

# Council Package

July 14, 2020





**AGENDA  
TOWN OF LAMONT  
REGULAR MEETING OF COUNCIL  
JULY 14, 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 – June 23, 2020**

**2. CLOSED SESSION**

**2.1. Personnel – (FOIP Section 17 – Disclosure Harmful to Personal Privacy)**

**2.2. CAO Advice – (FOIP Section 24 – Advice from Officials)**

**3. DELEGATIONS**

**3.1. Sara Fulford, Urban Hens & Community Gardens**

**3.2. MOTION FOR ACCEPTANCE OF DELEGATION**

#### **4. CORRESPONDENCE**

**4.1. News Release – CN Rail**

**4.2. Letter from Minister of Municipal Affairs – Economic Recovery Plan**

**4.3. Municipal Affairs – FAQ July 3 Issue**

**4.4. Provincial Response to COVID-19 Outbreak**

#### **5. NEW BUSINESS**

**5.1. Lamont Curling Club Request**

**5.2. Strategic Plan Status Report**

**5.3. 2021 Budget Strategy Update**

**5.4. Mid-Year Financial Budget Review and Reallocation**

**5.5. 2020 Capital Budget Updates**

#### **6. REPORTS**

**6.1. Mayor and Council Reports**

**6.1.1. Mayor Skinner Report**

**6.1.2. Councillor Foulds Report**

**6.1.3. Councillor Taylor Report**

**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**



5307 – 50 Avenue  
Lamont, AB T0B 2R0

**Town of Lamont  
June 23, 2020  
Regular Meeting of Council**

**HELD BY ZOOM MEETINGS**

<b>PRESENT:</b>	Bill Skinner	Mayor
	Jody Foulds	Councillor
	Kirk Perrin	Councillor
	Al Harvey	Councillor
	David Taylor	Councillor
	Perry Koroluk	Councillor
	Christine Beveridge	Chief Administrative Officer
	Dawn Nielsen	Deputy Chief Administrative Officer
	Laraine Stuart	Planning and Development Officer
	Dreena Guptill	Recording Secretary

**CALL TO ORDER AND RELATED BUSINESS**

**Call to Order: Mayor Skinner:** called the meeting to order at 7:00 p.m.

**Adoption of Agenda**

- Item 1.4.2. Lamont County Housing Foundation Minutes moves to 4.2. Correspondence.
- Closed Session will move to end of the agenda before Adjournment.

**MOTION: 154/20 Councillor Koroluk:** That the Council Agenda be accepted as amended.

**CARRIED**

**Declaration of Pecuniary Interest:** None.

**Adoption of Minutes:**

a) Meeting Minutes – June 9, 2020

**MOTION: 155/20 Councillor Perrin:** That the Minutes of the June 9, 2020 Council Meeting be accepted as presented.

**CARRIED**

**DELEGATIONS:** Shane Milliken, Regional Fire Chief, Lamont County and Scott Calder, District Chief

**MOTION: 156/20 Councillor Perrin:** That Council accept the delegation.

**CARRIED**

**CORRESPONDENCE**

- Municipal Spending Report, Canadian Taxpayers Federation
- Lamont County Housing Foundation – May 25, 2020

**MOTION: 157/20 Councillor Taylor:** That Council accept the correspondence as information.

**CARRIED**

**NEW BUSINESS**

**Introduction to Proposed Land Use Bylaw Amendments**

**MOTION: 158/20 Councillor Harvey:** That Council accept this report as information and direct Administration to proceed with preparation of a Land Use Bylaw Amendment for presentation to Council at a later date.

**CARRIED**

**Deputy Mayor Oath**

*The Oath for Deputy Mayor Koroluk was administered by Dawn Nielsen, Deputy CAO.*

## Council Meeting Schedule

**MOTION: 159/20 Councillor Foulds:** That Council adjust the meeting times for Regular Council meetings to 7:00 p.m. for the remainder of 2020, with exception of the budget meeting dates included in Motion 141/20.

**CARRIED**

## REPORTS

### Council Reports:

- |                           |   |
|---------------------------|---|
| <b>Mayor Skinner</b>      | Written Report attached.  |
| <b>Councillor Foulds</b>  | Nothing to Report.  |
| <b>Councillor Perrin</b>  | Nothing to Report   |
| <b>Councillor Harvey</b>  | Verbal report provided <ul style="list-style-type: none"><li>• Attended Library Board meeting. A new Memorandum of Understanding with Elk Island Public Schools has been put forward. Currently working on establishing a change to hours of operation, looking at how the Library will operate within the school facility, and how to safely reopen during COVID-19. Additionally, looking at how staffing will operate under new agreements (this needs to be ratified), a motion has been put forward.</li></ul> |
| <b>Councillor Koroluk</b> | Nothing to Report.  |
| <b>Councillor Taylor</b>  | Verbal report provided <ul style="list-style-type: none"><li>• Lamont High School Grad Club 2020 Update – Congratulations to the first virtual graduating class! Ceremonies were conducted and went very well.</li></ul>  |

**MOTION: 160/20 Councillor Taylor:** That Council accept the reports as information as presented.

**CARRIED**

**NOTICES OF MOTION – Anonymous Complaints and Letters Policy**

**Councillor Perrin**: Notice provided of the following motion to be deliberated during the July 14, 2020 meeting:

**MOTION:** That Administration prepare and bring forward an Anonymous Complaints and Letter Policy for the next Council meeting.

**CLOSED SESSION**

**Personnel – (FOIP Section 17 – Disclosure Harmful to Personal Privacy)**

**Advice from Officials - (FOIP Section 24 – Advice from Officials)**

**MOTION: 161/20 Councillor Perrin**: That Council convene in closed session pursuant to Section 197 of the *Municipal Government Act* to meet in private to discuss matters protected from disclosure by Section 24 of the *Freedom of Information and Protection of Privacy Act* at 7:53 p.m.

**CARRIED**

**MOTION: 162/20 Councillor Taylor**: That Council revert to regular Council meeting session at 8:45 p.m.

**CARRIED**

**MOTIONS ARISING FROM CLOSED SESSION – None.**

**ADJOURNMENT:** Mayor Skinner adjourned the meeting at 8:47 p.m.

\_\_\_\_\_  
Mayor

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

# CLOSED SESSION NOTICE

- **Personnel:** (*FOIP Section 17 – Disclosure Harmful to Personal Privacy*)
- **CAO Advice:** Advice from Officials – (*FOIP Section 24(1)(a), Advice, proposals, recommendations for or by a public body*).





## 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: sara fulford

Organization (If Applicable):

*Severed as per Section 17 of the FOIP Act*

Address:

[Redacted]

Primary Phone:

[Redacted]

*Severed as per  
Section 17 of  
the FOIP Act*

Secondary Phone:

Email:

[Redacted]

*Severed as per Section 17 of the FOIP Act*

##### PURPOSE & NATURE OF YOUR REQUEST

Please provide details of your request: my intent at this time is to bring forward to council a proposition that we amend current bylaws to include an urban hen project as this is currently being done in other municipalities including the city of edmonton. My 2<sup>nd</sup> topic of discussion will be to propose the use of vacant town lots and other green space as delegated by the town to begin community gardens and beautify the community.

(If more space is required, please attach additional information)

Will your presentation include any visual aids (ie; PowerPoint Presentation)? If so, please specify.  
Not at this time

**Severed as per Section 17 of the FOIP Act**

Signature: \_\_\_\_\_ Date: June 4<sup>th</sup> 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.

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## 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 \_\_\_\_\_

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 \_\_\_\_\_

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 \_\_\_\_\_

Debate concerning matters raised during public presentations shall take place at the discretion of Council.

Initials \_\_\_\_\_

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 \_\_\_\_\_

**MAIL OR HAND DELIVERY PHONE**

**Attn: Chief Administrative Officer 780.895.2010**

**Town of Lamont EMAIL**

**5307-50 Avenue [general@lamont.ca](mailto:general@lamont.ca)**

**Box 330 FAX**

**Lamont, AB T0B 2R0 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.



Celebrating 100 years

NEWS RELEASE

## CN Investing \$305 Million in Alberta

*Investments Focused on Safety and Capacity to Strengthen Rail Network, Help Reduce Emissions, and Support Economic Growth*

**EDMONTON, June 26, 2020** — CN (TSX: CNR) (NYSE: CNI) announced today that, as part of its strategic investments to support growing demand and enable supply chains, it plans to invest approximately \$305 million (CAD) across Alberta in 2020.

The investments will include expansion projects such as the construction of double track to allow more trains to pass on CN's mainline. The maintenance program will focus on the replacement of rail and ties, as well as maintenance work on level crossings, bridges, culverts, signal systems and other track infrastructure.

"We take our essential role in the North American economy seriously and these investments in Alberta are a key part of our strategy to support growth. The Company remains committed to help enable supply chains that fuel Alberta's growth as we are a critical part of getting everyday goods to markets and consumers. Safety is a core value at CN and by investing in the maintenance and expansion of our track and capacity, we are providing customers with a safe and reliable solution at a time when fluid supply chains are more critical than ever."

- James Thompson, Vice-President, Western Region at CN

"Remaining committed to supporting Canadian businesses, our government continues to invest in Canada's economy to encourage economic growth. We are pleased to see companies such as CN do their share by investing in improving safety, growing its capacity and enabling trade through a safe and reliable rail network. Canada's natural resources, including grain and energy products from Alberta, need reliable and safe rail networks to support existing jobs and create new ones and these investments support that need."

- The Honourable Marc Garneau, Minister of Transport, Government of Canada

"As our province recovers from COVID-19, investments to support our supply chain are more important than ever. By focusing on safety to support Alberta's economic recovery, CN is ensuring Albertans get the everyday goods they need."

- The Honourable Ric McIver, Minister of Transportation, Government of Alberta

“Alberta’s government is committed to creating jobs and attracting investment to the province. This expansion of CN’s rail infrastructure in Alberta will provide more opportunities for our world-class agricultural and energy products to access markets across North America and around the globe.”

- The Honourable Prasad Panda, Minister of Infrastructure, Government of Alberta

The Company’s investments will create greater capacity, which supports reductions in its customer’s transportation supply chain GHG emissions, by encouraging the use of rail for long haul needs. This reduces emissions, traffic congestion, accidents and burdens on public transportation infrastructure as one freight train can replace over 300 trucks from roads. Moving freight by rail instead of truck reduces GHG emissions by 75%. The Company will also continue to invest in important safety-enhancing technologies, such as the Autonomous Track Inspection Program, and Automated Inspection Portals.

Planned expansion projects include the construction of about 5 miles of double track between Vancouver and Edmonton, near Hinton.

Maintenance program highlights include:

- Replacement of approximately 71 miles of rail
- Installation of over 210,000 new railroad ties
- Rebuilds of 28 road crossing surfaces
- Maintenance work on bridges, culverts, signal systems, and other track infrastructure

**Alberta in numbers:**

- Capital investments: More than \$ 1.4 billion in the last five years
- Employees: approximately 2,891
- Railroad route miles operated: 2,522
- Community partnerships: \$1.4 million in 2019
- Local spending: \$800 million in 2019
- Cash taxes paid: \$125 million in 2019

Alberta generates substantial volumes of agricultural and energy products. CN also handles growing amounts of intermodal container traffic through terminals in Calgary and Edmonton. In Calgary, CN has a logistics park, an automotive distribution facility, a forest products distribution centre and a CN CargoFlo bulk handling facility. In Edmonton, the company has automotive distribution and CargoFlo bulk handling facilities as well as metals and forest products distribution centres. Edmonton and Calgary are also home to major rail classification yards. CN also maintains large railcar and locomotive repair shops at Edmonton’s Walker Yard. In Fort McMurray, there is a second metals distribution centre and a third CargoFlo facility. CN also has another CargoFlo facility and a forest products distribution centre in Edson as well as one more CargoFlo facility in Hay River, NT.

## **Forward-looking statements**

Certain statements included in this news release constitute “forward-looking statements” within the meaning of the United States Private Securities Litigation Reform Act of 1995 and under Canadian securities laws. By their nature, forward-looking statements involve risks, uncertainties and assumptions. The Company cautions that its assumptions may not materialize and that current economic conditions render such assumptions, although reasonable at the time they were made, subject to greater uncertainty. Forward-looking statements may be identified by the use of terminology such as “believes,” “expects,” “anticipates,” “assumes,” “outlook,” “plans,” “targets,” or other similar words. Forward-looking statements are not guarantees of future performance and involve risks, uncertainties and other factors, which may cause the actual results or performance of the Company to be materially different from the outlook or any future results or performance implied by such statements. Reference should be made to Management’s Discussion and Analysis in CN’s annual and interim reports, Annual Information Form and Form 40-F, filed with Canadian and U.S. securities regulators and available on CN’s website, for a description of major risk factors.

CN is a true backbone of the economy, transporting more than C\$250 billion worth of goods annually for a wide range of business sectors, ranging from resource products to manufactured products to consumer goods, across a rail network of approximately 20,000 route-miles spanning Canada and mid-America. CN – Canadian National Railway Company, along with its operating railway subsidiaries – serves the cities and ports of Vancouver, Prince Rupert, B.C., Montreal, Halifax, New Orleans, and Mobile, Ala., and the metropolitan areas of Toronto, Edmonton, Winnipeg, Calgary, Chicago, Memphis, Detroit, Duluth, Minn./Superior, Wis., and Jackson, Miss., with connections to all points in North America. For more information about CN, visit the Company’s website at [www.cn.ca](http://www.cn.ca).

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### **Contacts**

#### **Media**

Jonathan Abecassis  
Senior Manager  
Media Relations  
514-399-7956

#### **Investors**

Paul Butcher  
Vice-President  
Investor Relations  
514-399-0052



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Edmonton - South West*

July 2, 2020

To all Chief Elected Officials:

On June 29, the Premier announced the province's multi-billion dollar economic recovery plan. Recognizing the critical role that Alberta's communities play in our economy, the plan identifies up to \$500 million in support for our local governments as they recover from the pandemic and invest in infrastructure that supports economic productivity. This funding will help you complete shovel-worthy projects, create jobs in your communities related to the projects, and drive future economic growth. Along with this provincial investment, we are asking municipalities to commit to red tape reduction efforts to incentivize new, job-creating private sector investment.

The shovel-worthy projects you have been submitting were critical in helping us assess municipal needs, as well as your readiness to complete these projects. You will receive more information on how this funding will be allocated, and how your municipality can access it, in the near future. Since program details are coming soon, I encourage you to start planning and preparing to initiate your projects, especially if they can proceed this year. I can tell you that this program will be simple and easy to administer to ensure the province does its part in minimizing red tape.

We are also hopeful that we will receive clarity soon on any available federal funding to assist municipalities in responding to the pandemic. We are working with the federal government to ensure that this funding can be used to meet municipal needs and priorities.

I look forward to sharing more information with you shortly, and continuing to work with you to support Alberta's recovery.

Sincerely,

Kaycee Madu, QC  
Minister

cc: Chief Administrative Officers  
Paul Wynnyk, Deputy Minister of Municipal Affairs

# Municipal Governance

## During the COVID-19 Outbreak

Frequently Asked Questions – July 3, 2020

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As we continue down the road to recovery, Alberta Municipal Affairs will continue to provide biweekly updates addressing frequently asked questions and providing information on new tools and resources for as long as required.

The following information revisits the special enforcement authority for community peace officers since the expiration of the provincial public health emergency declaration and also addresses municipal infrastructure funding, the Small and Medium Enterprise Relaunch Grant, 2019 statistical reporting and emergency management training requirements.

### Municipal Affairs Updates

Previous COVID-19 updates are available at [www.alberta.ca/municipal-government-resources.aspx](http://www.alberta.ca/municipal-government-resources.aspx)

## Enforcement Authority

**When the provincial public health emergency declaration lapsed, did the special enforcement authority for community peace officers also come to an end?**

**YES.** As outlined in a bulletin issued by AB Justice and Solicitor General on June 16, 2020, Ministerial Order 24/2020, enacted under the *Peace Officer Act* to authorize community peace officers to enforce health Orders, expired when the provincial state of public health emergency lapsed on June 15, 2020.

Community Peace Officers are encouraged to continue educating individuals on the public health Orders. If enforcement is required, the RCMP or Public Health Inspectors are still authorized to enforce Orders issued under the *Public Health Act*.

## Alberta's Recovery Plan

**Does the provincial economic strategy include investing in municipalities?**

**YES.** Alberta's Recovery Plan includes the many government relief programs that have been put in place to support Albertans and Alberta job creators through the COVID-19 pandemic. The plan will continue under three main pillars: creating jobs, building infrastructure that will spur economic growth, and continuing to diversify our economy.

In addition to the \$50 million announced for municipalities through the Strategic Transportation Infrastructure Program (STIP) to fund bridge improvements, upgrades to roads and community airports and other initiatives, and a further \$150 million for water infrastructure grants through the Alberta Municipal Water/Wastewater Partnership, the province has identified up to \$500 million in further funding for municipalities, which is expected to be matched by Ottawa. Even before the federal contribution, this represents an increase to municipal infrastructure funding of almost 30 per cent in the current fiscal year.

It is estimated this new \$500 million will support the creation of at least 2,500 jobs that support people in the communities where they live, and drive future economic growth in the province. More details will be released when they become available.



## Small and Medium Enterprise Relaunch Grant

**Is there information available that municipalities can share with local businesses and non-profit organizations within our community regarding the Small and Medium Enterprise Relaunch Grant?**

**YES** The newly announced relaunch grant offers financial assistance to Alberta businesses, cooperatives, and non-profit organizations that faced restrictions or closures during the public health emergency, and experienced a revenue loss of at least 50 per cent due to the COVID-19 pandemic. Businesses and non-profits can access the application portal from the BizConnect website ([www.alberta.ca/bizconnect](http://www.alberta.ca/bizconnect)). Additional information as well as a link to the program guidelines is available [online](#).

### 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](mailto:ma.lgsmail@gov.ab.ca)

## 2019 Statistical Reporting

**In recognition of the COVID-19 public health emergency, has the deadline for municipalities to prepare and submit an annual Statistical Information Return (SIR) been extended?**

**YES.** The Minister of Municipal Affairs, Hon. Kaycee Madu, signed Ministerial Order No. MSD: 036/20, which established the due date for submitting the 2019 SIR as October 1, 2020.

Unique submission links for the 2019 SIRs were emailed to all municipal CAOs on June 15, 2020. Questions or requests to resend links can be emailed to [lg.update@gov.ab.ca](mailto:lg.update@gov.ab.ca).

**Is a CAO or a duly authorized signing officer signature still required on the excel template if the Statistical Information Return (SIR) is being submitted online?**

**NO.** When a municipality submits online through the link provided, they only need to attach a copy of the 2020 Tax Rate Bylaw and the Excel Template. The signing requirement, or certification, has been moved to the online submission portal.

## AEMA Training Requirements

**Has the training deadline stated in the Local Authorities Emergency Management Regulation been extended for Directors of Emergency Management?**

**YES.** This spring, the Alberta Emergency Management Agency (AEMA) placed a hold on in-person training for ICS-200, ICS-300, and the Director of Emergency Management (DEM) course due to restrictions related to the COVID-19 pandemic.

AEMA recognizes that the halted in-person training could impact the ability of local authorities to comply with training requirements for DEMs as prescribed by the Managing Director of the Alberta Emergency Management Agency under the Local Authority Emergency Management Regulation by the deadline of July 1, 2020 (or within 18 months of appointment, whichever is later).

The Managing Director of AEMA has extended the deadline for DEMs to complete the prescribed training requirements under the authority of Section 13(1) of the Local Authority Emergency Management Regulation to address this issue.

DEM's must now complete the prescribed training requirements **by January 1, 2021**, or within 18 months of appointment, whichever is later.

The [AEMA training webpage](#) will be updated to reflect the new deadline

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## Municipal Governance during the COVID-19 Outbreak

# READY TO SUMMER



## Provincial Response to the COVID-19 Outbreak

### General Support Initiatives

All **Provincial Government Programs** available to business owners can now be found at [BizConnect](#), including information on relaunch plans.

- **Application is open now for the Relaunch grant.** Starting June 29, eligible small- and medium-sized businesses, co-ops and non-profits can apply for funding so they can open their doors and get Albertans back to work. The grant is for up to \$5000 to cover implementing measures to minimize the risk of virus transmission, (such as physical barriers, personal protective equipment and disinfecting supplies), rent, employee wages or replacement of inventory. For more information click [here](#)
- **Alberta Agriculture Job Connector**-<https://www.alberta.ca/agriculture-job-connector.aspx> (a matching of workers with employers to fill Agriculture and Agri-foods jobs)
- **Canada-Alberta Job Grant**—A reminder that this program can also be used to train an unemployed Albertan that you might want to consider hiring... and at 100% reimbursement. Apply online through the portal and check out the comprehensive applicant guide that you can download with the details for the program. <https://www.alberta.ca/canada-alberta-job-grant.aspx>

**Government of Canada** programs available to business owners can be found at [Canada's COVID-19 Economic Response Plan](#)

- The the Federal Minister of Finance announced that as of Friday, June 19, 2020, applications will be accepted so that more small businesses can access the **Canada Emergency Business Account (CEBA)**. This means that owner-operated small businesses that had been ineligible for the program due to their lack of payroll, sole proprietors receiving business income directly, as well as family-owned corporations remunerating in the form of dividends rather than payroll will become eligible this week.
- **Canada Emergency Response Benefit (CERB)** has been extended for an additional two months

# READY TO SUMMER



- **Student volunteers.** Post-secondary students and recent graduates will be able to receive one-time payments of [up to \\$5,000](#) for volunteering in pandemic-related programs, Prime Minister Justin Trudeau announced Thursday. As part of the Canada Student Service Grant program, students and grads will receive \$1,000 for every 100 hours volunteered.
- **The Federal Youth Employment and Skills Program (YESP)**, provides a wage subsidy to employers who hire youth (up to 30) for agricultural jobs - Click [HERE](#) for further information.
- The expanded **Canada Emergency Business Account loan program** is now available; however, only if you bank with one of Canada's six largest banks. The CEBA expansion will be available from more lenders over the coming weeks. To apply for a CEBA contact your primary financial institution. Please click this link for additional information.. <https://ceba-cuec.ca/>

## *Labour Market information:*

**Understanding [labour market information](#) is essential to building a skilled and resilient workforce. Access to labour market information can help you make decisions that may improve your company, your workforce and the overall success of your organization.**

- Alberta's seasonally adjusted unemployment rate was 15.5% in May 2020, up 2.1 percentage points from the previous month and up 8.8 percentage points from the same month last year. This rate was the second highest in Canada, behind Newfoundland and Labrador's 16.3%. The national rate was 13.7%, up 0.7 percentage points from the previous month. The unemployment rate increased because the labour force increased by 89,000 while employment increased by 28,200 people from the previous months.
- The May 2020 LFS Alberta Highlights are available in the Government of Alberta website. Please use the link below to the publication: [Labour Force Statistics](#)
- June Labour Market Notes – [Employment moves up after two months of record job losses.](#)
- For other publications on the Alberta Economy see: <https://www.alberta.ca/economic-outlook-analysis-statistics.aspx>
  - [Weekly Economic Review](#) – June 26, 2020
  - [Alberta Economy - Indicators at a Glance](#) – June 26, 2020

# READY TO SUMMER



## *Supports for Employers and Employees in tough Times:*

Having a mentally healthy workforce is good for business- it can enhance performance and lower costs associated with disability, absenteeism and presenteeism.

Please visit some of the sites below for resources to help you and your staff.

- **Healthy Workplaces-Help for Employers and Employees** (Alberta Health Services) [Information for Workplaces](#) [Managing Your Addiction: Are You Fit for Work?](#) [Gambling: Concern for a Co-Worker](#) [Workplace Health](#) [Ways to Wellness Toolkit](#)
- **It's our Business:** AHS Addiction & Mental Health staff offer consultations and support to business to address mental health and addictions in the workplace. Please click [here](#) for the full resource.
- **How do I manage stress?** June is Men's Health Month, Please check out these resources. <http://www.yllmyhome.com/mens-mental-health/>
- **Not Myself Today:** this is an evidence-based solution offered by Canadian Mental Health Association that helps employers transform mental health at work. [Click here](#) for more information.
- **Help in Tough Times:** <https://www.albertahealthservices.ca/amh/Page16759.aspx>
- **Text4Hope** ( a daily text message to provide support.....text COVID19HOPE to 393939)to subscribe <https://www.albertahealthservices.ca/topics/Page17019.aspx>

Our constituency offices are prepared to support our constituents. We can provide information, social media exposure, and direction on how to access the various government benefits now available.

<https://www.alberta.ca/coronavirus-info-for-albertans.aspx>

<https://myhealth.alberta.ca/Journey/COVID-19/Pages/COVID-Self-Assessment.aspx>

<https://www.alberta.ca/covid-19-support-for-employers.aspx>

Please contact out office at [fortsaskatchewan.vegreville@assembly.ab.ca](mailto:fortsaskatchewan.vegreville@assembly.ab.ca) or 780-208-0677



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

**AGENDA ITEM:**

5.1.

**COUNCIL MEETING DATE: July 14, 2020**

**ITEM DESCRIPTION OR TITLE**

**Lamont Curling Club Request**

**RECOMMENDATION**

That Council cancel the Curling Club Invoice for utilities for April 2020.

**BACKGROUND**

A request has been received by the Lamont Curling Club for a cancellation of the invoice for the April 2020 power and gas. The contract states that they are responsible to pay all utilities from Oct 1 – April 30 of each season.

Due to COVID-19 there was a mandatory closure of the Curling Rink on March 16, 2020. The Curling Club was forced to stop activities for the remainder of the season and completed their final cleaning by March 31, 2020.

Given the unexpected nature of the closure, they were forced to stop activities and operations, and the club has experienced a loss in revenue. Therefore, the Lamont Curling Club is requesting invoice in the amount of \$2473.64 be cancelled.

**COMMUNICATIONS**

The Curling Club would be advised of Council's decision.

**IMPLICATIONS OF DECISION**

N/A

**FINANCIAL IMPLICATIONS**

The Town would not be reimbursed for utilities totalling \$2473.64 for April 2020.

**POLICY AND/OR LEGISLATIVE REFERENCES**

N/A



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

**ATTACHMENTS**

Letter of Request

Copy of Invoice

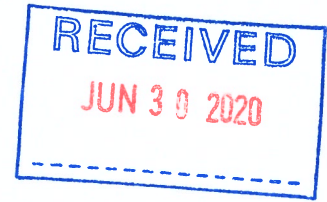
Agreement between Town of Lamont and Lamont Curling Club

Report Prepared By: Christine Beveridge, CAO

Approved by CAO:

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

June 30 , 2020



Town of Lamont CAO , Mayor and Council :

On behalf of the Curling Club , I am requesting that Invoice#439 for the sum of \$2,473.64 be the responsibility of the Town of Lamont. Due to the "Covid " situation the ice plant was shut down on March 16th and cleanup operations ceased March 31st. We would greatly appreciate it ,if the Mayor and Council would take this into consideration and work with us during this abnormal and difficult time.

Yours Truly , Robert Starko

A handwritten signature in black ink, appearing to read "R Starko".

President of the Lamont Curling Club

# INVOICE

Town of Lamont  
5307 50 Ave. - PO Box 330  
Lamont, AB - T0B 2R0

Phone: (780) 895-2010 Fax: (780) 895-2595



Customer Number : LCURL001  
Invoice Number : 439  
Invoice Date : 10-Jun-2020  
Customer P.O. No. :  
Due Date : 10-Jul-2020

Lamont Curling Club  
PO Box 126  
Lamont AB T0B 2R0

Product	Description	Quantity	Unit Price	Amount
AD08	Third Party Receivable Gas - April 2020	1.0000	1,420.1700	\$1,420.17
AD08	Third Party Receivable Power - April 2020	1.0000	1,053.4700	\$1,053.47

GST Registration Number : 108127648RT0001

Total Gross	\$2,473.64
GST	\$0.00
<b>Total Invoice</b>	<b>\$2,473.64</b>

Please return this portion with your payment

Customer Number : LCURL001  
Customer Name : Lamont Curling Club  
PO Box 126  
Lamont AB T0B 2R0

Invoice Number : 439  
Invoice Date : 10-Jun-2020  
Invoice Amount : \$2,473.64  
Amount Paid :

Town of Lamont  
5307 50 Ave. - PO Box 330  
Lamont, AB - T0B 2R0



**AGREEMENT BETWEEN**

**The Town of Lamont (the Town)  
And  
The Lamont Curling Club (the Club)**

**WHEREAS the Town of Lamont is the owner of the Curling Rink and  
WHEREAS the Lamont Curling Club requests to lease the premises  
NOW THEREFORE in consideration of the premises and the mutual terms,  
covenants and conditions to be observed and performed, the Town of Lamont and  
the Lamont Curling Club agree as follows:**

- 1. The Curling Club shall have an exclusive use of the curling rink from October 1<sup>st</sup> of each year until April 30<sup>th</sup> of each year (the rental period).**
- 2. The Curling Club shall have the right to sublet the facilities during the rental period.**
- 3. During the rental period, the Curling Club shall be responsible for the following building operating expenses:**


<b>Power</b>	<b>100%</b>
<b>Gas</b>	<b>100%</b>
<b>Water</b>	<b>100%</b>
<b>Telephone</b>	<b>100%</b>
<b>Tenants Legal Liability Insurance</b>	<b>100%</b>
<b>Liquor Endorsement Liability Insurance</b>	<b>100%</b>
- 4. Either Party may terminate this agreement upon giving three (3) months notice.**

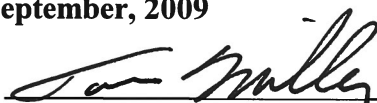
**This agreement shall be in full force and effect from September 1, 2009 or until amended or rescinded.**

**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 30 day of September, 2009**

  
\_\_\_\_\_  
**Mayor**

  
\_\_\_\_\_  
**Town Manager**

  
\_\_\_\_\_  
**Lamont Curling Club**

\_\_\_\_\_  
**Lamont Curling Club**



# TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 5.2.

COUNCIL MEETING DATE: July 14, 2020

## ITEM DESCRIPTION OR TITLE

Strategic Plan Status Report

## RECOMMENDATION

That Council consider and approve the recommendations within the Strategic Plan Status Report.

## BACKGROUND

The evaluation of the organization's progress towards completing priorities as identified within the 2019-2022 Strategic Plan is a critical step in the cycle of continuous improvement. The review of the plan on a periodic basis allows for Council to be aware and respond to any changes required on an ongoing basis. As the organization continues to struggle to deal with the unprecedented event of the COVID-19 pandemic, a comprehensive review of the Strategic Plan is timely and imperative. There are recommendations included within the attached report to adjust timelines and to modify objectives.

The attached summarizes the progress of the Strategic Planning objectives to date and identifies recommendations for Council's consideration.

Note:

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

## COMMUNICATIONS

N/A

## IMPLICATIONS OF DECISION

Adjustments to the Strategic Plan allow for Council to measure the success of the organization on a more reasonable level in relation to the constraints that the organization continues to face with COVID-19.

## FINANCIAL IMPLICATIONS

Reallocation of budget for items as identified within the attached report.



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

**POLICY AND/OR LEGISLATIVE REFERENCES**

N/A

**ATTACHMENTS**

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

Report Prepared By: Christine Beveridge, CAO

Approved by CAO:

A handwritten signature in black ink, appearing to be "C. Beveridge", is written over the line.

**Town of Lamont**



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**Strategic Plan 2019-2022**

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## Strategic Planning for the Town of Lamont

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

- Pre-meetings with representatives of senior administration to identify operational priorities;
- A facilitated workshop with Council on April 29th, 2019;
- A facilitated workshop with Council on May 9th, 2019;
- Follow-up meetings with senior administration to define worksteps, timelines, and resourcing required to meet Council objectives;
- A final presentation to Council on July 23<sup>rd</sup>, 2019.

This final document consists of:

1. A Mission statement – the mission statement for a municipality defines its mandate and reflects the Town as it is today.
2. A Vision statement – the vision statement for a municipality defines an ideal future state. The vision statement reflects what the Town is working to become.
3. Goals – the goals presented in a Strategic Plan represent high level statements of what Town Council and administration are working to achieve by 2022.
4. Objectives – the objectives in a Strategic Plan are specific, measurable projects or initiatives that will be completed in support of the Plan's goals.

## About Strategic Planning

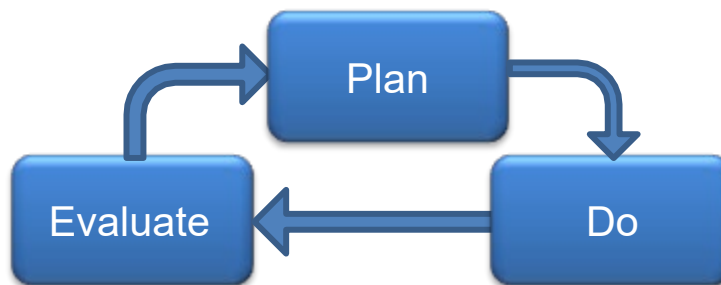
Part of the governance role of Council is to define the vision and goals for the municipality. The purpose of a Strategic Plan is to provide both administration and Council with an outline of Council's strategic priorities. These priorities serve several key functions:

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

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

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

## Cycle of Continuous Improvement



The three steps in the cycle of continuous improvement are:

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

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

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

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

## **Mission, Vision and Goals**

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

### **Mission Statement**

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

### **Vision Statement**

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

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

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

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

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

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



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

<i>Objectives and projects</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
1.1	Complete asset condition assessment	<ul style="list-style-type: none"> <li>• Inventory capital assets</li> <li>• Review existing condition assessments and studies to develop a single consolidated report</li> <li>• Identify deficiencies in existing studies</li> <li>• Contract engineering support to address deficiencies in existing studies</li> <li>• Present consolidated condition assessment to Council for adoption</li> <li>• Develop an implementation strategy for prioritized capital projects</li> </ul>	<p>Approve budget</p> <p>Adopts condition assessment</p>	<p><del>2020</del> 2021</p>	<p>Contracted Services \$55,000</p> <p><b>MAMP funding requirement \$7900 (\$5000 initial cost &amp; \$2900 annual service cost)</b></p> <p><b>Reallocation of balance of funding to cover COVID-19 expenses including staffing and supplies for the organization.</b></p>	<p>Incorporated during the budget process for 2020.</p> <p><b>Update:</b> -Due to a shift in priorities to address pressures arising from COVID-19 there has been minimal work on this item.</p> <p><b>-Applied for MAMP funding through FCM for Asset Management Software. Waiting on the adjudication of the grant application.</b></p>
1.2	Prepare three-year operational and five-year capital plans	<ul style="list-style-type: none"> <li>• Complete as a component of the 2020 budget process</li> <li>• Administration develops draft</li> <li>• Present to Council for review and adoption</li> </ul>	<p>Receive information</p> <p>Adopt plans</p>	2019-Q4	Resourced internally	Complete

<i>Objectives and projects</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
1.3	Review and adopt a debt management and reserve policy	<ul style="list-style-type: none"> <li>• Administration develops a draft policy</li> <li>• Council reviews draft and provides direction</li> <li>• Council adopts policy</li> </ul>	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"> <li>• Review and update existing plan and asset inventory</li> <li>• Present plan to Council for adoption</li> </ul>	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"> <li>Identify the scope of work to be addressed in each lifecycle &amp; maintenance plan per building</li> <li>Review existing condition assessments and studies to develop a single consolidated report</li> <li>Identify deficiencies in existing studies</li> <li>Contract engineering support to address deficiencies in existing studies</li> <li>Present consolidated lifecycle and maintenance plan to Council for adoption</li> <li>Develop an implementation strategy for prioritized capital projects</li> </ul>	<p>Approve budget</p> <p>Adopts plan</p>	<p><del>2021</del></p> <p>2022</p>	Contracted Services \$50,000	<p><b>Item 1.1 and Item 2.1 are interconnected and due to a shift in priorities to address pressures arising from COVID-19 it is not possible to complete item 1.1 in 2020.</b></p> <p><b>Recommended adjustment to completion date to allow for the commencement and implementation of item 1.1.</b></p>
2.2	Review condition of playgrounds and develop a long-term plan for replacement and upgrades	<ul style="list-style-type: none"> <li>Engage support to complete repair and maintenance of existing playgrounds</li> <li>Have the playgrounds inspected and certified as safe</li> <li>Initiate long-term capital budgeting to develop a reserve for long-term replacement costs</li> </ul>	Approve budget	2021	Resourced Internally	<b>Inspections conducted May 2020.</b>

<i>Objective</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
2.3	Develop a children's bike park	<ul style="list-style-type: none"> <li>• Project is assigned to the Parks and Recreation Committee</li> <li>• Manage phased installation</li> <li>• Administration provides signoff on project completion</li> </ul>	Approve budget	Phase 1 -Q4 2019 Future Phases- TBD	Resourced internally	<p><b>Incomplete:</b></p> <p>Phase I not complete in Q4 due to change in scope and contractor availability</p> <p>Update: Continue to focus on this item.</p> <p>Plans in place to complete summer 2020.</p>
2.4	Develop a strategy for year-round use of recreation facilities	<ul style="list-style-type: none"> <li>• Engage in community consultation</li> <li>• Provide options and associated costs to Council</li> <li>• Council provides direction</li> </ul>	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"> <li>• Develop a Terms of Reference for a task force</li> <li>• Appoint public members representing community organizations to the task force</li> <li>• Task force investigates, consults, and develops recommendations</li> <li>• Task force presents recommendations to Council</li> </ul>	Consider options  Sets direction	2021	TBD based on Terms of Reference	

**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"> <li>• Conduct an analysis to determine the cost and feasibility of zoning, subdividing, and servicing lands for development</li> <li>• Identify areas of the Town prioritized for different classifications of development</li> <li>• Council adopts a philosophy and strategy to address the Town's role in land development</li> </ul>	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"> <li>• Planning consultant directed to complete MDP update</li> <li>• Administration is engaged to identify deficiencies with current MDP</li> <li>• Engage in public consultation</li> <li>• Draft MDP presented to Council for feedback</li> <li>• Council adopts amended MDP</li> </ul>	Approve budget  Participate in consultation  Adopt Amended Plan	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>
3.3	Complete and adopt the required Intermunicipal Development Plan (IDP) <i>(Legislatively required by April 2020)</i>	<ul style="list-style-type: none"> <li>• MPS engaged to facilitate the process</li> <li>• Town is engaged in the process to develop the IDP</li> <li>• IDP presented to Council for adoption</li> </ul>	Adopt plan	2020-Q2	Consultant	Complete

**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"> <li>• Drive the project through Committee of the Whole</li> <li>• Identify and bring in speakers to Council to discuss options and leading practices to address business attraction and retention</li> <li>• Hold days for engagement to identify community perceptions of assets and barriers for business attraction and retention</li> <li>• Hold a facilitated workshop to develop economic development strategies for the Town.</li> </ul>	<p>Approve budget</p> <p>Consider options</p> <p>Sets direction</p>	<p>2020</p> <p>TBD</p>	<p>TBD</p> <p>Numerous attempts were made to attract members to sit on the Economic Development Committee. To date there are not enough applications to constitute bringing the Committee together (1 application).</p> <p>The Committee was identified as the first step towards creating an economic development plan.</p> <p>Currently reevaluating this item as the economic state in all municipalities has been dramatically impacted due to COVID-19 along with the crash of the oil sector. More information is required in order to formulate a strategy towards recovery for the community. Update to be provided at the end of Q4.</p>

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

<b>Objective</b>		<b>Key Activities</b>	<b>Council Role</b>	<b>Completion Date</b>	<b>Resource Requirements</b>	<b>Status</b>
5.1	Engage with FCSS to enhance community awareness and use of support services	<ul style="list-style-type: none"> <li>Engage inter-agency</li> </ul>	<p>Receive information</p> <p>Participate at Board level</p>	On-going	Resourced internally	On-going
5.2	Adopt a strategy for the Town's management (disposal and storage) of residential organic yard waste	<ul style="list-style-type: none"> <li>Identify leading practices from other communities</li> <li>Present options and costs to Council</li> <li>Council provides direction</li> </ul>	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"> <li>Work with the County to develop a regional emergency management plan</li> <li>Council leads the process</li> <li>Joint engagement with the County and relevant agencies / commissions</li> <li>Regional Emergency Management Bylaw to formalize</li> </ul>	Adopt bylaw	2020	Resourced internally	<p><b>Complete</b></p> <p>Entered into a Regional Emergency Management Partnership Agreement and adopted a Regional Emergency Management Bylaw. Submitted to Minister for approval. Adjustments are required to the documents. Lamont County is the lead on this project and information will be provided when available.</p>
5.4	Review bylaw enforcement strategy (capacity, compliance and enforcement) / peace officer	<ul style="list-style-type: none"> <li>Engage with regional partners to pursue the development a regional model for bylaw enforcement</li> <li><del>Town develops a strategy based on the viability of the regional model, budget implications, and leading practices</del></li> <li>Council adopts strategy</li> </ul>	<p>Receive information</p> <p>Set direction</p> <p>Adopt strategy</p>	2020	Resourced internally	<ul style="list-style-type: none"> <li>Engaged contract enforcement services from the Town of Vegreville.</li> <li>Discussions with regional partners on a regional approach.</li> <li>Current contract is working very well.</li> <li>Recommendation to enter into a 3yr contract with Town of Vegreville.</li> </ul>



**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"> <li>Administration identifies emergent bylaws that require to be updated that are in violation of provincial legislation</li> <li>Administration presents to Council the schedule in which the bylaws will be reviewed</li> <li>Administration identifies a list of all existing policies</li> <li>Outdated policies or policies that are in violation of provincial legislation are rescinded</li> </ul>	Receive information  Approve bylaw and policy updates	On-going	Resourced internally	<b>Bylaws/Policies approved since August 27, 2019:</b>  05-19 Electric Distribution Service Bylaw  06-19 Fees and Charges Bylaw  08-19 Council Committee Bylaw  09-19 Utility Services Bylaw  10-19 Regional Emergency Management Bylaw  01-20 Amending Bylaw 12/13 Meeting Procedures Bylaw  02-20 Amending Bylaw 08/19 Council Committee Bylaw  03-20 IDP Bylaw  04-20 Bylaw Enforcement Bylaw  05-20 Taxation Bylaw 2020  06-20 Tax Penalty Bylaw  07-20 Tax Installment Payment Plan Bylaw

<i>Objective</i>	<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>	
6.1		<ul style="list-style-type: none"> <li>Administration presents Council with a schedule for the review and update of policies</li> <li>Policies are split between governance (requiring council adoption) and administrative (requiring CAO approval)</li> </ul>				<p>12-39 Sick or Disability Leave Policy</p> <p>12-64 Open Door Policy</p> <p><b>Due to unforeseen circumstances with COVID-19, the status of this item is not on schedule. Options are being explored in relation to this item. More information to be provided at the end of Q4.</b></p>
6.2	<p>Complete and adopt the required Intermunicipal Collaboration Framework (ICF) <i>(Legislatively required by April 2020)</i></p>	<ul style="list-style-type: none"> <li>Work with County representatives and consultant</li> <li>Present to Council</li> <li>Council adopts by bylaw</li> </ul>	Adopt bylaw	2020 – Q2	Resourced internally/Consultant	Complete
6.3	<p>Review and update the Council committee structure and Committee Terms of Reference</p>	<ul style="list-style-type: none"> <li>Determine if current committee structure is appropriate for the Town</li> <li>Determine if a Committee of the Whole will be adopted</li> <li>Present draft terms of reference for committees to Council</li> <li>Council adopts Committee Bylaw</li> </ul>	<p>Consider options</p> <p>Sets direction</p> <p>Adopts bylaw</p>	2019-Q4	Resourced internally	Complete
6.4	<p>Review and update the Council orientation process prior to the 2021 municipal elections</p>	<ul style="list-style-type: none"> <li>Obtain council feedback on the 2017 Orientation process</li> </ul>	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"> <li>• Review existing materials and identify deficiencies</li> <li>• Identify leading practices from other municipalities</li> <li>• Develop an orientation schedule and draft materials</li> </ul>				
6.5	Review Council's role in the budgeting process	<ul style="list-style-type: none"> <li>• Administration presents timeline, philosophy and approach to Council</li> <li>• Council provides direction on process</li> <li>• Complete 2020 budget process</li> <li>• Following 2020 budget process, meet with Council to obtain feedback and to identify opportunities for improvement</li> </ul>	Receive information  Set direction  Provide feedback on 2020 budget process	2019-Q4	Resourced internally	Complete
6.6	Enhance regional collaboration as a means to support efficient service funding and delivery	<ul style="list-style-type: none"> <li>• Complete as a component of the Intermunicipal Collaboration Framework (ICF) process</li> <li>• Engage regional municipal partners to explore collaboration models and initiatives</li> </ul>	TBD	On-going	Resourced internally	On-going

<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"> <li>• Develop a master list of contracts and expiration dates.</li> <li>• Identify and assess if new templates are required.</li> <li>• Administration identifies for council when the project is completed.</li> </ul>	Approve budget	2020 2021	Legal counsel \$5000	Unforeseen circumstances due to COVID-19 require this item to be reprioritized for 2021.

***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"> <li>• Review and inventory existing communication activities</li> <li>• Identify opportunities for improvement</li> <li>• Implement enhanced communication strategy</li> </ul>	Adopt strategy	2020	Resourced internally	<p>On-going</p> <p>Strong focus on enhanced communication to residents.</p> <ul style="list-style-type: none"> <li>• Budget insert January 2020</li> <li>• Extensive updates to the newsletter with Utility bills</li> <li>• Continuous and effective Social Media presence</li> <li>• Tax Bill insert (May 2020)</li> <li>• Budget Consultation process (July 2020)</li> </ul>



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

AGENDA ITEM: 5.3.

**COUNCIL MEETING DATE: July 14, 2020**

**ITEM DESCRIPTION OR TITLE**

**2021 Budget Strategy Update**

**RECOMMENDATION**

That Council accept the report as information.

**BACKGROUND**

During the June 9, 2020 Council meeting, an overview of the 2021 Budget Strategy was provided. As directed the budget consultation survey dates were adjusted to July 17 – September 11, 2020.

**Public Participation Plan Updated**

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, in the local newspaper and social media.

Survey responses would be submitted via:

- ✓ Online
- ✓ Email: [general@lamont.ca](mailto: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 Update

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 17 - Sept.11	• 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

### COMMUNICATIONS

The 2021 Budget schedule and supplemental information will be posted on the website. The survey will be circulated through online methods and made available for pick-up at the Town Office.

### IMPLICATIONS OF DECISION

Inclusion of the budget survey for the 2021 budget process will assist in meeting the goal of transparency and align with the Public Participation Policy 11-19. The input of the stakeholders is critical to the organization's growth and progression.

### FINANCIAL IMPLICATIONS

N/A

### POLICY AND/OR LEGISLATIVE REFERENCES

N/A



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

**ATTACHMENTS**

Public Participation Plan – 2021 Budget (Updated July 10, 2020)  
Proposed Budget Survey  
Proposed Budget Survey Timeline  
Public Participation Policy 11-19

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.
- Administration has 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.
- Unfortunately, given the current climate, Administration needed to rethink the original approach. 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
  - ✓ Email: [general@lamont.ca](mailto: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 17-September 11.
- 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.



# 2021 BUDGET SURVEY

*Help Shape the 2021 Budget!*

## Welcome to the Budget Survey!

Thank you in advance for taking the time to participate in the 2021 Municipal Budget Survey. Your feedback will help guide Council to set priorities for the 2021 Operating and Capital budgets and help the Town of Lamont to prosper! Responses will be kept strictly confidential and the results of the survey will not be used to identify you or your responses.

This survey should take 5-10 minutes to complete.

1. Are you a resident or business owner? \*

*Mark only one oval.*

- Resident    *Skip to question 2*  
 Business Owner    *Skip to question 13*

### Town of Lamont Residents

2. In which age category to you fall?

*Mark only one oval.*

- 18-24  
 25-34  
 35-44  
 45-54  
 55-64  
 65 or over

3. Do you own or rent your primary Town of Lamont residence?

*Mark only one oval.*

- Own
- Rent
- Prefer not to disclose

4. Please describe your understanding of how municipal budgets are prepared and applied.

*Mark only one oval.*

- Full understanding of the process
- Some understanding of the process
- Little understanding of the process
- None, I'd like to learn more

5. Please rate the following topics and the level of importance to you:

*Mark only one oval per row.*

	Very important	Somewhat important	Undecided	Somewhat unimportant	No opinion
Economic Development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Garbage & Recycling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
General Government & Administration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parks & Green Spaces	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Protective Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recreational Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Road & Sidewalk Maintenance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Water & Wastewater Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Land Development Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Please consider each of the following services and priorities. Do you think they should be funded more, funded less, or are receiving an adequate amount of funding?

*Mark only one oval per row.*

	More funding	Less Funding	Adequate Funding in place	No opinion
Economic Development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Garbage & Recycling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
General Government & Administration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parks & Green Spaces	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Protective Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recreational Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Road & Sidewalk Maintenance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Water & Wastewater Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Land Development Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. Property taxes collected from residential and non-residential properties are one of the revenue sources available to the Town to pay for municipal services. Please choose one of the following options you would like the Town to consider.

*Mark only one oval.*

- Increase taxes to enhance or expand municipal services
- Maintain service levels with no increase to taxes
- Cut service levels to reduce taxes

8. Do you feel it is better to spend on infrastructure maintenance now so that costs do not escalate in the future, or should maintenance be deferred so that municipal budgets and taxes can be cut?

*Mark only one oval.*

- Spend on infrastructure maintenance now
- Defer maintenance
- Not sure or need to know more before deciding
- Does not matter to me

9. Do you feel you are getting fair value for your property taxes?

*Mark only one oval.*

- Yes
- No
- Not sure or needed to know more before deciding
- Does not matter to me

10. Should the Town use tax dollars to support community organizations and special events?

*Mark only one oval.*

- Yes
- No
- Not sure or needed to know more before deciding
- Does not matter to me

11. How would you like to be involved in the 2021 budget process?

*Mark only one oval.*

- Attend public budget meetings
- Fill out online surveys, questionnaires, or access to budget tools
- I don't want to be involved

12. Are there any additional budget-related issue(s) would you like to share with us?

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**Business  
Owners**

Town of Lamont Business Owners are invited to participate in this segment of the survey

13. Thinking about the economic development services (investment attraction, event attraction, business supports, etc.), would you increase, maintain, or decrease service levels?

*Mark only one oval.*

- Increase service levels
- Maintain service levels
- Decrease service levels



14. Do you feel you are getting good value for your business taxes?

*Mark only one oval.*

- Yes
- No
- Not sure or needed to know more before deciding
- Does not matter to me

15. Property taxes collected from residential and non-residential properties are one of the revenue sources available to the Town to pay for municipal services. Please choose one of the following options you would like the Town to consider.

*Mark only one oval.*

- Increase taxes to enhance or expand municipal services
- Maintain service levels with no increase to taxes
- Cut services to reduce taxes

16. Please rank your top three priorities where you believe the Town could invest more tax dollars.

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17. How would you like to be involved in the 2021 budget process?

*Mark only one oval.*

- Attend public budget meetings
- Fill out online surveys, questionnaires, or access to budget tools
- No, I don't want to be involved.

18. Are there any additional budget-related issue(s) would you like to share with us?

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Privacy  
Clause

"If you choose to include your personal information, it will be used for the purpose of this survey inline with Section 33(c) of the FOIP Act. If you have any questions, please contact the FOIP Coordinator at 780-895-2010 or [general@lamont.ca](mailto:general@lamont.ca)

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Thank you for participating in the 2021 Budget Survey.

## Town of Lamont *Budget Survey*

Council is seeking input on the next municipal budget and is inviting ratepayers to participate in an online **Budget Survey**. The intention is to involve and gather input from the ratepayers to help Council and Administration make more-informed decisions in developing 2021 Budget that reflect the goals of the community.

The survey was created with both residents and business owners in mind and will be live from July 17 to September 11, 2020 and take approximately 5-10 minutes to complete.

**Project Timeline** as follows:

**JULY 14**

- **Survey Content Review**

- Council review of draft survey questions and collateral materials.
- Updates and edits if required.

**JULY 17**

- **Launch Online Survey Friday, July 17, 2020**

- Survey will be promoted through various tools, including the website, Media Release social media campaign, utility insert, signage/posters, advertisement and Town office.

**SEPT 11**

- **Close Online Survey Friday, September 11, 2020**

- Survey will close end of day – regular reminders will be posted online two weeks prior.

**SEPT 29**

- **Key Findings**

- Draft summary of raw data analysis and key findings for Council review on September 29, 2020.

**OCT 13**

- **What We Heard Report**

- Deliver final 'What We Heard' Report to Council October 13, 2020.
- Notify ratepayers of the report and post closing messaging via all communication channels.

Please note: Responses will be kept strictly confidential and the results of the survey will not be used in any way that will allow anyone to identify participants. A privacy clause has been added to the end of the survey should anyone include personal information in an open-ended question.

\*Paper copies will be available at the Town office for ratepayers who prefer that method.



## 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.

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



# 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  
COUNCIL AGENDA  
REQUEST FOR DECISION**

AGENDA ITEM:

5.4.

**COUNCIL MEETING DATE: July 14, 2020**

**ITEM DESCRIPTION OR TITLE**

**2020 Mid-Year Financial Budget Review and Reallocation**

**RECOMMENDATION**

That Council authorize the reallocation of funds of the following accounts:

- Arena Contracted Services
- Street Contracted Services
- Arena building repair and maintenance
- Arena vehicle repair and maintenance
- Streets and Road Goods & Supplies
- Water Contracted Services
- Sewer Contracted Service

The above reallocations of \$ 39,185 would fund the Arena Ice Plant Piping Repairs, Arena Furnace Replacement and Alley Repairs without an increase to the budget.

**BACKGROUND**

Part I – Justification for requesting approval for adjusting 2020 Revenue Budget

As per the 2020 budget (approved on December 3<sup>rd</sup>, 2019 Council meeting), the 2020 mill rates were determined an increase of one percentage for both residential and commercial properties. However, in order to provide financial supports to our residents due to the pandemic, Council decided to freeze the 2020 mill rates instead of implementing the planed one percentage increase and extended the deadline of tax payments (Ref: Motion 95/20 at April 14, 2020, Council meeting). Based on the change of direction from Council, Administration analyzed the revenue losses and the potential losses from taxation and other sources, such as the losses from recreation centre due to the shut down of facilities. Administration also submitted an operating expenditure reduction plan for Council’s review and approval. The expenditure cut was approved by Council through the tax rate bylaw. The revenue adjustments are analyzed and presented within Section – Implications of Decision, for Council’s review and approval.



## TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

### Part II – Justification for requesting a review of 2020 Budget vs Actual operation

Subsection 248(1) of Municipal Government Act (MGA) states that a municipality may only make an expenditure that is:

- a) included in an operating budget, interim operating budget or capital budget or otherwise authorized by the council,
- b) for an emergency, or
- c) legally required to be paid.

Subsection 248(2) of MGA states that each council must establish procedures to authorize and verify expenditures that are not included in a budget.

The Town Policy #12-17 also established the principles and procedures of the required approval(s) for unbudgeted or over-budgeted expenditures.

### Part III – Unexpected expenses incurred due to COVID – 19 and Budget Reallocations.

- The Town incurred the following additional expenses of \$7,942 related to COVID-19. These are material costs or required services from external. However, no additional budget will be requested for these unexpected expenses, these additional expenses will be absolved in the Part I – Revenues Adjustments within the Section - Implications of Decision.

<b>Summary by Dept.</b>	Goods & Services	Telus	Freight	Public relations	Advertising	Total
Council	\$ 197			\$ 18	\$ 95	
Admin	\$ 3,185	\$ 150	\$ 61			
PW	\$ 676		\$ -			
Parks	\$ 1,779					
Hall	\$ 352		\$ 28			
Arena	\$ 1,019		\$ 56			
Curling Rink	\$ 297		\$ 28			
<b>TOTAL</b>	\$ 7,505	\$ 150	\$ 174	\$ 18	\$ 95	\$ <b>7,942</b>

- The budget reallocation is presented in detail at Section of Implication of Decision.

### COMMUNICATIONS

N/A



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

**IMPLICATIONS OF DECISION**

Part I – Budgeted Revenues Adjustments

Administration is proposing a revenue adjustment of \$196,302 at this stage. The proposed amount of the revenue adjustment along with the unexpected expenses incurred related to COVID-19 will be balanced with the approved budget cut of \$204,245 as below.

<u><b>Reconciliation</b></u>	
Reduced Revenues	(196,302)
Unexpected Expenses related to COVID-19	(7,942)
Approved Budget Cut	204,245
Variance	0

Details of the Revenue Adjustments:

<u><b>GL Account Code Name</b></u>	<u><b>Budget Amount</b></u>	<u><b>Requested Adjustments</b></u>	<u><b>Revised Budget</b></u>	<u><b>Note</b></u>
Residential Taxes	1,940,152	(83,824)	1,856,328	A
Commercial Taxes	489,574	(52,603)	436,971	A
Farmland Taxes	2,253	(49)	2,204	A
Minimum Tax Levy	24,751	(1,342)	23,409	A
Designated Industrial	300	(52)	248	A
Taxes Power & Pipeline	53,271	(3,985)	49,286	A
Grant In Lieu	13,207	(734)	12,473	A
Return On Investments	66,950	(23,838)	43,112	B
Tablecloths, Ice etc	6,000	(1,500)	4,500	C
Hall/Lobby Rental	16,000	(4,000)	12,000	C
Pop	3,000	(750)	2,250	C
Other	500	(125)	375	C
Arena/Meeting Room Rental	90,000	(22,500)	67,500	C
Concession	1,000	(250)	750	C
Recreation Rental	2,500	(625)	1,875	C
Recreation Rental Curling Rink	500	(125)	375	C
<b>Total</b>	<b>2,709,958</b>	<b>(196,302)</b>	<b>2,513,656</b>	

Note:

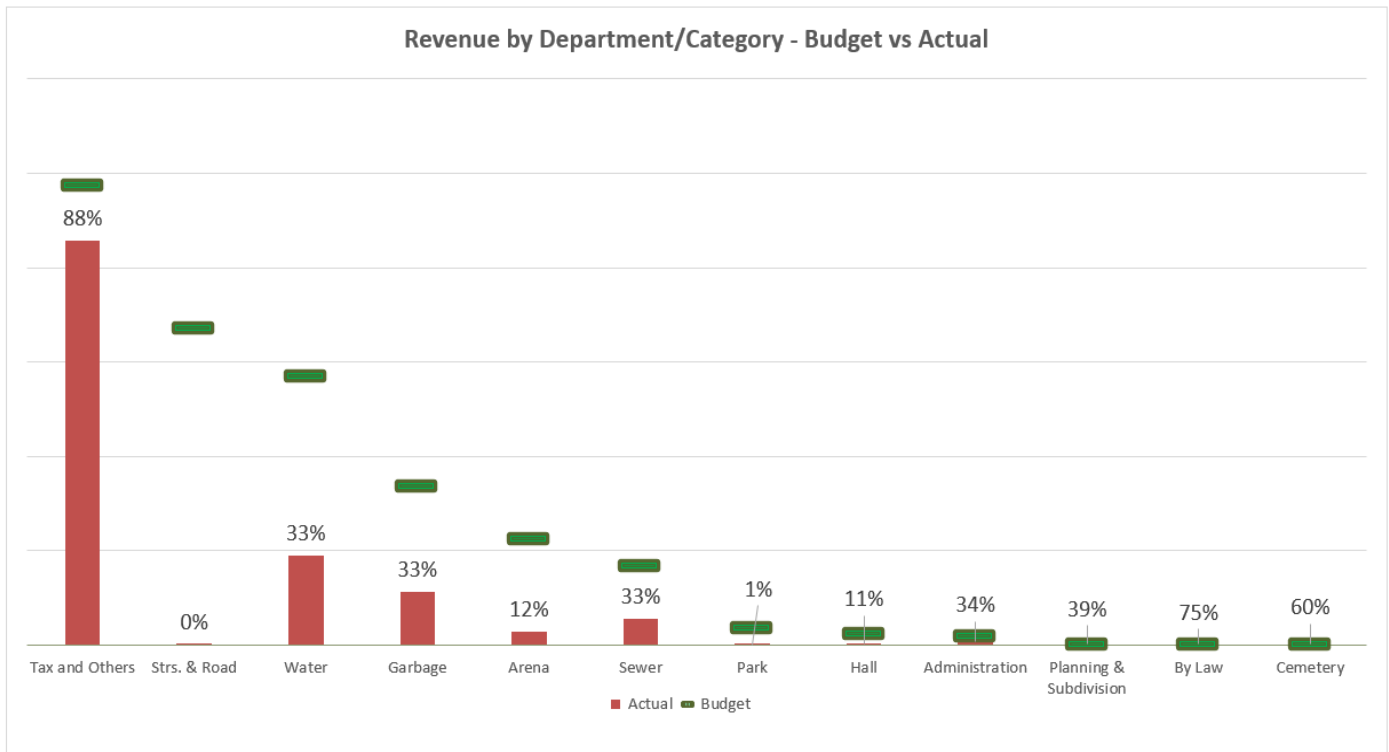
- A. To reflect the reduced mill rates.
- B. The earnings on the investments will be reduced significantly due to reduced interest rates and extension of tax payments. The interest rates in 2019 were around 1.7 to 2.3 percent. However, the current one-year fixed GIC rate is 1.1 percentage only.
- C. The estimation was based on a three-month shut down of the Recreation Centre.



# TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

## Part II – A review of 2020 Budget vs Actual operation

- Revenue Review:**



Departments	Budget	Actual	% of Completion	Note
Tax and Others	2,923,709	2,568,741	88%	A
Strs. & Road	672,900	758	0%	B
Water	569,910	189,773	33%	C
Garbage	338,095	113,723	34%	C
Arena	224,534	27,947	12%	D
Sewer	169,523	56,203	33%	C
Park	38,000	200	1%	E
Hall	25,500	2,845	11%	D
Administration	19,350	6,539	34%	D
Planning & Subdivision	3,000	1,159	39%	F
By Law	2,500	1,870	75%	G
Cemetery	2,000	1,200	60%	F

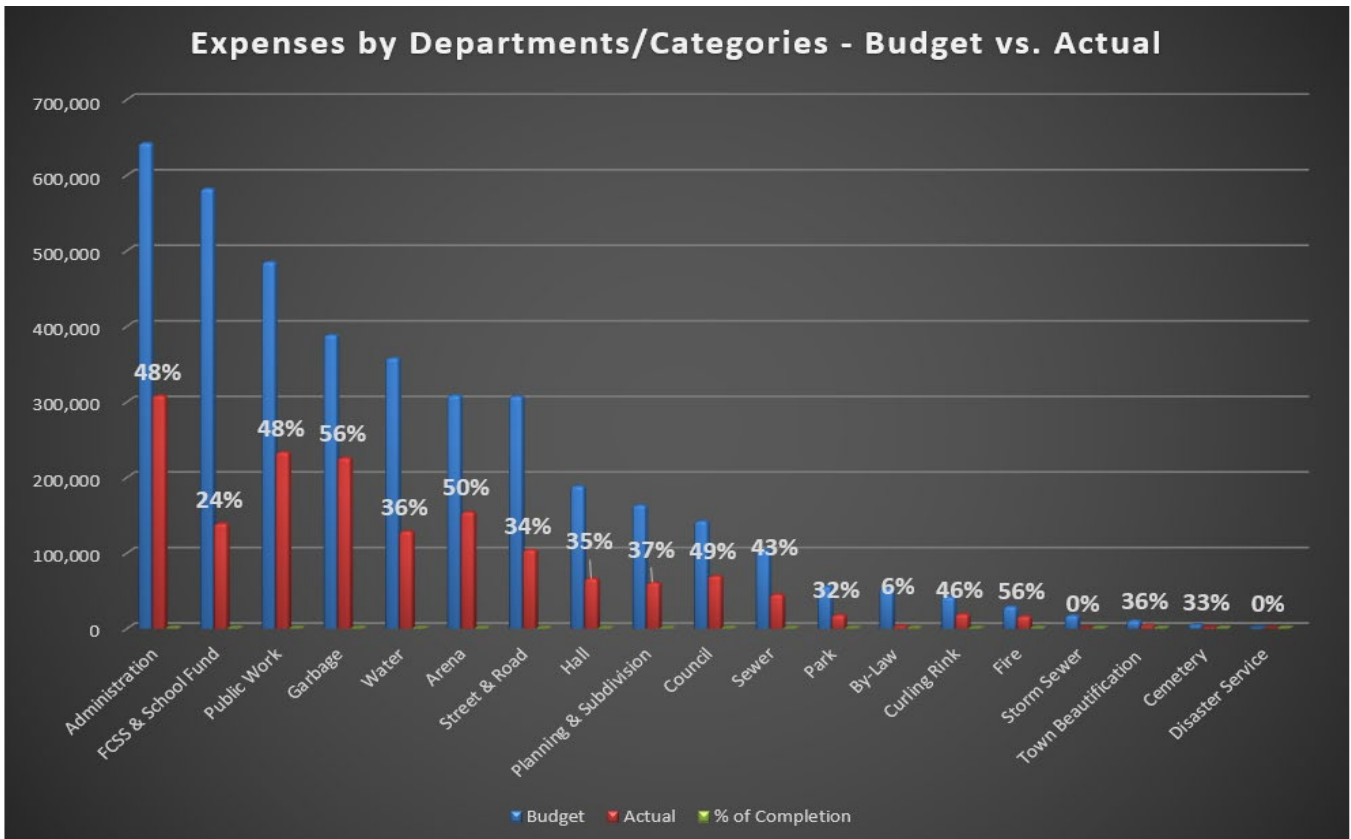


# TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

**Notes:**

- A. The 2020 mill rates were budgeted for 1% increase initially, due to the impact of COVID-19, Council decided to freeze the mill rates in order to provide financial supports to the Town residents in the pandemic year.
- B. Timing issue. The budgeted \$672,900 for Streets and Road includes capital grants of \$400K and \$200K transfer from reserve. However, the capital grants was confirmed, but has not been paid. Transfer from reserve will be booked at the time the capital program started.
- C. Timing issue. Although the report is based on the transactions from January 1<sup>st</sup> to June 30<sup>th</sup>. May and June utilities billing is normally issued in the beginning of July.
- D. Declined revenues were due to the shut down of recreation centre.
- E. Two major sources of revenues at the Park, summer student grant and bike park fund raising, have not been booked yet. Summer student grants will be paid after September 1<sup>st</sup> and be booked then; funds for capital program bike park project will be booked at the time the project is under construction.
- F. The amount is within the range.
- G. The higher amount is because animal license fees were charged and paid in the beginning of each year.

**Expenses Review:**





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

<b>Departments</b>	<b>Budget</b>	<b>Actual</b>	<b>% of Completion</b>	<b>Note</b>
Administration	642,331	308,144	48%	A
FCSS & School Fund	581,986	139,030	24%	D
Public Work	485,158	233,258	48%	A
Garbage	388,511	225,848	58%	B & C
Water	357,900	128,685	36%	B
Arena	308,574	154,062	50%	A
Street & Road	307,300	104,069	34%	B
Hall	188,505	66,260	35%	B
Planning & Subdivision	163,350	60,590	37%	B
Council	142,191	69,636	49%	A
Sewer	104,200	45,269	43%	B
Park	55,688	18,017	32%	B
By-Law	53,495	3,384	6%	B
Curling Rink	42,000	19,247	46%	A
Fire	29,250	16,296	56%	A
Storm Sewer	17,400	16	0%	B
Town Beautification	10,500	3,772	36%	B
Cemetery	4,800	1,600	33%	B
Disaster Service	1,500	0	0%	B
<b>Total Expense</b>	<b>3,884,639</b>	<b>1,597,184</b>	<b>41%</b>	

Note:

- A. The amounts of the actual spending as of June 30<sup>th</sup> are in line with the amounts in the approved budget.
- B. These expenses are also in the range of the budgeted amount given consideration that some of invoices from June period have not been received or paid before June 30<sup>th</sup>.
- C. The higher amount was because annual landfill requisition of \$107,717.31 was paid in full on May 6<sup>th</sup>, 2020.

Overall, the 41% of total expenditure in comparison with the total budgeted amount of expense is considered reasonable and within the budget range planned taking consideration that there are still some of unreceived or unpaid invoices before the date of reporting.



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

Part III – Budget Reallocations

There are three (3) specific expense items we recommend reallocation:

- Item A - Arena Ice Plant Piping Repairs (estimated \$17,500)
- Item B - Arena Furnace Replacement (Estimated \$6,000)
- Item C - Alley Repairs (note: \$15,685 spent to date, requesting additional \$15,000 to assist in repair to priority lanes.

**Please note that the reallocation would not increase the budgeted expense. The source of the funds for the above three (3) items will come from the reallocation from the following other expense accounts.**

Reallocation for the source of funds:

- Items A and B - Account Arena Contracted Services needs additional funds of \$14,220 for these two items. The additional funds needed will be transferred from Arena building repair and maintenance account (\$7,110) and Arena vehicle repair and maintenance account (\$7,110).
- Item C - Streets and Roads Contracted Services needs additional funds of \$17,207. The additional funds will be transferred from Streets and Road Goods & Supplies account (\$7,000), Water Contracted Services account (\$5,000), and Sewer Contracted Service account (\$5,000).


**POLICY AND/OR LEGISLATIVE REFERENCES**

- Subsections 248(1) & (2) of the MGA
- Policy #12-17 Unbudgeted or Over-Budgeted Expenditures Approval

**ATTACHMENTS**

N/A

Report Prepared By: Robert Mu, Finance Officer

Approved by CAO: 



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

AGENDA ITEM: 5.5.

**COUNCIL MEETING DATE: July 14, 2020**

**ITEM DESCRIPTION OR TITLE**

**2020 Capital Budget Update**

**RECOMMENDATION**

That Council approve the budget increase of \$112,518.50 for the 2020 Capital Works Project funded from the Planning and Subdivision Reserve.

**BACKGROUND**

The Town’s engineering firm provided a letter dated July 10, 2020 which provides an overall budget update for improvements included in the 2020 Capital Works project. This project includes improvements to underground and road infrastructure on 51st Street between 47th Avenue and 50th Avenue. There have been several unexpected items that were discovered during construction that have been either already replaced or are being recommended for further replacement, and a budget update for the project has been requested.

For details, please refer to the enclosed letters.

**COMMUNICATIONS**

N/A

**IMPLICATIONS OF DECISION**

N/A

**FINANCIAL IMPLICATIONS**

The revised budget requests an increase of \$112,518.50.

2020 Capital Works	Approved Budget	Revised Cost	Requested Increase
Construction Cost	544,500.00	681,208.50	136,708.50
Contingency	54,450.00		(54,450.00)
Engineering(9.5%)	54,450.00	64,710.00	10,260.00
Third Party Testing	-	20,000.00	20,000.00
<b>Total</b>	<b>653,400.00</b>	<b>765,918.50</b>	<b>\$ 112,518.50</b>
<i>Ref:</i>	<i>Appendix 2 (Item5)</i>	<i>Appendix 1</i>	





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

Source of funding:

If the requested \$112,518.5 is approved, the expenses will be funded from Planning & Subdivision Reserve. The current revised reserve balance is \$2,323,668. Details of the reserve is presented below for your reference.

<b>Reserve Categories</b>	<b>2019 Amount (\$)</b>	<b>2020 Amount (\$)</b>
Fire	7,986	7,986
Public Work	62,073	62,073
General	384,128	384,129
Administration	486,127	486,127
Water	14,000	14,000
Storm Sewer	15,000	15,000
Sewer	77,500	77,500
Planning & Subdivision	1,627,311	1,411,130
Recreation General	52,500	52,500
Hall	10,000	10,000
Arena	242,100	34,358
Park	17,615	17,615
Curling Rink	10,000	10,000
<b>Total unrestricted Reserve</b>	<b>3,006,340</b>	<b>2,582,418</b>

Less: (258,750) \*

<b>Revised Reserve Bal</b>	<b>2,323,668</b>
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Note: the \$258,750 was approved in 2020 budget and the entry will be booked at the time the capital project is completed.



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

**POLICY AND/OR LEGISLATIVE REFERENCES**

N/A

**ATTACHMENTS**

1. July 10, 2020 Letter - 2020 Capital Work Budget Update
2. September 20, 2019 Letter – Five Year Capital Projects Preliminary Cost Estimates

Report Prepared By: Robert Mu, Finance Officer

Approved by CAO:

A handwritten signature in black ink, appearing to be the initials "RM", is written over the "Approved by CAO:" text.

July 10, 2020

File No.: 13-20046-1.0

Christine Beveridge  
Chief Administrative Officer  
Town of Lamont  
Bag 330, 5303 – 50 Avenue  
Lamont, AB TOB 2R0

Dear Christine,

**Re: 2020 Capital Works – Budget Update**

As discussed, Select Engineering Consultants Ltd. is providing the following letter to provide an overall budget update for improvements included in the 2020 Capital Works project. This project includes improvements to underground and road infrastructure on 51<sup>st</sup> Street between 47<sup>th</sup> Avenue and 50<sup>th</sup> Avenue. There have been several unexpected items that were discovered during construction that have been either already replaced or are being recommended for further replacement, and a budget update for the project has been requested.

Underground Infrastructure

The original scope of work for underground infrastructure included the complete replacement of water distribution mains, replacement of individual water services, installation of new fire hydrants, and connections to existing water mains. This work was completed in early June 2020. During the replacement of the water distribution infrastructure, the following additional items were found and repaired or replaced if necessary:

- No Corrode (Tar Paper Pipe) Sanitary Service for the Fire Hall/RCMP Office found – Replaced
- Potential contaminated soil near Price Automotive – Hauled to a separate site to be tested
- Storm & Sanitary Manholes structurally unstable – Replaced
- Storm Sewer Catch Basin Leads structurally unstable – Replaced
- Single Storm Sewer Catch Basin structurally unstable – Replaced
- Sanitary Sewer Mains (50 meters) with several sags & settlements, severe structural cracks - Replaced

This additional work was completed during the underground portion of the project for a value of approximately \$96,000. Due to contract contingencies that have been included in the project, and additional water services that were included in the original scope of work as a precaution, the overall underground infrastructure scope of work was completed for \$266,208.50. This amount is \$36,208.50 over the original contract value of \$230,043.00.

Road Infrastructure

The original scope of work for road rehabilitation and concrete replacements included the complete replacement of the road structure on 51<sup>st</sup> Street from 47<sup>th</sup> Avenue to 50<sup>th</sup> Avenue, with concrete improvements to be completed on approximately 25% of the concrete features, to account for drainage improvements and concrete replacements required to accommodate the underground infrastructure improvements. This work has begun in late June 2020 and is ongoing.

As construction has commenced, the following conflicts, revisions, failures have been observed:

- Road Structure - Abundance of shallow utility crossings and conflicts with road structure installation, primarily gas and phone, and shallow storm sewer.
- Concrete - Lack of gravel base beneath concrete sidewalks, minor cracks and failures becoming severe
- Concrete - Existing Concrete Curb has large sections poured without a form, gutter pan is severely deteriorating below grade



Christine Beveridge  
July 7, 2020  
Page 2

In order to address the abundance of shallow utility crossings and conflicts with the road structure installation, we have worked with JR Paine and Associates to provide alternate road structure recommendations that would reduce the overall depth of construction and provide the strength requirements needed for the roadway. This alternate road structure involves a crushed concrete sub-base with geotextiles, in-lieu of a cement stabilized subgrade.

For the concrete work, most of the failures and poor curb is on the north section of the project, from 48<sup>th</sup> Avenue to 50<sup>th</sup> Avenue. We recommend the concrete monowalk, curbs, and separate walk from 48<sup>th</sup> Avenue to 50<sup>th</sup> Avenue be replaced completely, ensuring they will last the anticipated service life of the new roadway.

This additional work has been measured and discussed with the General Contractor, Kantrax Contractors, and we estimate the total value of this work to be as follows:

- Alternate road structure – Additional cost of approximately \$8,200
- Concrete replacements to include complete replacement on the north section - \$96,096.83

Budget Update

With approval to complete the full concrete replacements as outlined in this letter, the revised project budget is anticipated to be as follows:

Underground Infrastructure .....	\$266,208.50
Road Improvements.....	<u>\$415,000.00</u>
Revised Construction Costs	\$681,208.50
Engineering (9.5%)	\$64,710.00
Third Party Testing (Estimated)	\$20,000.00
<b>Total Project Budget</b>	<b>\$765,918.50</b>

Select Engineering recommends the Town of Lamont revises the total construction budget to \$681,208.50 and increases the total project budget to \$765,918.50.

I trust that this information meets your requirements at this time. Should you have any questions, or require additional information, please feel free to call me at (780) 651-5773.

Sincerely,

**SELECT ENGINEERING CONSULTANTS LTD.**

**Neil Renneberg**, P.Eng  
Project Manager  
nrenneberg@selecteng.ca

NR/nr

September 20, 2019

File No.: 13-19043-1.0

Christine Beveridge  
 Chief Administrative Officer  
 Town of Lamont  
 Box 330, 5307 – 50 Avenue  
 Lamont, AB TOB 2R0

Dear Christine,

**Re: Five Year Capital Projects – Preliminary Cost Estimates**

As requested, we are providing the following preliminary estimated cost for projects that are being considered for completion from 2020 through to 2024. These products are listed as we have previously discussed to assist Administration and Town Council with their budget planning procedures.

**2020 Proposed Capital Projects**

1. Campbell Neighbourhood Improvements Stage 1 – CCTV Inspections

Recommended as per the Campbell Neighbourhood Assessment report dated September 12, 2019.

CCTV Inspections ..... \$37,200.00

2. Storm Sewer Inspection Services

Recommended as per the Infrastructure Status report dated October 16, 2017 and the Stormwater Drainage Study dated March 23, 2018. Flushing and CCTV Inspection of 900 meters of storm sewer infrastructure.

Flushing & Inspection ..... \$12,000.00

3. 51<sup>st</sup> Avenue Road Reconstruction (53<sup>rd</sup> Street to 54<sup>th</sup> Street)

Recommended as per the Infrastructure Status report dated October 16, 2017. Complete road reconstruction of 975 square meters of asphalt roadway, complete with miscellaneous concrete replacements as required.

Concrete Curb and Sidewalk Replacements..... \$14,250.00  
 Removal of Existing Road Structure ..... \$16,000.00  
 Subgrade Preparation & Granular Base Course ..... \$65,000.00  
 Asphalt surface ..... \$27,500.00  
 Manholes and Valve adjustments ..... \$3,000.00

Estimated Subtotal	\$125,750.00
10% Contingency	\$12,575.00
10% Engineering	<u>\$12,575.00</u>
Estimated Total	\$150,900.00



**4. 51<sup>st</sup> Avenue Road Reconstruction (50A Street to 51<sup>st</sup> Street)**

Recommended as per the Infrastructure Status report dated October 16, 2017. Complete road reconstruction of 1,200 square meters of asphalt roadway, complete with miscellaneous concrete replacements as required.

Concrete Curb and Sidewalk Replacements.....	\$17,100.00
Removal of Existing Road Structure .....	\$19,200.00
Subgrade Preparation & Granular Base Course .....	\$78,000.00
Asphalt surface .....	\$33,000.00
Manholes and Valve adjustments .....	<u>\$3,000.00</u>
Estimated Subtotal	\$150,300.00
10% Contingency	\$15,030.00
10% Engineering	<u>\$15,030.00</u>
Estimated Total	\$180,360.00

**5. 51<sup>st</sup> Street Road and Watermain Improvements (47<sup>th</sup> Avenue to 50<sup>th</sup> Avenue)**

Recommended as per the Infrastructure Status report dated October 16, 2017. Upgrading of 280 lineal meters of watermain infrastructure, complete replacement of 3,500 square meters of asphalt roadway, complete with miscellaneous concrete replacements as needed.

Water Distribution System Upgrades.....	\$140,000.00
Concrete Curb and Sidewalk Replacements.....	\$45,000.00
Removal of Existing Road Structure .....	\$42,000.00
Subgrade Preparation & Granular Base Course .....	\$206,500.00
Asphalt surface .....	\$105,000.00
Manholes and Valve adjustments .....	<u>\$6,000.00</u>
Estimated Subtotal	\$544,500.00
10% Contingency	\$54,450.00
10% Engineering	<u>\$54,450.00</u>
Estimated Total	\$653,400.00

**2020 Proposed Capital Projects**

Description	Estimated Costs
1. Campbell CCTV Inspections	\$37,200
2. Storm Sewer Flushing & Inspections	\$12,000
3. 51 <sup>st</sup> Avenue Road Reconstruction	\$150,900
4. 51 <sup>st</sup> Avenue Road Reconstruction	\$180,360
5. 51 <sup>st</sup> Street Road and Watermain Improvements	\$653,400
<b>2020 Proposed Capital Projects Total</b>	<b>\$1,033,860</b>



**2021 Proposed Capital Projects**

1. 57 Avenue/45 Street Road Reconstruction (Edna Subdivision)

Recommended as per the Infrastructure Status report dated October 16, 2017. Initial stage construction completed in 2019, remaining portion of recommended area to be completed. Complete road reconstruction of 2,250 square meters of asphalt roadway, complete with full replacement of concrete curbs and sidewalks.

Concrete Curb and Sidewalk Replacements.....	\$130,000.00
Removal of Existing Road Structure .....	\$36,000.00
Subgrade Preparation & Granular Base Course .....	\$135,000.00
Asphalt surface .....	\$67,500.00
Manholes and Valve adjustments .....	<u>\$5,000.00</u>
Estimated Subtotal	\$373,500.00
10% Contingency	\$37,350.00
10% Engineering	<u>\$37,350.00</u>
Estimated Total	\$448,200.00

2. 49<sup>th</sup> Street Road Reconstruction (50<sup>th</sup> Avenue to 51<sup>st</sup> Avenue)

Recommended as per the Infrastructure Status report dated October 16, 2017. Complete road reconstruction of 1,200 square meters of asphalt roadway, complete with miscellaneous concrete replacements as required.

Concrete Curb and Sidewalk Replacements.....	\$17,100.00
Removal of Existing Road Structure .....	\$19,200.00
Subgrade Preparation & Granular Base Course .....	\$78,000.00
Asphalt surface .....	\$33,000.00
Manholes and Valve adjustments .....	<u>\$3,000.00</u>
Estimated Subtotal	\$150,300.00
10% Contingency	\$15,030.00
10% Engineering	<u>\$15,030.00</u>
Estimated Total	\$180,360.00

3. 55<sup>th</sup> Street Road Reconstruction (51<sup>st</sup> Avenue to 52<sup>nd</sup> Avenue)

Recommended as per the Infrastructure Status report dated October 16, 2017. Complete road reconstruction of 1,200 square meters of asphalt roadway, complete with miscellaneous concrete replacements as required.

Concrete Curb and Sidewalk Replacements.....	\$17,100.00
Removal of Existing Road Structure .....	\$19,200.00
Subgrade Preparation & Granular Base Course .....	\$78,000.00
Asphalt surface .....	\$33,000.00
Manholes and Valve adjustments .....	<u>\$3,000.00</u>
Estimated Subtotal	\$150,300.00
10% Contingency	\$15,030.00
10% Engineering	<u>\$15,030.00</u>
Estimated Total	\$180,360.00



4. 52<sup>nd</sup> Avenue Road Reconstruction (55<sup>th</sup> Street to Alley to the West)

Recommended as per the Infrastructure Status report dated October 16, 2017. Complete road reconstruction of 1,200 square meters of asphalt roadway, complete with miscellaneous concrete replacements as required.

Concrete Curb and Sidewalk Replacements.....	\$17,100.00
Removal of Existing Road Structure .....	\$19,200.00
Subgrade Preparation & Granular Base Course .....	\$78,000.00
Asphalt surface .....	\$33,000.00
Manholes and Valve adjustments .....	<u>\$3,000.00</u>
Estimated Subtotal	\$150,300.00
10% Contingency	\$15,030.00
10% Engineering	<u>\$15,030.00</u>
Estimated Total	\$180,360.00

**2021 Proposed Capital Projects**

Description	Estimated Costs
1. 57 Avenue/45 Street Road Reconstruction	\$448,200
2. 49 <sup>th</sup> Street Road Reconstruction	\$180,360
3. 55 <sup>th</sup> Street Road Reconstruction	\$180,360
4. 52 <sup>nd</sup> Avenue Road Reconstruction	\$180,360
<b>2021 Proposed Capital Projects Total</b>	<b>\$989,280</b>

**2022 Proposed Capital Projects**

1. Campbell Neighbourhood Improvements – Stage 2 – Phase 1

Recommended as per the Campbell Neighbourhood Assessment report dated September 12, 2019. As discussed preciously, this project is being considered to be completed in two phases.

Water Distribution System Upgrades.....	\$146,750.00
Sanitary & Storm Sewer Improvements .....	\$60,400.00
Lot Service Replacements.....	\$161,000.00
Concrete Replacements .....	\$142,937.50
Road Reconstruction .....	<u>\$182,000.00</u>
Estimated Subtotal	\$693,088.00
15% Contingency	\$103,963.00
10% Engineering	<u>\$69,300.00</u>
Estimated Total	\$866,351.00





**2022 Proposed Capital Projects**

Description	Estimated Costs
1. Campbell Improvements Stage 2 – Phase 1	\$866,351
<b>2022 Proposed Capital Projects Total</b>	<b>\$866,351</b>

**2023 Proposed Capital Projects**

1. Campbell Neighbourhood Improvements – Stage 2 – Phase 2

Recommended as per the Campbell Neighbourhood Assessment report dated September 12, 2019. As discussed preciously, this project is being considered to be completed in two phases.

Water Distribution System Upgrades.....	\$146,750.00
Lot Service Replacements.....	\$161,000.00
Concrete Replacements .....	\$142,937.50
Road Reconstruction .....	<u>\$182,000.00</u>
Estimated Subtotal	\$632,688.00
15% Contingency	\$94,903.00
10% Engineering	<u>\$63,270.00</u>
Estimated Total	\$790,861.00

**2023 Proposed Capital Projects**

Description	Estimated Costs
1. Campbell Improvements Stage 2 – Phase 2	\$790,861
<b>2023 Proposed Capital Projects Total</b>	<b>\$790,861</b>



**2024 Proposed Capital Projects**

2. 50<sup>th</sup> Avenue Storm Sewer and Road Improvements

Recommended as per the Infrastructure Status report dated October 16, 2017, and updated to include storm sewer improvements identified in the Stormwater Drainage Study dated March 23, 2018. A feasibility assessment is currently underway to confirm the storm sewer improvements suitable for this project, and this cost estimate is preliminary at this time. Complete road reconstruction of 5,400 square meters of asphalt roadway, complete with miscellaneous concrete replacements as required.

Storm Sewer Improvements.....	\$400,000.00	
Concrete Curb and Sidewalk Replacements.....	\$55,000.00	
Removal of Existing Road Structure .....	\$86,400.00	
Subgrade Preparation & Granular Base Course .....	\$318,600.00	
Asphalt surface .....	\$162,000.00	
Manholes and Valve adjustments .....	\$5,000.00	
	Estimated Subtotal	\$1,027,000.00
	15% Contingency	\$154,000.00
	10% Engineering	<u>\$102,700.00</u>
	Estimated Total	\$1,283,700.00

**2024 Proposed Capital Projects**

Description	Estimated Costs
1. 50 <sup>th</sup> Avenue Improvements	\$1,283,700
<b>2024 Proposed Capital Projects Total</b>	<b>\$1,283,700</b>

**Unallocated Projects**

The following projects are considered potential candidates to be included within this five year capital plan, subject to further deterioration of the existing assets.

1. 44A Street Road Improvements

Road Improvements are expected to be required due to severe road failures. A large patch is anticipated to be completed in the fall of 2019 to provide additional service life to this road asset.

Complete Concrete Replacements.....	\$77,000.00	
Road Structure Replacement.....	<u>\$181,800.00</u>	
	Estimated Subtotal	\$258,800.00
	10% Contingency	\$25,900.00
	10% Engineering	<u>\$25,900.00</u>
	Estimated Total	\$310,600.00



Christine Beveridge  
 September 20, 2019  
 Page 7

2. Avenue Between Greenfield Echoes & Lamont Health Care Centre

Road Improvements are expected to be required due to severe road failures. A large patch was completed in the fall of 2019 to provide additional service life to this road asset.

Miscellaneous Concrete Replacements.....	\$12,000.00
Road Structure Replacement.....	<u>\$105,000.00</u>
Estimated Subtotal	\$117,000.00
10% Contingency	\$11,700.00
10% Engineering	<u>\$11,700.00</u>
Estimated Total	\$140,400.00

I trust that this information meets your requirements at this time. If you have any questions on the above information, please don't hesitate to call me at 780-651-5773.

Sincerely,

**SELECT ENGINEERING CONSULTANTS LTD.**

**Neil Renneberg**, P.Eng  
 Project Manager  
 nrenneberg@selecteng.ca

NR/nr



## **MAYOR & COUNCIL REPORT**

**COUNCIL MEETING DATE: July 14, 2020**

**ELECTED OFFICIAL: Mayor Bill Skinner**

**REPORT PERIOD: June 17 – July 8, 2020**

---

### **Boards and Committees:**

- **July 6** – Attended Lamont County Housing Foundation Lodge Managers meeting via teleconference. Visitations are resuming and focus remains on safety of our residents and visitors, especially with residents wishing to be more active outside. Excessive rainfall is making it difficult to complete exterior building maintenance.

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

- Attended the Lamont Health Care Centre's AGM via teleconference and brought greetings from the Town of Lamont.
- **July 7** – Fort Radio station will be focusing on the Town of Lamont on July 8 as part of their focus on municipalities within the Heartland. Spoke to them via phone interview to provide some audio clips to help promote the town.



## **MAYOR & COUNCIL REPORT**

**COUNCIL MEETING DATE: July 14, 2020**  
**ELECTED OFFICIAL: Jody Foulds**  
**REPORT PERIOD: June 24 - July 8, 2020**

---

### **Boards and Committees:**

- **June 22** - Alberta Hub Meeting via Zoom in St. Paul, AB.

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

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

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



## MAYOR & COUNCIL REPORT

**COUNCIL MEETING DATE:** July 14, 2020  
**ELECTED OFFICIAL:** Dave Taylor  
**REPORT PERIOD:** June 23 – July 14, 2020

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### **Boards and Committees:**

- **July 9:** John S. Batiuk Regional Water Commission meeting.

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

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

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

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

- **July 7:** Interview with Mix 107 (Fort Saskatchewan radio station) for July 8 feature on Lamont (Town and County).

# CAO REPORT

FOR THE PERIOD ENDING JULY 13, 2020

## HIGHLIGHTS:

- Ongoing policy work.
- Working with contractor and Councillor Taylor on bike pump track preparations.
- Mobilization of the 2021 budget plan including budget consultation plan.
- COVID-19 Activities:
  - Tracking and reviewing self-isolation requirements for sick workers.
  - Backfilling/covering for positions when absences are occurring on a weekly basis.
  - Re-launch strategies and discussions:
    - Re-opening of Splash Park, Ball Diamonds, outdoor exercise centre.
    - Re-opening of Town Office (July 13).
    - Preparation for re-opening of the recreation facilities (TBA).
- Finalization and submission of the Municipal Asset Management Program (MAMP) application.
- Continued oversight of the 2020 Capital Work Project.
- Conducted interviews for summer student positions (4 students hired for 2020).
- Stood down the Incident Command Post (June 23).
- Required to attend and choose design of the Town flower pots at local greenhouse due to staffing shortage.
- Continue to adjust and prioritize workloads to assist staff while dealing with staffing shortages.

## MEETINGS/EVENTS & PROFESSIONAL DEVELOPMENT:

### Meetings

- Monthly Staff Meeting
- Staff Appreciation BBQ
- Alberta Hub Annual General Meeting
- Small Communities Committee Meeting- AUMA
- AUMA Relaunch Webinar
- RMRF Webinar; Navigating Uncertain Times Part 2
- Capital Region Emergency Preparedness Partnership weekly meetings (zoom)
- Lamont Christmas Light-up Committee
- Resident regarding urban hens and community garden ideas
- Regional Fire Chief & District Fire Chief
- County of Lamont Food Bank
- RCMP Officer in Charge update
- Incident Command Post Debriefing

\*Vacation- July 20-July 31 & August 10-21

# Town of Lamont COVID-19 Update

## Town Office Re-opening

We announced recently the planned reopening of the Town office for Monday, July 13, 2020, with messaging going out to the community via our newsletter with our utility bills, and via social media.

**The Town of Lamont Office relaunch date of July 13, 2020 is delayed until further notice.**

We encourage residents to continue to contact us with any questions or concerns. Please feel free to reach out to us via phone, email, or social media (Facebook messenger) and staff will respond to your inquiry.

We thank you for your patience and continued cooperation pertaining to relaunch. Please be assured that Town staff are continuously working to meet the required regulations to reopen safely and ensuring our community continues to stay healthy and strong.



# OPERATIONS & INFRASTRUCTURE REPORT

FOR THE PERIOD ENDING July 3, 2020

## HIGHLIGHTS – PARKS AND RECREATION

### Updates

- Flower Pots have been delivered and hung, flowers planted in Town Entrance Pots and at the Admin building, and regular watering and maintaining of the flowers is occurring.
- Staff have been monitoring and maintaining the Playgrounds, Exercise Equipment, and Perma-Potties during the Month of June to ensure signage is maintained and facilities are being used appropriately.
- Splash park has been re-opened to the public in late June with the aid of Public Works.
- Ball Diamonds have been manicured and re-opened for public use in late June.
- Wet weather conditions coupled with sick leave or Covid-19 related isolation requirements have hampered general park maintenance duties with a small workforce.
- Additional summer students started with the Town of Lamont on July 2<sup>nd</sup>.
- 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. 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

- Alley at North end of Edna – Added additional gravel and graded with assistance from a general contractor.
- Alley at the East end of Edna – Added additional gravel and graded with assistance from a general contractor.
- On-going gravel road repair at entrance into Beaver Creek Co-op.
- On-going gravel road repair on 47<sup>th</sup> Avenue near General Auto.
- On-going gravel alley repair completed at the Post Office.
- Pot-hole filling continues on 51<sup>st</sup> Avenue and 49<sup>th</sup> Street.
- Street Sweeping completed on Friday June 26<sup>th</sup>.

### Facilities

- Edna Lift Station – Working with a contractor for the replacement of a failed check valve. Work began July 2<sup>nd</sup> and is nearly complete.
- Out of Town Lift Station – Station continues to run well, pumping at peak flows of 40 L/s to 48 L/s. Several severe infiltration events have required additional pumping measures be implemented, including on June 7<sup>th</sup> and on July 1<sup>st</sup>. A 6” pump has been rented and is onsite to help manage the next major event should it occur. Reviewing operational issues for continuous operation in a power loss event.

# OPERATIONS & INFRASTRUCTURE REPORT

FOR THE PERIOD ENDING July 3, 2020

## Operations

- Water & wastewater operation has continued alternating weeks to train additional staff.
- Hydrant flushing is ongoing.
- Lagoon effluent draining completed mid June, final samples taken and waiting on results.
- Public Works staff continue to utilize increased personal safety measures related to Covid-19. This includes utilizing separate vehicles, wearing masks when not able to stay 2.0 meters or 6 feet apart, and sanitizing of equipment before and after each use.

## Operations and Infrastructure Position

- Parks & 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. Additional information has been included regarding Priority tasks.
- Covid-19 Response
  - Tracking and reviewing self-isolation requirements for sick workers.
  - Re-launch strategies and discussions with Administration
  - Re-opening of Splash Park and Ball Diamonds with Parks and Recreation and Administration
- Ongoing – Laneway ratings, priorities, and general management
  - An initial Late April/early May inspection and rating was completed on all Alleys, reviewing the overall performance of each alley in the context of spring runoff.
  - A rating scale of 1 through 5 was used. A rating of 1 would indicate poor drainage, major rutting, and pooling water. A rating of 5 would indicate the laneway has good drainage, no rutting, no standing water, and is maintained in excellent condition.
  - 15 Alleys were rated with a 1 or lower (several lanes in town are severely ingrown and look to have never been originally constructed) for spring runoff.
  - A second inspection on July 1 was completed on all Alleys, reviewing the overall performance of each alley in the context of severe rain.
  - 15 Alleys were rated with a 1 or lower.
  - Of these two ratings, 7 alleys rated at a 1 or lower in both ratings. These are being considered our highest priority alleys to assess and determine appropriate repairs.
- Ongoing – Compiling internal and external Equipment Maintenance Records.
  - Administrative 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 & 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.

# OPERATIONS & INFRASTRUCTURE REPORT

FOR THE PERIOD ENDING July 3, 2020

- Preparing a Building Maintenance Binder (physical) and Directory (digital) for records.
- Responding to Resident Concerns, calls/requests for June related to the following:
  - Drainage – Alleys and Lot Drainage
  - Street Sweeping
  - Tree Pruning
  - Concrete repairs
  - CC's sticking up

Description	2020 Budget	Targeted Amount Jan - Jun	2020 Actual Jan - Jun	Variance	% of Completion	2020 - Jun	2019 - Jun	Increase/ (Decrease)	Percentage	Note
<b>REVENUE</b>										
General Revenue	-2,923,709	(2,693,101)	(2,568,741)	(354,968)	88%	(16,935)	(13,356)	(3,579)		
Administration	-19,350	(9,675)	(6,539)	(12,811)	34%	(595)	(618)	23		
By Law	-2,500	(1,250)	(1,870)	(630)	75%	(40)	(55)	15		
Strs. & Road	-672,900	(336,450)	(758)	(672,142)	0%	0	0	0		
Storm Sewer	0	0	0	0	0%	0	0	0		
Water	-569,910	(284,955)	(189,773)	(380,137)	33%	(150)	(719)	569		
Sewer	-169,523	(84,762)	(56,203)	(113,320)	33%	(45)	25	(70)		
Garbage	-338,095	(169,048)	(113,723)	(224,372)	34%	(31)	(63)	32		
Cemetery	-2,000	(1,000)	(1,200)	(800)	60%	(400)	0	(400)		
Planning & Subdivision	-3,000	(1,500)	(1,159)	(1,841)	39%	(135)	(180)	45		
Hall	-25,500	(12,750)	(2,845)	(22,655)	11%	0	(443)	443		
Arena	-224,534	(112,267)	(27,947)	(196,587)	12%	655	(1,020)	1,675		
Park	-38,000	(19,000)	(200)	(37,800)	1%	(200)	(200)	0		
Curling Rink	-500	(250)	0	(500)	0%	0	0	0		
FCSS	0	0	0	0	0%	0	0	0		
<b>TOTAL REVENUE</b>	<b>-4,989,521</b>	<b>(3,726,007)</b>	<b>(2,970,959)</b>	<b>(2,018,562)</b>	<b>60%</b>	<b>(17,876)</b>	<b>(16,629)</b>	<b>(1,247)</b>		
<b>EXPENSE</b>										
Council	142,191	71,096	69,636	72,555	49%	5,692	11,064	(5,372)		
Administration	642,331	321,166	308,144	334,187	48%	44,519	44,775	(760)		
Fire	29,250	14,625	16,296	12,954	56%	1,188	2,382	(1,194)		
Disaster Service	1,500	750	0	1,500	0%	0	40	(40)		
By-Law	53,495	26,748	3,384	50,111	6%	0	71	(71)		
Public Work	485,158	242,579	233,258	251,900	48%	37,249	30,111	7,137		
Street & Road	307,300	153,650	104,069	203,231	34%	13,722	14,478	(756)		
Storm Sewer	17,400	8,700	16	17,384	0%	0	3,489	(3,489)		
Water	357,900	178,950	128,685	229,215	36%	19,574	23,460	(3,671)		
Sewer	104,200	52,100	45,269	58,931	43%	17,671	3,153	14,518		
Garbage	388,511	248,735	225,848	162,663	58%	23,503	22,901	602		
Cemetery	4,800	2,400	1,600	3,200	33%	800	700	100		
Town Beautification	10,500	5,250	3,772	6,728	36%	3,772	10,836	(7,064)		
Planning & Subdivision	163,350	81,675	60,590	102,760	37%	14,962	1,065	13,897		
Hall	188,505	94,253	66,260	122,245	35%	7,073	7,464	(391)		
Arena	308,574	154,287	154,062	154,512	50%	8,381	18,888	(10,507)		
Park	55,688	27,844	18,017	37,671	32%	10,066	14,785	(4,719)		
Curling Rink	42,000	21,000	19,247	22,753	46%	1,366	3,012	(1,646)		
FCSS & School Fund	581,986	290,993	139,030	442,956	24%	0	0	0		
<b>Total Expense</b>	<b>3,884,639</b>	<b>1,996,799</b>	<b>1,597,184</b>	<b>2,287,455</b>	<b>41%</b>	<b>209,537</b>	<b>212,673</b>	<b>(3,425)</b>		

Description	2020 Budget	Targeted Amount Jan - Jun	2020 Actual Jan - Jun	Variance	% of Completion	2020 - Jun	2019 - Jun	Increase/ (Decrease)	Percentage	Note
<b>Capital Programs</b>										
Administration	0	0	0	0	0%	0	0	0	0%	
Fire	0	0	0	0	0%	0	0	0	0%	
Public Work	0	0	0	0	0%	0	0	0	0%	
Street and Road	653,400	326,700	31,060	622,340	5%	11,667	0	11,667	0%	
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	39,717	(39,717)	-100%	
Park	41,000	20,500	0	41,000	0%	0	27,216	(27,216)	-100%	
Curling Rink	0	0	0	0	0%	0	0	0	0%	
<b>Total Capital Programs</b>	<b>694,400</b>	<b>347,200</b>	<b>31,060</b>	<b>663,340</b>	<b>4%</b>	<b>11,667</b>	<b>66,933</b>			



Lamont County Emergency Services  
**MONTHLY FIRE DISTRICT REPORT**

District	Month/Year
District Fire Chief	
Meetings/Events Attended	Professional Development
Projects Started/Completed	Other Information

Fire District Update	
Community Events Hosted/Attended	Training
_____ <b>Total Volunteer Hours in Community</b>	_____ <b>Training Sessions Held</b> <i>The following topics were trained on:</i>
Incident Summary	Personnel Summary
_____ <b>Incidents</b> _____ Alarms _____ Fires _____ MFR _____ Motor Vehicle Accidents _____ Other	_____ <b>Personnel on the Roster</b>  _____ <b>Volunteer Hours at Station</b>

**Respectfully Submitted,**