

Council Package

June 9, 2020





**AGENDA
TOWN OF LAMONT
REGULAR MEETING OF COUNCIL
JUNE 9, 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. CAO Update (*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. Letter from Minister of Municipal Affairs – 2020 MSI Allocations

4.2. Deputy Minister of Municipal Affairs – Municipal Governance COVID FAQ

5. NEW BUSINESS

5.1. Budget 2021 Strategy

5.2. Lamont Christmas Light Up Committee Request

5.3. Whistle Cessation Update

5.4. Arena Concession Request

5.5. Asset Management- FCM Grant Funding

5.6. Relaunch Strategy

5.7. Tax Reduction Request

5.8. Transfer of Utilities to Property Taxes

5.9. Policy Update- Property Tax Installment Payment Plan

6. REPORTS

6.1. Mayor and Council Reports

6.1.1. Mayor Skinner Report – June 9, 2020

6.1.2. Councillor Taylor Report – May 26, 2020

6.2. CAO Report

6.3. Director of Operations and Infrastructure Report

6.4. Financial Report

6.5. Fire Chief's 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

PRESENT:	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, (2nd and 3rd 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:

Mayor Skinner	Written Report attached.
Councillor Foulds	Nothing to Report.
Councillor Perrin	Written Report attached.
Councillor Harvey	Nothing to Report.
Councillor Koroluk	Nothing to Report.
Councillor Taylor	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.

Mayor

Chief Administrative Officer



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

AGENDA ITEM: 3.1.1.

COUNCIL MEETING DATE: June 9, 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

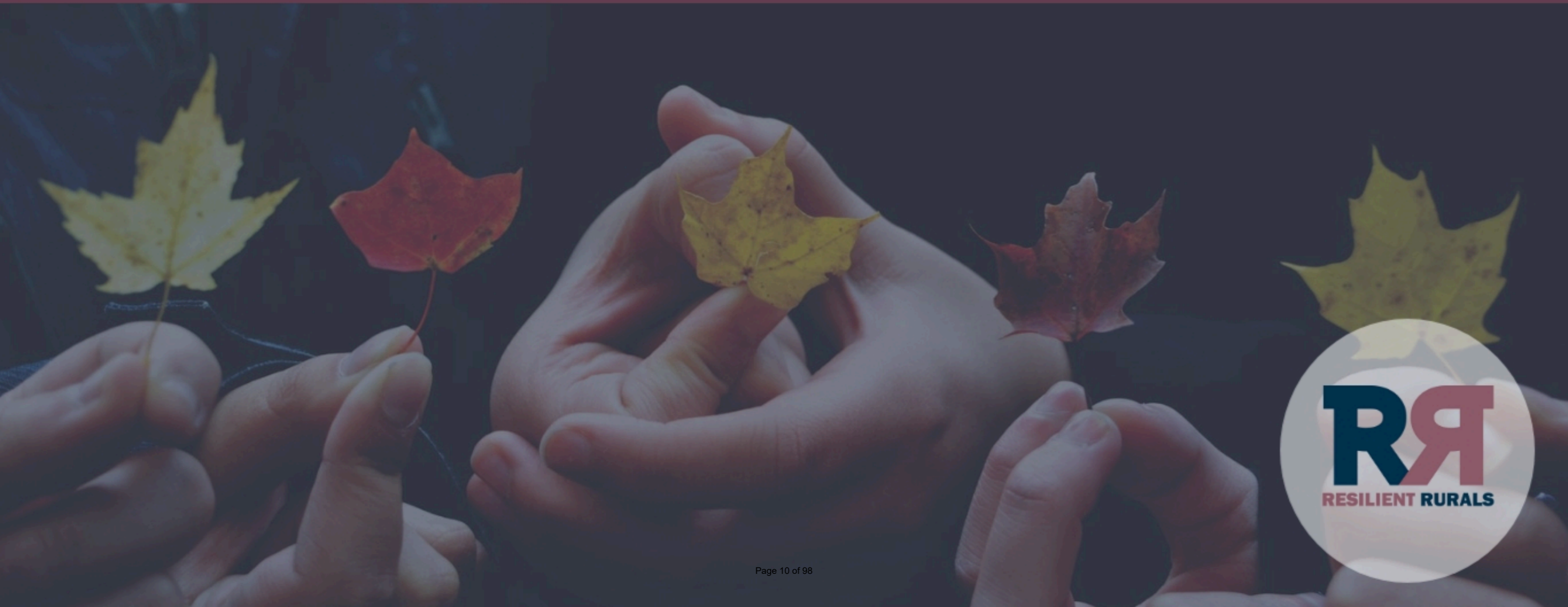
Resilience Surveys Summary March 2020

Report Prepared By: Dawn Nielsen, Deputy CAO

Approved by CAO:

Resilience Surveys Summary

March 2020





Resilient Rurals

Created by small towns,
for small towns.

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.

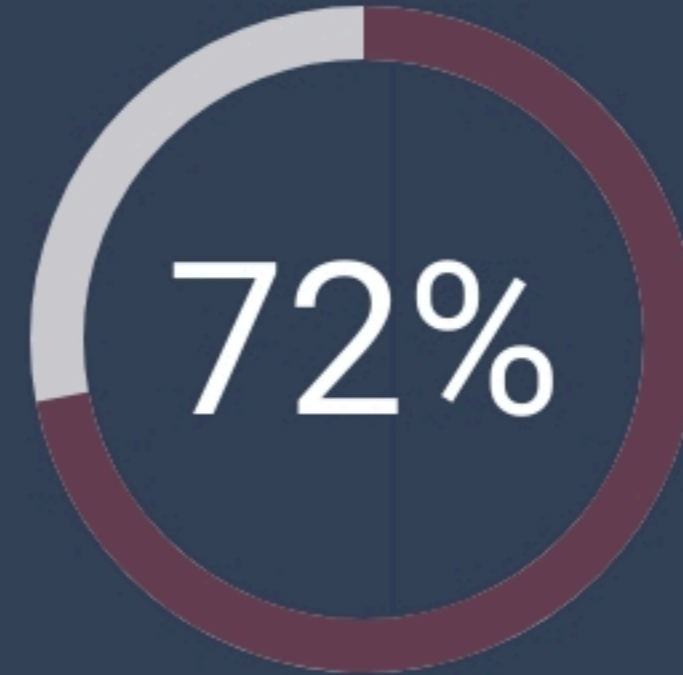
Resilience Surveys

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

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.



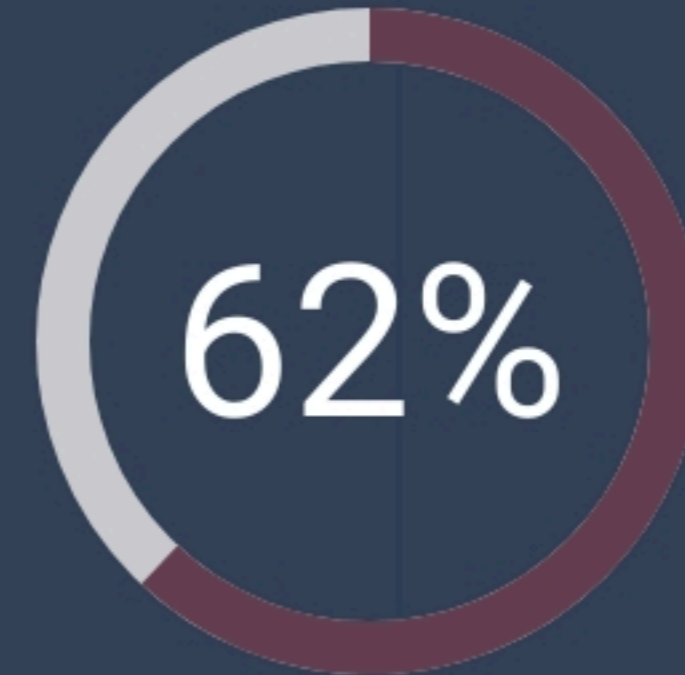
Average Score

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

Environment

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.



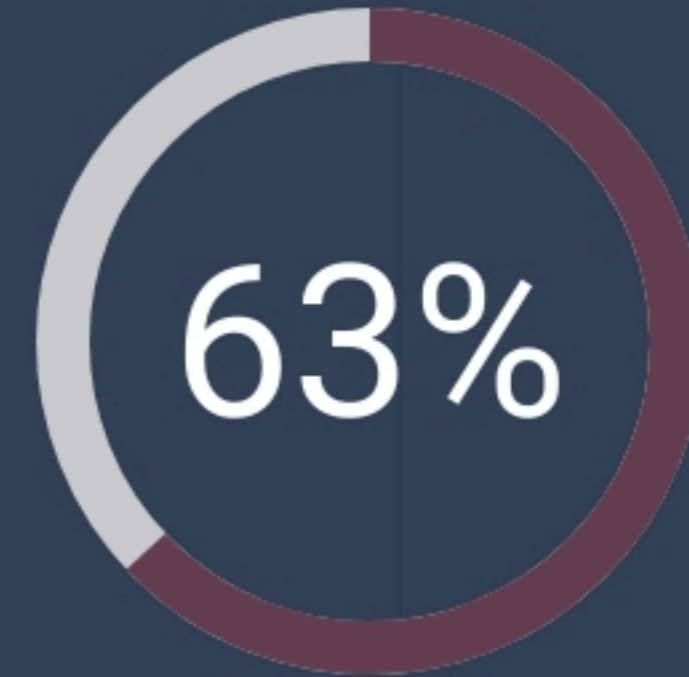
Average Score

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

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

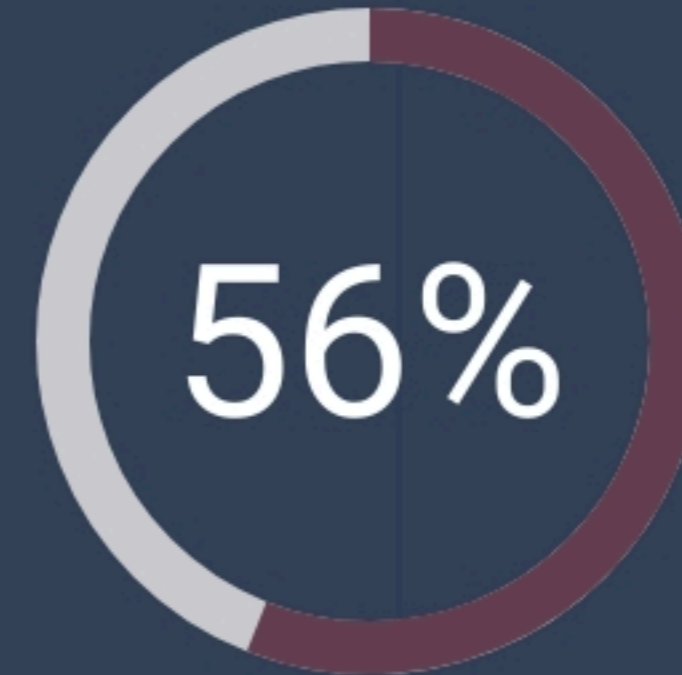
On average, 63% of residents in all communities feel job opportunities are lacking.

Preparedness



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

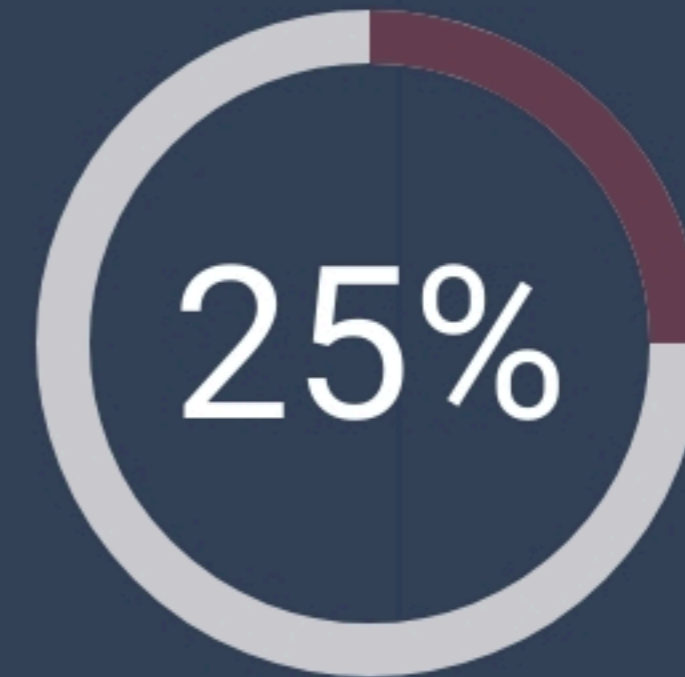
On average, 56% of residents in all communities do not feel prepared for a chemical spill or release.

Emergency Kits / Plans



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.

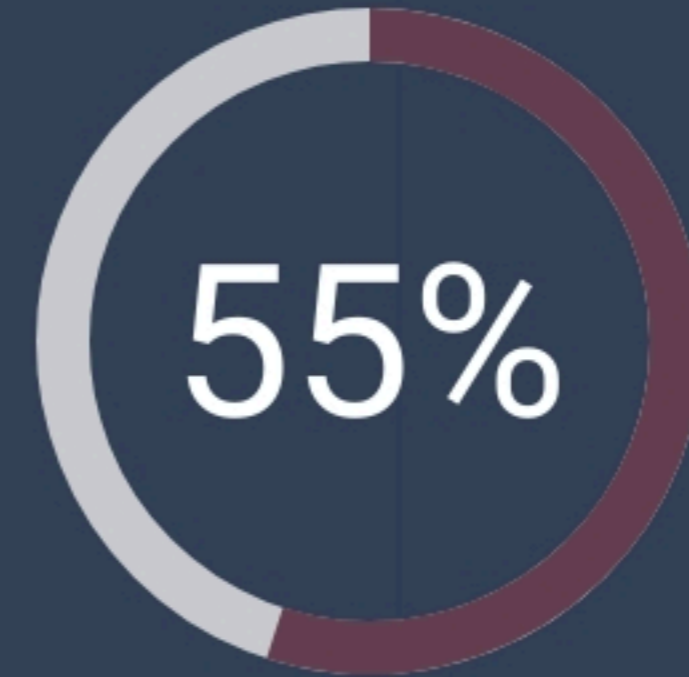


Average Score

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

Climate Challenges

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.

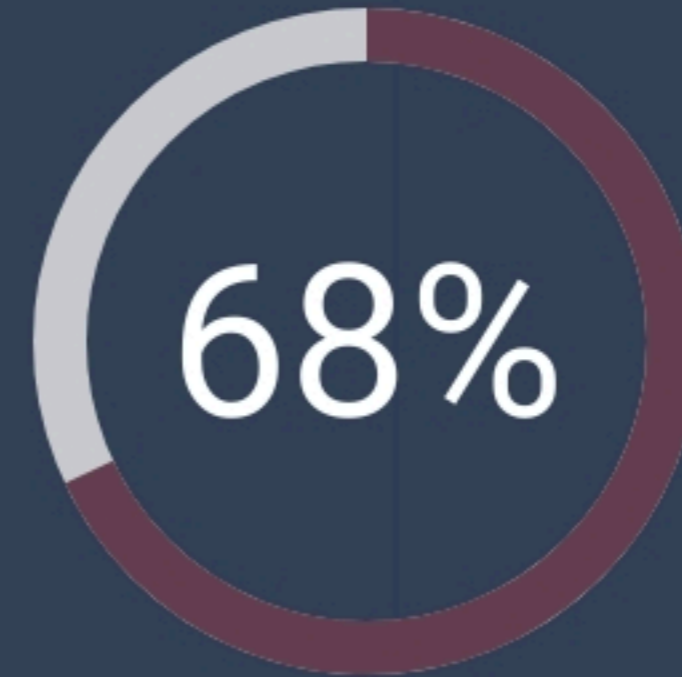


Average Score

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

Social Challenges

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.

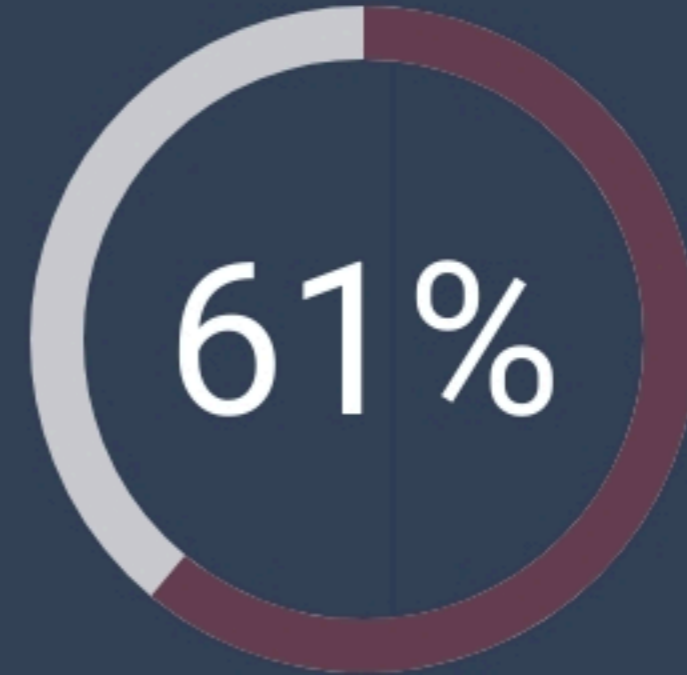


Average Score

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

Vulnerable Populations

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

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

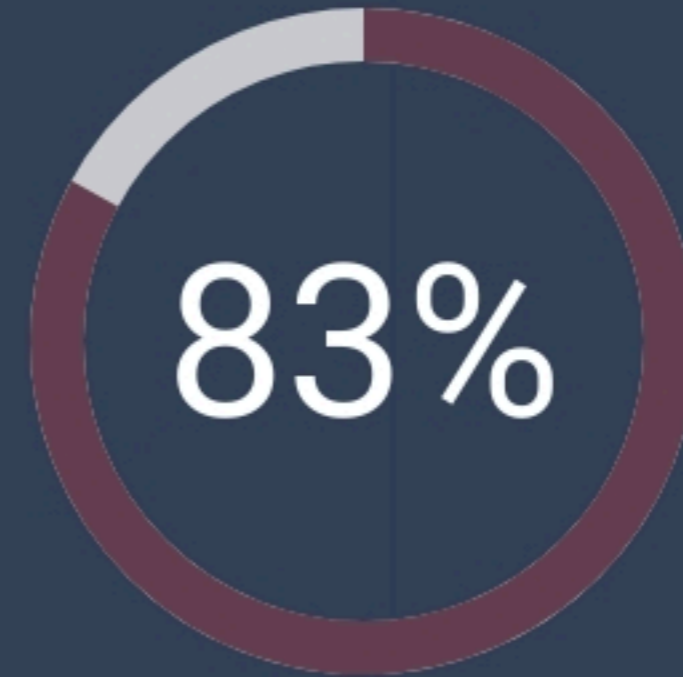
On average, 69% of youth feel that people in their community need to think about the impacts of climate change.

Staff Response



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



ALBERTA

MUNICIPAL AFFAIRS

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,



Kaycee Madu, QC
Minister

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

Municipal Governance

During the COVID-19 Outbreak

Frequently Asked Questions – May 29, 2020

While we continue down the road to recovery together, Alberta Municipal Affairs remains committed to issuing bi-weekly updates that address frequently asked questions as well as provide information on new tools and resources as they become available.

If you would like a specific question answered in an upcoming update, please email your request to ma.lgsmail@gov.ab.ca.

Municipal Affairs Updates

Previous COVID-19 updates are available at www.alberta.ca/municipal-government-resources.aspx

Electronic Meetings



Does the electronic meeting provisions in the Meeting Procedures (COVID-19 Suppression) Regulation enable all of council to meet in person and have the public only attend through an electronic means?

YES. However, to meet the terms of the regulation and be consistent with the May 26, 2020 letter from the Chief Medical Officer of Health, the CAO or a designated officer must also attend electronically. If council and the CAO or designated officer attend in person, the meeting is not considered an electronic meeting.

Municipal Affairs is currently reviewing whether adjustments to the regulation may be required going forward.

The Meeting Procedures (COVID-19 Suppression) Regulation was put in place in response to the COVID-19 public health emergency to ensure meetings could occur in a manner that complied with the social distancing orders. Section 3 of the regulation allows meetings to be held electronically under specific conditions. Given the *MGA* already provides for council members to attend electronically, under the regulation it is the attendance of the CAO or a designated officer that determines if the meeting is an electronic meeting.

When the CAO or a designated officer attends electronically, public participation can be restricted to electronic means only. If the CAO/designated officers and council attend in person, the meeting does not meet the requirements stated in the regulation for an electronic meeting, so members of the public must be allowed to attend in person. Public attendance would need to comply with the social distancing orders with respect to the maximum number in the room and the distancing requirements. Electronic transmission of the meeting could be offered as an additional option for the

Municipal Advisory Services

If you have further questions, please call: 780-427-2225 or toll-free by first dialing 310-0000 or email ma.lgsmail@gov.ab.ca

members of the public or meeting participants that exceed the maximum permitted in the meeting room.

Will the electronic meeting provisions contained in the Meeting Procedures (COVID-19 Suppression) Regulation be permanent?

NO. The purpose of the regulation is to enable meetings to occur in a manner that avoids exposing people to COVID-19. While we recognize that the regulation provides alternatives more reflective of current technology, the regulation was not intended to enable councils to meet in the absence of the public beyond the duration of the pandemic. As part of the red tape reduction initiative and review of the MGA, consideration may be given to electronic meeting provisions to enable greater flexibility for municipalities, while also maintaining the public's right to participate.

For now, with the provincial relaunch strategy underway, municipalities should be considering ways to transition back to regular procedures, as public health measures are gradually relaxed. Once the pandemic is no longer in effect, municipal meetings will be required to enable in-person public attendance. Electronic transmission of meetings could continue to be offered as an option, but would not replace public attendance requirements.

Emergency Management

If a municipality had a pandemic SOLE in effect when Bill 13: *Emergency Management Act Amendments* came into force, is a new declaration for a pandemic state of emergency required to put in effect the 90 day timeframe?

NO. If a municipality's SOLE declaration states it is specific to a pandemic and it was in effect when Bill 13 was enacted (May 12, 2020), a new declaration is not required; however, the municipality is required to determine/state the duration of the SOLE, which can be extended up to 90 days. If the SOLE declaration did not specifically state it was a pandemic SOLE, a new declaration is required and

must state it is specific to a pandemic to enable the 90-day duration.

If desired, you may renew your SOLE declaration after Bill 13 came into force, and that renewal date would mark the beginning of the 90-day duration for the pandemic SOLE. It is up to each municipality to decide whether or not to let the pandemic SOLE continue or make a new pandemic SOLE declaration.

Policing Costs

Will the province consider the cancellation of invoices for policing costs announced as part of Budget 2019 in recognition of the current reduced fiscal capacity of municipalities as they manage their local response to the COVID-19 pandemic?

NO. While the province has announced a number of supports for municipalities and continues to work with local leaders to monitor concerns and respond accordingly, the elimination of the policing invoice is not under consideration at this time.

Also note that invoices for policing costs are not legislatively designated as a requisition, unlike Education Taxes, Senior's Foundations and Designated Industrial Property Assessment. Given policing costs are not designated as a requisition, there is no authority for municipalities to show policing costs as a separate line item on the municipal property tax bylaw, or to levy a specific tax rate for the collection of revenue to support policing costs. As an invoice to the municipality, policing costs must be included in the municipal budget and funded out of the revenue collected from the general municipal tax rate.

For municipalities wishing to provide information to ratepayers on the impact of increased costs for policing on the municipal budget, it is recommended that an insert be included with tax notices that provides that information, along with any other information council would like to communicate to ratepayers, be it budget related or otherwise.

General Questions

As part of Premier Jason Kenney’s announcement on April 30, 2020 about the phased reopening of businesses and services, he indicated that a supply of non-medical masks would be available to Albertans for use in situations where physical distancing is not possible. Are these masks going to be available soon?

YES. Planning is underway to make 40 million non-medical masks available to Albertans as part of the relaunch. Distribution facilities will be identified in many municipalities to increase access for Albertans. Additional information will be made available as further details are announced.

Mask use is not mandatory; however, Albertans are encouraged to wear non-medical masks in public spaces (e.g., transit, grocery stores, etc.) as a way to prevent respiratory droplets from contaminating other people or surfaces. Masks are not a replacement for other public health measures and good hygiene practices such as hand washing and maintaining two-metre physical distancing as much as possible continue to be encouraged for all Albertans. Rules and guidance for the use of masks in crowded spaces, like mass transit, are available on [Alberta.ca/masks](https://www.alberta.ca/masks).

Does publishing documents online meet the legislative requirements to make public documents available when offices remain closed to the public?

YES. Where the *MGA* requires information to be available to the public for public inspection, the Meeting Procedures (COVID-19 Suppression) Regulation enables this to be met by making it electronically available on a municipal website.



Are there guidelines available to assist with reopening municipal playgrounds?

YES. As of May 22, 2020, municipalities may choose to reopen their playgrounds if they are comfortable that the Chief Medical Officer of Health’s guidelines on numbers and physical distancing can be met. The reopening of municipal playgrounds requires careful planning on the part of municipalities. Municipalities can put up signage indicating that users are at their own risk and that the municipality does not accept any liability. You should consult with your legal counsel if you need information about liability. To support municipalities in adapting current practices, the Government of Alberta has released guidance on outdoor activities, including playgrounds. This guidance is available at <https://www.alberta.ca/assets/documents/covid-19-relaunch-guidance-playgrounds.pdf>. Please note, using playgrounds does have some risks, and children may find it difficult to avoid touching their eyes, nose, and mouth. Under the direction of the Chief Medical Officer of Health, the Government of Alberta is also advising Albertans to wear facemasks as an extra measure to prevent the spread of COVID-19 in the community.

Additional Resources

Alberta municipal associations continue to provide comprehensive resources to assist members during the pandemic. The Alberta Urban Municipalities Association has developed a webpage to act as a quick first reference with links to credible sources for up-to-date information at <https://auma.ca/business-services/employee-benefits/employers/covid-19>. The Rural Municipalities of Alberta’s COVID-19 response hub is accessible via <https://rmaalberta.com/about/covid-19-response-hub/>.

The Federation of Canadian Municipalities continues to compile a list of links and resources for municipalities. <https://fcm.ca/en/resources/covid-19-resources-municipalities>.



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 5.1.

COUNCIL MEETING DATE: June 9, 2020

ITEM DESCRIPTION OR TITLE

2021 Budget Strategy

RECOMMENDATION

1. That Council approve the proposed approach for the 2021 Budget Strategy.
2. That Council approve the Public Participation Plan for the 2021 Budget Strategy.
3. That Council adjust the schedule of the regular Council Meetings on the following dates and times to be held in Council Chambers at Town of Lamont, 5307-50 Avenue, for the 2021 Budget meetings: Tuesday, November 10th, 2020 at 6:00 pm and Tuesday, November 24th, 2020, at 6:00 pm.

BACKGROUND

In 2019, Council and Administration worked through an improved approach to the budget process to set the 2020 Budget. From that experience, there were areas identified for improvement. One area of focus was to include the opportunity for public engagement to meet the criteria within the Public Participation Policy. Another was to adjust the timing, primarily, to start the process earlier to ensure Administration had adequate time to analyze and identify priorities prior to preparing the proposed budget for consideration. Both items have been addressed within the plan presented.

Generally, each year Council must consider impacts on the base budget. These budget drivers may include, but are not limited to:

- General inflation
- Utility cost increases
- Requisition increases
- Policing costs allocated by the Province
- Property Assessment fluctuations
- Items identified for current year within the Town's Strategic Plan
- Capital programs as set out in the 5yr Capital Plan
- Increased transfers to Reserves and Reserve Funds to fund capital programs for current and future years
- Other levels of government funding level changes



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

Further, the Municipal Government Act (MGA) outlines specific requirements as related to the budget and associated processes.

Approach to the Capital and Operational Budgets

Capital Budget:

- Historically, close to \$1 million for capital projects is committed each year without debenture and/or a significant increase in mill rates. At this point, it is unknown if the Town will be able to continue with this trend. More analysis is required to be able to fully forecast and project the capital budget.

Operational Budget:

- The 2021 Operational Budget will be based on an average cost of each account for the years of 2018-2020;
- A consideration of inflation rates in 2020-2021; and
- Any new requests from Administration/Council.

Once the Capital and Operational Budgets are evaluated, the amount of revenue from taxation will be determined, by Council, which will affect the determination of mill rates in April/May 2021.

Public Participation Plan

Public Participation is proposed to be collected from the public. The information will be combined and presented to Council for consideration. Attached is the full Public Participation Plan for the 2021 Budget.

In short, the objective to engaging the public is to ensure Council is aware of the community input, prior to the budgets being deliberated.

Notice of the consultation would be posted on the Town website and included in mail out of the July Utility Bills.

Survey responses would be submitted via:

- ✓ Online – through SurveyMonkey
- ✓ Email: general@lamont.ca
- ✓ Mail: Box 330, Lamont, AB, T0B 2R0
- ✓ Dropped off at the Town Office through the mail drop box



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

Budget Schedule

June 9	• Council presented 2021 Budget Strategy
June 9 - July 3	• Department Heads prepare Budget Requests
July 3	• Deadline for Budget Requests to be submitted to CAO
July 3 - 9	• CAO review and confirm priority of Budget Requests
July 10	• CAO to submit prioritized Budget Requests to Finance Officer
July 1 - 30	• Budget Survey circulated to public
August 7	• Review of proposed Budget
August 7-14	• Preparation of Budget presentation
August 14	• Final Budget presentation & supporting documents to CAO
October 13	• Council introduced to proposed budget- Overview
November 10	• Council to review and deliberate the proposed Budget
November 24	• Council to review and deliberate final Budget for approval

With the uncertainty of how gatherings may occur in 2020, we couldn't confidently plan to have an open house style engagement session in July. In future years, this option would ideally be included in the consultation process.

COMMUNICATIONS

The 2021 Budget schedule and supplemental information will be posted on the website. Additionally, the survey will be circulated via all possible online methods, as well as mailed with the July Utility Bills.

IMPLICATIONS OF DECISION

Approval of the budget approach, including timelines, will allow Council and Administration to implement the planning and budget process for 2021 which includes the development of 3-year and 5-year financial plans, revision to the Fees and Charges Bylaw, and revision to the Utility Bylaw.



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

Approval of the Public Participation Plan for the 2021 budget process will assist in meeting the goal of transparency and align with the Public Participation Policy 11-19. Council values the input of the stakeholders and encourages engagement where possible.

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

Adoption of Operating Budget

MGA Section 242

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

Contents of Operating Budget

MGA Section 243(1)

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

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

MGA Section 243(2)

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

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



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

MGA Section 283(2)

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

MGA Section 283(3)

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

MGA Section 283(6)

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

ATTACHMENTS

Public Participation Plan – 2021 Budget
Public Participation Policy 11-19
2019-2022 Strategic Plan

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

Approved by CAO:

A handwritten signature in black ink, appearing to be "C. Beveridge", is written over the line for the CAO's approval.

PUBLIC PARTICIPATION PLAN

Budget 2021



GENERAL OVERVIEW OF PROJECT:

- Administration is launching budget preparations with the goal of presenting the 2021 Budget for approval by the end of November 2020.
- It was recognized, that in prior years there was little public engagement in the process. For example, the budget meetings were simply held for public to attend as a part of a regular meeting of Council when the budget was being deliberated.
- It was identified that there is an opportunity to engage with the public to obtain valuable information of the priorities for the community. This aligns with Public Participation Policy 11-19.
- The initial plan was to host a public open house but with COVID-19, there is uncertainty in how to transact that option.
- Therefore, the plan would be to engage the public by way of a widely circulated survey.

COMMUNICATION PLAN:

- Residents will be encouraged to take this opportunity to engage with the Town.
- Survey will be prepared and circulated asking the public to complete the survey to assist Council in identifying the priorities of the community.
- Notice of the survey will be posted on the Town website, Facebook and included within the July Utility Bills. Notice will also be advertised in the local newspaper.
- The surveys can be submitted through the following methods:
 - ✓ Online – through SurveyMonkey
 - ✓ Email: general@lamont.ca
 - ✓ Mail: Box 330, Lamont, AB, T0B 2R0
 - ✓ Dropped off at the Town Office through the mail drop box

TIMELINES:

- The survey would be made available July 1- July 31.
- The information will be presented to Council during the initial budget meeting in October 2020.

HOW WILL THE INFORMATION BE USED?

- The purpose of the consultation is to ensure Council is aware of public input, in an advisory nature, prior to the budgets being deliberated by Council.
- The survey information obtained during the consultation will be incorporated into the 2021 Budget Report to Council for information.



11-19 Public Participation

Policy Statement

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

GENERAL POLICY PRINCIPLES

Council recognizes that good governance includes engaging municipal stakeholders in Public Participation by:

- Creating opportunities for municipal stakeholders who are affected by a decision to influence the decision.
- Promoting sustainable decisions by recognizing various Municipal Stakeholder interests.
- Providing municipal stakeholders with the appropriate information and tools to engage in meaningful participation.
- Recognizing that although Councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision-making process.

DEFINITIONS

1. “**CAO**” means the Chief Administrative Officer of the Municipality or their delegate.
2. “**Municipal Stakeholders**” means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.
3. “**Municipality**” means the Town of Lamont.
4. “**Public Participation**” includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.



5. **“Public Participation Plan”** means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.
6. **“Public Participation Tools”** means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
 - (a) in-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops;
 - (b) digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
 - (c) written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and
 - (d) representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

Procedure

COUNCIL RESPONSIBILITIES

1. Council shall:
 - a) review and approve Public Participation Plans developed by the Chief Administrative Officer in accordance with this Policy or as directed by Council;
 - b) consider input obtained through Public Participation; and
 - c) review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.

ADMINISTRATION RESPONSIBILITIES

1. CAO shall:
 - a) in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
 - b) implement approved Public Participation Plans; and
 - c) report the findings of the Public Participation to Council.



2. Public Participation Opportunities

- a) CAO shall develop and implement a Public Participation Plan in the following circumstances:
- b) when new programs or services are being established; or
- c) as otherwise directed by Council.

3. Policy Expectations

- a) Legislative and Policy Implications
 - i. All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
 - ii. All Public Participation will be undertaken in accordance with all existing municipal policies.
 - iii. This Policy shall be available for public inspection and may be posted to the Municipality's website.
 - iv. This Policy will be reviewed at least once every four years, and/or following a general election.
- b) Public Participation Standards
 - i. Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
 - ii. Public Participation activities will be conducted in a professional and respectful manner.
 - iii. The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.
- c) Public Participation Plans
 - i. Public Participation Plans will, at minimum, include the following:
 - a. a communication plan to inform the public about the Public Participation plan and opportunities to provide input;
 - b. timelines for participation; and



Town of Lamont Policy Manual

Public Participation
Policy # 11-19
Corporate Services Committee
January 22, 2019

- c. information about how input will be used.

- d) Reporting and Evaluation
 - i. Information obtained in Public Participation will be reviewed by CAO and a report shall be provided to Council.
 - ii. The report shall include, at minimum, the following:
 - a. an overview of the Public Participation Plan and how it was developed;
 - b. an assessment of the effectiveness of the plan based on the level of engagement and the quality of input;
 - c. a summary of the input obtained; and
 - d. may include recommendations for future Public Participation Plans.
 - i. Reports shall be provided to Council for review.

Adopted by Council:	January 22 2019	Initials:
Motion Number:	18/19	
Supersedes:		



Town of Lamont Policy Manual

Public Participation
Policy # 11-19
Corporate Services Committee
January 22, 2019

Policy Review

Name (Please Print)	Signature	Date

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

This final document consists of:

1. A Mission statement – the mission statement for a municipality defines its mandate and reflects the Town as it is today.
2. A Vision statement – the vision statement for a municipality defines an ideal future state. The vision statement reflects what the Town is working to become.
3. Goals – the goals presented in a Strategic Plan represent high level statements of what Town Council and administration are working to achieve by 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

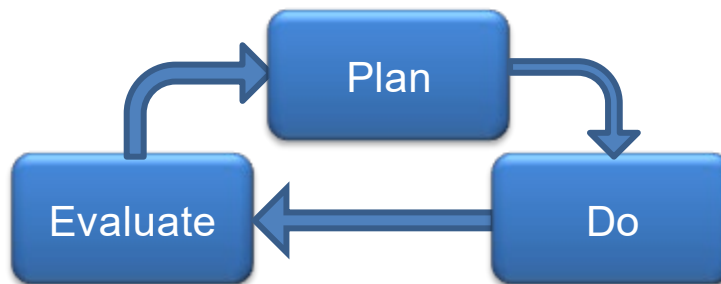
Part of the governance role of Council is to define the vision and goals for the municipality. The purpose of a Strategic Plan is to provide both administration and Council with an outline of Council's strategic priorities. These priorities serve several key functions:

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

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

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

Cycle of Continuous Improvement



The three steps in the cycle of continuous improvement are:

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

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

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

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

Mission, Vision and Goals

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

Mission Statement

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

Vision Statement

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

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

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

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

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

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

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	
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	

<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 	<p>Approve budget</p> <p>Adopts plan</p>	2021	Contracted Services \$50,000	
2.2	Review condition of playgrounds and develop a long-term plan for replacement and upgrades	<ul style="list-style-type: none"> • Engage support to complete repair and maintenance of existing playgrounds • Have the playgrounds inspected and certified as safe 	Approve budget	2021	Resourced Internally	

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

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	
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	

<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 & 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	
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	
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	
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	

<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	



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

AGENDA ITEM: 5.2.

COUNCIL MEETING DATE: June 9, 2020

ITEM DESCRIPTION OR TITLE

Lamont Christmas Light Up Committee
Request to locate a storage container on Town Hall property

RECOMMENDATION

That Council direct Administration to work with the Lamont Christmas Light Up Committee to review their request relative to the Land Use Bylaw regulations and to work collaboratively to identify additional viable options for storage of their property.

BACKGROUND

The Lamont Christmas Light Up Committee has submitted a letter to the Mayor and Council requesting that Council consider allowing the Committee to locate a 40' storage container (sea can) on the Town Hall property for the purposes of storing the Christmas displays. Currently the Committee uses the Town Hall basement to store the displays/props/etc.

The Christmas display has been growing over the years and the request for additional on-site storage space is due, likely, to the increased storage needed to house larger and more permanent style displays, as opposed to the more compact inflatable displays. Administration has no concerns with allowing the Committee to continue to use the Town Hall basement to store the Christmas Light Up displays.

Any development proposed in the Town must comply with the regulations of the Land Use Bylaw and must obtain an approved development permit from the Town. A request to locate a storage container (sea can) on any property is subject to these same requirements.

The current regulations within the Land Use Bylaw state:

Section 4.20.1

Unless exempted by Section 3.4.17 a development permit for a storage pod, permanent or temporary, is required in all districts.

Section 4.20.2

A storage pod as an accessory structure to an approved use may be considered in the M1 District and shall comply with the regulations of the district.



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

Section 4.20.3

A storage pod may be placed temporarily on a multi-residential, commercial, industrial or public service site for purposes of storage of equipment and materials. A valid development and building permit for the proposed new use must be issued for the site. The siting of the storage pods must comply with the setback regulations of the applicable district.

Based on these regulations the Land Use Bylaw does not allow for the placement of a storage container on a permanent basis in any land use district, except in an industrial district. Any change to these regulations, to allow for the consideration of permanent placement, would require an amendment to the Land Use Bylaw.

Administration will work with the Committee to identify storage solutions.

COMMUNICATIONS

Administration will make contact with the Lamont Christmas Light Up Committee.

IMPLICATIONS OF DECISION

N/A

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

Land Use Bylaw 06/17, Section 4.20

ATTACHMENTS

Letter of Request

Report Prepared By: Laraine Stuart, Development Officer

Approved by CAO:

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

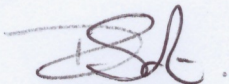
It was a pleasure to meet with Council on January 28th, and we were pleased with the warm reception and the avid interest in our organization. We share the desire to keep the channels of communication and cooperation wide open.

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



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

AGENDA ITEM: 5.3.

COUNCIL MEETING DATE: June 9, 2020

ITEM DESCRIPTION OR TITLE

Whistle Cessation Update

RECOMMENDATION

That Council accept this report as information.

BACKGROUND

In January 2019, Council was advised that a letter was provided to the Town requesting whistle cessation in the community. Administration reached out directly to CN to engage and start the process. As Council has been made aware, there were many setbacks during this process; one being several different CN representatives to work with.

To provide an action plan for actively pursuing whistle cessation at this time, CN provided information on January 2020 regarding the Transport Canada procedures and some example information of what is required. We understand the primary hurdle to moving forward is that a detailed assessment would need to be completed for each crossing we would pursue whistle cessation on, to understand what upgrades are needed to meet the requirements. We believe three crossings would be looked at (Highway 831, 50th Avenue, and Range Road 195). For preliminary review purposes, we believe the detailed assessment could cost in the range of \$25,000 to \$40,000.

Following the detailed assessment, and the notifications to stakeholders, the Town of Lamont would have to review and consider the potential upgrade costs to the three crossings and the surrounding areas. At a minimum, upgrades would have to be completed to accommodate lights, bells, and gates at each crossing. These upgrades could also potentially require geometry and alignment changes to each crossing. In addition, we expect there to be fencing upgrades required throughout Town to ensure pedestrian traffic is not crossing the railway at unmarked and uncontrolled crossings. We understand that the upgrades to the crossings must be completed by CN, and the Town would fully reimburse CN for the costs of upgrades and the associated works. We have found a wide range of suggestions for preliminary budget estimates from other municipalities, ranging from \$100,000 to \$1,000,000 per crossing to accommodate the upgrades.



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

In addition to this information, CN reached out to the Town of Lamont on October 2019, regarding the review and upgrading of each rail crossing within the Town of Lamont, unrelated to Whistle Cessation, but to meet the requirements of the updated “Grade Crossings Regulations” put into force by Transport Canada in November 2014. Their letter to the Town indicates they have completed an evaluation and identified areas of upgrades to be completed jointly by CN and the Town of Lamont and have requested to meet with the Town.

At this time, it may be best if the Town of Lamont waits until possible upgrades are completed to the rail crossings with the current evaluation process being completed by CN, or to inquire about including Whistle Cessation requirements within CN’s evaluation.

COMMUNICATIONS

Update to be provided to the member of the public who originated the request.

IMPLICATIONS OF DECISION

N/A

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

N/A

ATTACHMENTS

Letter – resident request
October 25, 2019 Letter from CN

Report Prepared By: Neil Renneberg, Director of Operations & Infrastructure

Approved by CAO:

To

December 18 2018

Town of Lamont

CAO Ms. Christine Beveridge

Cessation of Train Whistling

Due to the increased number of trains passing through the Town of Lamont the train whistles have become bothersome to the people living nearby. It is requested that the Town explore the possibility of a complete cessation of whistling at the three following crossings:

1. Highway 831 and 47 avenue crossing, west side of town
2. 50 avenue crossing
3. 48 street crossing

Your attention and response to this matter would be appreciated. Thank you.

Jim Dowell 5616-52 ave

5602-52 ave

5602-52 ave

5535-52 ave

5535-52 ave

5602-52 ave

5628-52 ave

5539-52 ave

Taylor 5624-52 ave

5547-52 ave

5547-52 ave

5624-52 ave

5624-52 ave

5612-52 ave

5612-52 ave

5612-52 ave

5551-52 ave



Corporate Services

Sean Finn

Executive Vice-President
Corporate Services
and Chief Legal Officer

935 de La Gauchetière Street West
16th Floor
Montreal, Quebec H3B 2M9
Canada
T 514-399-8100
F 514-399-4854

Services corporatifs

Vice-président exécutif
Services corporatifs et chef de la
direction des Affaires juridiques

935, rue de La Gauchetière Ouest
16^e étage
Montréal (Québec) H3B 2M9
Canada
T 514 399-8100
Tc 514 399-4854

October 25, 2019



His Worship Bill Skinner
Mayor
Town of Lamont
5307 50th Avenue
Lamont AB T0B 2R0

Dear Mayor Skinner:

Following the entering into force of Transport Canada's *Grade Crossings Regulations* in November 2014, CN has been collaborating with Road Authorities and communities across our network as we all work to comply with the new requirements aimed at improving grade crossing safety by the November 28, 2021 deadline.

Safety is a shared responsibility and grade crossings present a very good illustration of this reality. By enabling the coexistence of road and rail traffic, grade crossings facilitate the flow of persons and goods, supporting the lives of Canadians and the economy. The Regulations recognize this shared responsibility by directing Road Authorities and Railway Companies to share information and take measures aimed at improving safety.

You may recall that the Regulations require Railway Companies and Road Authorities to share with each other specific information about public crossings in order to determine the work needed to bring grade crossings in compliance with the standards set by the Regulations. In that respect, by the end of November 2016, CN shared with your community a detailed list of crossings and a spreadsheet to facilitate the crossing information sharing.

CN has received the crossing information from the Town of Lamont and we want to thank you for sharing this information with us.

His Worship Bill Skinner
October 25, 2019
Page 2



Since the crossing information has been exchanged, CN proceeded with an evaluation to determine if the crossings are in compliance with the *Grade Crossings Regulations*. CN has identified certain items of potential concern and is proposing to meet with your representatives to provide details and discuss the potential required work or any concerns identified by your public works department.

CN is committed to continue working with your community on crossing safety. To that end, our Public Works Officers are preparing to meet with the Town of Lamont and will be contacting your public works department in order to discuss the results of your own evaluations and to coordinate any required work so as to ensure that the crossings are compliant with the Regulations by November 28, 2021.

Costs:

Should any work at the crossings in your territory be required to ensure compliance with the Regulations, the costs will be shared in accordance with the existing orders from the Canadian Transportation Agency or its predecessors or Agreements in place governing each party's responsibility at those crossings.

Contacts:

If you have any questions or concerns respecting CN's activities in your community, please do not hesitate to contact Lyndsay Brumwell at 306-945-6567 or by email at lyndsay.brumwell@cn.ca

Yours sincerely,

A handwritten signature in blue ink that reads "Sean Finn".

Sean Finn

Encl.

cc: Ms. Christine Beveridge, Chief Administrative Officer



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

AGENDA ITEM:

5.4.

COUNCIL MEETING DATE: June 9, 2020

ITEM DESCRIPTION OR TITLE

Arena Concession Lease Request

RECOMMENDATION

That Council adjust the Arena Concession lease rate for Tarka's Treats to \$500 for the 2020 season.

BACKGROUND

A request has been received by the Arena Concession Operator for a reduction in lease rate for the 2020 year. The business was affected by the required closure of the Arena on March 14th due to COVID-19. Given the unexpected nature of the closure, there were products left in the concession, therefore the business experienced a loss of product. Administration has been working with the Arena Concession Operator to find a mutually acceptable solution.

As the Arena Concession Operator is unsure of the future, given the great amount of uncertainty around the 2020/2021 hockey season, they are requesting a 50% reduction to the lease for 2020.

COMMUNICATIONS

The Concession operator would be advised of Council's decision.

IMPLICATIONS OF DECISION

N/A

FINANCIAL IMPLICATIONS

The Town would not collect \$500 of the lease for the Arena Concession for 2020.

POLICY AND/OR LEGISLATIVE REFERENCES

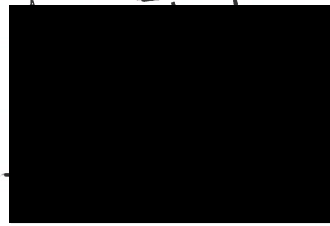
N/A

ATTACHMENTS

Letter of Request

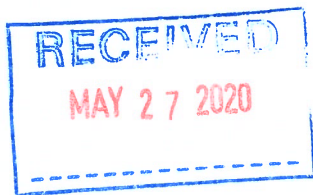
Report Prepared By: Christine Beveridge, CAO

Approved by CAO:



Dear Mayor Skinner + Hamont Council

I would like to know if the Mayor + Councilors could during this harrowing time see fit to readjust the yearly amount of my lease for the concession at the Hamont Arena due to the fact that my season came to an abrupt end first with the ice plant breaking down and secondly due to this horrible Corona Virus. I was left with an abundance of stock also due to the short season and not being able to get into the concession. Thank you so much for your consideration.



Horrie Tanka
Tanka's Treats

2018 (11)

AGREEMENT BETWEEN
The Town of Lamont
And
Tarka's Treats (Lorrie Tarka)

Recognizing that the parties have a common dependence upon the success of the operation of the concession booth at the arena and recognizing further that a relationship of mutual goodwill and respect between the parties can greatly contribute to the success of that service and wishing to establish more formal channels of remuneration and working conditions than have existed, the parties have joined together in this agreement.

ARTICLE 1 - Parties

This agreement between the Town of Lamont (hereafter called the Town)
and
Tarka's Treats (Lorrie Tarka)

ARTICLE 2 - Service

Tarka's Treats agrees to operate the concession booth at the arena from September 1st of each year until March 31st of each year. The hours of operation shall coincide with the times the arena is open to the public during that period.
Tarka's Treats agrees that a high quality of food and cleanliness will be maintained at all times.
Tarka's Treats agrees to thoroughly clean the concession booth and equipment at the end of each season which shall be considered April 15th .

ARTICLE 3 – Expenditures

Repair and maintenance to equipment shall be the responsibility of Tarka's Treats.
Tarka's Treats agrees to structurally maintain the concession booth and to maintain it so that it is visually attractive.
All consumable inventories shall be paid for, owned by and be the responsibility of Tarka's Treats. All capital equipment shall be purchased by and maintained by Tarka's Treats on behalf of the Town who shall be the owner of the equipment.
Tarka's Treats agrees, at their expense, to meet all standards and requirements for the operation of a food establishment.
Tarka's Treats shall be responsible for all licenses and permits required for the establishment and operation of a food establishment.
Should the Town decide to install separate meters for electricity, gas and water, Tarka's Treats agrees to pay for operating cost of such utilities.

ARTICLE 4 – Revenue

Tarka’s Treats is entitled to all revenue generated from the operation of the concession booth during its hours of operation.

ARTICLE 5 – Insurance

The parties agree to hold harmless and cross indemnify each other for the services provided.

ARTICLE 6 – Lease Payments

Tarka’s Treats agrees to pay a yearly lease of:

April 15th, 2019 – \$1,000.00 Dollars

April 15th, 2020 – \$1,000.00 Dollars

April 15th, 2021 – \$1,000.00 Dollars

Tarka’s Treats may not sublet the concession booth.

ARTICLE 7 – Management

Tarka’s Treats shall be responsible for staffing of the concession booth. The staff shall obey all reasonable requests of the Arena Manager.

ARTICLE 8 – Miscellaneous

From time to time, the Town will enter into arrangements with suppliers of products and services for the promotion of their products and services in the arena. Tarka’s Treats shall comply with the arrangements the Town has made with those suppliers and will do nothing to jeopardize those arrangements. Tarka’s Treats agrees to fully compensate the Town for all costs should Tarka’s Treats be responsible for the loss of such arrangements.

ARTICLE 9 – Duration


This agreement shall be in full force and effect from September 1st, 2018 until April 15th, 2021.

ARTICLE 10 – Conclusion

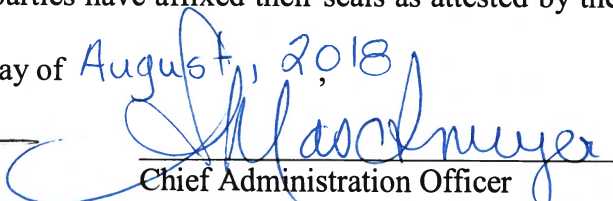
This agreement shall ensure and be binding to the benefit of the parties hereto, their successors and assigns. The parties agree that they have power to bind their respective organizations.

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


DATED this 22 day of August, 2018



Mayor



Chief Administration Officer



Tarka’s Treats - Lorrie Tarka

(name)



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

AGENDA ITEM: 5.5.

COUNCIL MEETING DATE: June 9, 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: 5.6.

COUNCIL MEETING DATE: June 9, 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. 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 have worked to meet the requirements (ie: signage etc.) to deal with the outdoor amenities (playgrounds, cookshack, outdoor exercise equipment) in the community. Playgrounds, ball diamonds, and outdoor exercise equipment are currently open with restrictions, while the splash park, 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

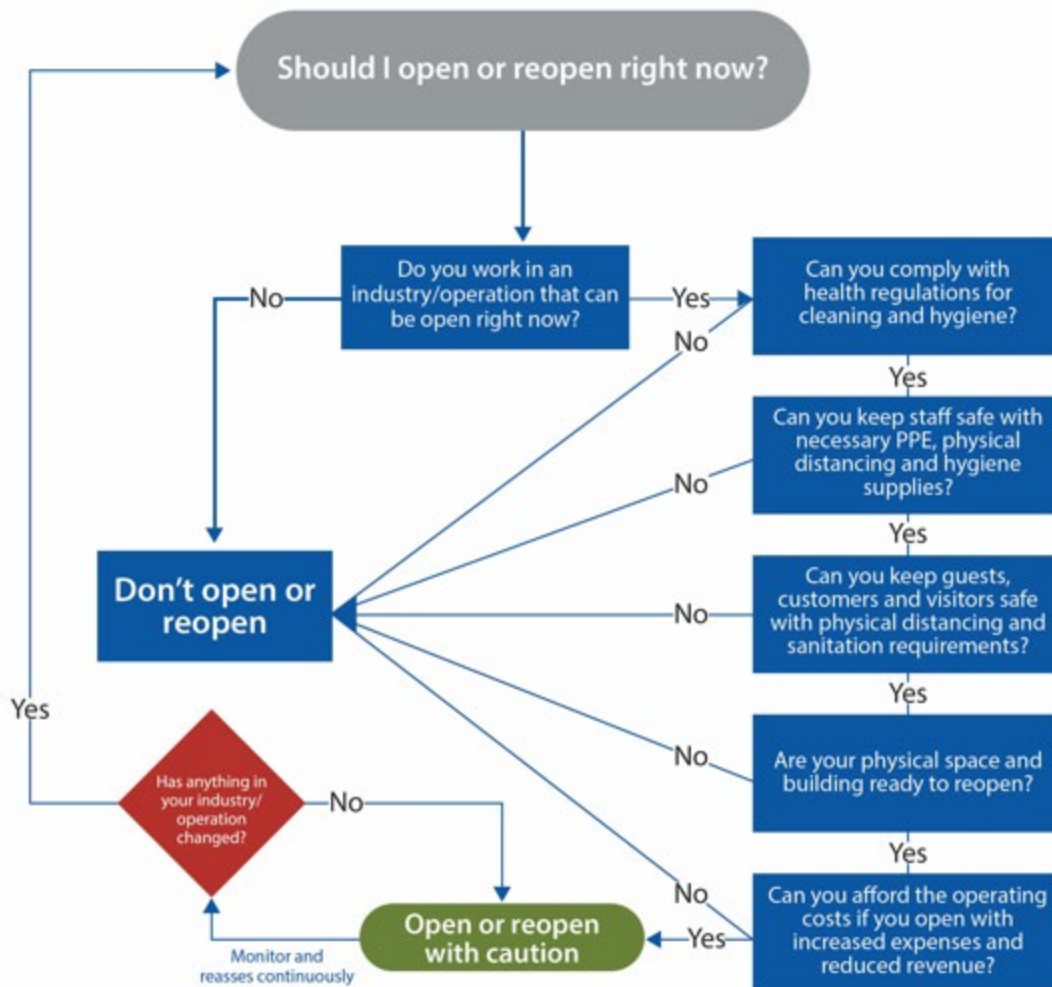
N/A

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.



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

AGENDA ITEM: 5.7.

COUNCIL MEETING DATE: June 9, 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

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

This service has been provided by www.TownLife.com | COMMUNITY POWERED WEBSITES!



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

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.



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM:

5.8.

COUNCIL MEETING DATE: June 9, 2020

ITEM DESCRIPTION OR TITLE

Transfer of Utilities to Property Taxes

RECOMMENDATION

That Council authorize the transfer of outstanding utilities from accounts #327-008 and #327-007 in the amount of \$1,166.84 to the property tax roll #60000.

BACKGROUND

Administration received a title change for removing a property owner's name that was linked to a utility account. However, the property owners do not currently live in the residence and rent it out; earlier in 2020 there was a water issue causing a substantial bill due to water usage. It is recommended to transfer the utility bill to the tax roll due to the name change, to eliminate a potential write-off in the future as was recommended by our legal advisors.

COMMUNICATIONS

N/A

IMPLICATIONS OF DECISION

N/A

FINANCIAL IMPLICATIONS

The Town may not be able to collect \$1,166.84 in revenue for the utility bill in the future due to the name change and would possibly have to request a write-off.

POLICY AND/OR LEGISLATIVE REFERENCES

Section 42(1) of the MGA

The charges for a municipal utility service provided to a parcel of land are an amount owing to the municipality by the owner of the parcel.

Section 553(1) of the MGA

Transfer unpaid costs related to utility costs to individual tax rolls.

ATTACHMENTS

N/A

Report Prepared By: Dawn Nielsen, Deputy CAO

Approved by CAO: Christine Beveridge



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

AGENDA ITEM: 5.9.

COUNCIL MEETING DATE: June 9, 2020

ITEM DESCRIPTION OR TITLE

Policy Update - Property Tax Installment Payment Plan

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 20th 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 1st 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.

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



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 31st of any year, to pay the taxes payable by the taxpayer for the following year, pursuant to the Plan.



Town of Lamont

- 6. A Taxpayer may apply to the Plan up to February 15th 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



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: June 9, 2020

ELECTED OFFICIAL: Mayor Bill Skinner

REPORT PERIOD: May 6 – June 3, 2020

Boards and Committees:

- **May 25:** Chaired the Lamont County Housing Foundation Board meeting via teleconference. Our Lodges and Self-Contained Units have managed well throughout pandemic. We continue to maintain the Andrew Lodge building and grounds and recover costs from Alberta Seniors and Housing. Approved annual audited financial report and appointed auditor for year.
- **June 1:** Lodge Managers Meeting – visitations are now open and use of laptops for virtual meetings has decreased. Now accepting new residents into lodges. Seasonal maintenance items moving forward.
- **June 2:** Attended ASCHA (Alberta Seniors Communities and Housing Association) AGM held via Zoom (as Foundation Board Chair and voting delegate) due to convention cancelled this spring. Bylaws amended to change name to Alberta Seniors and Community Housing Association and to also include non-seniors housing. Reviewed financial statement and discussed membership fees and rising operational costs.

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/ ideas for reopening safely
- **May 28:** Seniors and Housing Town Hall teleconference call with Seniors and Housing Minister Josaphine Pon and Chief Medical Officer Dr. Deena Hinshaw. Discussed the difficulty of using PPE for Lodge visits and the restrictions on indoor gatherings, including no shared food dishes or drinks. Discussed the ability of seniors living at home to cope with pandemic with respite homecare unavailable and potential for increase in violence/abuse.



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: May 26, 2020

ELECTED OFFICIAL: Dave Taylor

REPORT PERIOD: May 12-20, 2020

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.

CAO REPORT

FOR THE PERIOD ENDING JUNE 8, 2020

HIGHLIGHTS:

- Prepared and sent out the 2020 Tax notices for May 22, 2020.
- Oversight of the 2020 Capital Works Project.
- Continue to finalize the agreements to allow stray dogs to be held at Lamont Boarding Kennel, then transported to the Edmonton Humane Society.
- Ongoing policy work.
- Working with contractor for bike pump track preparations.
- Evaluation of Asset Management software and proposed grant opportunity.
- Preparation and finalization of Budget 2021 strategy; preparation of Public Participation Plan.
- Continued COVID response and preparation for relaunch.

MEETINGS/EVENTS & PROFESSIONAL DEVELOPMENT:

Meetings

- Monthly Staff Meetings
- AUMA Relaunch Webinar
- RMRF Webinar, Managing COVID as an employer
- Dan Peskett, Brownlee LLP
- Government of Alberta, Town Hall Meeting
- Capital Region Emergency Preparedness Partnership weekly meetings (Zoom)
- Food Bank Tour
- Pre-construction Meeting – Kantrax Contracting
- Regional Fire Chief, Shayne Milliken

OPERATIONS & INFRASTRUCTURE REPORT

FOR THE PERIOD ENDING June 3, 2020

HIGHLIGHTS – PARKS AND RECREATION

Updates

- Two summer student positions started in May. They have been working primarily with the Parks and Recreation group on grass maintenance, weed removal, trimming around fences and facilities, and attending to the compost yard on Saturdays.
- Staff have been monitoring and maintaining the closure of the Playgrounds, Exercise Equipment, and Perma-Potties during the month of May, and in late May worked with Administration to re-open the amenities to the public and post proper signage.
- Hillside Park maintenance work completed including sealing the tree mural on the cook shack, resealing perma-potties fixtures to the concrete floors, and placing additional shale on the ball diamonds from existing stockpiles.
- Parks and Recreation staff continue to utilize increased personal safety measures related to Covid-19. This includes working individually on tasks when able to, maintaining physical distancing of 2.0 meters when appropriate, utilizing bleach wipes on equipment and vehicles before and after each use, separate use of vehicles, and following Alberta Health Public Orders. With the introduction of summer students to the Park and Recreation group, additional measures are being utilized to maintain physical distancing, including separate washrooms throughout the Meeting Room and Arena building for each worker.

HIGHLIGHTS – PUBLIC WORKS

Road Maintenance

- Gravel road repair completed on 47th Avenue near the Heartland Hotel where runoff overtopped the road in early May.
- Gravel road repair completed at entrance into Beaver Creek Co-op.
- Ongoing gravel road repair on 47th Avenue near General Auto.
- Laneway and drainage repair completed at the Post Office.
- Pot-hole filling has started on 51st Avenue.
- Street Sweeping began on May 7th and is ongoing. Streets remain to be done in Edna, and portions of Hillside and Campbell.

Facilities

- Edna Lift Station – Working with a contractor for the replacement of a failed check valve
- Out of Town Lift Station – Station ran well during the peak flows on May 31st / June 1st, but incoming flows from infiltration were in excess of 10x our normal flow rates.

OPERATIONS & INFRASTRUCTURE REPORT

FOR THE PERIOD ENDING June 3, 2020

Operations

- Water and wastewater operation has continued alternating weeks to train additional staff.
- Hydrant flushing has started.
- Lagoon effluent draining has been ongoing since the May long weekend, with additional sampling of the monitoring wells as required.
- Public Works staff continue to utilize increased personal safety measures related to Covid-19. This includes utilizing separate vehicles, working in groups out of both the Public Works Shop and the RCMP office space at the Fire Hall, maintaining physical distancing of 2.0 meters when appropriate, utilizing bleach wipes on equipment and vehicles before and after each use, and following Alberta Health Public Orders.

Operations and Infrastructure Position

- Oversight of 2020 Capital Works Project (Select Engineering).
- Parks and Public Works Operations – Continuing from April, providing daily and weekly tasks lists, updates, and general direction to the staff for planning and completing of projects.
- Covid-19 Response:
 - Tracking and reviewing self-isolation requirements for sick workers.
 - Relaunch strategies and discussions with Administration.
 - Reopening of Playgrounds with Parks and Recreation and Administration.
- Ongoing – Summer Student Applications, looking for a fourth summer student for a two-month position.
- Ongoing – Compiling internal and external Equipment Maintenance Records.
 - Admin. staff have aided with compiling all information from 2018 and 2019, and an Equipment Maintenance Binder (physical) and Directory (digital) are being created.
- Ongoing – Compiling and reviewing building utility costs for sustainability review.
 - Gas and Electric Utility Costs have been pulled together for all facilities from 2017 to current.
- Ongoing – Compiling record drawings for facilities with available documents.
- Ongoing – Compiling building maintenance records from 2018 onward.
 - Preparing a Building Maintenance Binder (physical) and Directory (digital) for records.
- Responding to Resident Concerns, calls/requests for May related to the following:
 - Drainage – Alleys and Culverts
 - Black Knot trees – Updating inventory and providing feedback, proper disposal
 - Concrete repairs
 - CCs sticking up

Description	2020 Budget	Targeted Amount		2020 Actual	Variance	% of Completion	2020 - May	2019 - May	Increase/ (Decrease)	Percentage	Note
		Jan - May	Jan - May								
REVENUE											
General Revenue	(2,923,710)	(2,659,750)	(2,551,806)	(371,904)		87%	(2,404,642)	(2,524,116)	119,474		
Administration	(19,350)	(8,063)	(5,847)	(13,503)		30%	(415)	(1,364)	949		
By Law	(2,500)	(1,042)	(1,830)	(670)		73%	0	(418)	418		
Strs. & Road	(672,900)	(280,375)	(758)	(672,142)		0%	0	0	0		
Storm Sewer	0	0	0	0		0%	0	0	0		
Water	(569,910)	(237,463)	(189,624)	(380,287)		33%	(94,739)	(84,444)	(10,295)		
Sewer	(169,523)	(70,635)	(56,158)	(113,365)		33%	(28,119)	(25,100)	(3,019)		
Garbage	(338,095)	(140,873)	(113,691)	(224,403)		34%	(56,856)	(55,461)	(1,395)		
Cemetery	(2,000)	(833)	(800)	(1,200)		40%	0	0	0		
Planning & Subdivision	(3,000)	(1,250)	(1,024)	(1,976)		34%	0	(24)	24		
Hall	(25,500)	(10,625)	(2,845)	(22,655)		11%	0	54	(54)		
Arena	(224,534)	(93,556)	(28,603)	(195,932)		13%	0	0	0		
Park	(38,000)	(15,833)	0	(38,000)		0%	0	(1,400)	1,400		
Curling Rink	(500)	(208)	0	(500)		0%	0	(100)	100		
FCSS	0	0	0	0		0%	0	0	0		
TOTAL REVENUE	(4,989,522)	(3,520,506)	(2,952,986)	(2,036,536)		59%	(2,584,770)	(2,692,372)	107,602		
EXPENSE											
Council	150,200	62,583	63,944	86,256		43%	5,885	7,687	(1,802)		
Administration	642,210	267,588	263,269	378,942		41%	44,904	50,305	(6,152)		
Fire	29,250	12,188	15,108	14,142		52%	1,375	1,872	(497)		
Disaster Service	1,500	625	0	1,500		0%	0	0	0		
By-Law	60,420	25,175	3,384	57,036		6%	0	71	(71)		
Public Work	487,163	202,984	196,010	291,153		40%	36,107	37,698	(1,591)		
Street & Road	307,300	128,042	90,347	216,953		29%	17,153	17,049	104		
Storm Sewer	17,400	7,250	16	17,384		0%	0	8,387	(8,387)		
Water	357,900	149,125	109,112	248,788		30%	19,832	29,339	(6,895)		
Sewer	104,200	43,417	27,598	76,602		26%	8,518	13,386	(4,868)		
Garbage	388,510	225,438	202,345	186,165		52%	131,279	23,051	108,228		
Cemetery	4,800	2,000	800	4,000		17%	800	700	100		
Town Beautification	30,500	12,708	0	30,500		0%	0	0	0		
Planning & Subdivision	163,350	68,063	45,628	117,722		28%	13,875	1,170	12,705		
Hall	204,009	85,004	59,186	144,822		29%	9,896	11,268	(1,371)		
Arena	381,122	158,801	145,681	235,441		38%	10,364	23,928	(13,565)		
Park	97,863	40,776	7,951	89,912		8%	3,994	17,149	(13,156)		
Curling Rink	42,000	17,500	17,881	24,119		43%	509	1,776	(1,266)		
FCSS & School Fund	615,460	256,442	139,030	476,430		23%	0	6,157	(6,157)		
Total Expense	4,085,157	1,765,707	1,387,291	2,697,866		34%	304,491	250,993	55,358		

Description	2020 Budget	Targeted Amount		2020 Actual		Variance	% of Completion		Increase/ (Decrease)	Percentage	Note
		Jan - May	Jan - May	Jan - May	Jan - May		2020 - May	2019 - May			
Capital Programs											
Administration	0	0	0	0	0	0%	0	0	0	0%	
Fire	0	0	0	0	0	0%	0	0	0	0%	
Public Work	0	0	0	0	0	0%	0	0	0	0%	
Street and Road	653,400	272,250	19,394	634,006	3%	7,758	7,250	508	7%		
storm Sewer	0	0	0	0	0%	0	0	0	0%		
Water	0	0	0	0	0%	0	0	0	0%		
Sewer	0	0	0	0	0%	0	0	0	0%		
Planning & Subdivision	0	0	0	0	0%	0	0	0	0%		
Hall	0	0	0	0	0%	0	0	0	0%		
Arena	0	0	0	0	0%	0	79,434	(79,434)	-100%		
Park	41,000	17,083	0	41,000	0%	0	0	0	0%		
Curling Rink	0	0	0	0	0%	0	0	0	0%		
Total Capital Programs	694,400	289,333	19,394	675,006	3%	7,758	86,684				



Status Report

Department: Fire Department For the Month ending: May 2020

- Lieutenant positions have been filled, effective June 1st Chris Greening and Kylee Dziwenko will begin their duties.
- Online training is going well. Small groups maintaining social distancing have been going well for training nights to keep skills up to date. Spotters will be in place to ensure we are distancing properly. Captain Price and Captain McDonald have planned the next 6 weeks so that no more than 15 attend a training night at the station.
- Transition of the Captains has gone very well.
- There were 9 incidents.

Planned for next month:

- Online and at station training will continue, focus will be on pump operations, hose streams and wildland operations.
- Will be starting to transition with new Lieutenants.
- Start training with new officer core on Fire Pro 2 software and administration duties.

Scott Calder, Fire Chief
District 4