

Council Package

September 28, 2021



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**AGENDA
TOWN OF LAMONT
REGULAR MEETING OF COUNCIL
September 28, 2021**

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. September 14, 2021 Minutes.....Page 1

1.4.2. August 30, 2021 Parks and Recreation MinutesPage 5

2. DELEGATIONS

2.1. MOTION FOR ACCEPTANCE OF DELEGATION

3. CORRESPONDENCE

3.1. Town of Crossfield – Royal Canadian Mounted Police Retroactive PayPage 7

3.2. Municipal Affairs - Municipal Accountability ProgramPage 8

3.3. Town of Sundre – Royal Canadian Mounted Police Retroactive PayPage 10

3.4. Town of Sundre – Code of Conduct.....Page 11

3.5. Town of Mundare – Recreation Funding AgreementPage 12

3.6. Town of Crossfield – Changes to the Criminal Code and the Firearms ActPage 13

4. NEW BUSINESS

4.1. National Day for Truth and Reconciliation.....Page 14

4.2. Bruderheim Climate Resilience Action Plan.....Page 15

4.3. Strategic Plan Status Report.....Page 17

5. REPORTS

5.1. Mayor & Council.....Page 36

5.2. CAOPage 38

6. NOTICES OF MOTION

7. CLOSED SESSION

7.1. CAO Advice – (FOIP Section 24 – Advice from Officials).....Page 39

8. ADJOURNMENT



**Town of Lamont
September 14, 2021
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
	Dawn Nielsen	Interim Chief Administrative Officer
	Tyler Edworthy	Director, Operations & Infrastructure
	Jaclyn Ponto	Recording Secretary

CALL TO ORDER AND RELATED BUSINESS:

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

Adoption of Agenda

- Move Closed Session to just before the adjournment.

MOTION: 184/21 Councillor Harvey: That the Council Agenda be accepted as amended.

CARRIED

Declaration of Pecuniary Interest: None.

ADOPTION OF MINUTES:

- a) Meeting Minutes – August 24, 2021

MOTION: 185/21 Councillor Taylor: That the Minutes of the August 24, 2021 Council Meeting be accepted as presented.

CARRIED

DELEGATIONS:

- Tetra Tech-Highway 15 Functional Planning Study presentation

MOTION: 186/21 Councillor Perrin: That Tetra Tech-Highway 15 Planning Study be accepted as a delegation.

CARRIED

MOTION: 187/21 Councillor Foulds: That Council accept Tetra-Tech's report as information.

CARRIED

CORRESPONDENCE:

- Village of Elnora – Provincial Policing vs. RCMP
- Jackie Armstrong-Homeniuk, MLA – Troy Ruptash
- Newsletter – Alberta Seniors and Housing
- Alberta Council on Aging – International Day of Older Persons
- Jacquie Fenske's Next Project
- EIPS Board Highlights – August 18 and 26, 2021

MOTION: 188/21 Councillor Taylor: That Council accept the correspondence as information.

CARRIED

NEW BUSINESS:

Appointment of Chief Administrative Officer

MOTION: 189/21 Councillor Koroluk: That Council appoint Rick Bastow as Chief Administrative Officer effective September 15, 2021.

CARRIED

Transfer of Utilities to Property Taxes

MOTION: 190/21 Councillor Perrin: That Council authorize the transfer of outstanding utilities over 90-days to their individual tax rolls, as per schedule "A".

CARRIED

REPORTS:

Council Reports:

- Mayor Skinner** Written report attached. Attended the Picnic in the Park/Bike Park Grand Opening on September 10 and the Fire Hall Naming on September 12.
- Councillor Taylor** Attended the August 30 Parks and Recreation Committee Meeting. Attended the Picnic in the Park/Bike Park Grand Opening on September 10 and the ceremony for the official naming of Robert A. Mitchell Fire Hall on September 12. Attended the MLA Roundtable Discussion on Rural Crime event with Justice Kaycee Madu.
- Councillor Harvey** Attended the Rural Crime Roundtable in Bruderheim on August 26. Attended the Northern Lights Library Board Meeting on September 13. Attended the Chamber Meeting in Fort Saskatchewan. Attended the Picnic in the Park/Bike Park Grand Opening on September 10 and the Fire Hall naming on September 12.
- Councillor Koroluk** Attended the Lamont Elementary School Meeting on September 14.
- Councillor Perrin** Attended the August 30 Parks and Recreation Committee Meeting. Attended the Picnic in the Park/Bike Park Grand Opening on September 10.
- Councillor Foulds** Attended the September 1 Alberta HUB Meeting in Mannville. Attended the Picnic in the Park/Bike Park Grand Opening on September 10.

Staff Reports:

CAO
Director, Operations & Infrastructure
Finance Officer

MOTION: 191/21 Councillor Foulds: That Council accept the reports as presented.

CARRIED

CLOSED SESSION:

- **CAO Advice**
 - *FOIP Section 24 – Advice from Officials*

MOTION: 192/21 Councillor Taylor: That Council convene in closed session pursuant to Section 197 of the *Municipal Government Act* to meet in private to discuss matters protected from disclosure by Section 24 of the *Freedom of Information and Protection of Privacy Act* at 7:44 p.m.

CARRIED

MOTION: 193/21 Councillor Koroluk: That Council revert to regular Council meeting session at 8:10 p.m.

CARRIED

MOTIONS ARISING FROM CLOSED SESSION:

MOTION: 194/21 Councillor Taylor: That Council approve the “Tell us your Priorities Survey Report” and “Media Release” to be distributed to ratepayers via website and social media.

CARRIED

MOTION: 195/21 Councillor Perrin: That Administration draft a letter for Council support of the RCMP that reflects the residents response in the “Tell us your Priorities 2021 Survey”.

CARRIED

NOTICES OF MOTION: None.

ADJOURNMENT: Mayor Skinner adjourned the meeting at 8:14 p.m.

Mayor

Chief Administrative Officer



5307 – 50 Avenue
Lamont, AB T0B 2R0

**Town of Lamont
August 30, 2021
Parks and Recreation Committee**

Meeting Minutes

HELD BY ZOOM MEETINGS

PRESENT:	David Taylor	Chair
	Kirk Perrin	Vice-Chair
	Bill Skinner	Ex Officio(partial)
	Tyler Edworthy	Administrative Liaison
	Debbie Brill	Public Member at Large
	Linda Sieker	Public Member at Large
	Linda Reid-Collins	Public Member at Large
	Glynnis Leonard (excused)	Public Member at Large

Public Attendees: None

CALL TO ORDER AND RELATED BUSINESS:

- 1) **Call to Order: Chair Taylor: 7:00 pm**
- 2) **Appointment of Recording Secretary:** Kirk Perrin
- 3) **Adoption of Agenda**

Motion: Kirk Perrin : Move to adopt the agenda.

CARRIED

- 4) **Adoption of Minutes:**

Motion: Via Email : Move to adopt the minutes as presented.

CARRIED

5) NEW BUSINESS:

None presented.

6) Old Business:

6.1 Bike Park Grand Opening:

6.1.1 List circulated Via Email, Reviewed, and updated.

6.2 Trail Lighting Update:

Motion: To approve trail lighting project as presented by Linda Sieker

CARRIED

6.3 Town Sponsorship, Donation and Memorial Policy Review:

6.3.1 Reviewed document will be brought back for next meeting.

Motion: To approve tree and amenity price list By Linda Sieker

CARRIED

7) Round Table & Adjournment

Motion: To investigate a sign to be placed at Lamont Municipal Cemetery By Kirk Perrin

CARRIED

7.1 Next Meeting:

7.1.1 Monday October 4th, 2021, at 7:00 p.m.

7.2 Meeting adjourned at: 8:17 p.m.

Committee Chair Signature:





September 8, 2021

Premier Jason Kenney
307 Legislature Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6

RE: ROYAL CANADIAN MOUNTED POLICE (RCMP) RETROACTIVE PAY

At the last regular meeting of Crossfield Town Council held Tuesday September 7, 2021, Council discussed the recent developments that the Royal Canadian Mounted Police (RCMP) have been drawing closer to an agreement that will require retroactive pay to be issued. This has been brought to our attention by the Alberta Urban Municipalities Association (AUMA).

Municipalities in Alberta such as ours under total population of 5,000 have recently been subjected to increasing our property tax rates on citizens and businesses in order to cover the cost of policing in our province. It is also something that we are not able to requisition for, which has further made raising the funds a contentious issue. Our tax payers are being directly affected by the increase already, and will feel the burden even more if our municipality must pay a share of the RCMP's pay increases.

Crossfield Town Council respectfully requests that the Alberta Government ensures that Alberta municipalities are not charged with assisting in funding the RCMP's retroactive pay when the agreement is complete. It should be up to the provincial and federal governments to deal with any shortfalls, and not to overload municipalities with further monetary strain.

If you have any questions or concerns regarding this issue, please contact the undersigned at your convenience.

Yours truly,

A large black rectangular redaction box covers the signature area of the letter.

Jo Tennant
Mayor

cc: Mr. Nathan Cooper, MLA for Olds-Didsbury-Three Hills
Alberta Urban Municipalities Association (AUMA)
AUMA Member Municipalities

Deputy Minister
18th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-4826
MA.DMO@gov.ab.ca



AR106286

September 1, 2021

Rick Bastow
Chief Administrative Officer
Town of Lamont
PO Box 330
Lamont AB T0B 2R0

Dear Mr. Bastow:

I wish to advise that your municipality has been selected to participate in a Municipal Accountability Program (MAP) review in 2022. Attached is a program summary.

The MAP process will include a meeting with you to review municipal documents and discuss policies, procedures, and processes. A report identifying areas of legislative compliance and any gaps that may exist will be provided to you. In order to assist you in addressing any areas of non-compliance, the report will also include recommendations and resources specific to each matter identified. It is my expectation the report generated as a result of the MAP review will be shared with council at a public council meeting.

A municipal accountability advisor will be contacting you in the near future to provide further details regarding the program as well as to discuss requirements and scheduling of the review. Scheduling will take into consideration your workload and availability.

If you have any questions or concerns, please contact a municipal accountability advisor with the Municipal Capacity and Sustainability Branch of Municipal Affairs toll-free by first dialing 310-0000, then 780-427-2225.

Sincerely,



Brandy Cox
Deputy Minister

Attachment: Municipal Accountability Program Summary

Municipal Accountability Program Program Summary

Objective

To collaboratively foster effective local governance and build administrative capacity in Alberta's municipalities.

Continued proactive contact, support, and relationship building will be maintained throughout a multi-year cycle with each municipality as needed or as requested, regardless of compliance status.

There is no cost to municipalities participating in the MAP.

Summary

The Municipal Accountability Program (MAP) will review municipal processes and procedures to help develop knowledge of mandatory legislative requirements. This will support municipalities with their legislative compliance.

The MAP will consist of multi-year cycle reviews, ordered by the Minister under Section 571 of the *Municipal Government Act*. Municipalities with populations of 2,500 or less will participate in the MAP.

The primary contact for the ministry will be the chief administrative officer (CAO). Ministry staff will co-ordinate the visit with the CAO and make document requests through the CAO, or their designate.

Working collaboratively with the CAO, a customized 'MAP' report will be provided to the CAO, which will identify areas of compliance, as well as include recommendations and resources to assist in remedying any legislative inconsistencies that may exist.

Program Highlights

- Designed to support municipalities by helping to understand legislative requirements.
- Assisting CAOs in confirming the areas where they are doing well, and identifying any areas of concern to avoid concerns from developing into significant problems.
- A proactive approach with the ministry working collaboratively with CAOs to develop a report for the CAO that will contain recommendations and resources.



717 Main Avenue West | P.O. Box 420 | Sundre, Alberta, Canada T0M 1X0 | T. 403.638.3551 | F. 403.638.2100 | E. townmail@sundre.com

September 10, 2021

Premier Jason Kenney
307 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

RE: ROYAL CANADIAN MOUNTED POLICE (RCMP) RETROACTIVE PAY

At our last council meeting on September 7, 2021, Council discussed the correspondence received earlier this summer from the Town of Claresholm requesting 'that the Alberta Government ensures that Alberta municipalities are not charged with assisting in funding the RCMP's retroactive pay when the agreement is complete. It should be up to the provincial and federal governments to deal with any shortfalls, and not to overload municipalities with further monetary strain.'

The Town of Sundre would like to echo this sentiment. The Town of Sundre is a municipality with a total population of under 3,000 citizens, the tax increase implication that would result from being required to pay retroactively to the RCMP would, especially after the economic effects of the pandemic, be too great a burden to place upon our taxpayers.

If you have any questions or concerns regarding this issue, please contact the undersigned at your convenience.

Sincerely,


Terry Leslie,
Mayor
Town of Sundre

TL/aj

c.c. Mr. Jason Nixon, MLA for Rimbey-Rocky Mountain House-Sundre
Alberta Urban Municipalities Association (AUMA)
AUMA Member Municipalities



717 Main Avenue West | P.O. Box 420 | Sundre, Alberta, Canada T0M 1X0 | T. 403.638.3551 | F. 403.638.2100 | E. townmail@sundre.com

September 10, 2021

Honourable Ric McIver
Minister of Municipal Affairs
320 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

RE: CODE OF CONDUCT

At our last regular meeting of Council held on September 7, 2021, Council discussed correspondence received from the Town of Claresholm regarding the importance of continuing to keep the Council Code of Conduct Bylaw requirement as a legislated requirement.

The Town of Sundre would like to stand in solidarity with the Town of Claresholm and along with them, 'respectfully request that your ministry make sure that consultation with municipalities in Alberta is completed prior to any major changes being made to remove the requirement of the Councillor Codes of Conduct. We agree that having a requirement for municipalities to have a Code of Conduct Bylaw in place provides a framework for Council member's behaviour and provides each Council direction and guidance for dealing with any contentious issues that may arise. It is imperative that the option of imposing sanctions on Council members continues as necessary to support this process. The Town of Sundre requests that the Council Code of Conduct Bylaw requirement remains mandatory.'

If you have any questions or concerns regarding this issue, please contact the undersigned at your convenience.

Sincerely,

Terry Leslie,
Mayor
Town of Sundre

TL/aj

c.c. Mr. Jason Nixon, MLA Rimbey-Rocky Mountain House-Sundre
Alberta Urban Municipalities Association (AUMA)
AUMA Member Municipalities



TOWN OF MUNDARE

P.O. Box 348, Mundare, Alberta T0B 3H0

Agenda Item: 3.5

Telephone: (780) 764-3929

Fax: (780) 764-2003

E-mail: reception@mundare.ca

www.mundare.ca

September 9, 2021

Lamont County Council
Lamont, AB
T0B 2R0

Dear Council:

Re: Recreation Funding Agreement

At the September 2 CEO/CAO, a new Recreation Funding Proposal was presented for discussion. Reeve Diduck requested that a formal proposal be submitted to the County.

A formal proposal will be forthcoming, however, we realize that the negotiation of a new funding formula will not be completed in time for the 2022 budget. On behalf of Andrew, Bruderheim, Chipman, Lamont, we hereby request that Lamont County agree to extend the current recreation funding agreement for one year.

Yours truly,

Mike Saric
Mayor



September 8, 2021

The Right Honourable Justin Trudeau, MP
Prime Minister of Canada Langevin Block
Ottawa, Ontario
K1A 0A2

Dear Prime Minister:

RE: Bill C-21 – Changes to the Criminal Code and the Firearms Act

On behalf of the Town of Crossfield, we are writing to express our concerns with respect to Bill C-21 to make changes to the Criminal Code and Firearms Act. With respect to the provision to allow municipalities to create handgun bylaws, which would place conditions of federal firearms licenses relating to handgun use, storage or transportation within municipalities that have passed such bylaws, Council has passed the following motion at the September 7, 2021 Council meeting in opposition to the Federal Bill C-21:

222-2021 MOVED by Deputy Mayor Harris that the Town of Crossfield send a letter opposing Bill C-21 – changes to the Criminal Code and the Firearms Act. CARRIED

With the Province of Alberta sending Bill 211 to Royal Assent on April 29th, our Provincial government is ensuring that Municipalities are not saddled with trying to find the resources to impose or enforce gun control by creating inconsistent bylaws between jurisdictions. As most Municipalities across our province are rural in nature and would be faced with the same problems in attempting to enforce legislation of this nature, we are anticipating that the sentiment will be the same across most jurisdictions and hope that those municipalities in opposition will make their position known to the Federal Government as well.

We are also concerned that Bill C-21 is only targeting citizen that have licenses, not criminals that have already obtained firearms illegally and would never comply with a municipal bylaw. This will create a very confusing system that could result in an otherwise law-abiding citizen, now being sentenced to two years imprisonment or permanent license revocation for unknowingly being in contravention of a bylaw in a community with different bylaws.

We thank you for your attention in this matter and request that the federal government reconsider these changes to the Criminal Code and Firearms Act.

Sincerely,

Jo Tennant
Mayor

cc: All Alberta Municipalities
MP Blake Richards
Erin O'Toole, Leader of the Official Opposition



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 4.1

COUNCIL MEETING DATE:
September 28, 2021

ITEM DESCRIPTION OR TITLE

National Day for Truth and Reconciliation

RECOMMENDATION

THAT the Town of Lamont close its offices at 2:00 pm on September 30, 2021, in recognition of the National Day for Truth and Reconciliation and join the County of Lamont in a ceremony to recognize the day.

BACKGROUND

The Canadian government recently passed legislation to make September 30th a federal statutory holiday called the National Day for Truth and Reconciliation. The Government of Alberta has not recognized or made the decision to observe this holiday leading municipalities and organizations to make decisions on their own to observe the day.

The County of Lamont passed a motion on September 14, 2021, to close its offices at 2pm to hold an outdoor ceremony on September 30, 2021, to recognize the day. The ceremony will observe required COVID measures.

COMMUNICATIONS

Social media update, voice mail and signage will be employed to advise public of the early closure.

IMPLICATIONS OF DECISION

Early closure of office would have minimal impact on operations.

FINANCIAL IMPLICATIONS

Nil. Associated expenses are accounted for in 2021 budget.

POLICY AND/OR LEGISLATIVE REFERENCES

MGA (Civic holidays)

- Section 56(1) A council may declare up to 2 days in a year as civic holidays.
- (2) The minimum length of a civic holiday is a half day.

ATTACHMENTS

N/A

Report Prepared By: CAO Bastow

Approved by CAO: 



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

AGENDA ITEM: 4.2

COUNCIL MEETING DATE:
September 28, 2021

ITEM DESCRIPTION OR TITLE

Bruderheim Climate Resilience Action Plan

RECOMMENDATION

THAT Council direct Administration to issue a letter, congratulating the Town of Bruderheim on receiving the Minister's Award for Municipal Excellence for its Climate Resilience Action Plan.

BACKGROUND

To prepare for potential climate impacts, the Town of Bruderheim prepared an Action Plan, which identifies anticipatory measures to manage priority risks and opportunities expected to result from climate change over the next several decades. The Town uses this plan as platform to initiate a regional climate adaptation project with a handful of local communities.

The Climate Resilience Action Plan is a driver of the Resilient Rurals initiative. A partnership between the towns of Bruderheim, Gibbons and Lamont for a regional climate change adaptation and resilience project within Alberta's Industrial Heartland.

COMMUNICATIONS

Letter issued to Town of Bruderheim Council with Cc. to Town of Gibbons Council

IMPLICATIONS OF DECISION

Strengthen intermunicipal collaboration.

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

N/A

ATTACHMENTS

Draft Letter

Report Prepared By: CAO Bastow

Approved by CAO: 

September XX, 2021

Town of Bruderheim
Box 280
Bruderheim, AB T0B 0S0

Re: Resilient Rurals

On behalf of the Town of Lamont Council, I am writing to congratulate the Town of Bruderheim on being one of the 2021 Minister's Awards for Municipal Excellence winners.

We are grateful for the mention in the award video, the Climate Resilience Action Plan and the Resilient Rurals project showcase the innovative leadership of our communities. The Town of Lamont looks forward to the continued success of these initiatives.

Sincerely,

Bill Skinner
Mayor





TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 4.3

COUNCIL MEETING DATE:
September 28, 2021

ITEM DESCRIPTION OR TITLE

Strategic Plan Status Report

RECOMMENDATION

THAT Council receive the Strategic Plan Status Report as information.

BACKGROUND

The evaluation of the organization's progress towards completing priorities as identified within the 2019-2022 Strategic Plan is a critical step in the cycle of continuous improvement. The review of the plan on a periodic basis allows for Council to be aware and respond to any changes required on an ongoing basis. With the change of leadership of the Chief Administrative Officer position, a comprehensive review of the Strategic Plan was completed with the Deputy CAO. The attached update of the plan summarizes the progress of the Strategic Planning objectives to date.

Note:

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

COMMUNICATIONS

N/A

IMPLICATIONS OF DECISION

Adjustments to the Strategic Plan allow for Council to measure the success of the organization.

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

N/A

ATTACHMENTS

1. 2019-2022 Strategic Plan (Current progress identified as of September 15, 2021)

Report Prepared By: Dawn Nielsen, Deputy

CAO Approved by CAO: 

Town of Lamont



Strategic Plan 2019-2022

Strategic Planning for the Town of Lamont

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

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

This final document consists of:

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

About Strategic Planning

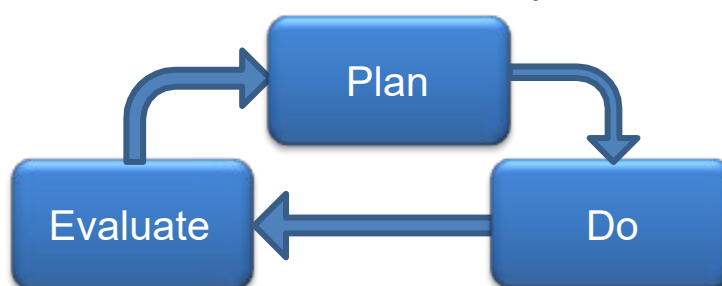
Part of the governance role of Council is to define the vision and goals for the municipality. The purpose of a Strategic Plan is to provide both administration and Council with an outline of Council's strategic priorities. These priorities serve several key functions:

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

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

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

Cycle of Continuous Improvement



The three steps in the cycle of continuous improvement are:

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

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

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

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

Mission, Vision and Goals

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

Mission Statement

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

Vision Statement

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

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

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

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

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

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

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

<i>Objectives and projects</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
1.1	Complete asset condition assessment	<ul style="list-style-type: none"> • Inventory capital assets • Review existing condition assessments and studies to develop a single consolidated report • Identify deficiencies in existing studies • Contract engineering support to address deficiencies in existing studies • Present consolidated condition assessment to Council for adoption • Develop an implementation strategy for prioritized capital projects 	<p>Approve budget</p> <p>Adopts condition assessment</p>	2021	<p>Contract services & Internal resources</p> <p>MAMP funding requirement (Town's portion \$7900)</p> <p>Reallocation of balance of funding to cover COVID-19 expenses including staffing and supplies for the organization.</p> <p>Adjustment may be made as funding was provided by GOA.</p>	<p>Included in 2020 Budget and deferred to 2021.</p> <p>Grant application for MAMP funding through FCM for Asset Management Software has been approved.</p> <p>Asset Management framework was presented to Council early in Q2.</p> <p>Citywide has been secured with grant funding, Asset inventory is underway. With a target completion date Dec 31, 2021.</p>
1.2	Prepare three-year operational and five-year capital plans	<ul style="list-style-type: none"> • Complete as a component of the 2020 budget process • Administration develops draft • Present to Council for review and adoption 	<p>Receive information</p> <p>Adopt plans</p>	2019-Q4	Resourced internally	Complete

<i>Objectives and projects</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
1.3	Review and adopt a debt management and reserve policy	<ul style="list-style-type: none"> • Administration develops a draft policy • Council reviews draft and provides direction • Council adopts policy 	Adopt policy	2021	Resource internally	Planned to be presented for consideration in Q4
1.4	Complete and adopt a long-term capital equipment repair and replacement plan	<ul style="list-style-type: none"> • Review and update existing plan and asset inventory • Present plan to Council for adoption 	Adopt plan Approve budget	2021	Resource internally	Information from the asset condition assessment report will be used and included in the 5 year Capital Plan.

Goal #2: Develop and implement an overall strategy for parks, playgrounds, and open spaces

<i>Objective</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
2.1	Complete lifecycle and maintenance planning for the arena, community centre, curling rink	<ul style="list-style-type: none"> • Identify the scope of work to be addressed in each lifecycle & maintenance plan per building • Review existing condition assessments and studies to develop a single consolidated report • Identify deficiencies in existing studies • Contract engineering support to address deficiencies in existing studies • Present consolidated lifecycle and maintenance plan to Council for adoption • Develop an implementation strategy for prioritized capital projects 	<p>Approve budget</p> <p>Adopt plan</p>	2022	Contracted Services	Information from the asset condition assessment report will be used to complete the life cycle and maintenance planning.
2.2	Review condition of playgrounds and develop a long-term plan for replacement and upgrades	<ul style="list-style-type: none"> • Engage support to complete repair and maintenance of existing playgrounds • Have the playgrounds inspected and certified as safe • Initiate long-term capital budgeting to develop a reserve for long-term replacement costs 	Approve budget	2021	Resourced Internally	<p>Inspections conducted May 2020.</p> <p>Minor deficiencies have been repaired. Equipment beyond repair or replacement have been removed.</p> <p>The long-term planning will be referred to the Parks & Recreation Committee.</p>

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

Goal #3: Ensure lands are available to meet residential, commercial, and industrial growth needs

Objective		Key Activities	Council Role	Completion Date	Resource Requirements	Status
3.1	Council adopts a philosophy on the Town's role in land development	<ul style="list-style-type: none"> • Conduct an analysis to determine the cost and feasibility of zoning, subdividing, and servicing lands for development • Identify areas of the Town prioritized for different classifications of development • Council adopts a philosophy and strategy to address the Town's role in land development 	Adopt philosophy	2022 (concurrent with 3.2 - MDP update)	TBD	
3.2	Complete update of the Municipal Development Plan (MDP)	<ul style="list-style-type: none"> • Planning consultant directed to complete MDP update • Administration is engaged to identify deficiencies with current MDP • Engage in public consultation • Draft MDP presented to Council for feedback • Council adopts amended MDP 	Approve budget Participate in consultation Adopt Amended Plan	2022	Consultant	

<i>Objective</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
3.3	Complete and adopt the required Intermunicipal Development Plan (IDP) <i>(Legislatively required by April 2020)</i>	<ul style="list-style-type: none"> • MPS engaged to facilitate the process • Town is engaged in the process to develop the IDP • IDP presented to Council for adoption 	Adopt plan	2020-Q2	Consultant	Complete

Goal #4: Promote and support economic development to enhance employment opportunities and grow the Town's non-residential tax base

<i>Objective</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
4.1	Adopt an economic development plan	<ul style="list-style-type: none"> • Drive the project through Committee of the Whole • Identify and bring in speakers to Council to discuss options and leading practices to address business attraction and retention • Hold days for engagement to identify community perceptions of assets and barriers for business attraction and retention • Hold a facilitated workshop to develop economic development strategies for the Town. 	<p>Approve budget</p> <p>Consider options</p> <p>Sets direction</p>	TBD	TBD	Strategy under development.

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

Objective		Key Activities	Council Role	Completion Date	Resource Requirements	Status
5.1	Engage with FCSS to enhance community awareness and use of support services	<ul style="list-style-type: none"> Engage inter-agency 	<p>Receive information</p> <p>Participate at Board level</p>	On-going	Resourced internally	
5.2	Adopt a strategy for the Town's management (disposal and storage) of residential organic yard waste	<ul style="list-style-type: none"> Identify leading practices from other communities Present options and costs to Council Council provides direction 	Adopt strategy	Deferred to 2022	Resourced Internally	
5.3	Develop and adopt a disaster management plan <i>(Legislatively required by January 31, 2021)</i>	<ul style="list-style-type: none"> Work with the County to develop a regional emergency management plan Council leads the process Joint engagement with the County and relevant agencies / commissions Regional Emergency Management Bylaw to formalize 	Adopt bylaw	2020	Resourced internally	Ministerial order received July 14, 2021. Regional bylaw in place; Bylaw 03/21 County rep. will initiate the Regional Agency and Committee after elections have taken place.
5.4	Review bylaw enforcement strategy (capacity, compliance and enforcement) / peace officer	<ul style="list-style-type: none"> Engage with regional partners to pursue the development a regional model for bylaw enforcement 	<p>Receive information</p> <p>Set direction</p> <p>Adopt strategy</p>	2020	Resourced internally	Complete

Goal #6: Ensure Council and Administration are meeting the needs of the residents of the Town of Lamont with progressive, transparent and effective governance practices

	<i>Objective</i>	<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
6.1	Develop a schedule and strategy to review and update bylaws and policies	<ul style="list-style-type: none"> • Administration identifies emergent bylaws that require to be updated that are in violation of provincial legislation • Administration presents to Council the schedule in which the bylaws will be reviewed • Administration identifies a list of all existing policies • Outdated policies or policies that are in violation of provincial legislation are rescinded • Administration presents Council with a schedule for the review and update of policies • Policies are split between governance (requiring council adoption) and administrative (requiring CAO approval) 	<p>Receive information</p> <p>Approve bylaw and policy updates</p>	On-going	TBD	<p><u>Bylaws/approved since last update:</u></p> <p>01-21 Borrowing 02-21 Elections 03-21 Regional Emergency Management 04-21 Property Tax Rebate 05-21 Taxation</p> <p><u>Policies approved since last update:</u></p> <p>11-21 Town Asset Commemorative Naming -Employee Handbook</p> <p>Comprehensive review was delayed due to resources. Ongoing work will continue.</p>

	<i>Objective</i>	<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
6.2	Complete and adopt the required Intermunicipal Collaboration Framework (ICF) <i>(Legislatively required by April 2020)</i>	<ul style="list-style-type: none"> • Work with County representatives and consultant • Present to Council • Council adopts by bylaw 	Adopt bylaw	2020 – Q2	Resourced internally/Consultant	Complete
6.3	Review and update the Council committee structure and Committee Terms of Reference	<ul style="list-style-type: none"> • Determine if current committee structure is appropriate for the Town • Determine if a Committee of the Whole will be adopted • Present draft terms of reference for committees to Council • Council adopts Committee Bylaw 	Consider options Sets direction Adopts bylaw	2019-Q4	Resourced internally	Complete
6.4	Review and update the Council orientation process prior to the 2021 municipal elections	<ul style="list-style-type: none"> • Obtain council feedback on the 2017 Orientation process 	Receive information	2021- Q1	Resourced internally	New Council Orientation package has been started. Strategic Steps has been

<i>Objective</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
		<ul style="list-style-type: none"> Review existing materials and identify deficiencies Identify leading practices from other municipalities Develop an orientation schedule and draft materials 				<p>booked for Regional session November 10 2021.</p> <p>Brownlee LLP has been booked for legal; - Conflict of Interest, Pecuniary Interest, and Code of Conduct</p>
6.5	Review Council's role in the budgeting process	<ul style="list-style-type: none"> Administration presents timeline, philosophy and approach to Council Council provides direction on process Complete 2020 budget process Following 2020 budget process, meet with Council to obtain feedback and to identify opportunities for improvement 	<p>Receive information</p> <p>Set direction</p> <p>Provide feedback on 2020 budget process</p>	2019-Q4	Resourced internally	Complete
6.6	Enhance regional collaboration as a means to support efficient service funding and delivery	<ul style="list-style-type: none"> Complete as a component of the Intermunicipal Collaboration Framework (ICF) process Engage regional municipal partners to explore collaboration models and initiatives 	TBD	On-going	Resourced internally	On-going

<i>Objective</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
6.7	Review and update Town agreements	<ul style="list-style-type: none"> • Develop a master list of contracts and expiration dates. • Identify and assess if new templates are required. • Administration identifies for council when the project is completed. 	Approve budget	2021	<ul style="list-style-type: none"> • Internal • Legal review 	<p>Master list of Agreements has been completed.</p> <p>Several contracts identified as needing action are in the process of being rewritten with legal consultation.</p>

Goal #7: Continually improve communication from the Town to its residents to encourage broader awareness, interest and participation

<i>Objective</i>	<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>	
7.1	Enhance the Town's communication with residents and stakeholders	<ul style="list-style-type: none"> • Review and inventory existing communication activities • Identify opportunities for improvement • Implement enhanced communication strategy 	Adopt strategy	2020	Resourced internally	<p>Clear, consistent and timely communications to the residents were implemented in 2020.</p> <p>Strategy was not prepared, due to resources however great advancements were made in this area.</p> <p>Communication methods used: Facebook, website, newsletter, door knockers, survey (budget).</p>



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: September 28, 2021

ELECTED OFFICIAL: Mayor Bill Skinner

REPORT PERIOD: Sep 8 – Sep 22

Boards and Committees:

Items for Council Discussion:

Town of Lamont Business:

- Sep 22: Attended virtual Lamont Community Networking meeting. Outbreak at Beaverhill Lodge declared over & no residents tested positive, Hospital at full compliment of doctors and surgeries at pre-COVID levels

Professional Development (Workshops & Conferences):

Lamont Functions and Events:

- Sep 10: Attended the Grand Opening of Bike Park and had the honor of cutting the ribbon. Event was well attended. Thanks to all the staff members, council members and community partners who volunteered to make this a success.
- Sep 12: Attended the naming of the Lamont Firehall event and spoke on behalf of the Town to recognize Bob Mitchell for **seventy years** of service to the Lamont Fire Department.
- Sep 22: Attended the naming event for the portable Air Monitoring station in Lamont to recognize Keith Purves for **twenty plus years** of service to Fort Air Partnership.



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: Sept. 28, 2021

ELECTED OFFICIAL: Dave Taylor

REPORT PERIOD: Sept. 13 - 28, 2021

Boards and Committees:

- Sept. 20: LHS PAC/Foundation meeting
 - AGM; new board members elected, still need a Treasurer for the Foundation

Town of Lamont Business:

- Sept. 23: Town of Lamont All-Candidates Municipal Forum (via Zoom forum)

Professional Development (Workshops & Conferences):

-

Lamont Functions and Events:

- **Sept. 19:** Terry Fox Run (virtual)

CAO REPORT

FOR THE PERIOD ENDING Sept 22, 2021

HIGHLIGHTS:

September 15, 2021

- Chief Administrative Officer - Staff inaugural meeting. Introductions and preliminary review of 2021 operations.

September 16, 2021

- COVID Response - Review Government of Alberta order(s) and implement required response measures.
- Drone video project - Review and provide feedback to Alberta HUB.
- Bylaw enforcement - Review active files.

September 17, 2021

- Council Meetings preparation - Review Town procedure and timelines.
- Review 2021 Operations - Overview of deliverables status provided by Deputy Chief Administrative Officer.

September 20, 2021

- 2021 Budget Review - Analysis of year to date.
- Request for proposal - Waste Management and Waste Hauling Services. Review draft.

September 21, 2021

- Safety Meeting - Review ERP discuss roles and responsibilities.
- Alberta HUB Meeting - Discussion of Alliance's priorities and current projects.
- 2021 Budget Review (continued) - Analysis of year to date.

September 22, 2021

- Lamont Community Health Services Awareness Meeting - Overview of regional approach to COVID, updates on regional health care services.
- COVID-19 Update for Alberta Municipalities with CMOH - COVID-19 update and information session on the Government of Alberta's new public health measures.
- Keith Purves Recognition Event - Portable Air Monitoring Station (Moved to Town of Lamont) named in recognition of Keith's commitment to the Fort Air Partnership organization

MEETINGS/EVENTS & PROFESSIONAL DEVELOPMENT:

- N/A

CLOSED SESSION NOTICE

September 28, 2021

CAO Advice (*Advice from Officials*)

- *FOIP Section 24* – Advice from Officials.