

# Council Package

## December 8, 2020





**AGENDA  
TOWN OF LAMONT  
REGULAR MEETING OF COUNCIL  
December 8, 2020 – 7:00 P.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- November 24, 2020**

**2. CLOSED SESSION**

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

**3. DELEGATIONS**

**3.1. MOTION FOR ACCEPTANCE OF DELEGATION**

**3.1.1. RCMP Update, Inspector Michael McCauley, Officer in Charge**

**4. CORRESPONDENCE**

**4.1. Lamont Health Care Centre Minutes- October 22, 2020**

**4.2. Town of Lamont Library Board Library Minutes – November 2, 2020**

**5. NEW BUSINESS**

**5.1. Appointment of Returning Officer & Substitute Returning Officer**

**5.2. Transfer of Utilities to Tax Rolls**

**5.3. Transfer of Tax Recovery Costs to Tax Rolls**

**5.4. Interim Budget**

**5.5. Bylaw 10/20, Fees & Charges**

**5.6. Bylaw 09/20, Temporary Mandatory Face Covering**

**6. REPORTS**

**6.1. Mayor & Council**

**6.2. CAO**

**6.3. Director, Operations & Infrastructure**

**6.4. Planning & Development**

**6.5. Fire District**

**6.6. Finance**

**7. NOTICES OF MOTION**

**8. ADJOURNMENT**



**Town of Lamont  
November 24, 2020  
Regular Meeting of Council**

**HELD BY ZOOM MEETINGS**

**PRESENT:**

Bill Skinner	Mayor
Jody Foulds	Councillor
Kirk Perrin	Councillor
Al Harvey	Councillor
Perry Koroluk	Councillor
David Taylor- <i>in part Closed Session</i>	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.

**Introduction of the Town of Lamont’s new Director of Operations and Infrastructure,  
Tyler Edworthy**

**Adoption of Agenda**

**MOTION: 247/20 Councillor Perrin:** That the Council Agenda be accepted as amended:

- Addition of Agenda item 2.1 Closed Session – Personnel

**CARRIED**

**Declaration of Pecuniary Interest:** None.

**Adoption of Minutes:**

- a) Meeting Minutes – November 10, 2020

**MOTION: 248/20 Councillor Harvey:** That the Minutes of the November 10, 2020 Meeting be accepted as presented.

**CARRIED**

**DELEGATIONS:** None

**CORRESPONDENCE:** None

## NEW BUSINESS

### Tax Recovery Public Auction – Reserve Bids

**MOTION: 249/20 Councillor Perrin:** That Council approve the Reserve Bids of \$34,000 for Roll #036900 and \$150,000 for Roll #026500 for the February 25, 2021 Tax Recovery Public Auction.

**CARRIED**

### Bylaw 08/20, Land Use Bylaw Amendment

**MOTION: 250/20 Councillor Harvey:** That Council give first reading to Bylaw 08-20, Land Use Bylaw Amendment.

**CARRIED**

**MOTION: 251/20 Councillor Perrin:** That the Public Hearing for Bylaw 08/20 be scheduled for January 26, 2021 at 7:00 p.m.

**CARRIED**

## REPORTS

### Council Reports:

- |                           |   |
|---------------------------|---|
| <b>Mayor Skinner</b>      | -Attended the Remembrance Day Ceremony<br>-Attended the November 18 Teleconference with Premier Kenny, Dr. Deena Hinshaw and Minister Toews   |
| <b>Councillor Koroluk</b> | -Attended the Remembrance Day Ceremony  |
| <b>Councillor Perrin</b>  | -Attended the Remembrance Day Ceremony  |
| <b>Councillor Foulds</b>  | -Attended the Remembrance Day Ceremony<br>-Attended the Albert Hub AGM on November 23<br>-Attended the Chamber of Commerce AGM on November 23   |
| <b>Councillor Harvey</b>  | -Attended the Remembrance Day Ceremony<br>-Attended the Northern Light Library Meeting. The 2021 Budget was passed with a zero percent increase. They are in the process of recruiting an Executive Director. |
| <b>Councillor Foulds</b>  | -Attended the Remembrance Day Ceremony<br>-Attended the virtual Albert Hub AGM on November 23<br>-Attended the virtual Chamber of Commerce AGM on November 23   |

Councillor Taylor joined the meeting at 7:35 p.m.

**CLOSED SESSION**

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

**MOTION: 252/20 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 17 of the *Freedom of Information and Protection of Privacy Act* at 7:35 p.m. **CARRIED**

**MOTION: 253/20 Councillor Foulds:** That Council revert to regular Council meeting session at 7:51 p.m. **CARRIED**

**MOTION: 254/20 Councillor Perrin:** 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*. **CARRIED**

**NOTICES OF MOTION:** None

**ADJOURNMENT:** Mayor Skinner adjourned the meeting at 7:58 p.m.

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Mayor

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Chief Administrative Officer

# CLOSED SESSION NOTICE

December 8, 2020

- **Personnel**
  - *FOIP Section 17 - Disclosure Harmful to Personal Privacy*



# Delegation

**December 8, 2020 -7:00 p.m.**

**RCMP Update**, Inspector Michael McCauley, Officer in Charge

## **3.1 MOTION FOR ACCEPTANCE OF DELEGATION**

That Council accept the Delegation, RCMP Update, Inspector Michael McCauley, Officer in Charge.



**LAMONT HEALTH CARE CENTRE**

**Summary  
Minutes of the Regular Board Meeting  
Date: Thursday, October 22<sup>nd</sup>, 2020**



**1.0 Call to Order**

The meeting of the Board was called to order by Chairman Kent Harrold at 8:43 a.m. There were eight (8) persons in attendance.

**2.0 Prayer/Reflection**

A prayer/reflection was offered by Rev. Debbie Brill.

**3.0 Approval of Agenda & Minutes**

The proposed agenda and minutes of the last meeting (September 24<sup>th</sup>, 2020) were reviewed and approved as addended and corrected.

**4.0 Highlights of the meeting discussion included:**

**i. Update re: 'Faithful Footprints' Grant**

The Grant continues to be on hold due to COVID.

**ii. Update re: Paving**

Mr. Bharmal informed members that paving of various areas around LHCC as well as surveying and painting of the Helipad is complete.

**iii. COVID-19**

Members reviewed designated visits, screening process (hired 2 Visitation Liaison Workers and 5 Screeners) and AHS Standards Audits (x 2).

Changes are implemented daily.

**iv. LHCC Organization Chart**

Mr. Bharmal reviewed LHCC's Organization Chart with members, including proposed changes in Finance and Nursing.

**v. LHCC Logo**

Mr. Bharmal is in the process of addressing the registration of an LHCC Logo.

4.0 **Highlights – continued ..**

vi. **ASLI Grant/LTC Replacement**

Members reviewed the ASLI Grant and replacement of LTC.

vii. **Presentation of Reports**

Reports from the Executive Director, Medical Staff Committee and Board Committees were presented for information.

These reports presented the following highlights for discussion:

- Town of Lamont – LHCC property boundaries
- Accountant position posted
- CHAA Board membership
- Medical Staff Membership and Privileges
- Staff Service Recognition Awards
- Benevolent Fund Resignation/Retirement
- Residents' Christmas Dinner
- Staff Appreciation
- Board Member Self-Appraisal
- CEO Appraisal
- Pet Policy.

5.0 **Next Meeting**

The next Board meeting will be held on Thursday, November 26<sup>th</sup>, 2020, commencing at 8:30 a.m.

6.0 **Adjournment**

There being no other business, the meeting was adjourned at 5:03 p.m.



/ds

**TOWN OF LAMONT PUBLIC LIBRARY BOARD MEETING  
November 2, 2020 – Via Zoom**

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

**ABSENT:** Cara Rich, Rebecca Nice

**MEETING CALLED TO ORDER AT:**

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

**PREVIOUS MINUTES:**

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

**TREASURER'S REPORT:**

Chequing Account Balance: \$21,785.63

As presented. Got three cheques from the Government of Alberta for the grant so Dinah contacted Jen from the Government Office and Dinah had to issue a cheque for the over payment. Rebecca has been paid for September and October as well as \$70.00 for printer ink and supplies.

Dinah moves the treasurers report be adopted as presented. Michelle seconds. Passed.

**BUSINESS ARISING FROM PREVIOUS MINUTES:**

- 1) School Response to COVID – Kelly emailed Amit last week requesting an update and he replied that there have been no changes.
- 2) Drop Box – Rebecca is still checking the drop box. The sign was removed. The high school did not respond to Kelly's email indicating that it was our drop box and that we would continue to use it as such.
- 3) Rebecca Supplies & Programming – Supplies purchased. Live videos each week. Further info tabled until next week when Rebecca is present.

**NEW BUSINESS:**

- 1) Computer Order Deadline – Email from Northern Lights stated that the deadline for purchasing computers from Northern Lights is November 16, 2020. Kelly moves that we do not purchase new computers for this deadline. Dinah seconds. Passed.
- 2) Dropping Off School Materials – If we get anything for the school, we need to drop it in the box, they will retrieve it and quarantine it as needed. They will do the same with materials they receive that belong to the Lamont Public Library.

- 3) Andrew Library – Andrew Library (also associated with EIPS) has announced that they had an exciting announcement. Al received a call from the Lamont Leader requesting information on our library closure/future opening based on the Andrew Library opening. Erin will call Barb Leppek, Andrew Public Library Chair to see how they are being able to open and contact the Village of Lamont CAO, Pat Skoreyko. Kelly will email Lamont High School and if need be, contact EIPS directly.

**LIBRARIAN REPORT:**

Rebecca – Absent

**CORRESPONDANCE:**

**Syd Joseph Award** – We need to submit a name to nominate for the award. Rebecca is not comfortable nominating a grade 12 student. Kelly emailed Angela who has not replied.

**Lamont Light Up** – Follow the Facebook Page for updates. We are welcome to send in a pic of a tree that we create. Kelly will email Rebecca and see if this is something she is willing to take on.

**Internet Provider Upgrades** - Northern Lights emailed us to tell us about internet access upgrades and will be changing providers. Cisco equipment will be changed to Juniper. Bell will be making the upgrades beginning in 2020-2022. We are required to have a staff member on site during the equipment upgrades. Our date is January 14, 2021. Kelly is unsure how that will work with the school so will contact the school for further information.

**ROUND TABLE:**

Kelly announces that she will be taking an excused absence when she has her baby. Kelly will make the official request at the next meeting.

Dinah asks Dave about forwarding the financial statement to the County of Lamont Library Board. Erin will print it off and put in Dave's mailbox at the County Office.

Dinah requests that we send a card and flowers to Rose Konsorada, former librarian, in condolence for the passing of her husband. Al moves that we send a card and flowers to the amount of \$75.00 to Rose Konsorada. Greg seconds. Passed. Dinah will look after purchase and delivery.

**NEXT MEETING: December 7, 2020 @ 7:30pm via Zoom**

**MEETING ADJOURNED AT: 8:23PM**



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

AGENDA ITEM: 5.1

**COUNCIL MEETING DATE:  
December 8th, 2020**

**ITEM DESCRIPTION OR TITLE**

**Appointment of Returning Officer & Substitute Returning Officer**

**RECOMMENDATION**

That Council appoint Betty Malica, to act as Returning Officer and Dawn Nielsen to act as Substitute Returning Officer for the 2021 municipal election.

**BACKGROUND**

The Local Authorities Election Act (LAEA) has been recently amended and therefore there will be adjustments required to ensure alignment with current legislation.

As per section 13 the LAEA, a Returning Officer may be appointed for the purposes of conducting municipal elections. No functions of a Returning Officer may be taken until the appointment is in place. The nomination date was one adjustment that was made. Nomination papers can now be accepted from January 1, 2021, or the next business day, to September 20, 2021 at noon. Any Nomination papers are received and processed by a Returning Officer. Therefore, it is recommended that Betty Malica is appointed Returning Officer for the upcoming election. Further, as we expect that in 2021, COVID-19 will continue to effect operations, appointing Dawn Nielsen as Substitute Returning Officer is also recommended for back up.

**COMMUNICATIONS**

An election section has been created on the Town's website and will be updated as more information (such as forms and guides for prospective candidates etc...) as it is made available by the Province. Contact information for both positions will be included as well.

**IMPLICATIONS OF DECISION**

By having both appointments, this provides confidence in the election process, as there are two (2) individuals who share the same training and information that can step in if an absence occurs.

**FINANCIAL IMPLICATIONS**

Election costs will be included within the 2021 budget.

**POLICY AND/OR LEGISLATIVE REFERENCES**

Local Authorities Election Act, section 13 & 14



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

**ATTACHMENTS**

N/A

Report Prepared By: Christine Beveridge, CAO

Approved by CAO:

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



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

**AGENDA ITEM:**

5.2

**COUNCIL MEETING DATE:  
December 8, 2020**

**ITEM DESCRIPTION OR TITLE**

**Transfer of Utilities to Property Taxes**

**RECOMMENDATION**

That Council authorize the transfer of outstanding utilities over 90-days to their individual tax rolls as per Schedule "A".

**BACKGROUND**

As per Section 553 of the MGA, the transfer of unpaid utilities to the tax rolls on any outstanding accounts over 90-days should be completed prior to each year end. This is a recommended practice as identified by our Auditors. A list of utility accounts and the associated roll numbers has been attached as Schedule "A".

**COMMUNICATIONS**

Notification is provided to the affected account holders.

**IMPLICATIONS OF DECISION**

N/A

**FINANCIAL IMPLICATIONS**

With the costs transferred, it is possible that costs may be recovered.

**POLICY AND/OR LEGISLATIVE REFERENCES**

MGA Section 42(1)  
MGA Section 553 (1)

**ATTACHMENTS**

Schedule "A"- Utilities to Tax Roll as of December 1, 2020

Report Prepared By: Betty Malica, Administrative Assistant

Approved by CAO:

**Schedule A**

**Utilities to Tax Roll as of December 1, 2020**

<u>Acct. Number</u>	<u>90 &gt; days Amount</u>	<u>Roll Number</u>
8-002	332.70	57100
11-004	252.00	57700
36-003	656.96	26500
99-000	912.03	15600
116-001	393.77	33300
118-005	456.04	44600
119-003	545.33	45100
141-005	937.20	28600
144-006	476.40	27200
178-005	546.74	20000
203-002	721.46	5900
235-007	512.97	14800
276-004	632.69	25300
295-001	2733.73	48400
305-004	304.40	80400
346-002	437.74	35200
356-002	531.38	43500
367-005	1028.71	36600
375-002	347.41	16600
376-009	662.58	35600
378-004	356.20	16900
380-003	544.20	17400
393-004	600.38	38900
395-001	861.65	39100
411-011	1247.93	40400
436-003	372.39	63300
445-002	304.70	62400
455-003	471.37	61400
464-002	425.26	64100
469-006	412.70	60700
471-002	451.80	60900
520-003	376.99	67900
635-003	413.15	84700
646-002	3485.76	85800
668-006	561.05	88000
675-004	419.96	81800
735-001	1679.98	91000
749-002	648.28	1600
824-001	905.15	105700
997-003	422.65	51200
1016-000	297.62	107400
1017-000	479.55	107300
1018-000	297.62	107200
<b>Total</b>	<b>\$29,458.58</b>	





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

AGENDA ITEM: 5.3

**COUNCIL MEETING DATE:**  
December 8, 2020

**ITEM DESCRIPTION OR TITLE**

Transfer of Tax Recovery Costs to Tax Rolls

**RECOMMENDATION**

That Council authorize the costs to be transferred to the tax rolls as itemized in the attached Schedule "A".

**BACKGROUND**

Costs associated with tax recovery proceedings related parcels can be transferred to the tax rolls as stated within the Municipal Government Act (MGA). A list of roll numbers and the associated costs with tax recovery proceedings has been attached as Schedule "A". The costs are related to legal expenses and the appraisals of properties.

**COMMUNICATIONS**

N/A

**IMPLICATIONS OF DECISION**

With the costs transferred, it is possible that costs may be recovered.

**FINANCIAL IMPLICATIONS**

Reimbursement of costs to the Town.


**POLICY AND/OR LEGISLATIVE REFERENCES**

MGA Section 553 (1)(f)

**ATTACHMENTS**

Schedule "A"- Transfer of Costs to Tax Rolls

Report Prepared By: Betty Malica, Administrative Assistant

Approved by CAO: 

**Schedule "A"**

<b>Transfer of Costs to Tax Rolls</b>			
<b>Roll Number</b>		<b>Total</b>	
26500		\$ 2,995.00	
36900		\$ 1,875.00	
<b>TOTAL</b>		<b>\$4,870.00</b>	



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

AGENDA ITEM: 5.4

**COUNCIL MEETING DATE:**  
December 8th, 2020

**ITEM DESCRIPTION OR TITLE**  
2021 Interim Operating Budget

**RECOMMENDATION**  
That Council authorize an Interim Operating Budget in the amount of 40% of the 2020 Operating Budget until such time that the 2021 Budget is approved.

**BACKGROUND**  
As proposed and approved during the October 13<sup>th</sup> Council meeting, the 2021 budget plan is to pass an interim operating budget in December 2020 and the final 2021 budget in the spring 2021.

**COMMUNICATIONS**  
Notice will be prepared announcing the approval of an Interim Operating Budget.

**IMPLICATIONS OF DECISION**  
Administration is seeking budget approval for the period from January 1, 2021 to April 30, 2021 in amount up to \$2,100,532. The proposed interim budget amount was calculated as 40% of 2020 original approved operating budget. The budgets for each department are listed as below:



## TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

2021 Interim Operating Budget (January 1, 2021 - April 30, 2021)			
Accounts	2020 Budget (Original)	2021 Interim Budget	% of 2020 Budget
<b>Expenses:</b>			
Administration:	694,210	<b>277,684</b>	40%
Fire	47,850	<b>19,140</b>	40%
<b>Public Works:</b>			
Public Works:	582,343	<b>232,937</b>	40%
Roads/Streets:	811,390	<b>324,556</b>	40%
Storm Sewer	17,400	<b>6,960</b>	40%
Water	614,900	<b>245,960</b>	40%
Sewer	231,700	<b>92,680</b>	40%
Others (Garbage):	388,510	<b>155,404</b>	40%
<b>Total:</b>	<b>2,646,243</b>	<b>1,058,497</b>	<b>40%</b>
<b>Recreation:</b>			
Hall	204,009	<b>81,603</b>	40%
Arena	382,122	<b>152,849</b>	40%
Park	97,863	<b>39,145</b>	40%
Curling Rink	139,229	<b>55,692</b>	40%
<b>Total:</b>	<b>823,222</b>	<b>329,289</b>	<b>40%</b>
<b>Others:</b>			
Council	152,200	<b>60,880</b>	40%
Disaster Services	1,500	<b>600</b>	40%
By-Law	60,420	<b>24,168</b>	40%
Cemetery	4,800	<b>1,920</b>	40%
Town Beautification	30,500	<b>12,200</b>	40%
Planning & Subdivision	163,350	<b>65,340</b>	40%
FCSS & School Fund	627,035	<b>250,814</b>	40%
<b>Total:</b>	<b>1,039,805</b>	<b>415,922</b>	<b>40%</b>
<b>Total Expenses:</b>	<b>5,251,331</b>	<b>2,100,532</b>	<b>40%</b>

### FINANCIAL IMPLICATIONS

- If the Interim Operating Budget is approved as presented, Administration is authorized to spend up to \$2,100,532 in operating expenses for the period from January 1, 2021 to April 30, 2021.

### POLICY AND/OR LEGISLATIVE REFERENCES

MGA Sections 242(1) & 242 (2)



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

**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:**  
December 8, 2020

## ITEM DESCRIPTION OR TITLE

Bylaw 10-20, 2021 Fees and Charges

## RECOMMENDATION

1. That Council give first reading to Bylaw 10-20, 2021 Fees and Charges.
2. That Council give second reading to Bylaw 10-20, 2021 Fees and Charges.
3. That Council give unanimous consent to proceed to third reading of Bylaw 10-20, 2021 Fees and Charges.
4. That Council give third reading to Bylaw 10-20, 2021 Fees and Charges.

## BACKGROUND

User fees are a critical element of a municipality's revenue source. Together with government transfers and property taxation, they represent a portion of the Town's revenue stream. The Fees and Charges Bylaw establishes rates, fees, and charges payable for municipal services provided by the Town.

Administration reviews the fees and charges annually. With challenging times experienced with the pandemic, the 2020 revenues were considerably lower than expected.

The recommended increase of 1.87% to the utility rates as presented is based on the 2021 Edmonton Price Index. At the time of the report, John S. Batiuk Regional Water Commission had not approved their 2021 budget, if an adjustment is required the Fees and Charges Bylaw will be brought forward to be amended.

There were also clerical updates completed to enhance transparency and reflect current operational practices.

All adjustments to the attached Fees and Charges Bylaw are identified in red.

## COMMUNICATIONS

2021 Fees and Charges Bylaw will be posted on the website.

## IMPLICATIONS OF DECISION

The 2021 Fees and Charges will take effect on January 1, 2021.



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

**FINANCIAL IMPLICATIONS**

Revenue projections will be brought forward within the 2021 Operating Budget.

**POLICY AND/OR LEGISLATIVE REFERENCES**

MGA Section 8

**ATTACHMENTS**

Bylaw 10-20, 2021 Fees and Charges Bylaw

Report Prepared By: Dawn Nielsen, Deputy CAO

Approved by CAO:

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



**Town of Lamont**

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

**BYLAW 10/20**

**BEING A BYLAW OF THE TOWN OF LAMONT IN THE PROVINCE OF  
ALBERTA, TO ESTABLISH FEES, RATES AND CHARGES FOR SERVICES  
PROVIDED BY THE MUNICIPALITY**

**WHEREAS** pursuant to the *Municipal Government Act*, R.S.A. 2000, c.M-26 as amended, authorizes that Council may pass a Bylaw for the purpose of establishing fees, rates, and charges for services provided by the Municipality;

WHEREAS, the *Municipal Government Act*, RSA 2000, c.M-26 as amended, provides for the provision of municipal utility services subject to the terms, costs or charges established by Council; and

AND WHEREAS the Safety Codes Act, R. S. A. 2000, Chapter S-i, as amended from time to time, authorizes an accredited municipality to make bylaws respecting fees for services provided pursuant to the Safety Codes Act; and

WHEREAS, the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25 ("the FOIP Act"), as amended from time to time, authorizes a local public body to, by bylaw, set any fees the local public body requires to be paid under the FOIP Act, which must not exceed the fees provided for in the regulations;

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

**BYLAW TITLE**

1. This Bylaw is to be cited as the "2021 Fees and Charges Bylaw".

**GENERAL**

2. The fees, rates and charges contained in the attached Schedule "A" and forming part of this Bylaw, shall be the fees, rates and charges in effect for the provision of goods and services as stated.
3. Where this bylaw establishes a fee that also exists in another Bylaw or policy that predates the effective date of this bylaw, the fee in this Bylaw shall be the applicable fee and the other Bylaw or policy is hereby effectively amended.
4. That Bylaw 06/19 and any amendments are hereby repealed.



Town of Lamont



5. This Bylaw shall come into force take effect on January 1, 2021.

READ A **FIRST** TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ .

\_\_\_\_\_  
Mayor

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

READ A **SECOND** TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ .

\_\_\_\_\_  
Mayor

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

READ A **THIRD** TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ .

\_\_\_\_\_  
Mayor

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



**Town of Lamont**

**Schedule "A"**

**Bylaw 10/20 2021 Schedule "A"**  
**FEES, RATES AND CHARGES**

DESCRIPTION	2021 RATE	UNIT OF MEASURE	GST TAXABLE (T) EXEMPT (E) INCLUDED (I)	
<b>ADMINISTRATION FEES</b>				
Official FOIP Request	\$25.00	Per Request	E	
Tax Certificate	\$50.00	Per Request	E	
Verbal Tax Search	\$20.00	Per Request	E	
Letter of Compliance ( <i>Single Family Residential</i> )	\$100.00	Per Roll Number	E	
Letter of Compliance ( <i>Commercial, Industrial, institutional Multi-Family</i> )	\$200.00	Per Roll Number	E	
Assessment Roll	\$10.00	Per Roll Number	E	
Tax Recovery Administration Fee ( <i>All costs for tax recovery notifications will be automatically applied to the tax roll. Additional costs subject to GST as applicable.</i> )	\$100 + any additional expenses to complete the recovery process	Per Roll Number	E	
Tax Assessment Appeal	\$50.00	Per Complaint/Tax Roll Number	E	
Photocopying Charges (Town Paper)				
	Non-Profit	\$0.35	Per Page	E
	All Others	\$1.00	Per Page	E
Fax Services				
	In Province	\$2.00	Per Page	E
	Out of Province	\$4.00	Per Page	E
NSF – Returned Cheque	\$35.00	Per Cheque	E	
<b>PUBLIC WORKS</b>				
Labour	\$110.00	Per Hour/ Per Person	T	
Tractor with Blower/Operator	\$330.00	Per Hour	T	
Sweeper/Operator	\$345.00	Per Hour	T	
Gravel Truck/Operator (Tandem Axle)	\$250.00	Per Hour	T	
Water Tank with Trailer/Truck/Operator	\$240.00	Per Hour	T	
One-Ton Truck/Operator	\$170.00	Per Hour	T	
Bobcat/Operator	\$175.00	Per Hour	T	
Backhoe/Operator	\$175.00	Per Hour	T	
Tandem with Plow, Sander and Operator	\$295.00	Per Hour	T	
Sand	\$55.00	Per Yard	T	
Frost Plate	\$20.00	Per Plate	T	
Frost Plate - Installation	\$55.00	Per Installation	T	
Smart Water Meter and Head Installed ( <i>if new development, damaged or tampered with</i> )	\$420.00	Per Meter	T	
Smart Water Meter Head Only	\$250.00	Per Meter	T	
Labour for Replacing Meter Head	\$60.00	Per Hour	T	
Check Water Meters (readings only)	\$35.00	Per Meter	T	
Opening Sewer lines with Steamer	\$180.00	Per Hour	T	
Service Call to Open Sewer Lines (minimum 2 hours)	\$120.00	Per Hour / Per Person	T	
After Hours Service Call (minimum 2 hours)	\$240.00	Per Hour / Per Person	T	
Camera Sewer Lines/Operator	Contracted Service fee plus 10% Administration fee	Per Service	T	
Manual Snake Rental	\$55.00	Per Day	T	
Unightly Grass Cutting	\$500.00	Per Lot	T	

DESCRIPTION	2021 RATE	UNIT OF MEASURE	GST TAXABLE (T) EXEMPT (E) INCLUDED (I)
<b>LAMONT ARENA - ICE RENTAL</b>			
<i>Prime or Non-Prime time rates (one rate for all times) ** To receive tournament rates, the facility must be booked for a minimum of seven (7) hours per one day or for fourteen (14) hours on a weekend (Friday to Sunday). ** Games are billed from thirty (30) minutes before the game to thirty (30) minutes after the game.</i>			
Minor Sports - Local	\$110.00	Per Hour	T
Minor Sports - Non-Local (Outside of Lamont County)	\$135.00	Per Hour	T
Figure Skating	\$110.00	Per Hour	T
Adults - Local	\$135.00	Per Hour	T
Adult - Non-Local (Outside of Lamont County)	\$145.00	Per Hour	T
<b>Tournaments - Ice Rental</b>			
Minor Sports - Local	\$110.00	Per Hour	T
Minor Sports - Non-Local (Outside of Lamont County)	\$135.00	Per Hour	T
Adult - Local	\$135.00	Per Hour	T
Adult - Non-Local (Outside of Lamont County)	\$145.00	Per Hour	T
<b>Other</b>			
Arena Ice Area Non-Ice	\$750.00	Per Day	T
Curling Rink Ice Area Non-Ice	\$750.00	Per Day	T
<b>LAMONT RECREATION FACILITIES</b>			
<i>All Facility rentals must enter into a facility rental agreement with Town.</i>			
<b>Hall</b>			
Capacity: Standing - 1085 People Non fixed seats (no tables) - 545 People Non fixed seats (with Tables) - 430 People Includes podium, microphone and stand			
Hall Deposit	\$500.00	Per Agreement	E
Hall (4 hours)	\$225.00	1/2 day rental (Meetings)	T
Hall (4 to 9 hours)	\$425.00	1-day rental	T
Hall (Noon - 2am)	\$575.00	1 day rental (Dinner/Dance)	T
Hall (Wedding)	\$775.00	2-day rental	T
Hall (Wedding) Weekend Incentive	\$975.00	3-day rental	T
Hall Overtime Charges	\$100.00	Per Hour	T
Catering Deposit (payable to Lamont Catering Club)	\$600.00	Per Agreement	E
<b>Kitchen</b> <i>(unavailable - exclusivity agreement with Lamont Catering Club)</i>	n/a	n/a	n/a
<b>Meeting Room</b>			
Capacity: Standing - 320 People Non fixed seats (no tables) - 175 People Non fixed seats (with Tables) - 135 People			
Meeting Room Rental Fees	\$150.00	Per Day	T
<b>Meeting Room Rental Fees</b>	<b>\$60.00</b>	<b>4 Hours</b>	<b>T</b>
Arena Concession - Under Contract		October 1 - April 15	

DESCRIPTION	2021 RATE	UNIT OF MEASURE	GST TAXABLE (T) EXEMPT (E) INCLUDED (I)
<b>Curling Rink (Upstairs Lounge)</b>			
Capacity: 125			
Curling Rink Lounge Rental Fees	—	\$200.00	Per Day
<b>Ball Diamonds</b>			
3 Diamonds (Tournaments)	\$300.00	Weekend Rental	T
1 Diamond	\$100.00	Per Day	T
1 Game	\$25.00	Per Diamond	T
Damage Deposit	\$200.00	Per Booking	T
Cleaning Charge	\$100.00	If Required	T
Weekend RV parking ( <i>Tournaments Only</i> )	\$20.00	Per Unit/Per Night	T
<b>Regular League</b>			
Minor Ball	\$300.00	Season	T
Adult Ball	\$200.00	Per Team/ Per Season	T
Hillside Park Picnic Pavilion	\$100.00	Per Day	T
Damage Deposit	\$200.00	Damage Deposit	T
Extra Cleaning Charge - If Needed	\$100.00	If Required	T
<b>Supply Purchase or Rental</b>			
Screen and Projector: Individual Unit	\$10.00	Each	T
Corkage – Includes Ice, Pop and Glasses	\$1.75	Per person	T
Glasses - Wine and Water	\$0.80	Each	T
Glasses - Replacement	\$6.00	Each	T
Table Cloths - Large (rectangular), White Only	\$4.00	Each	T
Table Cloths -Small (round) White/Black/Red /Beige	\$3.00	Each	T
Napkins	\$0.50	Each	T

DESCRIPTION	2021 RATE	UNIT OF MEASURE	GST TAXABLE (T) EXEMPT (E) INCLUDED (I)
<b>DEVELOPMENT PERMITS AND FEES</b>			
<i>All Development requires a permit. Failure to obtain a permit prior to commencement of work will result in the assessment of double fees, where fees apply.</i>			
<b>Residential</b>			
Single Family Dwelling, including Modular Homes and Semi-Detached	\$125.00	Per Permit	E
Additions/Renovations – Structural (increase in useable floor area.)	\$75.00	Per Permit	E
Multi-Family Dwellings, includes row housing, apartments, etc.	\$200.00 plus \$50.00	Per Dwelling Unit (to a maximum of \$5,000.00)	E
Accessory Buildings (Garage/Shop)	\$75.00	Per Permit	E
Accessory Building (Movable Sheds) One Hundred (100) sq. ft or greater	\$25.00	Per Permit	E
Decks (Two (2) feet or higher)	\$25.00	Per Permit	E
Home Occupation, Minor (as per Land Use Bylaw)	\$50.00	Per Permit	E
Home Occupation, Major (as per Land Use Bylaw)	\$100.00	Per Permit	E
Interior Renovations: Non-structural / Maintenance and/or repair (no increase in useable floor area)	Safety Code permits as required		
Exterior renovations: Non-structural/ Maintenance and/or repair	Safety Code permits as required		
Demolition (Residential)	\$100.00 plus security fee \$1,000.00		E
To Leave as Sited - Dwelling	\$75.00	Per Roll Number	E
To Leave as Sited - Multi-Family	\$100.00	Per Roll Number	E
Variances, Dwelling	\$50.00	Per Roll Number	E
Variances, Accessory	\$25.00	Per Roll Number	E
<b>Commercial, Industrial, Institutional</b>			
Commercial, Industrial, Institutional (includes Accessory Structures) Permitted Uses	\$200.00 Application Fee plus \$1.00/m <sup>2</sup> (to the maximum of \$7,500.00)		E
Commercial, Industrial, Institutional (includes Accessory Structures) Discretionary Uses	\$300.00 Application Fee plus \$1.00/m <sup>2</sup> (to the maximum of \$7,500.00)		E
Additions/Alterations/Renovations	\$200.00 Application Fee plus \$1.00/m <sup>2</sup> (to the maximum of \$7,500.00)		E
New Tenant in Existing Building (Permitted Uses)	\$100.00	Per Permit	E
New Tenant in Existing Building (Discretionary Uses)	\$200.00	Per Permit	E
Change in tenancy (no change in use)	\$100.00	Per Permit	E
Demolition (Non-Residential)	\$100.00 plus security fee \$1,000.00		E
To Leave as Sited - Commercial, Industrial, Institutional	\$100.00	Per Roll Number	E
Variances (Commercial, Industrial, Institutional, Multi-Family)	\$75.00	Per Roll Number	E
Dwelling Unit within Commercial Building (Discretionary Use)	\$150.00	Per Permit	E

DESCRIPTION	2021 RATE	UNIT OF MEASURE	GST TAXABLE (T) EXEMPT (E) INCLUDED (I)
<b>Signs</b>			
Permanent (determined by Development Officer)	\$75.00	Per Permit	E
Temporary (greater than two (2) weeks)	\$25.00	Per Permit	E
Freestanding Billboards	Fee to be determined by Development Authority		
<b>Other Planning and Development</b>			
Land Use Bylaw Text Copy	Online Only		
Municipal Development Plan Text Copy	Online Only		
Land Use Bylaw Search (Confirmation of Zoning)	\$50.00	Per Roll Number	E
General File Search	\$125.00	Per Roll Number	E
Re-Zoning Application Land Use Bylaw Amendment	\$500.00 plus advertising costs		E
Subdivision Application Fees	As per fees established by Subdivision Authority		E
Subdivision and Development Appeal Board – Application Fee (non-refundable)	\$200.00	Per Application	E
Development Agreement	\$1,500 plus any legal costs incurred in preparation of agreement		T
Encroachment Agreement, Minor (e.g. fence, retaining wall)	\$100.00	Per Roll Number	E
Encroachment Agreement, Major (e.g. building structure)	\$250.00	Per Roll Number	E
<b>Area Structure Plan</b>	<b>TBD</b>		
Development Bond (Refundable) – Collected at the time of Development Permit as a damage deposit against damages to municipal road and sidewalk infrastructure	\$2,000 minimum, or as determined by Development Authority		T
Landscaping Bond (Refundable) – To ensure completion of landscaping projects	\$1,000 minimum, or as determined by Development Authority		T
Advertising and Notification - Single Family residential uses (in addition to applicable development fees)	\$50.00	Per Application	T
Advertising and Notification - Multi-Family residential uses (in addition to applicable development fees)	\$100.00	Per Application	T
Advertising and Notification - Commercial/Industrial/Institutional (in addition to applicable development fees)	\$150.00	Per Application	T
<b>LICENSING</b>			
Hawker/Peddler	\$35.00	Per Day	E
	\$50.00	Per Week	E
	\$100.00	Seasonal (May - October)	E
Dog Licensing: Spayed/Neutered (Unable to reproduce)	\$15.00	Per Year	E
Unaltered	\$25.00	Per Year	E
<b>CEMETERY</b>			
Plot	\$400.00	Per Plot	T
Veteran/Social Service Plot (as per <i>Cemetery Act</i> )	Per plot at 50% off original cost		T

DESCRIPTION	2021 RATE	UNIT OF MEASURE	GST TAXABLE (T) EXEMPT (E) INCLUDED (I)
<b>UTILITIES</b>			
<b>Garbage Collection Rates</b>			
Residential Container (roll cart)	\$60.87	Per Residence	E
Commercial Garbage Bin	\$98.91	Per Business	E
Restaurants - Garbage Bin	\$177.15	Per Business	E
Replacement Fee for lost or stolen container (as per GFL)	\$100.00	Per Occurrence	E
Extra residential container order (as per GFL)	\$12.25	One time fee per extra container	T
Extra residential container collection charge (as per GFL)	same as monthly rate per container	Monthly	T
<b>Garbage Bins - Front Load</b>			
2 yard	\$223.71	Per Bin	E
4 yard	\$355.00	Per Bin	E
6 yard	\$520.94	Per Bin	E
8 yard	\$694.23	Per Bin	E
<b>Water Charges</b>			
Minimum rate for 3000 gallons	\$65.58	Bi-monthly Flat Rate	E
Each additional 1000 gallons	\$17.14	Per 1000 gallons	E
Water Meter Bench Test	\$150.00 deposit plus a \$25.00 removal fee of the existing meter		E
<b>Construction Water</b>			
Deposit - payable upon request	\$950.00	Per New Development	E
<b>Breakdown as follows:</b>			
<i>Town Satisfaction</i>	\$600.00	<i>Refundable</i>	<i>E</i>
<i>Three (3) months construction water prior to meter being installed</i>	\$250.00	<i>First 3 months</i>	<i>E</i>
<i>Labour installation of meter and inspection of service installation</i>	\$100.00	<i>Per Unit</i>	<i>E</i>
<i>If not completed after 3 months the CAO has the authority to charge a monthly fee thereafter or request that a meter be installed immediately to ensure accurate usage.</i>	\$75.00	<i>Per Month</i>	<i>E</i>
<b>Sewer Charges</b>			
Properties connected to both water and sewer system	30%	of the water consumption billing	E
Properties that are only connected to the sewer system	\$39.00	Flat Rate	E
<b>Utility Penalties</b>			
Disconnection and/or Reconnection Fee	\$100.00	Per Each Occurrence	T
Any utility invoice amount outstanding after the date fixed for payment shall incur a penalty	2.50%	Per Month	E
Any utility service invoice amount outstanding after the date fixed for payment shall incur a penalty	2.50%	Per Month	E





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

**AGENDA ITEM:** 5.6

**COUNCIL MEETING DATE:  
December 8th, 2020**

**ITEM DESCRIPTION OR TITLE**

**Bylaw 09-20, Temporary Mandatory Face Coverings**

**RECOMMENDATION**

1. That Council give first reading to Bylaw 09-20, Temporary Mandatory Face Coverings.
2. That Council give second reading to Bylaw 09-20, Temporary Mandatory Face Coverings.
3. That Council give unanimous consent to proceed to third reading of Bylaw 09-20, Temporary Mandatory Face Coverings.
4. That Council give third reading to Bylaw 09-20, Temporary Mandatory Face Coverings.

**BACKGROUND**

Council requested that a Temporary Mandatory Face Coverings Bylaw be brought forward for consideration. This is due to the rising COVID-19 cases in our region and surrounding areas and to help protect our citizens and those who are vulnerable to the virus. The overall intent to put a Temporary Mandatory Face Covering Bylaw in place is to decrease the risk of overloading our local, regional, and provincial healthcare systems with more cases of COVID-19.

The bylaw prepared would require the use of face coverings for all individuals over the age of 10 in all indoor, enclosed, substantially enclosed public place, or in a public vehicle. The bylaw would not come into effect unless the Lamont region was moved into a Watch/Enhanced area as identified under the Government of Alberta's region classification system in accordance with Alberta's Relaunch Strategy and COVID-19 Relaunch Status Map. Further, the requirement of using face coverings would remain in place for two weeks (14 days) after the Lamont region has been taken off a "Watch/Enhanced" status. This is to prevent confusion to the community if the status were to fluctuate between Enhanced and Non-Enhanced during a short period of time.

This bylaw does contain enforcement for violations with a \$100 fine. The approach is not intended to be punitive, but those who refuse to comply with the mandatory measures can be subject to a fine.

**COMMUNICATIONS**

If approved and if the Lamont region was placed in Watch/Enhanced status, communication would be shared in the local newspaper, website, social media and signage around the community.



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

**IMPLICATIONS OF DECISION**

Currently the Lamont region is not under Watch/Enhanced status. However, to be prepared with a document that delays enacting the bylaw until required is a considered a pre-emptive approach. If the Government of Alberta deems our regions case numbers have a “risk level that requires enhanced public health measures to control the spread”, Council would not have to come together under a rushed circumstance to consider putting a bylaw in place (ie: Special Meeting) for the community.

**FINANCIAL IMPLICATIONS**

N/A

**POLICY AND/OR LEGISLATIVE REFERENCES**

MGA Section 7

**ATTACHMENTS**

Bylaw 09-20, Temporary Mandatory Face Coverings

Report Prepared By: Christine Beveridge, CAO

Approved by CAO:



**Town of Lamont**

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

**BYLAW 09/20**

**BEING A BYLAW OF THE TOWN OF LAMONT FOR THE PURPOSE OF TEMPORARILY MANDATING THE WEARING OF FACE COVERINGS IN INDOOR PUBLIC PLACES AND PUBLIC VEHICLES.**

**WHEREAS** on the World Health Organization declared a global pandemic related to the spread of the COVID-19 virus and the COVID-19 pandemic remains a health risk;

**AND WHEREAS;** the World Health Organization, Chief Public Health Officer for Canada and the Chief Medical Officer of Health for Alberta have identified Face Coverings as a way to reduce the risk of spreading COVID-19 in circumstances where physical distancing of two meters may not be possible;

**AND WHEREAS** pursuant to the *Municipal Government Act*, RSA 2000 c. M-26, and amendments thereto, a Council of a municipality may pass bylaws respecting a. the safety, health and welfare of people and the protection of people and property; b. people, activities, and things in, on or near a public place or place that is open to the public; and c. businesses, business activities and persons engaged in business;

**AND WHEREAS** Council considers it expedient and desirable for the health, safety, and welfare of the inhabitants of the Town of Lamont to require the wearing of Face Coverings in indoor Public Places and in Public Vehicles.

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

**1. BYLAW TITLE**

- (a) This Bylaw may be cited as the “Temporary Mandatory Face Coverings Bylaw”.

**2. DEFINITIONS**

In this bylaw, unless the context otherwise requires:

- (a) “CAO” means the Chief Administrative Officer or designate, appointed pursuant to the MGA.
- (b) “Council” means the Council of the Municipality of the Town of Lamont.
- (c) “Employer” means any person who is the owner, proprietor, manager, superintendent or person(s) of any activity, business, work, trade, occupation or profession, has control over or direction of, or is directly or indirectly responsible for the employment of a person and responsible for the day to day operations of a Public Place or a Public Vehicle.
- (d) “Face Coverings” means a mask or other face covering that fully covers the mouth, nose and chin ensuring a barrier that limits the transmission of infectious respiratory droplets.
- (e) “Municipality” means the Municipality of the Town of Lamont.
- (f) “Peace Officer” means a member of the Royal Canadian Mounted Police or a Peace Officer appointed under the *Peace Officer Act*, SA 2006 c. P-3.5.



## Town of Lamont

- (g) “Proprietor” means the person who ultimately controls, governs, or directs the activity carried on within any Public Place or Public Vehicle referred to in this Bylaw and includes the person usually in charge thereof.
- (h) “Public Place” means any property, whether publicly or privately owned, to which members of the public have access as of right or by express or implied invitation, whether on payment of any fee or not.
- (i) “Public Vehicle” means a bus, taxi or other vehicle that is used to transport members of the public for a fee.
- (j) “Violation Ticket” has the same meaning as defined in the *Provincial Offences Procedure Act*, RSA 2000, c. P-34, as amended.
- (k) “Watch/Enhanced” means the designation "Watch/Enhanced" as that term is used under the Government of Alberta's region classification system in accordance with Alberta's Relaunch Strategy and COVID-19 Relaunch Status Map.

### 3. FACE COVERINGS

- (a) A person must wear a Face Covering at all times while in an indoor, enclosed, or substantially enclosed Public Place or in a Public Vehicle.

### 4. EXCEPTIONS

- (a) **Section 3 does not apply to the following persons:**
  - (i) persons under the age of 10;
  - (ii) persons who are unable to place, use, or remove a Face Covering without assistance;
  - (iii) persons unable to wear a Face Covering due to a mental or physical concern or limitation, or protected ground under the *Alberta Human Rights Act*, RSA 2000 c. A-25.5;
  - (iv) persons consuming food or drink in designated seating areas or as part of religious or spiritual ceremony;
  - (v) persons engaged in water activities or physical exercise;
  - (vi) persons providing care or assistance to a person with a disability where a Face Covering would hinder that caregiving or assistance; and
  - (vii) persons engaging in services that require the temporary removal of a Face Covering.
- (b) **Section 3 does not apply to the following places:**
  - (i) schools and other educational facilities;
  - (ii) hospitals and health-care facilities;
  - (iii) child care facilities; and



**Town of Lamont**

- (iv) areas exclusively accessed or used by the Public Place's employees or a Public Vehicle operator, provided that physical barriers or physical distancing practices are implemented between any person not required to wear a Face Covering by operation of this exception and any other person.

**5. ENFORCEMENT**

- (a) Where a Peace Officer believes that a person has contravened any provision of this Bylaw, the Peace Officer may issue a Violation Ticket in accordance with the *Provincial Offences Procedure Act*, RSA 2000 c.P-34.
- (b) If a Violation Ticket is issued for an offence under this Bylaw, the Violation Ticket may:
  - (i) specify the fine amount established by this Bylaw for the offence; or
  - (ii) require a person to appear in court without the alternative of making a voluntary payment.
- (c) A person who commits an offence may, if a Violation Ticket is issued specifying the fine amount established by this Bylaw for the offence, make a voluntary payment equal to the specified fine amount.
- (d) The Town of Lamont has the discretion to enforce this Bylaw and is not liable of any outcomes should a Peace Officer decide not to enforce this Bylaw if acting in good faith.

**6. OFFENCES AND PENALTIES**

- (a) A person who contravenes this Bylaw is guilty of an offence.
- (b) A person found guilty of an offence is liable to a fine pursuant to Schedule 'A', and issued in accordance with the MGA.

**7. SEVERABILITY**

- (a) If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the Bylaw is deemed valid.

**8. ENACTMENT**

- (a) The provisions of this bylaw shall be enacted if the Alberta Government places the region of Lamont under a "Watch/Enhanced" status based on the existing COVID-19 cases.
- (b) The provisions of this bylaw shall remain in place for two weeks (14 days) after the region of Lamont has been taken off a "Watch/Enhanced" status.

Town of Lamont



9. EFFECTIVE DATE

(a) This Bylaw shall come into force and take effect upon the date of third reading.

READ A **FIRST** TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ .

\_\_\_\_\_  
Mayor

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

READ A **SECOND** TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ .

\_\_\_\_\_  
Mayor

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

READ A **THIRD** TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ .

\_\_\_\_\_  
Mayor

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



Town of Lamont

SCHEDULE 'A'  
PENALTIES

<u>Section</u>	<u>Description of Offence</u>	<u>Specified Penalty</u>
3	Failure to wear a Face Covering where required	\$100.00

# CAO REPORT

FOR THE PERIOD ENDING December 8, 2020

## HIGHLIGHTS:

- COVID-19 Activities
  - Tracking and reviewing self-isolation requirements for sick employees.
  - Working with user groups on protocols and making adjustments when necessary.
  - Continue to ensure staff, Council and the community is informed and current on the situation and adjusting protocols as required.
  - Continue to backfill and cover for absences.
- Website development.
- Onboarding of Director, Operations & Infrastructure.
- Conducting review and assessment of proposed capital items.
- Preparation for Public Hearing.
- Preparation for Tax Recovery Auction.
- Coordinate initial documentation for Election 2021.
- Review of agreements and prioritizing renewals.
- Preparation and finalization of Fees and Charges Bylaw.
- Research for preparation of Temporary Mandatory Face Coverings Bylaw.
- Preparation of Council video for Light Up Committee.
- Preparation and coordination for year-end activities.

## MEETINGS/EVENTS & PROFESSIONAL DEVELOPMENT:

- COVID-19 Update for Alberta Municipalities from the Chief Medical Officer of Health (*Nov.25. & Dec.1*)
- CEO/CAO Meeting (*Nov.26*)
- Fort Air Partnership (*Dec.1*)
- AEMA – DEM call (*Dec.1*)
- AUMA Municipal Budget Interaction Session– Towns, Cities, and Specialized Municipalities (*Dec.3*)
- Highway 15 Functional Planning Study (Hwy 830-834) (*Dec.8*)



# OPERATIONS & INFRASTRUCTURE REPORT

FOR THE PERIOD ENDING DECEMBER 2, 2020

## HIGHLIGHTS – PARKS AND RECREATION

### Updates

- Christmas decorations have been touched up and put out for the holiday season.
- 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.
- Coordination with Administration has been ongoing regarding event capacity, updated guidance from Alberta Health, and revised public health restrictions.
- Parks and Recreation staff continue to utilize increased personal safety measures related to COVID-19. Staff interruptions have occurred in November due to a COVID-19 related absence, and modified scheduling with casual staff was utilized to overcome this interruption.
- Extended public health orders were released November 24 further restricting public facility use. Education and administrative actions were taken to ensure the Town is following the current public health orders.

### 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 November with recommendations for the service contractor for some additional maintenance work to be completed.
- Arena – Due to new restrictions, further cancellations have been made for the next three (3) weeks.
- 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.
- Hall and Meeting Room – Due to new restrictions, the hall and meeting room bookings have been cancelled until Dec 18<sup>th</sup>, Administration will be evaluating the COVID-19 guidelines to ensure all public health orders are followed past December 18<sup>th</sup>.
- Curling Club – The Curling Club held an emergency executive meeting November 29<sup>th</sup> and have decided to end their curling season early due to the uncertainty and economics under the current situation. Administration will work with the Curling Club through this transition.

## HIGHLIGHTS – PUBLIC WORKS

### Road Maintenance and Snow Clearing Preparation

- Gravel material has been ordered and stockpiled for use over the winter months and into the spring.
- November 8<sup>th</sup> to 10<sup>th</sup> – First Snow Clearing event of the season
- November 24<sup>th</sup> to November 26<sup>th</sup> – First Snow Removal event of the season

# OPERATIONS & INFRASTRUCTURE REPORT

FOR THE PERIOD ENDING DECEMBER 2, 2020

## Facilities

- No new information to report on Public Works Facilities

## Operations

- Public Works staff continue to utilize increased personal safety measures related to COVID-19.

## Operations and Infrastructure Position

- Parks & Public Works Operations – Coordinating with full time and casual staff for work schedules and training opportunities that meet on-call, cleaning protocols, and booking requirements. Last minute scheduling and modifications have been made as required due to new restrictions and absences.
- COVID-19 Response
  - Tracking and reviewing self-isolation requirements for staff.
  - Reviewing and modifying cleaning requirements for Parks and Recreation staff as changes to public health orders change and feedback is received from user groups and staff.
- 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 November related to the following:
  - Snow Removal
  - Facility bookings/ use
  - COVID-19 response/ information

## 2020 Laneway Assessment Program

In 2020, the Director of Operations and Infrastructure (N.Renneberg) began a documented and scheduled laneway assessment program in order to determine the existing condition level of the laneways, provide direction to operation staff and coordinate with contracted services for maintenance activities to be completed in 2020, and to provide recommendations on the continued implementation of a Laneway Assessment Program.

The 2020 Laneway Assessment Program included three (3) separate ratings of the laneways throughout the Town. These ratings were completed at different times of the year to determine

# OPERATIONS & INFRASTRUCTURE REPORT

FOR THE PERIOD ENDING DECEMBER 2, 2020

how well the laneway is performing under different seasonal conditions. The ratings were completed on a scale of one (1) through five (5), with a rating of one (1) being very poor and a rating of five (5) being excellent. Ratings were assigned based on the presence of standing water, condition and amount of gravel on the surface, rutting, and ride quality.

Ratings were completed in late April 2020 during spring runoff, on July 1<sup>st</sup>, 2020 during a rainfall event, and in August 2020 during seasonally dry conditions.

Utilizing these ratings, maintenance work was coordinated with Town Staff and Contracted Services to complete both routine and extensive maintenance work on the laneways. Routine maintenance work consisted of grading and minor gravel applications as necessary and was completed throughout the Town. Extensive maintenance work consisted of major grading activities, packing, significant additional gravel brought in, and edge cleanup and was completed on laneways that were considered in the poorest condition.

## Next Steps

The primary objective of a well-documented and scheduled laneway assessment program is to improve the condition of the laneways throughout the Town. This objective can be confirmed by comparing laneway ratings completed during the same seasonal conditions, year over year. Therefore, the intention moving forward is to continue to complete three (3) laneway ratings annually (during spring runoff, during a rainfall event, and during seasonal conditions) and adjust maintenance activities to focus on poorly rated laneways. Following this process, there should be an evident trend of improving laneway conditions during similar seasonal conditions.

Furthermore, following a laneway assessment program when determining laneway maintenance activities will allow Town Staff to provide accurate and current information to residents and businesses inquiring or providing feedback on the condition of their laneway.

# PLANNING & DEVELOPMENT

## QUARTERLY REPORT OCTOBER 1- DECEMBER 31

	1st Quarter Jan 1- Mar 31	2nd Quarter Apr 1 - Jun 30	3rd Quarter Jul 1 - Sep 30	4th Quarter Oct 1 -Dec 31
Development Permits	3	1	3	1
Compliance Certificates	1	2	6	1
Encroachment Agreements				
Intermunicipal Referrals	1	1	1	
Subdivisions				
Unauthorized Developments				
<b>TOTAL</b>	<b>YEAR TO DATE</b>			
Development Permits	8			
Compliance Certificates	10			
Encroachment Agreements				
Intermunicipal Referrals	3			
Subdivisions				
Unauthorized Developments				
<b>Submitted by:</b>				
<b>Laraine Stuart</b>				



# MONTHLY FIRE DISTRICT REPORT

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

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

Respectfully Submitted,

Description	2020 Budget	Targeted Amount Jan - Nov	2020 Actual Jan - Nov	Variance	% of Completion	2020 - Nov	2019 - Nov	Increase/ (Decrease)	Percentage	Note
<b>General - Tax</b>										
General Revenue	(2,757,282)	(2,775,272)	(2,746,621)	(10,661)	100%	(44,345)	(21,102)	(23,243)		
Administration	(19,350)	(14,513)	(16,447)	(2,903)	85%	(5,113)	(3,479)	(1,633)		
By Law	(2,500)	(1,875)	(3,616)	1,116	145%	(120)	(100)	(20)		
Stns. & Road	(672,900)	(504,675)	(535,938)	(136,962)	80%	0	(684)	684		
Storm Sewer	0	0	0	0	0%	0	0	0		
Water	(569,910)	(427,433)	(466,925)	(102,985)	82%	(90,581)	(94,226)	3,645		
Sewer	(169,523)	(127,142)	(136,180)	(33,343)	80%	(26,750)	(27,875)	1,125		
Garbage	(338,095)	(253,571)	(284,806)	(53,289)	84%	(57,124)	(56,290)	(835)		
Cemetery	(2,000)	(1,500)	(1,600)	(400)	80%	0	0	0		
Planning & Subdivision	(3,000)	(2,250)	(2,284)	(716)	76%	(447)	(278)	(169)		
Hall	(19,125)	(14,344)	(3,366)	(15,759)	18%	0	0	0		
Arena	(201,784)	(151,338)	(193,398)	(8,386)	96%	0	(910)	910		
Park	(37,375)	(28,031)	(800)	(36,575)	2%	0	0	0		
Curling Rink	(375)	(281)	(200)	(175)	53%	0	(200)	200		
FCSS	0	0	0	0	0%	0	0	0		
	<b>(4,793,219)</b>	<b>(4,302,225)</b>	<b>(4,392,181)</b>	<b>(401,038)</b>	<b>92%</b>	<b>(224,480)</b>	<b>(205,145)</b>	<b>(19,336)</b>		
Council	130,936	98,202	89,108	41,828	68%	6,573	8,113	(1,540)		
Administration	669,331	501,998	573,311	96,020	86%	41,112	41,227	(729)		
Fire	29,250	21,938	23,000	6,250	79%	1,147	1,159	(11)		
Disaster Service	1,500	1,125	0	1,500	0%	0	183	(183)		
By-Law	53,495	40,121	11,955	41,540	22%	1,531	109	1,422		
Public Work	485,158	363,869	426,624	58,534	88%	35,062	31,736	3,326		
Street & Road	317,300	237,975	208,296	109,004	66%	10,144	24,156	(14,011)		
Storm Sewer	17,400	13,050	14,362	3,038	83%	14,254	0	14,254		
Water	352,900	264,675	254,503	98,397	72%	21,347	20,917	(1,599)		
Sewer	99,200	74,400	96,924	2,276	98%	19,797	7,997	11,800		
Garbage	388,511	318,623	345,324	43,187	89%	23,491	23,145	346		
Cemetery	4,800	3,600	4,800	0	100%	0	0	0		
Town Beautification	10,500	7,875	4,111	6,389	39%	0	265	(265)		
Planning & Subdivision	163,350	122,513	109,844	53,506	67%	8,899	2,653	6,246		
Hall	188,505	141,379	114,985	73,520	61%	10,828	12,566	(1,738)		
Arena	309,574	232,181	273,112	36,462	88%	25,361	37,582	(12,221)		
Park	55,688	41,766	62,790	(7,102)	113%	970	263	707		
Curling Rink	42,000	31,500	32,102	9,898	76%	84	1,742	(1,658)		
FCSS & School Fund	581,986	436,490	386,902	195,084	66%	0	0	0		
<b>Total Expense</b>	<b>3,901,384</b>	<b>2,953,278</b>	<b>3,032,052</b>	<b>869,332</b>	<b>78%</b>	<b>220,602</b>	<b>213,811</b>	<b>4,147</b>		

Description	2020 Budget	Targeted Amount		2020 Actual		Variance	% of Completion		Increase/		Note
		Jan - Nov	Jan - Nov	Jan - Nov	Jan - Nov		2020 - Nov	2019 - Nov	(Decrease)	Percentage	
<b>Capital Programs</b>											
Administration	0	0	0	0	0	0%	0	0	0	0	0%
Fire	0	0	0	0	0	0%	0	0	0	0	0%
Public Work	0	0	0	0	0	0%	0	748	(748)	-100%	
Street and Road	765,919	574,439	693,523	72,396	91%	6,992	78,621	(71,630)	-91%		
storm Sewer	0	0	0	0	0%	0	0	0	0	0%	
Water	0	0	0	0	0%	0	0	0	0	0%	
Sewer	0	0	0	0	0%	0	0	0	0	0%	
Planning & Subdivision	0	0	0	0	0%	0	54,164	(54,164)	-100%		
Hall	0	0	0	0	0%	0	0	0	0	0%	
Arena	0	0	0	0	0%	0	0	0	0	0%	
Park	54,255	40,691	0	54,255	0%	0	0	0	0	0%	
Curling Rink	0	0	0	0	0%	0	0	0	0	0%	
<b>Total Capital Programs</b>	<b>820,174</b>	<b>615,130</b>	<b>693,523</b>	<b>126,651</b>	<b>85%</b>	<b>6,992</b>	<b>133,533</b>				

# FINANCE REPORT

FOR THE PERIOD ENDING NOVEMBER 30, 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 November 30, 2020.

## Impact on operational revenues and expenses by COVID-19:

The below analysis and forecast are based on the information as of November 30, 2020. The analysis indicates that both revenues and expenses were impacted by COVID-19 negatively. However, the deficiencies seen on the revenues side are even more significant. For example:

- By comparing with data in 2019 for the same period (January to November), the 2020 revenues are \$159K, or 4% less. However, the expenses were reduced by \$26K, or 0.85%.
- As of November 30, 2020, compared with the same period in 2019, the amount of the net operational profit was reduced by \$133K, or 15%.
- We estimate that the net operational profit at the end of 2020 will be reduced by 23% compared with 2019.

P/L	2020 P1-11	2019 P1-11	\$ Increase (Decrease)	% Increase (Decrease)	2019	Estimated 2020	\$ Increase (Decrease)	% Increase (Decrease)
Operational Revenues	3,768,625	3,928,011	(159,386)	-4.06%	4,214,889	4,032,181	(182,709)	-4.33%
Operational Expenses	3,032,052	3,058,191	(26,139)	-0.85%	3,561,193	3,528,817	(32,376)	-0.91%
Net Operational Profit	736,573	869,820	(133,247)	-15.32%	653,696	503,364	(150,333)	-23.00%

## Collections on Tax and Utilities:

- As of November 30, 2020, 92% of the tax payments (\$2.2M) was received. The current accumulated outstanding amounts of unpaid tax are \$192,164, which including the unpaid amount of \$41,002 from previous years.

2020 Tax Payments Received	As of July 31	As of Aug 31	As of Sept 30	As of Oct 31	As of Nov 30
Tax payments received	\$ 1,242,215	\$ 1,947,956	\$ 2,052,919	\$ 2,114,048	\$ 2,225,198
% of the tax paid	51%	80%	85%	87%	92%

	Beginning Bal:	+ 2020 Tax	= Updated Bal	- Bal as of Nov 30 (before cost recovery and penalties)	2020 Tax Payments Received	% Received
Taxes Receivable - Current	336,161	2,376,360	2,712,521	582,103	2,130,418	
Taxes Receivable - Arrears	(295,160)		(295,160)	(389,939)	94,780	
<b>Total:</b>	41,002	2,376,360	2,417,361	192,164	\$ 2,225,198	92%



# FINANCE REPORT

FOR THE PERIOD ENDING NOVEMBER 30, 2020

Note: the outstanding amount of \$192,164 also include scheduled monthly Tax Installment Payment Plan (TIPP) of \$29,044 for December 2020. As such the net unpaid tax from 2020 tax and interest are \$122,118 as of November 30, 2020.

- As of November 30, 2020, 72% of the utility payments were received for the months of September and October.

<b>November Utility Billing Payments Received</b>	<b>Bal as of Oct 31</b>	<b>+ Sept Billing</b>	<b>= Updated Bal</b>	<b>- Bal as of Nov 30</b>	<b>= Payments Received</b>	<b>% Received</b>
<b>Utility AR</b>	19,996	173,959	193,956	54,706	<b>\$ 139,250</b>	<b>72%</b>