, and probably scaled -down tone, but we feel it is important for our community. This year it may be more important than ever. As a group we are committed to doing what we can.

Sincerely,



Dorothee Saleski, Chairperson  
Lamont Christmas Light Up Committee



ALBERTA

MUNICIPAL AFFAIRS

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Office of the Minister  
MLA, Edmonton-South West

AR100068

May 19, 2020

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

Dear Mayor Skinner,

Over the past few months, our government has taken strong measures to protect Albertans and to support our communities through these extraordinarily difficult times. This includes passing Budget 2020, which builds on our government's commitment to support Alberta municipalities and Metis Settlements. It also includes numerous other measures to support Albertans and respond to the impacts of the COVID-19 pandemic.

As part of the commitment to our local government partners, I am pleased to confirm that \$993 million will be allocated to local governments in 2020 under the Municipal Sustainability Initiative (MSI).

For the Town of Lamont:

- The **2020 MSI capital allocation is \$432,124**. This includes \$325,684 in MSI capital funding and \$106,440 in Basic Municipal Transportation Grant funding.
- The **2020 MSI operating allocation \$66,402**. This includes \$41,314 in Sustainable Investment funding.

In light of the current public health and economic crisis, communities are facing unprecedented financial pressures and our government understands this. To help you in addressing these pressures, we are allowing local governments to use MSI operating for any local government expenditure in the 2020 program year and expediting payment of 2020 MSI operating allocations to qualifying local governments.

.../2

We are also making an administrative change to the MSI Capital program to ensure you will receive your payment when you truly need it. Capital funding will be available for those projects that are ready to proceed, which will support economic activity and increase employment across Alberta. You will have received information on these changes recently via email.

To help municipalities and Metis Settlements with capital planning, we have updated the 2021 MSI allocation estimates. Like the estimates provided in November 2019, these amounts are based on the 2021 MSI funding target of \$927.2 million; however, they incorporate more current formula data. In 2022 and beyond, grant funding amounts will be determined by the *Local Government Fiscal Framework Act*.

Links to the 2020 MSI funding amounts for all municipalities and Metis Settlements, the 2021 MSI capital allocation estimates, and the program guidelines are available on the program website. Funding amounts under the federal Gas Tax Fund (GTF) will be confirmed after Infrastructure Canada confirms the total GTF funding amount allocated to the Province in 2020.

I am proud of the work you and your staff are doing to protect our communities in these challenging times, and Municipal Affairs will continue working with you to ensure Alberta's recovery.

Yours very truly,

A handwritten signature in blue ink, appearing to read 'Kaycee Madu', written in a cursive style.

Kaycee Madu, QC  
Minister

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



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

AGENDA ITEM: 5.1.

**COUNCIL MEETING DATE: May 26, 2020**

**ITEM DESCRIPTION OR TITLE**

**Tax Reduction Request**

**RECOMMENDATION**

That Council deny the request for a tax reduction for Sunshine Liquor Store.

**BACKGROUND**

A request for a reduction of property taxes was received by Administration from the owner of Sunshine Liquor Store on March 13, 2020. The business owner also attended the May 12, 2020 Council meeting as a delegation to speak to the request.

The request is to reduce the business property taxes of Sunshine Liquor Store by 75% on a permanent basis.

The following information is provided as background information.

1. Sunshine Liquor Store has had three instances of break-ins in 2019 which have resulted in financial loss to the business due to theft and damages, and further impacted by the current COVID-19 situation.
2. As a result of the multiple thefts and an instance of vehicular damage to the structure of the store (smash and grab) the store has had to do repairs and improve its security measures. The owner states that he is now ineligible for insurance coverage, property as well as theft, and that any expenses are being covered out of pocket. Additionally, any future theft, break-in or robbery would also have to be directly paid from his own funds.
3. Sunshine Liquor Store has not provided details on the expense of the upgrades, repairs, or forecasted losses, nor has the business provided background insurance information to substantiate the need for tax relief for this year or an ongoing (permanent) basis. It is unknown how a reduction of 75% of the property tax would be of significant assistance to the business as a relief.
4. Administration has provided the business owner with the information on the federal and provincial support programs offered to businesses effected by COVID-19.
5. Administration has also been in contact with the business owner to provide direct contact information for the Insurance Bureau of Canada's (IBC) consumer information centre. The IBC can provide options to businesses who are experiencing challenges with insurance.



## TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

Council could determine an alternative option for tax reduction.

### COMMUNICATIONS

Administration will communicate Council's decision.

### IMPLICATIONS OF DECISION

Approving a tax reduction for a business based on the request may present obstacles with other tax collection in the community.

### FINANCIAL IMPLICATIONS

Total amount of taxes: \$3,168.34  
Municipal tax portion: \$2,474.05  
Police Funding: \$36.88 (*included in Municipal tax portion*)  
Requisitions: \$ 694.29

Total impact of on the municipality of the 75% reduction: \$1855.54  
Total municipal portion to be received: \$618.51

### POLICY AND/OR LEGISLATIVE REFERENCES

*MGA Section 347*

**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.

### ATTACHMENTS

Email dated March 13, 2020 from Mark Lee, Sunshine Liquor Store  
Delegation Request Form dated May 6, 2020

Report Prepared By: Dreena Guptill, Executive Assistant & Christine Beveridge, CAO

Approved by CAO:

-----Original Message-----

From: [REDACTED]

*Severed as per Section 17 of the FOIP Act*

Sent: March 13, 2020 5:04 PM

To: [lamont@townlife.ca](mailto:lamont@townlife.ca)

Subject: A visitor has sent you a message

Hi Town of Lamont,

A visitor has sent you a message.

Mark Lee wrote: "To Mayor and Council,

In reference to your March 10th meeting, I read the letter from the owner of Heartcreek estates and believe that you should be considering offering assistance to local businesses in these hard economic times.

I am the owner of Sunshine Liquor on Main street and my store has been broken into 3 times in 2019 and as a result no longer qualify for insurance for my business. I have also noticed a decrease in foot traffic/sales with the hard economic times and now with Covid19.

I would also like to be consider for a 50% reduction in my Municipal taxes for 2020, this would help me to provide security upgrades for the front of my store and remain in business.

Thank you for your consideration.

Mark Lee

[REDACTED]

*Severed as per Section 17 of the FOIP Act*

Reply to this email to send a comment to Mark Lee via [REDACTED]

*Severed as per Section 17 of the FOIP Act*

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# REQUEST FORM

## Delegation/Public Presentation to Town of Lamont Council

Please complete both pages of the request form and submit it to the Chief Administrative Officer. You will be contacted at the receipt of your request to schedule a date and time for your presentation, as well as to address any additional concerns, questions and accommodations you may have or require.

### PART A: COLLECTION OF INFORMATION

CONTACT INFORMATION	
Name:	Mark Lee
Organization (If Applicable):	Sunshine Liquor Store
Address:	5114 50 ave. Lamont, AB
Primary Phone:	Secondary Phone:
Email:	

*Severed as per Section 17 of the FOIP Act*

PURPOSE & NATURE OF YOUR REQUEST
Please provide details of your request:  I am requesting to reduce my business property tax to 75% lower permanently. Due to the Covid-19 situation and my business having three consecutive break ins, these factors are heavily impacting the business financially. With the consecutive break ins, the business can no longer be protected by insurance. This means that if another incident occurs whether if be theft, break in, robbery, etc. the payments will have to be directly paid from my funds. Due to these circumstances, my business cannot properly operate under these conditions. <small>(If more space is required, please attach additional information)</small>
Will your presentation include any visual aids (ie; PowerPoint Presentation)? If so, please specify. N/A

*Severed as per Section 17 of the FOIP Act*

Signature: \_\_\_\_\_ Date: May 6, 2020

The personal information collected will be used to process your request for a Public Presentation to Town of Lamont Council and is collected under the authority of the *Freedom of Information and Protection of Privacy Act*. Your information will form part of a file available to the public. If you have questions about the collection and use of this information, please contact the Town of Lamont CAO at 5307-50 Ave, Lamont, AB T0B 2R0 (780) 895-2010.

**PART B: DELEGATION/PUBLIC PRESENTATION PROCEDURE**

*Please read the following specifications carefully and initial to acknowledge that you have read and understand them. They are instructions regarding Council procedure and expectations that will assist you with your Request and Presentation. Further information is available within the Town of Lamont Meeting Procedure Bylaw 12/13 .*

Delegations must submit topic and material to the office of the CAO by 12:00 noon of the Thursday prior to the Town Council meeting.	Initials <u> M.L </u>
A motion of council must be made allowing the delegation to make a presentation at a Council meeting. If a motion is not made or is lost then the delegation is unable to present.	Initials <u> M.L </u>
Verbal presentations including question and answer shall be limited to ten (10) minutes in length unless there is consent prior to establishment of the Agenda or by Council at a Regular Meeting to extend the time for a presentation.	Initials <u> M.L </u>
Debate concerning matters raised during public presentations shall take place at the discretion of Council.	Initials <u> M.L </u>
Council and Committee Meetings are public in nature and it is understood that an individual writing or submitting items to a Councillor or to Administration of the Town of Lamont has a reasonable expectation that their correspondence/presentations, which may include personal information (ie: name) or business information could be disclosed at a public Council Meeting and/or Committee Meeting and as part of the Council Agenda Package on the Town of Lamont Website.	Initials <u> M.L </u>

**MAIL OR HAND DELIVERY**  
**Attn: Chief Administrative Officer**  
**Town of Lamont**  
**5307-50 Avenue**  
**Box 330**  
**Lamont, AB T0B 2R0**

**PHONE**  
**780.895.2010**  
**EMAIL**  
**general@lamont.ca**  
**FAX**  
**780.780.895.2595**

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

AGENDA ITEM: **5.2.**

**COUNCIL MEETING DATE: May 26, 2020**

**ITEM DESCRIPTION OR TITLE**

**Policy Update**

**RECOMMENDATION**

That Council rescind #12-58, Property Tax Installment Payment Plan Policy.

**BACKGROUND**

During the process of identifying community supports for COVID-19, Bylaw 07-20, Tax Installment Payment Plan Bylaw, was passed by Council which replaces this policy and also aligns with the current process for the Tax Installment Payment Plan. This policy was inadvertently missed during this process.

**COMMUNICATIONS**

N/A

**IMPLICATIONS OF DECISION**

N/A

**FINANCIAL IMPLICATIONS**

N/A

**POLICY AND/OR LEGISLATIVE REFERENCES**

Policy #12-58  
Bylaw 07-20, Tax Installment Payment Plan Bylaw

**ATTACHMENTS**

#12-58, Property Tax Installment Payment Plan Policy  
Bylaw 07-20 Tax Installment Payment Plan Bylaw

Report Prepared By: Dawn Nielsen, Deputy CAO

Approved by CAO:



# Town Of Lamont Policy Manual

Property Tax Installment Payment Plan Policy  
Policy # 12-58  
Corporate Services Committee  
May 23/2017

## 12-58 Property Tax Installment Payment Plan Policy


### Policy Statement

To provide an installment pre-authorized payment plan for Property Taxes.

### Procedure.

#### 1. Installment Pre-authorized Payment Process

- a) An agreement, stipulating the terms, conditions, and penalties of the Property Tax Installment payment plan for pre-authorized payment withdrawal is attached to this policy as Schedule "A" and forms part of this policy.
- b) Ratepayers can only sign up to the Property Tax Installment payment plan if the balance owing on their tax account is zero at the time Schedule A is submitted.
- c) If we receive Schedule A after Dec 20<sup>th</sup> the ratepayer is required to pay the monthly installments required to bring the tax account up to date, prior to enrolling in the Property Tax Installment payment plan.
- d) The property tax payments will be made in twelve (12) payments without penalty, so long as there is no default on payment. Payments will be calculated based on the previous tax year for payments deducted Jan 1 – Jun 1 and recalculated based on the current tax year for payments deducted July 1 – Dec 1.
- e) Payments will be collected from the Customers bank accounts monthly, on the 1<sup>st</sup> business day of each month.
- f) The difference between the taxes levied for the current year and the total of the installment payment authorized under the plan, will be due and payable December 31 of each year. Any balance remaining unpaid is subject to the penalty provisions of the Tax Penalty By-Law.
- g) If there is a default of one (1) payment of any monthly installment or any portion of the adjustment, the installment payment plan will be immediately cancelled. The installment or any portion of the adjustment in default and all subsequent installments or adjustments shall forthwith become due and payable; and such penalties, fees and terms as all other current taxes.
- h) If a payment is returned a \$25.00 service charge will automatically be applied to the ratepayers' tax account.
- i) Customers may choose to withdraw from the Property tax installment pre-authorized payment plan, upon completion of the Cancellation of Pre-authorized payment plan, attached to this policy as Schedule "B".
- j) Customers must return Schedule "B" no later than 30 days prior to the next withdrawal due date.

<b>Adopted by Council:</b>	May 23/2017	Initials: 
<b>Motion Number:</b>	69/17	
<b>Supersedes:</b>		



TOWN OF LAMONT PRE AUTHORIZED DEBITS
Pre Authorized Debit (PAD) Plan Agreement

I/We authorize the Town of Lamont and the financial institution designated (or any other financial institution I/We may authorize at any time) to begin deductions for monthly regular recurring payments to pay my/our Town of Lamont Tax account.

Any balance remaining unpaid as of Dec 31 is subject to the penalty provisions of the Tax Penalty By-Law.

If there is a default of one (1) payment of any monthly installment or any portion of the adjustment, this agreement shall become null and void.

This authority is to remain in effect until the Town of Lamont has received written notification from me/us of its change or termination.

Town of Lamont may not assign this authorization, whether directly or indirectly, by operation of law, change of control or otherwise, without providing at least 30 days prior written notice to me/us.

I/We have certain recourse rights if any debit does not comply with this agreement. For example, I/We have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement.

Roll Number: \_\_\_\_\_ Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

Owners Name: \_\_\_\_\_ Civic Address: \_\_\_\_\_

PO Box/Street: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Bank Number: \_\_\_\_\_ Transit Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Date Signature of Tax Payer Town Manager/Witness
Town of Lamont PO Box 330, Lamont, AB. T0B 2R0 PH: (780) 895-2010 Fax: (780) 895-2595



TOWN OF LAMONT PRE-AUTHORIZED DEBITS  
CANCELLATION FORM  
Schedule B – Property Tax

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

Address: \_\_\_\_\_

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

I/We hereby give notice to the Town of Lamont that I/We wish to withdraw from:

\_\_\_\_ the TAX pre-authorized payment plan on the date of \_\_\_\_\_  
for Tax Roll No. \_\_\_\_\_

I/We are aware that this cancellation form must be received 30 days prior to the next withdrawal/due date.

I/We warrant and guarantee that all persons whose signatures are required to sign on this account have signed this agreement in the space provided below.

I/We understand that all outstanding amounts now become due and payable and subject to penalties in accordance with the applicable bylaws.

Nothing in this cancellation form shall be interpreted to relieve the owner/applicant from the obligation to pay outstanding balances, including penalties, owing to the Town of Lamont in the manner or the date(s) established by the bylaws.

This form must be completed by the owner whose name appears on the tax roll.

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

\_\_\_\_\_  
Town Authorized Signature

\_\_\_\_\_  
Date Received



**Town of Lamont**

**A BYLAW OF THE TOWN OF LAMONT  
IN THE PROVINCE OF ALBERTA**

**BYLAW 07/20**

**BEING A BYLAW OF THE TOWN OF LAMONT TO AUTHORIZE THE REGULATION AND  
COLLECTION OF A MONTHLY INSTALLMENT PLAN IN THE TOWN OF LAMONT**

**WHEREAS**, Section 340 of the *Municipal Government Act*, R.S.A. 2000 C.M.-26, and amendments thereto authorizes Council by bylaw to provide for payment of taxes by installments;

**NOW THEREFORE** the Council of the Town of Lamont, hereby enacts as follows:

**BYLAW TITLE**

1. This Bylaw is to be cited as the "Tax Installment Payment Plan Bylaw".

**DEFINITIONS**

2. Unless the context otherwise requires, or is otherwise defined herein, the words and phrases contained in this bylaw shall have the same meaning as in the MGA. In this bylaw:
  - (a) "Council" means the Council of the Municipality of the Town of Lamont.
  - (b) "Municipality" means the Municipality of the Town of Lamont.
  - (c) "Plan" means the Tax Installment Payment Plan (TIPP).
  - (d) "Tax" or "Taxes" includes property taxes, local improvement taxes and all other taxes or charges lawfully imposed pursuant to the MGA or any other statute of the Province of Alberta.
  - (e) "Taxpayer" means a person liable to pay taxes:
    - i. who is the owner of property in the Town of Lamont; or
    - ii. who is an individual identified on a Land Titles Certificate.

**GENERAL PROVISIONS**

3. A Taxpayer may elect to pay their property taxes in monthly installments by pre-authorized transfer of funds from their bank account, rather than a single tax payment.
4. The Plan shall include monthly installments and shall not be subject to any tax penalties or discounts except as otherwise stated in this Bylaw.
5. A Taxpayer may apply to the Plan prior to December 31<sup>st</sup> of any year, to pay the taxes payable by the taxpayer for the following year, pursuant to the Plan.

Initials





Town of Lamont

- 6. A Taxpayer may apply to the Plan up to February 15<sup>th</sup> of the current year provided that a pro-rated portion of the taxes are paid in advance.
- 7. Taxpayers who wish to participate in the Plan shall:
  - a) Complete the prescribed Application form;
  - b) Provide a 'VOID' cheque or financial institution form;
  - c) Pay all tax arrears from previous years; and
  - d) Pay all penalties.
- 8. If a monthly installment payment is defaulted by the Taxpayer, the Taxpayer will be responsible for any fees or administrative charges in accordance with the current Fees and Charges Bylaw.
- 9. If two (2) monthly installment payments are defaulted by the Taxpayer, the plan will be cancelled, and all taxes shall become due and payable within thirty (30) days and shall be subject to the penalty provisions which are typically calculated for unpaid taxes.
- 10. Taxpayers may cancel the Plan at any time upon fifteen (15) days written notice. All taxes shall then become due and payable.
- 11. It is the Taxpayer's responsibility to notify the Town, in writing, if they sell the property, change banks or bank accounts, or make any other changes that would affect the plan. If the taxpayer withdraws from the plan all unpaid taxes become due and payable within thirty (30) days and are subject to penalties in accordance with the Tax Penalty Bylaw.

EFFECTIVE DATE

12. That this Bylaw shall come into force and take effect upon the date of third reading.

READ A **FIRST** TIME THIS 30 DAY OF April, 2020 A.D.


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

READ A **SECOND** TIME THIS 30 DAY OF April, 2020 A.D.


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

READ A **THIRD** TIME THIS 30 DAY OF April, 2020 A.D.


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

Initials TO



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

AGENDA ITEM: **5.3.**

**COUNCIL MEETING DATE: May 26, 2020**

**ITEM DESCRIPTION OR TITLE**

**Asset Management Project**

**RECOMMENDATION**

Be it resolved that Council direct Administration to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Asset Management Systems Implementation in Lamont.

Be it therefore resolved that the Town of Lamont commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- CityWide Asset Manager and GIS Viewer License
- CityWide Asset Manager Implementation and Data Analysis
- Systems Training

Be it further resolved that the Town of Lamont commits \$5,000.00 from its budget toward the costs of this initiative.

**BACKGROUND**

Within the Strategic Plan 2019-2022, a complete asset condition assessment was identified as a goal. Specific items included:

- 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.



# TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

A progressive step towards meeting this goal is to organize and manage the current data and plan for the future data. The existing information gathered is currently kept within several excel spreadsheets and iCity with very limited functionality (Note: iCity is an accounting software, its asset management function is extremely limited.). There are advantages to managing the data in a professional system that allows for analysis and reporting. Administration has been working to find a solution for this first phase of the project. Administration is confident that the CityWide Asset Manager Module with GIS Viewer will be foundational for all future asset management practices within Lamont. The Asset Manager module is the central repository for linear and standalone assets (including fleet, facilities, and park assets) and allows for attachment of relevant digital documentation (permits, photos, reports, drawings, etc.) to individual assets.

As the Asset Management practices of the Town grow, it becomes increasingly important to have a centralized system that provides a tool to utilize this data. This implementation will include training hours for staff to be able to maintain the Town’s data going forward. The Town will be able to house its Tangible Capital Assets (TCA) inventory for all asset categories, create TCA reports, build amortization schedules, and utilize this tool for Asset Management planning. Further, the tool will assist the Town with communicating key capital project priorities to Council and to the public.

Other municipalities in Alberta that currently utilize this product are:

- Mundare (mostly financial purposes), Trochu, Nanton, Pincher Creek, Three Hills, Turner Valley, Carstairs, Edson, Hinton, Devon, Stony Plain, Camrose County, Drayton Valley and Kneehill County

Through applying Federation of Canadian Municipalities’ Municipal Asset Management Program (FCM MAMCF), the Town will be able to advance asset management maturity and begin the initial phases of program development while conserving funds.

## COMMUNICATIONS

N/A

## IMPLICATIONS OF DECISION

Moving forward with a system designed for this type of information will allow for staff to gain momentum in the asset management realm.

Council has identified asset management as being a key priority and Administration is working to achieve the goals set forward, but the tools are required to do so.





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

**FINANCIAL IMPLICATIONS**

Grant funding is provided at a 80/20 ratio. The initial cost is \$25,000, which covers software licensing cost, implementation cost, and the training of users. The Town would be required to pay \$5000 towards the initial cost along with an annual service fee of \$2900.

There is a potential cost saving with iCity. If the Town moved to the Asset Management Project with CityWide, Administration would remove the TCA module from iCity and request a fee reduction.

The Town's obligation is based on being successful in attaining the grant (FCM MAMCF).

**POLICY AND/OR LEGISLATIVE REFERENCES**

N/A

**ATTACHMENTS**

N/A

Report Prepared By: Christine Beveridge, CAO

Approved by CAO:

A handwritten signature in black ink, appearing to be "C. Beveridge", is written over a light blue horizontal line.



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

AGENDA ITEM: **5.4.**

**COUNCIL MEETING DATE: May 26, 2020**

**ITEM DESCRIPTION OR TITLE**

**Town of Lamont Relaunch Strategy**

**RECOMMENDATION**

That Council accept the report as information.

**BACKGROUND**

We have arrived at Phase 1 of the Alberta Relaunch strategy. Phase 1 includes the reopening of many businesses within our community. The decision to reopen at this time is up to each business, and they may do so, as long as they follow Provincial guidelines. Each business will have to determine how and when they can safely reopen. The guidelines and conditions for reopening are available at [www.alberta.ca/biz-connect.aspx](http://www.alberta.ca/biz-connect.aspx). The Town of Lamont continues to receive updates from the Province on reopening strategies, restrictions (whether new or ongoing), and tools to help guide through these exceptional times.

Just as the businesses need to decide if it safe and possible to do so, Administration is conducting the same careful planning towards reopening any of the Town amenities to the public. As we consider the requirements there are some impediments such as obtaining appropriate PPE and the installation of physical barriers. It is noted that each decision is carefully considered, and every aspect of relaunch is intended to provide the utmost safety and security to our employees and members of the public. The utilization of tools made available add to a consistent approach to arriving at the decision to consider opening such as the Relaunch Matrix (attached).

Therefore, at present, the Town Office and the Public Works Shop will remain closed to the public. We are currently working on the preparing to meet the requirements (ie: signage etc..) to deal with the outdoor amenities (playgrounds, cookshack, outdoor exercise equipment) in the community.

As a result, playgrounds, ball diamonds, outdoor exercise equipment, splash park, the Recreation Centre and Curling Rink all remain closed. Team and league play/organized play is not permitted as per Alberta Health guidelines. Additionally, garage sales, yard sales and auctions are also not permitted.



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

**COMMUNICATIONS**

Communication will be prepared and circulated as the situation develops.

**IMPLICATIONS OF DECISION**

N/A

**FINANCIAL IMPLICATIONS**

N/A

**POLICY AND/OR LEGISLATIVE REFERENCES**

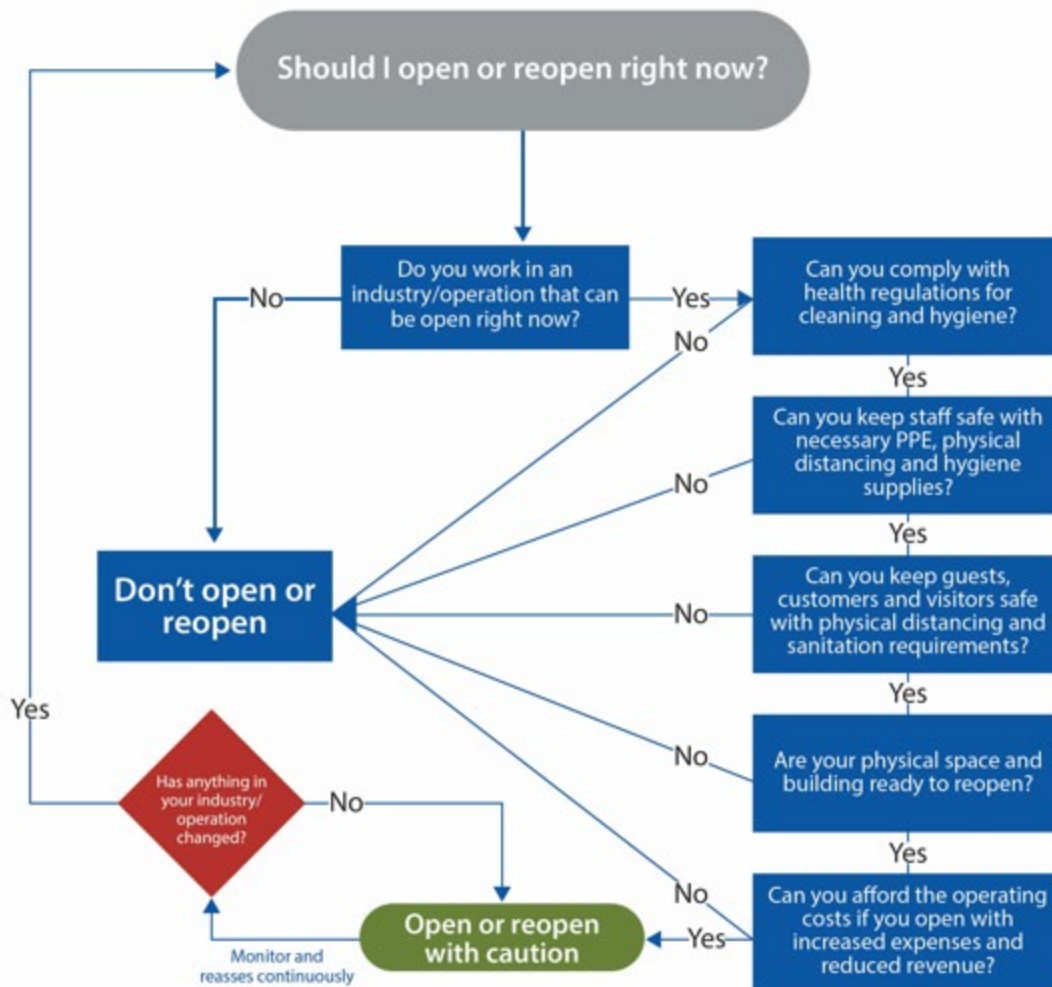
N/A

**ATTACHMENTS**

Relaunch Matrix

Report Prepared By: Christine Beveridge, CAO

Approved by CAO:



There is no rush to reopen or stay open.  
 Just because your industry or sector is able to open, doesn't mean you need to or should.  
 Make staff and public health & safety your priority.



## MAYOR & COUNCIL REPORT

**COUNCIL MEETING DATE: May 26, 2020**

**ELECTED OFFICIAL: Mayor Bill Skinner**

**REPORT PERIOD: May 6 – May 20, 2020**

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### **Boards and Committees:**

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

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

- **May 6:** Alberta Health Services (AHS) Community Conversation via ZOOM – discussion between Municipal leaders and AHS regarding COVID-19 current situation and concerns.
- **May 14:** AHS Community Conversation via ZOOM – discussion between Municipal leaders and AHS regarding COVID-19 current situation and concerns.
- **May 14:** AUMA Relaunch Webinar – discussion between Municipal leaders and Alberta Urban Municipalities Association Board regarding relaunch and concerns, and ideas for reopening safely.

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



## MAYOR & COUNCIL REPORT

**COUNCIL MEETING DATE: May 26, 2020**

**ELECTED OFFICIAL: Dave Taylor**

**REPORT PERIOD: May 12-20, 2020**

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### **Boards and Committees:**

- **May 14:** John S. Batiuk Regional Water Commission meeting.
- **May 19:** Lamont High School PAC / Foundation meeting:
  - No in-class school until September 2020.
  - Grad 2020 will be via individual family groups, with COVID-19 distancing protocol at the school.
  - Budget cuts of over \$200,000 will have significant impact on staffing and operations; any further cuts will result in programming losses (i.e. reduced classes and course options).
  - Library hours reduced from 35/week to approximately 12/week.
  - Andrew School is now K-6; Jr. and Sr. programming cancelled. Students have choice of Lamont or Vegreville Jr./Sr. High School.

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

- Working with Bike Track and CAO on bike park project.

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

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

- **May 9:** “Socially distanced” Town-wide Clean-up.