

Council Package

November 10, 2020



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**AGENDA
TOWN OF LAMONT
REGULAR MEETING OF COUNCIL
November 10, 2020-7:00p.m.**

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 – Organizational Meeting, October 27, 2020

1.4.2. Council Minutes- Regular Meeting, October 27, 2020

2. CLOSED SESSION

3. DELEGATIONS

3.1. MOTION FOR ACCEPTANCE OF DELEGATION

4. CORRESPONDENCE

4.1. Lamont Library Board Meeting Minutes- October 5, 2020

4.2. Municipal Affairs

5. NEW BUSINESS

5.1. 2021 Capital Project

5.2. 2021 Tax Recovery Public Auction Conditions of Sale

5.3. 2021-2023 Municipal Enforcement Agreement

6. REPORTS

6.1. Mayor Skinner Report

6.2. CAO Report

6.3. Director, Operations and Infrastructure Report

6.4. Fire District Report

6.5. Finance Report

7. NOTICES OF MOTION

8. ADJOURNMENT

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**Town of Lamont
October 27, 2020
Organizational Meeting of Council**

HELD BY ZOOM MEETINGS

PRESENT:

Bill Skinner	Mayor
Jody Foulds	Councillor
Kirk Perrin	Councillor
Al Harvey	Councillor
David Taylor	Councillor
Perry Koroluk	Councillor
Christine Beveridge	Chief Administrative Officer

CALL TO ORDER AND RELATED BUSINESS

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

Adoption of Agenda

MOTION: 217/20 Councillor Perrin: That the Council Agenda be accepted as presented.

CARRIED

NEW BUSINESS

2021 Regular Council Meeting Schedule

MOTION: 218/20 Councillor Harvey: That Council set the schedule of the second and fourth Tuesday of each month at 7:00 p.m. for the 2021 Regular Council Meetings with the exception of:

- July 20, 2021 and August 10, 2021 (Summer Break)
- December 28, 2021 (Seasonal Break)

CARRIED

Appointment of Director of Emergency Management/Deputy Director of Emergency Management

MOTION: 219/20 Councillor Taylor: That Council appoint Herman Sieker as Director of Emergency Management, and Scott Calder as Deputy Director of Emergency Management.

CARRIED

Appointment of Municipal Inspector

MOTION: 220/20 Councillor Perrin: That Council appoint Leslie Jans as Municipal Inspector under the *Alberta Agricultural Pest Act* and *Alberta Weed Control Act*.

CARRIED

Professional Appointments

MOTION: 221/20 Councillor Perrin: That Council appoint Metrix LLP as auditors for the Town of Lamont for 2021.

CARRIED

MOTION: 222/20 Councillor Harvey: That Council appoint Select Engineering Consultants Ltd. for engineering services for the Town of Lamont for 2021 and that a Request for Proposal for an engineering firm be considered during the next Organizational Meeting.

CARRIED

MOTION: 223/20 Councillor Koroluk: That Council appoint Ronald W. Poitras and Brownlee LLP to provide legal services to the Town of Lamont for 2021.

CARRIED

MOTION: 224/20 Councillor Taylor: That Council appoint Mike Krim, Tanmar Consulting Inc. as designated officer to carry out the functions, duties and powers of a municipal assessor for the Town of Lamont for 2021.

CARRIED

Deputy Mayor Appointment

MOTION: 225/20 Councillor Foulds: That Council appoint Councillor Al Harvey to the position of Deputy Mayor for the period of March 1, 2021 to October 26, 2021.

CARRIED

2021 Council Appointments to Boards/Committees/Commissions

MOTION: 226/20 Councillor Perrin: That the Economic Development Board be removed from the 2021 Committees list.

MOTION: 227/20 Councillor Taylor: That Council approve the membership list for the 2021 Council appointments to Boards, Committees and Commissions as amended.

CARRIED

ADJOURNMENT: Mayor Skinner adjourned the meeting at 7:33 p.m.

Mayor

Chief Administrative Officer



**Town of Lamont
October 27, 2020
Regular Meeting of Council**

HELD BY ZOOM MEETINGS

PRESENT:	Bill Skinner	Mayor
	Jody Foulds	Councillor
	Kirk Perrin	Councillor
	Al Harvey	Councillor
	David Taylor	Councillor
	Perry Koroluk	Councillor
	Christine Beveridge	Chief Administrative Officer

CALL TO ORDER AND RELATED BUSINESS

Call to Order: Mayor Skinner: called the meeting to order at 7:33 p.m.

Adoption of Agenda

- Addition of Agenda item 2.1 Closed session – Personnel

MOTION: 228/20 Councillor Koroluk: That the Council Agenda be accepted as amended.

CARRIED

Declaration of Pecuniary Interest: None.

Adoption of Minutes:

- a) Meeting Minutes – October 13, 2020

MOTION: 229/20 Councillor Perrin: That the Minutes of the October 13, 2020 Council Meeting be accepted.

CARRIED

DELEGATIONS

CORRESPONDENCE

- Lamont Health Care Centre – Regular Board Meeting Minutes, September 24, 2020
- Go East Update
- Minister of Municipal Affairs re: Assessment Model Review
- Alberta Police Advisory Board Update

MOTION: 230/20 Councillor Koroluk: That Council accept the correspondence as information.

CARRIED

NEW BUSINESS

Franchise Agreement (ATCO)

MOTION: 231/20 Councillor Koroluk: That the 2021 gas franchise fee rate remain at the existing rate of 35%.

CARRIED

Transfer of Costs to Tax Roll

MOTION: 232/20 Councillor Foulds: That the costs be transferred to the tax rolls as per the attached schedule in the amount of \$165,222.79.

CARRIED

REPORTS

Council Reports:

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

MOTION: 233/20 Councillor: That Council accept the reports as presented.

CARRIED

CLOSED SESSION

Personnel– FOIP Section 17

MOTION: 234/20 Councillor Koroluk: 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 17 of the *Freedom of Information and Protection of Privacy Act* at 7:58 pm.

CARRIED

MOTION: 235/20 Councillor Harvey: That Council revert to regular Council meeting session at 8:51 p.m.

MOTIONS ARISING FROM CLOSED SESSION

MOTION: 236/20 Councillor Taylor: That the Mayor be authorized to act as directed in closed session pertaining to Section 17 of the *Freedom of Information and Protection of Privacy Act*.

ADJOURNMENT: Mayor Skinner adjourned the meeting at 8:53 p.m.

Mayor

Chief Administrative Officer

TOWN OF LAMONT PUBLIC LIBRARY BOARD MEETING
October 5, 2020 – Via Zoom

PRESENT: Erin Thomas, Kelly VanDeurzen, Dinah Sudyk, Michelle Selensky, Greg Huxley, Al Harvey, Rebecca Nice, David Diduck

ABSENT: Kyla Hicks, Cara Rich

MEETING CALLED TO ORDER AT: 7:41PM

APPROVE AGENDA: Kelly moves to approve the agenda as presented. Dinah seconds.

PREVIOUS MINUTES:

Kelly moves to approve the previous minutes as presented. Erin seconds.

TREASURER'S REPORT:

Chequing Account Balance: \$22,744.87

Syd Joseph Account: \$2,042.70

As presented. We got the other half of the provincial grant, no expenses. Dinah moves the treasurers report be adopted as presented. Greg seconds. Passed.

BUSINESS ARISING FROM PREVIOUS MINUTES:

- 1) School Response to COVID – No news as to when we will be able to open as EIPS is still not opening the schools to visitors.
- 2) Credit card agreement – Al put together an agreement and has sent it to Kelly. Kelly will confirm and then forward to Board members for approval. Once there is approval, Erin & Kelly will work with Rebecca to get minutes signed and get everything in order with the bank for the card.
- 3) Northern Lights Info – Information is being updated. Kelly listed as Chairperson, librarian, phone number, address, and phone number will be updated. Email will be reset it and Northern Lights will work with Rebecca to get it set up.

NEW BUSINESS:

- 1) Rebecca Supplies – Requesting reimbursement for paper and printer ink so that she can complete programming. Ink and paper would cost approximately \$80.00 as needed. Kelly moves to reimburse Rebecca as needed, up to \$80.00 per month. Dinah seconds. All in favour. Passed.
- 2) Voicemail Change – Voicemail has been changed. Kelly and Erin worked on a script and Kelly recorded it. It says that we are closed until further notice, no longer open to public during the day, and that the voicemail will not be checked on a regular basis and to email all questions and concerns to info@lamontpubliclibrary.com

- 3) Public Drop Box – Sign was put up on public drop box that stated we do not have access to the drop box anymore due to COVID19 and advised the public to keep the items at home and only return via drop box if moving. We did not put this sign on the drop box. EIPS informed Kelly that the school is using the box for distance learning students and Angela has a key to the drop box. Kelly will contact the school and inform them that we will let them continue to use the drop box as it is Town of Lamont Public Library property but they are not to deny us access to the box. If they are unable to meet these requirements, then we will request Angela’s key back and the high school will not have access to the drop box.
- 4) Privacy & Confidentiality – Kelly received a call on her personal cell from a patron. It was determined that the EIPS high school librarian gave out Kelly’s personal information. Kelly has informed the high school administration of these actions. Please make sure that all further communications with the EIPS library go through Kelly and she will contact the school administration. All Town of Lamont Public Library information is no longer to be discussed with EIPS librarian, Angela Wendorff. Please use FOIP guidelines when determining if you should discuss something about the library.
- 5) Board Member Resignation – Kyla will no longer serve on the Town of Lamont Public Library as she and her family will be moving. We wish her all the best.

LIBRARIAN REPORT:

Rebecca – Polaris is not working so will contact Northern Lights tomorrow. Excited to be programming. Haven’t done a whole bunch yet. Made two live posts so far. One was an info session to access online resources. The second was a book challenge. She also posted links to Thanksgiving crafts and some Thanksgiving books.

Kelly adds that we have had a bunch of books dropped off that do not belong to our library. She will work with Rebecca to get these books to Bruderheim. Kelly requests that Rebecca keep telling patrons that book holds have been sent back and to reorder via Mundare or Bruderheim libraries.

CORRESPONDANCE:

None

ROUND TABLE:

Dinah - Book Club that used to meet in the library is currently meeting at the Lions Den free of charge. Rebecca will promote the book club on our FB page. Right now the group is mid-40s and up. They meet the second Tuesday of the month. Books are decided based on recommendations by members.

NEXT MEETING: November 2, 2020 @ 7:30pm via Zoom

MEETING ADJOURNED AT: 8:25PM



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Grande Prairie*

Agenda Item: 4.2

AR103014

Dear Chief Elected Official,

As you are aware, our province is facing some very challenging economic circumstances. Resource revenues are lower than they were in the early 1970s, while expenses are higher than anticipated due to the need to respond to the COVID-19 pandemic. This will cause financial challenges that will be felt for many years.

In light of these economic circumstances, Alberta may not be able to sustain our current levels of infrastructure and operating spending. We are already planning for Budget 2021; there will be some difficult choices the province must make to ensure Alberta's finances are sustainable over the long-term.

Having met with many municipalities recently, I understand your communities are also facing significant challenges. I will ensure your views are represented as we plan the provincial budget. In the meantime, I strongly encourage you to make certain all of your capital spending is used to support critical infrastructure that will benefit future generations of Albertans and position your community to participate in our economic recovery.

I look forward to working with you to create a sustainable and prosperous future for our province and our communities.

Sincerely,

Tracy L. Allard
Minister



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

AGENDA ITEM: 5.1

COUNCIL MEETING DATE:
November 10, 2020

ITEM DESCRIPTION OR TITLE
2021 Capital Project

RECOMMENDATION

1. That Council approve the Sanitary Sewer Trunk-Lining and Waterproofing project as part of the 2021 Capital Budget.
2. That Phase 1 of the project proceed and be funded with the Planning and Development Reserve.
3. That Council authorize a grant submission for the Sanitary Sewer Trunk-Lining and Waterproofing project under Alberta Municipal Water/Wastewater Partnership (AMWWP) program.

BACKGROUND

As approved during the October 13th Council meeting, the 2021 budget plan will be to pass an interim operating budget in December 2020 and the final 2021 budget in the spring. At this time, it is proposed that Council consider approving the following capital project as listed below:

Sanitary Sewer Trunk - Lining and Waterproofing

Recommended in 2020 due to excess flows at the West Lift Station. Inspection of infrastructure, lining of the sanitary sewer trunk, waterproofing or replacement of the access manholes, and provisional replacement of failed sections as required.

Inspection of Mains & Manholes	\$25,000.00
Sanitary Sewer Trunk Lining.....	\$550,000.00
Waterproofing/Replacement of Manholes.....	\$200,000.00
Provisional – Replacement of Sewer Mains if Required	<u>\$100,000.00</u>
Estimated Subtotal	
	\$875,000.00
10% Contingency	\$87,500.00
9.5% Engineering	<u>\$83,125.00</u>
Estimated Total	\$1,045,625.00

As per the Town’s standard practice, the capital project has been recommended by the Town’s Engineer, Select Engineering Consultants.



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

This recommendation is based on the numerous infiltrations related over-capacity events that were experienced in the spring and summer of 2020. The events that occurred in 2020 cost the Town \$27,868.29 for contracted services, overtime and road repair.

This project is considered high priority and required to be completed without delay, as it is expected that construction in January through April will be required to properly access all of the manholes with frozen ground conditions.

COMMUNICATIONS

A Council motion is required to apply for funding of the project. If approved, the grant application will be prepared and submitted.

IMPLICATIONS OF DECISION

If Council were to approve the recommendation, there are three (3) possible funding options available:

- **Reserves**

Reserve Categories	2019 Amount (\$)	2020 Amount (\$)
Unrestricted		
Fire	7,986	7,986
Public Work	62,073	62,073
General	384,128	384,128
Administration	486,127	486,127
Water	14,000	14,000
Storm Sewer	15,000	15,000
Sewer	77,500	77,500
Planning & Subdivision	1,411,130	1,390,723
Recreation General	52,500	52,500
Hall	10,000	10,000
Arena	34,358	34,358
Park	17,615	17,615
Curling Rink	10,000	10,000
Total unrestricted		
Reserve as Oct 18, 2020	\$ 2,582,417	\$ 2,562,011

- **Capital Grants**

- Annual Capital Grants (or allocation-based grants):
 - Municipal Sustainability Initiative (MSI) Capital - \$305,377
 - Basic Municipal Transportation Grant (BMTG) - \$106,440
 - Federal Gas Tax Fund (GTF) - \$106,000



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

- Project based Capital Grants
 - AMWWP - Eligible projects can receive up to 75% of project costs. The actual funding percentage of eligible project costs is based on the municipality's official population and other factors when the grant is approved.
- **Debentures**
 - The Debt limit of the Town is \$5,573,404.
 - The debt balance as of December 31, 2020 at the Town is \$1,143,021.
 - As per 2018 Municipal Affairs, the Long-Term Municipal Debt Per Capita for the Town is \$751 vs. \$1,075 of the median amount in Alberta.
 - The current debenture rate is approximately 1.6% (15-year fixed term), 1.9% (20 years), or, 2% (25 years).

Initial contact has been made with the Alberta Transportation Department and potential grant opportunities for this specific project were discussed. Based on the current information available, it was indicated that the project may be eligible for funding under the AMWWP program. The deadline for that program is November 30, 2020.

It was also identified in a recent letter from the Minister of Municipal Affairs, that the Province indicated that it is important that municipalities are focussing their capital spending on critical infrastructure. It is felt that this type of repair aligns with the critical infrastructure that the Province is referring to.

FINANCIAL IMPLICATIONS

The required funding amount for the 2021 proposed capital project is \$1,045,625. It is recommended that this project is phased as follows:

- Phase 1 – Due to the pressing nature of the project, Phase 1 is recommended to include the inspection of all manholes and mains, subsequent waterproofing/replacement of all manholes and the provisional replacement of failed sections of pipe to be completed between January and April 2021. This work is at an estimated cost of \$388,375 and it is recommended to be funded from reserves.
- Phase 2 – Remaining work to be completed, complete re-lining of the sanitary sewer trunk. This work is at an estimated cost of \$657,250 and is recommended to apply for grant funding through AMWWP (funds up to 75% of eligible cost). If successful, the remaining amount is not covered by the grant the balance could be covered by reserves or possibly other grant sources.

Further, if the Town is not successful with the grant application at all, this phase may be funded from reserves and other grants.



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

POLICY AND/OR LEGISLATIVE REFERENCES

N/A

ATTACHMENTS

- Current Forecasted 2021 Capital Items

Report Prepared By: Robert Mu, Finance Officer

Approved by CAO:

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

CURRENT FORCASTED 2021 CAPITAL ITEMS

• Vehicles– Public Works & Parks & Recreation	\$70,000
• Whistle Cessation – Detailed Grade Crossing Safety Assessment	\$46,340

	\$91,340



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

AGENDA ITEM: 5.2

**COUNCIL MEETING DATE:
November 10, 2020**

ITEM DESCRIPTION OR TITLE

2021 Tax Recovery Public Auction Conditions of Sale

RECOMMENDATION

That Council approve the Terms and Conditions of the sale for the 2021 Public Auction as presented in Attachment 1.

BACKGROUND

As required by the Municipal Government Act (MGA), a municipality must annually prepare a tax arrears list showing the parcels of land on which there are tax arrears *for more than one year* as of March 31. Further to this, any parcel of land shown on the 2019 tax arrears list which remains in arrears as of March 31, 2020, must be offered for sale by public auction between April 1, 2020 and March 31, 2021. The 2021 Tax Recovery Public Auction date has been scheduled for Thursday, February 25, 2021 at 10:00 a.m., at the Lamont Recreation Centre Meeting Room.

An additional report will be brought forward to request that Council set the reserve bid amounts during the November 24, 2020 Council meeting as per the MGA.

COMMUNICATIONS

Attempts have been made to contact/notify the landowners of the tax recovery public auction.

The Tax Recovery Auction will be advertised in the Lamont Leader on February 10, 2021 and the Alberta Gazette on January 4, 2021 as per the MGA.

IMPLICATIONS OF DECISION

Setting the terms and conditions allows the process to be compliant with the MGA.

FINANCIAL IMPLICATIONS

The Town of Lamont can retain from sale proceeds the amount of tax arrears as well as a 5% administration fee.

POLICY AND/OR LEGISLATIVE REFERENCES

MGA Section 417, 418, 419 & 421



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

ATTACHMENTS

Terms and Conditions of Sale

Report Prepared By: Christine Beveridge, CAO

Approved by CAO:

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

Attachment #1

Town of Lamont

COUNCIL RESOLUTION – 2021 TAX SALE

Be it resolved that the Council of the Town of Lamont, having considered the report of the Chief Administrative Officer regarding unpaid tax arrears, hereby approves proceeding with the Tax Sale pursuant to the provisions of the *Municipal Government Act* for the following properties subject to the conditions described below:

LINC Number	Legal Description	Title Number
0020 323 788	Plan 1708KS; Block B; Lot 6	962 063 752
0015 179 161	Plan 952HW; Block A; Lot C	142 202 984

1. The tax sale shall proceed by auction at the Lamont Recreation Centre Meeting Room, 4844-48 Avenue, Lamont, Alberta on Thursday, February 25, 2021 at 10:00 a.m.
2. The properties shall be offered for sale on an "as is, where is" basis and the Town of Lamont makes no representation and gives no warranty whatsoever including as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, or the developability of the subject land for any intended use by the Purchaser. No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel. No terms and conditions of sale will be considered other than those specified by Town of Lamont.
3. The properties listed above shall be subject to the tax sale if the total outstanding property tax arrears remain outstanding prior to the tax sale.
4. The properties will be offered for sale by auction, subject to a reserve bid and to certain registrations shown on the existing certificate of title as described in section 423(1) of the *Municipal Government Act*.
5. Payments by certified cheque or bank draft only. The successful bidder must, at the time of the sale, make a non-refundable ten percent (10%) deposit payable to the municipality, with the balance of the purchase price within 30 days of the public auction.
6. Successful bidders agree to be bound by the terms and conditions of the Town of Lamont's standard Tax Sale Agreement, a copy of which shall be made available to prospective bidders at the Town of Lamont Office prior to the tax sale.



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

AGENDA ITEM: 5.3

COUNCIL MEETING DATE: November 10, 2020

ITEM DESCRIPTION OR TITLE

2021-2023 Municipal Enforcement Agreement

RECOMMENDATION

That Council authorize the Mayor and CAO to execute the agreement between the Town of Lamont and the Town of Vegreville for Peace Officer Services for the years 2021-2023.

BACKGROUND

During the October 13, 2020 Council Meeting, Council was made aware that the Town was offered a one (1) year contract to continue with the Peace Officer Services provided from the Town of Vegreville. Following that meeting, a letter was presented to the Town of Vegreville citing concerns with the term of the agreement. Specific concerns raised were with enforcement measures often proceeding from one (1) year to the next and that there are situations that a complaint file can take more than a year to complete. Further, continuity of the agreement provides assurance that the enforcement issues can be handled effectively and efficiently for the community. This approach also allows for both communities involved to budget accordingly for future years.

Following receipt of the letter from the Towns of Lamont, Mundare and Tofield, the Town of Vegreville has reconsidered and have submitted a new agreement offering a three (3) year term.

COMMUNICATIONS

The Agreement would be executed and sent to the Town of Vegreville for final approval.

IMPLICATIONS OF DECISION

Continuation of services provided by Municipal Enforcement ensures consistency in compliance of the Town's bylaws contributing to the safety in the community.

If there was a discontinuation of the service, the process would revert to being ineffective. Staff have limited experience/expertise to deal with the enforcement matters. The residents would likely receive a reduced standard of service.



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

FINANCIAL IMPLICATIONS

Years	2020	2021	2022	2023
Services Cost	\$ 15,752	\$ 16,224	\$ 16,848	\$ 17,264
Mileage Cost	\$ 4,150	\$ 4,268	\$ 4,446	\$ 4,565
Total Cost	\$ 19,901	\$ 20,492	\$ 21,294	\$ 21,829
Increase (%)		3.0%	3.9%	2.5%

POLICY AND/OR LEGISLATIVE REFERENCES

N/A

ATTACHMENTS

1. Peace Officer Services Agreement 2021-2023

Report Prepared By: Christine Beveridge, CAO

Approved by CAO:

PEACE OFFICER SERVICES AGREEMENT

BETWEEN:

TOWN OF VEGREVILLE

A Municipal Corporation in the Province of Alberta
(hereinafter referred to as “the Town”)

OF THE FIRST PART

–and–

TOWN OF LAMONT

A Municipal Corporation in the Province of Alberta
(hereinafter referred to as “the Town of Lamont”)

OF THE SECOND PART

WHEREAS the Town has employed and will continue to employ a Peace Officer to supply Peace Officer Services to the Town;

AND WHEREAS the Town of Lamont desires to enter into an agreement with the Town to obtain Peace Officer Services within the boundaries of the Town of Lamont;

AND WHEREAS the Peace Officer employed by the Town has been appointed by the Alberta Solicitor General as having jurisdiction to enforce specified statutes within the boundaries of the Town;

AND WHEREAS the Town and the Town of Lamont will seek from Alberta Solicitor General, the appointment of the Peace Officer thus having jurisdiction to enforce within the boundaries of the Town of Lamont those authorities granted by the Alberta Solicitor General;

AND WHEREAS the *Peace Officer Act, Statutes of Alberta, 2006, c. P-3.5* and amendments thereto, requires that an agreement be entered into between the Town and the Town of Lamont respecting that the provision of Peace Officer Services through the employment of a common Peace Officer;

NOW THEREFORE this Agreement witnesses that in consideration of the terms and conditions in this Agreement, the Town and the Town of Lamont agree as follows:

1. The term of this Agreement shall be in effect for the period commencing January 1, 2021 and expiring December 31, 2023.
2. The Town agrees to supply to the Town of Lamont, Peace Officer Services through the Peace Officer employed by the Town. The Peace Officer Services provided to the Town of Lamont shall mean:
 - Enforcement of Municipal By-laws within the boundaries of the Town of Lamont.
 - Enforcement of legislation as appointed, within the boundaries of the Town of Lamont.
 - Enforcement related educational programs when/where possible based on Peace Officer knowledge, skill set and available resources.
 - Fulfillment of the preceding:
 - i) In accordance with the Town's Peace Officer Policies as amended from time to time.
 - ii) In accordance with the attached Schedule "A" as amended from time to time.
3. Subject to the following, the Town agrees to supply Peace Officer Services as available for:
 - i) All court duties related to fines/notices issued within the provisions of Peace Officer Services;
 - ii) When possible, court duties will be scheduled to coincide with the Town court duties;
 - iii) Prosecution (lawyer) expenses related to Bylaws will be paid by the Town of Lamont.
4. The Town shall maintain general liability insurance coverage covering the Peace Officer Services provided under this Agreement with the Town of Lamont being added as named insured under the said coverage.

5. Subject to other provisions in this Agreement, the Town agrees to absorb all expenses associated with providing the Peace Officer Services in the Town of Lamont, including office supplies, equipment, training and education, uniforms, employee salary and benefits.
6. The Town agrees to indemnify and save harmless the Town of Lamont (agents, servants, officers, elected officials, or employees) with respect to any claim, action, suit, proceeding or demand including those relating to negligence, made or brought against the Town of Lamont (or any of them, their agents, servants, officers, elected officials, or employees) by any third party with respect to any occurrence, incident, accident or happening relating to the provisions of Peace Officer Services pursuant to this Agreement, excepting any occurrence, incident, accident involving negligence or intentional torts by the Town of Lamont (or any of them, their agents, servants, officers, elected officials, or employees).
7. The Town of Lamont agrees to indemnify and save harmless the Town (their agents, servants, officers, elected officials, or employees) with respect to any claim, action, suit, proceeding or demand including those relating to negligence, made or brought against the Town (or any of them, their agents, servants, officers, elected officials or employees) by any third party with respect to any occurrence, incident, accident, or happening relating to the provision of Peace Officer Services pursuant to this Agreement, excepting any occurrence, incident, accident, involving, negligence or intentional torts by the Town (or any of them, their agents, servants, officers, elected officials, or employees).
8. The Chief Administrative Officer of the Town of Lamont will receive from the Peace Officer [every three (3) months] a report on the services supplied by the Peace Officer to the Town of Lamont. These reports shall include the number of incident reports prepared, incident type and the number of public enforcement contacts. At minimum, monthly contact will be made with the Chief Administrative Officer of the Town of Lamont to review statistical reports and discuss areas of community concern.
9. The Town of Lamont acknowledges that any complaint received by it in writing, with respect to the provisions of Peace Officer Services by the Peace Officer pursuant to this Agreement, shall be immediately forwarded to the Town of Vegreville, to the attention of the Community Services Director. Any disciplinary action taken against the Peace Officer as a result of these complaints shall be administered by the Town as outlined in the "Discipline Policy".

10. If the appointment of the Peace Officer from the Alberta Solicitor General for jurisdiction of the Town of Lamont is terminated, then this Agreement will similarly be terminated immediately.
11. Notwithstanding Clause 10 above, either party may terminate this Agreement without cause by providing ninety (90) days written notice to the other party.
12. Notwithstanding anything contained within this Agreement, if, in the sole discretion of the Town, any representative of the Town of Lamont, which includes, but is not limited to, its agents, servants, officers, elected officials, and employees, interferes with the performance of the Town's obligations under this Agreement in any way whatsoever, the Town shall be entitled to terminate this Agreement by giving thirty (30) days' written notice to the Town of Lamont.
13. Fine revenues generated from enforcement activities within Corporate limits of the Town of Lamont shall be directed to the Town of Lamont.
14. The following Schedules attached hereto further make up the contents of this Agreement:
 - 1) Schedule "A" - Patrol Hours and Rates

IN WITNESS OF THE FOREGOING, the parties have executed this Agreement as of the day and year set forth below.

Dated this ___ day of _____, 20__
at the Town of Vegreville, in the Province
of Alberta.

Dated this ___ day of _____, 20__,
at the Town of Lamont, in the Province of
Alberta.

TOWN OF VEGREVILLE

TOWN OF LAMONT

TIM MACPHEE, MAYOR

MAYOR

CLIFF CRAIG, TOWN MANAGER

**CHRISTINE BEVERIDGE, CHIEF
ADMINISTRATIVE OFFICER**

SCHEDULE "A"

Town of Lamont

January 1, 2021 to December 31, 2023

1. The patrol hours for the period of January 1st to December 31st, one (1) patrol per week at four (4) hours per patrol of Peace Officer Enforcement Services.

2. The patrol hourly rates are:

January 1 to December 31, 2021	\$78.00 per patrol hour
January 1 to December 31, 2022	\$81.00 per patrol hour
January 1 to December 31, 2023	\$83.00 per patrol hour

3. The mileage rates are:

January 1 to December 31, 2021	\$0.72 per kilometer
January 1 to December 31, 2022	\$0.75 per kilometer
January 1 to December 31, 2023	\$0.77 per kilometer



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: November 10, 2020

ELECTED OFFICIAL: Mayor Bill Skinner

REPORT PERIOD: Oct 22 – Nov 4, 2020

Boards and Committees:

- Nov. 2 – attended Lamont County Housing Foundation Lodge Manager’s meeting virtually. Lodge staff continue to maintain high level of sanitizing during pandemic.

Lamont Functions and Events:

- Lamont High School indicates they will NOT be hosting an awards ceremony this year due to pandemic.
- I would like to express my appreciation for the presence our Fire Department personnel put in on Halloween night to keep our children safe!

CAO REPORT

FOR THE PERIOD ENDING November 10, 2020

HIGHLIGHTS:

- COVID-19 Activities
 - Tracking and reviewing self-isolation requirements for sick employees.
 - Working with user groups on protocols and making adjustments if necessary.
 - Continue to ensure we are informed and current on the situation and adjusting protocols as required.
 - Cleaning in the public facilities is getting to be more efficient.
 - Continue to backfill and cover for absences.
- Preparation of the 2021 Capital Budget.
- Conducting review and assessment of proposed capital items.
- Conducting review and preparation of Land Use Bylaw Amendments and considerations to hold a public hearing.
- Finalizing preparations and required documentation for the 2021 Tax Recovery Public Auction.
- Conducting review of Utility Bylaw and preparation of 2021 Bylaw.
- Review of agreements and prioritizing renewals.
- Conducting evaluation of current Fees and Charges.
- Continue to work with Lamont County Regional Fire Chief to finalize Regional Emergency Management documentation in preparation for ministerial approval.
- Interviewing for the Director, Operations and Infrastructure position.

MEETINGS/EVENTS & PROFESSIONAL DEVELOPMENT:

- Monthly Staff & Safety Meeting
- Municipal Reserves 101 GFOA Training Session (*Oct. 21*)
- Municipal Election Training (various dates)
- Met with Lamont Curling Club President (*Nov.5*)

OPERATIONS & INFRASTRUCTURE REPORT

FOR THE PERIOD ENDING NOVEMBER 3, 2020

HIGHLIGHTS – PARKS AND RECREATION

Updates

- Fall cleanup activities completed on mild weather days. Work included raking leaves and grass clippings and rough cut mowing in the landscape and natural areas.
- Work has begun reviewing and repairing Christmas decorations.
- Primary focus on the operation of the Arena and Hall, cleaning and keeping the facilities organized for scheduled events while following current public health orders.
- Parks and Recreation staff continue to utilize increased personal safety measures related to Covid-19.

Facilities

- Arena – Facility has been opened to the public, all signage, barriers and disinfecting protocols are in place.
- Arena – Ice Plant has been operating smoothly with minor service calls made in the month of October with recommendations for the service contractor for some additional maintenance work to be completed.
- Hall and Meeting Room – All signage and disinfecting protocols are in place, Parks and Recreation staff are working with each group that has booked the hall or meeting room to coordinate event requirements and to ensure public health orders and cleaning protocols are followed.
- Curling Club – Working directly with Administration and the Lamont Curling Club for the start up of curling and having the facility ready.

HIGHLIGHTS – PUBLIC WORKS

Road Maintenance and Snow Clearing Preparation

- Grading of annexed roads is ongoing.
- Prepping all equipment for eventual snow clearing, including the sanders.
- Pot hole repairs with cold mix material completed in several locations prior to winter.

Facilities

- Edna Lift Station – Routine service by contractor completed.
- Out of Town Lift Station – Routine service by contractor completed.
- 54th Street Reservoir – Routine service of Generator by contractor completed.

Operations

- Additional aggregate material hauled into the Public Works yard in preparation of winter and spring needs.
- Public Works staff continue to utilize increased personal safety measures related to Covid-19.

OPERATIONS & INFRASTRUCTURE REPORT

FOR THE PERIOD ENDING NOVEMBER 3, 2020

Operations and Infrastructure Position

- Parks & Public Works Operations – Coordinating with full time and part time staff for work schedules to meet on-call, cleaning protocols, and event booking requirements.
- Working with interested parties in the Lagoon Clay stockpile.
- Covid-19 Response
 - Tracking and reviewing self-isolation requirements for sick workers.
 - Reviewing and modifying cleaning requirements for Parks and Recreation staff as feedback is received from user groups and staff.
- Ongoing – Laneway ratings, priorities, and general management
 - Preparing a report summarizing the inspections and work completed over 2020, and recommendations for operations.
- Ongoing – Compiling internal and external Equipment Maintenance Records.
 - Compiled all cost information on large equipment, including original purchase cost and date, new replacement cost, and current value for fleet management.
- 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.
 - Administration continues to assist in preparing a Building Maintenance Binder (physical) and Directory (digital) for records.
- Responding to Resident Concerns, calls/requests for October related to the following:
 - Sidewalk complaints
 - Tree Pruning
 - Concrete repairs



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

Respectfully Submitted,

Description	2020 Budget	Targeted Amount Jan - Oct	2020 Actual Jan - Oct	Variance	% of Completion	2020 - Oct	2019 - Oct	Increase/ (Decrease)	Percentage	Note
REVENUE										
General Revenue	(2,757,282)	(2,775,272)	(2,699,985)	(57,297)	98%	(16,033)	(14,854)	(1,179)		
Administration	(19,350)	(14,513)	(10,758)	(8,592)	56%	(310)	(565)	255		
By Law	(2,500)	(1,875)	(3,496)	996	140%	(1,457)	(55)	(1,402)		
Strs. & Road	(672,900)	(504,675)	(535,938)	(136,962)	80%	(690)	(2,255)	1,565		
Storm Sewer	0	0	0	0	0%	0	0	0		
Water	(569,910)	(427,433)	(376,344)	(193,566)	66%	(1,437)	(839)	(598)		
Sewer	(169,523)	(127,142)	(109,429)	(60,094)	65%	(59)	0	(59)		
Garbage	(338,095)	(253,571)	(227,682)	(110,413)	67%	0	0	0		
Cemetery	(2,000)	(1,500)	(1,600)	(400)	80%	0	0	0		
Planning & Subdivision	(3,000)	(2,250)	(1,837)	(1,163)	61%	(279)	(534)	255		
Hall	(19,125)	(14,344)	(3,366)	(15,759)	18%	(508)	(878)	370		
Arena	(201,784)	(151,338)	(193,398)	(8,386)	96%	(65,363)	(15,820)	(49,543)		
Park	(37,375)	(28,031)	(800)	(36,575)	2%	0	0	0		
Curling Rink	(375)	(281)	(200)	(175)	53%	(200)	0	(200)		
FCSS	0	0	0	0	0%	0	0	0		
TOTAL REVENUE	(4,793,219)	(4,302,225)	(4,164,833)	(628,386)	87%	(86,335)	(35,800)	(50,535)		
EXPENSE										
Council	128,936	96,702	81,950	46,986	64%	6,779	12,463	(5,684)		
Administration	642,331	481,748	510,414	131,917	79%	47,445	44,480	1,215		
Fire	29,250	21,938	21,853	7,397	75%	1,541	958	583		
Disaster Service	1,500	1,125	0	1,500	0%	0	0	0		
By-Law	53,495	40,121	10,424	43,071	19%	2,065	3,772	(1,707)		
Public Work	485,158	363,869	391,562	93,596	81%	35,002	31,778	3,224		
Street & Road	317,300	237,975	190,365	126,935	60%	22,335	12,735	9,600		
Storm Sewer	17,400	13,050	108	17,293	1%	92	5,348	(5,256)		
Water	352,900	264,675	233,155	119,745	66%	20,455	38,984	(3,511)		
Sewer	99,200	74,400	77,127	22,073	78%	3,674	5,389	(1,715)		
Garbage	388,511	318,623	321,832	66,679	83%	24,791	23,025	1,766		
Cemetery	4,800	3,600	4,800	0	100%	800	700	100		
Town Beautification	10,500	7,875	4,111	6,389	39%	0	0	0		
Planning & Subdivision	163,350	122,513	100,945	62,405	62%	3,587	5,833	(2,246)		
Hall	188,505	141,379	104,157	84,348	55%	10,112	8,803	1,309		
Arena	308,574	231,431	247,424	61,150	80%	18,091	27,330	(9,240)		
Park	55,688	41,766	61,820	(6,132)	111%	706	10,217	(9,511)		
Curling Rink	42,000	31,500	32,018	9,982	76%	2,532	6,657	(4,124)		
FCSS & School Fund	581,986	436,490	386,902	195,084	66%	66,332	72,494	(6,162)		
Total Expense	3,871,384	2,930,778	2,780,967	1,090,417	72%	266,339	310,967	(31,359)		

Description	2020 Budget	Targeted Amount Jan - Oct	2020 Actual Jan - Oct	Variance	% of Completion	2020 - Oct	2019 - Oct	Increase/ (Decrease)	Percentage	Note
Capital Programs										
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	765,919	574,439	694,317	71,601	91%	169,596	0	169,596	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	0	0	0%	
Park	54,255	40,691	0	54,255	0%	0	0	0	0%	
Curling Rink	0	0	0	0	0%	0	0	0	0%	
Total Capital Programs	820,174	615,130	694,317	125,856	85%	169,596	0			

FINANCE REPORT

FOR THE PERIOD ENDING OCTOBER 31, 2020

The following is a report providing information and analysis regarding the impact on the Town's financial position by COVID-19 and the tax collection status as of October 31, 2020.

Impact on operational revenues and expenses by COVID-19:

The below analysis and forecast are based on the information as of October 31, 2020. The analysis indicates that both revenues and expenses were impacted by COVID-19 negatively.

- By comparing with data in 2019 for the same period (January to October), the 2020 revenues are \$91K, or 2.44% less. It is noted that the below reported revenues also included the outstanding balance of \$33,686.50 of the 2020 conditional recreation funding from Lamont County which has now been received. However, the expenses were reduced by \$63K, or 2.21%.
- As of October 31, 2020, compared with the same period in 2019, the amount of the net operational profit was reduced by \$28K, or 3.2%.
- We estimate that the net operational profit at the end of 2020 will be reduced by 23% compared with 2019.

P/L	2020 P1-10	2019 P1-10	\$ Increase (Decrease)	% Increase (Decrease)	2019	Estimated 2020	\$ Increase (Decrease)	% Increase (Decrease)
Operational Revenues	3,631,233	3,722,164	(90,931)	-2.44%	4,214,889	4,032,181	(182,709)	-4.33%
Operational Expenses	2,780,967	2,843,768	(62,801)	-2.21%	3,561,193	3,528,817	(32,376)	-0.91%
Net Operational Profit	850,266	878,396	(28,130)	-3.20%	653,696	503,364	(150,333)	-23.00%

Collections on Tax and Utilities:

- As of October 31, 2020, 87% of the tax payments (\$2.1M) were received. The current accumulated outstanding amounts of unpaid tax are \$303,313, which include the unpaid amount of \$41,002 from previous years.

2020 Tax Payments Received	As of June 30	As of July 31	As of Aug 25	As of Aug 31	As of Sept 30	As of Oct 31
Tax payments received	\$ 862,185	\$ 1,242,215	\$ 1,526,846	\$ 1,947,956	\$ 2,052,919	\$ 2,114,048
% of the tax paid	36%	51%	63%	80%	85%	87%

	Beginning Bal:	+ 2020 Tax	= Updated Bal	- Bal as of Oct 31	2020 Tax Payments Received	% Received
Taxes Receivable - Current	336,161	2,376,360	2,712,521	692,452	2,020,069	
Taxes Receivable - Arrears	(295,160)		(295,160)	(389,139)	93,980	
Total:	41,002	2,376,360	2,417,361	303,313	\$ 2,114,048	87%

FINANCE REPORT

FOR THE PERIOD ENDING OCTOBER 31, 2020

Note: the outstanding amount of \$303,313 also include scheduled monthly Tax Installment Payment Plan (TIPP) of \$58,088.18 (Nov and Dec). As such the net unpaid tax from 2020 tax and interest are \$204,222.82 as of October 31, 2020.

- As of October 31, 2020, 90% of the utility payments were received for the months of July and August.

Sept Utility		+	=	-	=	
Billing Payments	As of	Sept	Updated	Bal as of	Payments	%
Received	August 31	Billing	Bal	Oct 31	Received	Received
Utility AR	34,310	172,033	206,342	19,996	\$ 186,346	90%