

# Council Package

January 25, 2022



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**AGENDA  
TOWN OF LAMONT  
REGULAR MEETING OF COUNCIL  
January 25, 2022**

**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**

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**2. DELEGATIONS**

**2.1. MOTION FOR ACCEPTANCE OF DELEGATION**

**3. CORRESPONDENCE**

**3.1. Town of Tofield – Adolescent Vaccine Provision .....Page 5**

**3.2. Canadian Birkie Ski Festival Invite.....Page 7**

**3.3. Municipality of Crowsnest Pass - Letter of Support for Fast Tracking Immigrant Nurses  
for Certification in Alberta .....Page 10**

**3.4. Municipality of Crowsnest Pass - Letter of Support for City of Cold Lake and  
Streamlining Foreign Physician Assessments .....Page 12**

**3.5. Minister of Agriculture, Forestry and Rural Economic Development –  
Congratulations.....Page 14**

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**Town of Lamont  
January 11, 2022  
Regular Meeting of Council**

**HELD BY ZOOM MEETINGS**

<b>PRESENT:</b>	Kirk Perrin	Mayor
	Jody Foulds	Councillor
	Linda Sieker	Councillor
	Al Harvey	Councillor
	David Taylor	Councillor
	Perry Koroluk	Councillor
	Colleen Holowaychuk	Councillor
	Rick Bastow	Chief Administrative Officer
	Tyler Edworthy	Director, Operations & Infrastructure
	Robert Mu	Finance Officer
	Jaclyn Ponto	Recording Secretary

**CALL TO ORDER AND RELATED BUSINESS:**

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

**Adoption of Agenda**

**MOTION: 1/22 Councillor Taylor:** That the Council Agenda be accepted as presented.

**CARRIED**

**Declaration of Pecuniary Interest:** None.

**ADOPTION OF MINUTES:**

a) Meeting Minutes – December 14, 2021

**MOTION: 2/22 Councillor Sieker:** That the Minutes of the December 14, 2021 Council Meeting be accepted as presented.

**CARRIED**

**DELEGATIONS:** None.

**CORRESPONDENCE:**

- Public Library Board Meetings Minutes – December 6, 2021
- Go East Annual General Meeting Minutes – November 30, 2021

**MOTION: 3/22 Councillor Koroluk:** That Council accept the correspondence as information.

**CARRIED**

**NEW BUSINESS:**

**2022 Tax Recovery Public Auction Date**

**MOTION: 4/22 Councillor Koroluk:** That Council approve the amended date of March 24, 2022 for the public auction.

**CARRIED**

**Proposed 2022 Council Training**

**MOTION: 5/22 Councillor Foulds:** That Council accept the 2022 training options as information.

**CARRIED**

**Female Hockey Day**

**MOTION: 6/22 Councillor Koroluk:** That Council approve the request by Lamont Minor Hockey to waive the cost of ice for 2 hours on January 29, 2022, in support of Female Hockey Day.

**CARRIED**

**REPORTS:**

**Council Reports:**

<b>Mayor Perrin</b>	Nothing to report.
<b>Councillor Taylor</b>	Nothing to report.
<b>Councillor Harvey</b>	Attended the Alberta HUB meeting on December 15, 2021, the Service Recognition for former Mayor on December 21, 2021 and the Keep Alberta RCMP Community Engagement Tour in Fort Saskatchewan on January 6, 2021.
<b>Councillor Koroluk</b>	Nothing to report.

**Councillor Sieker** Written report attached.

**Councillor Foulds** Written report attached.

**Councillor Holowaychuk** Attended the Service Recognition for the former Mayor on December 21, 2021.

**Staff Reports:**

**CAO** Written report attached.

**Director, Operations & Infrastructure** Written report attached. Work on the Trail Lighting will be starting in the next week or two with work ending mid-February.

**Finance Officer** Written report attached.

**Planning & Development** Written report attached.

**Fire** Written report attached.

**MOTION: 7/22 Councillor Koroluk:** That Council accept the reports as presented.

**CARRIED**

**NOTICES OF MOTION:**

**Bylaw 06-21 Fees and Charges**

**MOTION: 8/22 Councillor Holowaychuk:** That Council direct Administration to add two columns to Schedule A of the Fees and Charges Bylaw to show the cost recovery rate achieved with the current fees and charges listed for individual rates or where needed in aggregate and provide a listing of when the rates were last changed with these changes to be incorporated into the next presentation of this Bylaw in about 12 months.

**CARRIED**

**CLOSED SESSION:**

- **Year End Update**
  - *FOIP Section 24 – Advice from Officials*

**MOTION: 9/22 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 7:29 p.m.

**CARRIED**

**MOTION: 10/22 Councillor Foulds:** That Council revert to regular Council meeting session at 7:55 p.m.

**CARRIED**

**MOTIONS ARISING FROM CLOSED SESSION:**

**MOTION: 11/22 Councillor Holowaychuk:** That Council accept the year end update as information.

**CARRIED**

**ADJOURNMENT:** Mayor Perrin adjourned the meeting at 7:57 p.m.

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Mayor

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Chief Administrative Officer





PO Box 30 5407 50th Street  
Tofield, Alberta T0B 4J0  
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F 780 662 3929  
E tofieldadmin@tofieldalberta.ca  
W www.tofieldalberta.ca

January 13, 2022

Honorable Jason Kenney  
Premier of Alberta  
Office of the Premier  
307 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB  
T5K 2B6

Dear Premier,

Re: Rural Alberta – Adolescent Vaccine Provision

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Premier Kenney, since the availability of vaccines has been provided to Albertans, the message from yourself, the Chief Medical Officer of Health, and the Health Minister has remained consistent. This message has been that all eligible individuals should receive the first available vaccine, and now, this availability has extended to our youth. During the first availability of vaccine, rural Alberta felt that they were being slighted, or ignored in not having vaccine provision to those who were unable to travel, or not wanting to leave the comforts of their own community, to truly do the right thing and become vaccinated. Many across rural Alberta, Tofield included reached out to advocate and make our voices heard in having this service provided in our communities through our very capable means, such as, our pharmacies and competent pharmacists.

Bluntly, your government is ignoring rural Alberta, and creating barriers and hindrances for vaccine provision. Members of our community wanting to have their children vaccinated are being forced to drive between 50 and 70 kilometers one way to have this service provided. On top of this true inconvenience, the weather elements and poor road conditions are adding a further issue to what is already a stressful time for these parents. The decision of many is to not contend with these barriers, which is resulting in a lower vaccination rate in our rural locations.

The path forward from our vantage point appears clear, provide vaccine to our rural pharmacies to vaccinate our youth. Globally, we know that the way back to a normal life requires vaccination. In not having this ability in rural Alberta, the pandemic and its challenges to our health care system, economy and Albertans mental health will continue.

Honorable Jason Kenney  
Premier of Alberta  
Page 2

Premier Kenney, please do not continue to ignore rural Alberta. We in the outlying centres have suffered deeply, and this stance only stands to hurt Alberta as a province on a longer-term basis. As a Council and a community, we implore your government to take a stance and advocate for change.

Sincerely,



Debora Dueck

Mayor

[mayor@tofieldalberta.ca](mailto:mayor@tofieldalberta.ca)

C.C

The Honorable Jason Copping, Minister of Health  
Dr. Deena Hinshaw, Chief Medical Officer of Health  
Damien Kurek, MP  
Jackie Lovely, MLA  
Alberta Municipalities  
Rural Municipalities of Alberta  
Darren Erickson, Tofield Pharmacy  
Tofield Mercury  
Vegreville News Advertiser



Kirk Perrin  
Mayor of Lamont  
5307-50 Ave  
Lamont, Alberta T0B 2R0

January 5, 2022

RE: Canadian Birkie Ski Festival, February 11-28, 2022

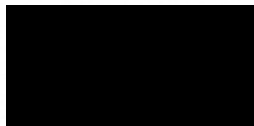
Dear Mayor Perrin:

Will you please bring greetings from Lamont County at our Canadian Birkie Ski Festival Long Start? The Long Start for the 31 km and 55 km cross country ski events will take place on February 12, 2022. The official speeches begin at 8:45 am and the first wave of skiers depart at 9:00 am. The Long Start takes place at the Ukrainian Cultural Heritage Village.

We are very proud to have created a safe Canadian Birkie Ski Festival for your residents and visitors. The pandemic has luckily increased demand for outdoor physical and mental health activities. Participants can choose from ten in-person and virtual cross country ski events from February 11<sup>th</sup> to 28<sup>th</sup>. This is the largest classic-style only cross country ski event in Canada, and one of only three Birkebeiners in the world.

We began hosting cross country ski events 37 years ago in 1985! Today we are expecting thousands of skiers and volunteers to join in our 17 days of cross country ski fun! This year's theme is *Let's Birkie, Baby!* and we will recreate the legend of the Norwegian crown prince, Haakon Haakonson.

We thank Lamont County council and staff for their tremendous support of our non-profit over the past few decades.



# CANADIAN birkie Ski Festival.

February 11-28, 2022  
Edmonton, Alberta

LET'S BIRKIE, BABY!



LET'S BIRKIE, BABY!

## Classic technique ski events

### Birkie Friday, February 11

#### Woodvale Facility

- Nordic Fair and Registration Pick-Up, Noon to 8 pm

### Birkie Saturday, February 12

#### Ukrainian Village

- 55km with pack Torskeklubben Birkebeiner - 9am
- 55km Birkie Lite, 9am
- 31km Imperial Oil Birkie Tour - 9am

#### Waskahegan Staging Area at Cooking Lake-Blackfoot Prov. Rec. Area

- 2/4km Birkie Ole's Tour - 11am
- 13km Edmonton Global Mini Birkie - 1:30pm
- 4/8km Birkie Fun Ski - 1:45pm

#### Woodvale Facility

- Vikings' Feast - 6pm

### Birkie Sunday, February 13

#### Silver Skate Festival in Hawrelak Park

- 500m, 1 and 3km Barnebirkie family ski events and winter games - Noon

### Virtual Canadian Birkie, February 14-28

- 2, 4, 8, 13, 31 and 55km ski events at your pace, at your place!

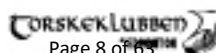
## Training opportunities

- Classes for skiers to improve their skills and train for Birkie ski events
- Full Moon Birkie ski event, Jan 15



Deals for Signing Up Early  
and Bringing Friends.  
**CanadianBirkie.com**

#CdnBirkie #LetsBirkieBaby



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Graphic design: WingspanStudio.com | Photo credit: JeN Studios

Four for Three Deal and  
Kids Ski Free at

**CanadianBirkie.com/Deals**

#CdnBirkie #LetsBirkieBaby

❄️ **LET'S BIRKIE, BABY!** ❄️

**birkie** CANADIAN Ski Festival **START**



- Feb 11 • Nordic Fair at Woodvale, Edmonton
- Feb 12 • Long events at Ukrainian Village, Lamont County
- Short events at Cooking Lake-Blackfoot, Beaver County and Strathcona County
- Viking's Feast at Woodvale, Edmonton
- Feb 13 • Bamebirkie family ski events at Silver Skate Festival in Hawrelak Park, Edmonton
- Feb 14-28 • Virtual Canadian Birkie at your place!

**CANADIAN**  
**birkie**  
**Ski Festival.**

**February 11-28, 2022**  
**CanadianBirkie.com**

🐦 📘 📷 #CdnBirkie #LetsBirkieBaby


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January 7, 2022

Via Email: [carna@nurses.ab.ca](mailto:carna@nurses.ab.ca)

College & Association of Registered Nurses of Alberta  
11120 178 Street  
Edmonton, AB T5S 1P2

Dear Council:

**Re: Letter of Support for Fast Tracking Immigrant Nurses for Certification in Alberta**

The Municipality of Crowsnest Pass Council respectfully requests that the College & Association of Registered Nurses of Alberta consider fast tracking immigrant nurses to qualify to work in Alberta in all communities currently facing nursing shortages.

Our current health crisis has clearly demonstrated the need for additional nurses to support and enhance our current caregivers that are overworked and stretched to capacity when there are many immigrant nurses sitting on the sidelines forced to work in underemployed positions to make ends meet.

We recognize that it is a great responsibility to ensure that foreign educated nurses are qualified to Canadian standards, but it appears that the current process is too cumbersome and that as a country we are losing out on this virtually untapped pool of skilled medical professionals.

We thank you for your kind consideration and hope that we can all work together to find a solution to this problem, or at the very least to make improvements to the current accreditation process.

Sincerely,



Mayor Blair Painter  
Municipality of Crowsnest Pass  
403-563-0700  
[blair.painter@crowsnestpass.com](mailto:blair.painter@crowsnestpass.com)

cc: The Honorable Jason Copping, Minister of Health  
Alberta Municipalities  
Rural Municipalities Association



January 7, 2022

Via Email: [registrar@cpsa.ab.ca](mailto:registrar@cpsa.ab.ca)

College of Physicians and Surgeons of Alberta  
2700, 10020 100 Street NW  
Edmonton, AB T5J 0N3

**Attention: Dr. Scott McLeod, Registrar**

Dear Dr. McLeod:

**Re: Letter of Support for City of Cold Lake and Streamlining Foreign Physician Assessments**

The Municipality of Crowsnest Pass Council fully supports the request by the City of Cold Lake to have the College of Physicians and Surgeons of Alberta consider streamlining the assessment process for physicians from outside of Canada but wish to extend this consideration be given to facilitate integration for those doctors in all communities in Alberta currently facing physician shortages.

Our current health crisis has clearly demonstrated the need for additional doctors to support and enhance caregivers that are overworked and stretched to capacity when there are many immigrant physicians sitting on the sidelines forced to work in underemployed positions to make ends meet.

We recognize that it is a great responsibility to ensure that foreign educated doctors are qualified to Canadian standards, but it appears that the current process is too cumbersome and that as a country we are losing out on this virtually untapped pool of skilled medical professionals.

We thank you for your kind consideration and hope that we can all work together to find a solution to this problem, or at the very least to make improvements to the current accreditation process by removing the significant barriers to becoming certified in our province.



Sincerely,



Mayor Blair Painter  
Municipality of Crowsnest Pass  
403-563-0700  
[blair.painter@crowsnestpass.com](mailto:blair.painter@crowsnestpass.com)

cc: The Honorable Jason Copping, Minister of Health  
Alberta Municipalities  
Rural Municipalities Association

**From:** AFRED Minister (AF & RED) <[AFRED.Minister@gov.ab.ca](mailto:AFRED.Minister@gov.ab.ca)>

**Sent:** January 11, 2022 1:14 PM

**Subject:** Congratulations on the Recent Municipal Election

Rural Mayors and Reeves,

Congratulations on your recent success in Alberta's 2021 municipal elections. As Minister of Agriculture, Forestry and Rural Economic Development, I appreciate your commitment to representing your municipality and the contributions you will make to grow a vibrant and resilient community.

Alberta's government recognizes the crucial role that communities across Alberta play in our province's prosperity. That is why we are taking steps to unleash the potential of rural economies in every corner of the province, from retail and agriculture, to forestry, tourism and the energy sector. We know that by investing in Alberta families and businesses, we will drive our economic recovery and create jobs for Albertans at a time when they need them most.

The economic and fiscal uncertainties caused by the COVID-19 pandemic, coupled with the collapse of global energy prices, and the drought conditions experienced this summer, have resulted in significant challenges for communities. However, I know that rural Albertans have the grit, determination, and unmatched entrepreneurial spirit to diversify our economy and lead Alberta's economic recovery. My ministry is supporting Alberta's recovery by bolstering supports in the agriculture and food sector and creating thousands of jobs for Albertans.

I want to ensure that Albertans from every corner of the province benefit from Alberta's Recovery Plan. Throughout the fall, I hosted a number of online listening sessions across the province to gain a better understanding of the economic development issues and concerns impacting rural Alberta. I listened to rural businesses across various sectors, including business associations, chambers of commerce, Indigenous-and Métis-owned businesses, and industry and community leaders. The ideas, perspectives, and solutions provided through these sessions will inform future government actions. As leaders in your communities, you know better than anyone how to improve the business climate. Together, we can promote economic development in rural Alberta.

In this regard, our Agriculture Sector Strategy focuses on increasing capacity in the value-added processing, increasing food and agriculture exports and expanding irrigation infrastructure. The strategy set aggressive targets to attract \$1.4 billion in investment over the next four years and create about 2,000 jobs.

In addition, there is tremendous opportunity for Alberta's forest sector to drive economic recovery and continue its key role in supporting rural communities. Agriculture, Forestry, and Rural Economic Development's Forest Jobs Action Plan shows the government's commitment to providing our forest companies with sustainable, long-term access to trees. At the same time, it ensures our forests continue to provide positive benefits for the environment and can be enjoyed by future generations. Increasing the forest sector's access to trees will support investment and play an important role in Alberta's Recovery Plan.

Once again, congratulations on your election win. I wish you success in your role, and I look forward to working together to create a prosperous Alberta.

Sincerely,

Honourable Nate Horner  
Minister of Agriculture, Forestry and Rural Economic Development

**LAMONT COUNTY HOUSING FOUNDATION**

**Summary**

**Organizational & Regular Meetings of the Board of Directors**

**Date: Monday, November 29, 2021**

**Organizational Meeting of the Board of Directors**

**1.0 Call to Order**

Mr. Shahad Bharmal, CAO extended a warm welcome to everyone in attendance and called the meeting to order at 6:45 p.m.

Eleven members, including Mrs. Susan Buck, the 'new' Manager of BHPL were in attendance in the Beaverhill Pioneer Lodge Board Room in Lamont

There are 3 'returning' members who have been re-appointed by their respective Municipalities to serve on the LCHF Board and 4 newly elected Councilors who have been appointed by their respective Municipalities to serve on the Lamont County Housing Foundation Board of Directors.

Mr. Bharmal presented a Board Orientation and reviewed discussion points for the 'new' members.

**2.0 Confirmation of Board Members as per Information from Participating Municipalities**

Respective member introduced themselves and noted the Municipalities that they represented.

**3.0 Election of Officers**

- Board Chair                      Ms. Judy Schueler
- Board Vice-Chair              Mr. Neil Woitas
- Secretary                        Mr. Shahad Bharmal.

Ms. Judy Schueler, the newly elected Board Chair presided over the remainder of the meeting.

**4.0 Business**

The following matters were discussed:

- Nominations to Board Committees
- Designation of Signing Authority
- Review of Board Indemnity.

**5.0 Adjournment**

The Organizational Meeting was adjourned at 7:25 p.m.



## Regular Meeting of the Board of Directors

### 1.0 Call to Order

Chairperson Judy Schueler called the regular meeting of the Board of Directors of the Lamont County Housing Foundation to order at 7:35 p.m.

### 2.0 Review/Approval of Agenda and Minutes

The proposed agenda, together with the minutes of the last regular meeting (September 27, 2021) were reviewed and approved as circulated.

### 3.0 Highlights of the meeting discussion included:

#### i. Update re: COVID-19

Mr. Bharmal reviewed COVID-19 precautions and restrictions within the Foundation and the Province.

#### ii. Update: Flooding in BHPL

Mr. Shahad Bharmal informed members of the cause and damage of the flood that occurred in BHPL on March 1, 2021.

#### iii. Update: Seniors' Transportation

Chairperson Judy Schueler and Mr. Bharmal presented members with an update of Seniors' transportation in the Community.

#### iv. Board Committee and Lodge Managers' Reports

Board Committee members and Managers presented their reports on the operations and management of the Lodges and Self-Contained Units.

The reports presented the following highlights for discussion:

- Occupancy
- Maintenance
- Recreation
- Policies and Procedures
- Committee Reports
  - Building & Grounds
  - Finance
  - Personnel
  - Managers' Liaison
- In-Camera Matters
- Past Board Member Recognition
- Community News.

3.0 **Highlights – continued ...**

- v. **Review/Approval of Accounts Payables and Revenue & Expenditure Statements**  
Accounts Payables for the period ending November 26, 2021 and Revenue & Expenditure Statements for the periods ending October 31, 2021 were reviewed and accepted as presented for information.

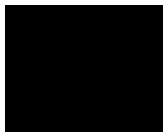
4.0 **Next Meeting**

The next meeting will be held at an agreed venue or via ZOOM on Monday, January 31, 2022, commencing at 7:00 p.m.

5.0 **Adjournment**

There being no other business, the meeting was adjourned at 10:33 p.m.

/ds



## LAMONT HEALTH CARE CENTRE

### Summary

### Minutes of the Regular Board Meeting

Date: Thursday, November 25, 2021

#### 1.0 Call to Order

Chairman Kent Harrold extended a warm welcome to members and called the regular meeting of the Board to order at 8:39 a.m.

Four members were in attendance via ZOOM and four persons were in attendance in the Board Room.

#### 2.0 Approval of Agenda

The proposed agenda was reviewed and approved as corrected, amended and addended.

#### 3.0 Community Involvement

Members discussed the following matters related to LHCC and Community involvement:

- New Manager at Beaverhill Pioneer Lodge, Lamont
- Update re: Chipman and Lamont School Bus/Train Accident Memorial Cairn.

#### 4.0 Approval of Minutes

Minutes of the last regular meeting (October 28, 2021) and the special meeting (November 12, 2021) were reviewed and approved as clarified and presented.

#### 5.0 Highlights of the meeting included discussion on the following items:

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

Mr. Bharmal reported that due to inclement weather, Great Canadian Solar Ltd. has not commenced installation of the solar panels on the LHCC roof.

##### ii. Update re: COVID-19

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Mr. Bharmal reviewed COVID-19 precautions and restrictions within LHCC and noted that daily updates/changes are being implemented.

5.0 **Highlights – continued ...**

iii. **Update re: ASLI Grant/LTC Replacement**

Mr. Bharmal continues to communicate with AHS about a LTC replacement at LHCC.

iv. **Update re: LHCC Logo**

The LHCC Logo continues to be a work in progress.

vi. **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:

- Bath tub to walk-in shower conversions in MYM
- Mandatory COVID vaccine for LHCC Staff
- AHS Update
- Staff Recognition and Retirement.

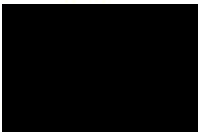
6.0 **Next Meeting**

The next Board meeting will be held on Thursday, December 23, 2021, commencing at 10:30 a.m., immediately following the Patient Care Committee meeting.

7.0 **Adjournment**

There being no other business, the meeting was adjourned at 1:03 p.m.

/ds



## LAMONT HEALTH CARE CENTRE

### Summary

### Minutes of the Regular Board Meeting

Date: Thursday, December 23, 2021

#### 1.0 Call to Order

Chairman Kent Harrold extended a warm welcome to members and called the regular meeting of the Board to order at 10:21 a.m.

Five members were in attendance via ZOOM and four persons were in attendance in the Board Room.

#### 2.0 Approval of Agenda

The proposed agenda was reviewed and approved as presented.

#### 3.0 Community Involvement

Members discussed the following matters related to LHCC and Community involvement:

- St. Michael's Malanka has been cancelled
- Mr. Bharmal met with Lamont's Mayor.

#### 4.0 Approval of Minutes

Minutes of the last regular meeting (November 25, 2021) were reviewed and approved as corrected.

#### 5.0 Highlights of the meeting included discussion on the following items:

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

Mr. Bharmal reported that due to inclement weather, Great Canadian Solar Ltd. has still not commenced installation of the solar panels on the LHCC roof.

##### ii. Update re: COVID-19

Mr. Bharmal reviewed COVID-19 precautions and restrictions within LHCC and noted that daily updates/changes are being implemented.



5.0 **Highlights – continued ...**

iii. **Update re: ASLI Grant/LTC Replacement**

Mr. Bharmal continues to communicate with AHS about a LTC replacement at LHCC.

iv. **Update re: LHCC Logo**

The Board has selected a Logo for LHCC. A legal search has now to be conducted to ensure that this Logo is not previously registered.

vi. **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:

- Approval of applications for Re-appointment of the Medical/Professional Staff and Renewal of Privileges for the calendar year 2022
- Approval of an application for Privileges and Membership on the Medical Staff as an Active Consultant on behalf of Dr. Silvia Chen, Ophthalmologist
- AHS Update
- Staff Service Recognition Awards.

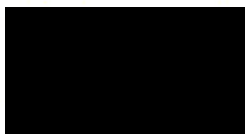
6.0 **Next Meeting**

The next Board meeting will be held on Thursday, January 27, 2022, commencing at 8:30 a.m.

7.0 **Adjournment**

There being no other business, the meeting was adjourned at 1:31 p.m.

/ds





## NEWS RELEASE

January 18, 2022

### 2021 Annual Air Quality Monitoring Results Affected by Wildfire Smoke

Fort Air Partnership (FAP), the organization that monitors the air local residents breathe, released 2021 third quarter [Air Quality Health Index](#) (AQHI) results today. The Government of Alberta calculates the AQHI using data collected at seven of FAP's air monitoring stations.

Wildfire smoke was by far the most frequent contributor to high risk and very high risk Air Quality Health Index (AQHI) ratings measured at Fort Air Partnership's monitoring stations in 2021. While the low risk AQHI ratings remained fairly static from 2020, the number of hours experienced with high risk and very high risk AQHI increased from the previous year.

#### Minor decrease in low risk AQHI ratings

The Airshed experienced low risk AQHI ratings an average of 95% of the time in 2021, a one percent decrease over 2020. Among FAP's permanent stations, Elk Island had the most low risk ratings at 96.3% of the time, while Fort Saskatchewan had the least low risk ratings, at 92.9% of the time.

#### Increase in high risk and very high risk AQHI ratings

The number of high risk and very high risk AQHI ratings in 2021 increased significantly in 2021 compared to 2020. The increased number of high and very high AQHI ratings were almost entirely caused by wildfire smoke from outside the province, leading to poor air quality conditions during two significant episodes that occurred over six days in mid-July and again for two days in early October.

In 2021, there were 297 hours of high risk and 84 hours of very high risk AQHI ratings. These hours were spread relatively evenly across FAP's continuous monitoring stations, illustrating the regional effect of wildfire smoke across the Airshed in July and October. By comparison, in 2020, there were only 16 hours of high risk and no hours of very high risk AQHI ratings. (Wildfire smoke was minimal in the FAP Airshed in 2020.)

In 2021, there were 473 occurrences across FAP's ten monitoring stations where air quality measurements exceeded [Alberta's Ambient Air Quality Objectives](#). This is compared to 33 exceedances in 2020. 94% of the exceedances that occurred in 2021 were due to increased levels of fine particulate matter from wildfire smoke.

#### Air quality monitoring statistics

Our [2021 air quality monitoring statistics](#) include a five-year summary of exceedances.

-30-

#### Media inquiries:

Nadine Blaney, Executive Director

Cell: (780) 289-6631

E-mail: [Nadine.blaney@fortairmail.org](mailto:Nadine.blaney@fortairmail.org)

(See graphs below.)

## 2021 Fort Air Partnership Air Monitoring Results

FAP - 2021		AQHI Risk Level (% of time)			
Station Name	Hours Monitored	Low	Moderate	High	Very High
Bruderheim	8448	93.84%	5.46%	0.53%	0.17%
Elk Island	8418	96.34%	2.82%	0.64%	0.20%
Fort Saskatchewan	8257	92.88%	6.20%	0.71%	0.21%
Gibbons	8420	93.24%	6.13%	0.55%	0.08%
Lamont County	8463	96.27%	3.19%	0.40%	0.14%
Redwater	8140	95.48%	3.66%	0.65%	0.21%
Sturgeon County *	1751	97.72%	2.28%	-	-
Town of Lamont **	2872	98.19%	1.60%	0.21%	-
<b>Total hours</b>	<b>54769</b>	<b>52008</b>	<b>2380</b>	<b>297</b>	<b>84</b>

FAP - 2021		AQHI Risk Level (# of hours)			
Station Name	Hours Monitored	Low	Moderate	High	Very High
Bruderheim	8448	7928	461	45	14
Elk Island	8418	8110	237	54	17
Fort Saskatchewan	8257	7669	512	59	17
Gibbons	8420	7851	516	46	7
Lamont County	8463	8147	270	34	12
Redwater	8140	7772	298	53	17
Sturgeon County *	1751	1711	40	-	-
Town of Lamont **	2872	2820	46	6	-
<b>Total hours</b>	<b>54769</b>	<b>52008</b>	<b>2380</b>	<b>297</b>	<b>84</b>

\*The Keith Purves Portable station operated in Sturgeon County from January 1 to March 31, 2021.

\*\*The Keith Purves Portable reported AQHI in the Town of Lamont from August 20 to December 31, 2021.



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

**AGENDA ITEM:**

4.1

**COUNCIL MEETING DATE:**  
January 25, 2022

**ITEM DESCRIPTION OR TITLE**

Bylaw 07-21, Capital Debenture Borrowing Bylaw

**RECOMMENDATION**

1. That Council give second reading to Bylaw 07-21, Capital Debenture Borrowing Bylaw.
2. That Council give unanimous consent to proceed to third reading of Bylaw 07-21, Capital Debenture Borrowing Bylaw.
3. That Council give third reading to Bylaw 07-21, Capital Debenture Borrowing Bylaw.

**BACKGROUND**

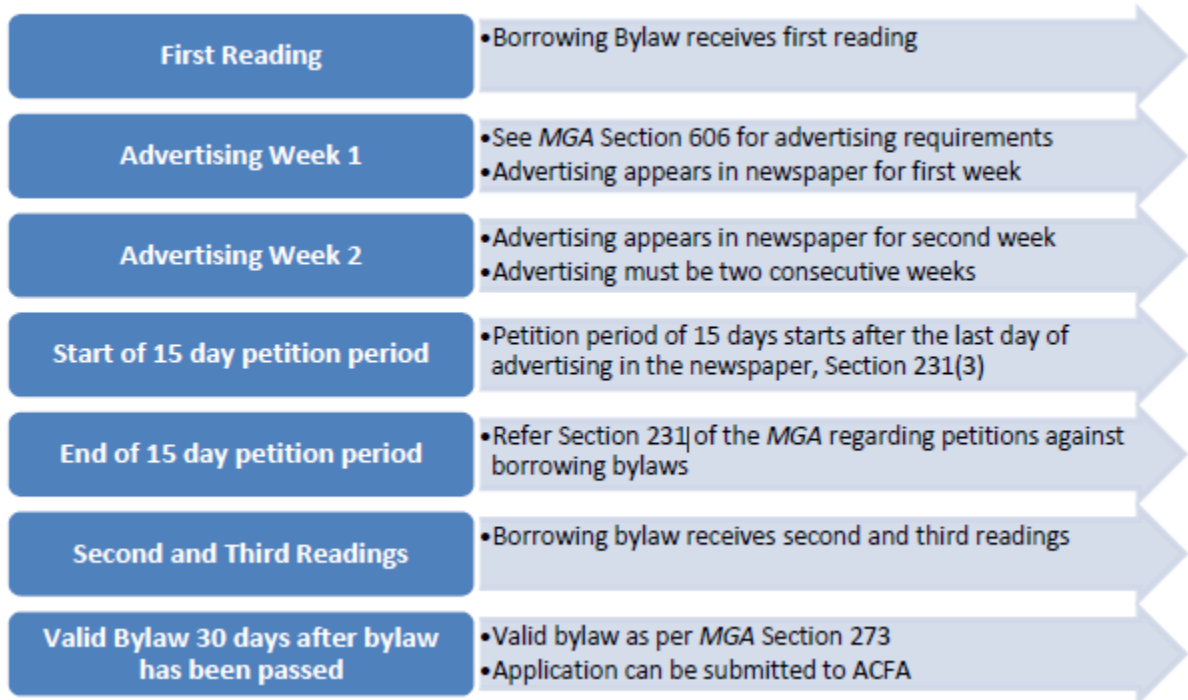
On December 14<sup>th</sup>, 2021, the Council gave the first reading to the Bylaw 07-21. The administration advertised the Bylaw on both local new papers and the Town's website. As of today, the required advertising period and 15-day petition are met. As such, the administration will submit the debenture application after the Council give the second and third readings to the Bylaw 07-21.

The upcoming loan application deadline is January 31, 2022 and the Loan issue date is March 15, 2022.

- The Subsection of 251(1) of the Municipal Government Act (MGA) states that a municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.
- Timeline for Passing a Borrowing Bylaw:



# TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION



## COMMUNICATIONS

Outcome of the application will be published and posted to the Town website.

## IMPLICATIONS OF DECISION

This fund is critical for 2022 capital projects.

## FINANCIAL IMPLICATIONS

Although the 20-year term interest rate as of January 15, 2022 is 3.48%, the Administration recommends Council to include below statement at the Capital Debenture Borrowing Bylaw to minimize the risk due to the changes on interest rate.

*“The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments not to exceed **twenty (20) years** calculated at a rate not exceeding the interest rate fixed by the Province of Alberta, or another authorized financial institution, on the date of the borrowing, and not to exceed **four (4) percent.**”*



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

**POLICY AND/OR LEGISLATIVE REFERENCES**

- Section 251 of the MGA,
- Section 606 of the MGA,
- Subsection 231(3) of the MGA and,
- Section 273 of the MGA

**ATTACHMENTS**

- Bylaw 07-21, Capital Debenture Borrowing Bylaw

Report Prepared By: Robert Mu, Finance Officer

Approved by CAO:

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



**NOTICE OF PROPOSED BYLAW  
BYLAW NO. 07-21  
OF THE  
TOWN OF LAMONT**

**(hereinafter referred to as "the Municipality")  
IN THE PROVINCE OF ALBERTA**

This bylaw authorizes the Council of the Municipality to incur indebtedness by the issuance of debenture(s) in the amount of \$1,536,063.00 for the purpose of Campbell Improvement (Phase 1), 57 Avenue/45 Street, and 55 Street Road Reconstruction projects.

**WHEREAS:**

The Council of the Municipality has decided to issue a bylaw pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and completion of the Campbell Improvement (Phase 1), 57 Avenue/45 Street, and 55 Street Road Reconstruction projects.

Plans and specifications have been prepared and the total cost of the project is estimated to be \$1,558,151.00 and the Municipality estimates the following grants and contributions will be applied to the project:

Capital Reserves

Provincial Grants

Debentures

Total Costs

In order to complete the project it will be necessary for the Municipality to borrow the sum of \$1,536,063.00, for a period not to exceed twenty ( 20 ) years, from the Province of Alberta or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this bylaw is equal to, or in excess of twenty ( 20 ) years.

The principal amount of the outstanding debt of the Municipality at December 31, 2020 is \$1,143,022.00 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.



**NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:**

1. That for the purpose of constructing the Campbell Improvement (Phase 1), 57 Avenue/45 Street, and 55 Street Road Reconstruction projects the sum of one million five hundred thirty six thousand and sixty three DOLLARS (\$1,536,063.00) be borrowed from the Province of Alberta or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of \$1,536,063.00 is to be paid by the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the Campbell Improvement (Phase 1), 57 Avenue/45 Street, and 55 Street Road Reconstruction projects.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments not to exceed twenty (20) years calculated at a rate not exceeding the interest rate fixed by the Province of Alberta, or another authorized financial institution, on the date of the borrowing, and not to exceed four (4) percent.
4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
7. This bylaw comes into force on the date it is passed.

READ A FIRST TIME THIS 14 DAY OF December, 20 21.

READ A SECOND TIME THIS 25 DAY OF January, 20 22.

READ A THIRD TIME THIS 25 DAY OF January, 20 22.

\_\_\_\_\_  
[Redacted Signature]  
Chief Elected Official  
\_\_\_\_\_  
[Redacted Signature]  
Chief Administrative Officer

SEAL

**Take note: Electors may within 15 days of the date of the last publication of this notice, petition Council for a vote on this money borrowing Bylaw. A petition must be in accordance with the Municipal government Act, S. 222, 223, 224, and 225.**

Rick Bastow  
Chief Administrative Officer  
5307-50 Ave  
Lamont, Alberta T0B 2R0  
Phone: (780) 895-2010  
December 14<sup>th</sup>, 2021





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

**AGENDA ITEM:** 4.2

**COUNCIL MEETING DATE:**  
January 25<sup>th</sup>, 2022

**ITEM DESCRIPTION OR TITLE**  
Council Governance – Strategic Plan

**RECOMMENDATION**

THAT Council affirm its commitment to the completion of the 2019-2022 strategic plan, establish a Strategic Plan Committee to oversee the establishment of a 2023-2026 plan and provide a period of 8 months to complete development of the new plan.

**BACKGROUND**

Upon commencement of a newly elected Council, the Town develops and adopts a three-to-four-year strategic plan. With the addition of two new Councillors, Administration is recommending Council affirm its commitment to the completion of the 2019-2022 strategic plan, establish a Strategic Plan Committee to oversee the establishment of a new plan and provide a period of 8 months to complete the process. This will provide time to engage the public, retain professional services (as required) and ensure a timely completion of process.

**COMMUNICATIONS**

The 2023-2025 Four Year Strategic Plan will be posted to website upon completion.

**IMPLICATIONS OF DECISION**

- The Plan will identify the vision, values, goals and priorities of the current Council.

**FINANCIAL IMPLICATIONS**

- Estimated expense of \$15,000.00. To be expended in 2022 budget year.

**POLICY AND/OR LEGISLATIVE REFERENCES**

Policy # 11-07

**ATTACHMENTS**

Strategic Plan 2019-2022  
Terms of Reference - Strategic Plan Committee

Report Prepared By: Rick Bastow, CAO

Approved by CAO: 

**Town of Lamont**



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**Strategic Plan 2019-2022**

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## Strategic Planning for the Town of Lamont

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

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

This final document consists of:

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

## About Strategic Planning

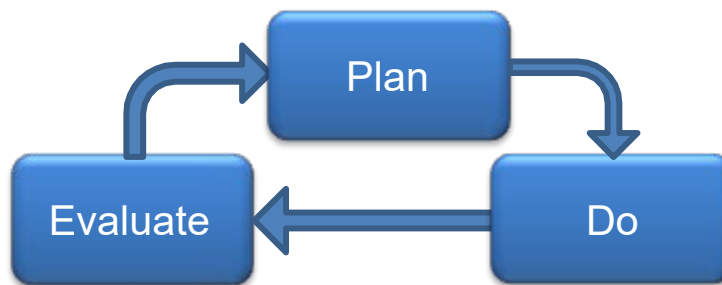
Part of the governance role of Council is to define the vision and goals for the municipality. The purpose of a Strategic Plan is to provide both administration and Council with an outline of Council's strategic priorities. These priorities serve several key functions:

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

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

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

## Cycle of Continuous Improvement



The three steps in the cycle of continuous improvement are:

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

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

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

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

## **Mission, Vision and Goals**

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

### **Mission Statement**

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

### **Vision Statement**

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

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

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

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

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

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

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

<i>Objectives and projects</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
1.1	Complete asset condition assessment	<ul style="list-style-type: none"> <li>• Inventory capital assets</li> <li>• Review existing condition assessments and studies to develop a single consolidated report</li> <li>• Identify deficiencies in existing studies</li> <li>• Contract engineering support to address deficiencies in existing studies</li> <li>• Present consolidated condition assessment to Council for adoption</li> <li>• Develop an implementation strategy for prioritized capital projects</li> </ul>	<p>Approve budget</p> <p>Adopts condition assessment</p>	2021	<p>Contract services &amp; 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"> <li>• Complete as a component of the 2020 budget process</li> <li>• Administration develops draft</li> <li>• Present to Council for review and adoption</li> </ul>	<p>Receive information</p> <p>Adopt plans</p>	2019-Q4	Resourced internally	Complete

<i>Objectives and projects</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
1.3	Review and adopt a debt management and reserve policy	<ul style="list-style-type: none"> <li>• Administration develops a draft policy</li> <li>• Council reviews draft and provides direction</li> <li>• Council adopts policy</li> </ul>	Adopt policy	2021	Resource internally	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"> <li>• Review and update existing plan and asset inventory</li> <li>• Present plan to Council for adoption</li> </ul>	Adopt plan  Approve budget	2021	Resource internally	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"> <li>• Identify the scope of work to be addressed in each lifecycle &amp; maintenance plan per building</li> <li>• Review existing condition assessments and studies to develop a single consolidated report</li> <li>• Identify deficiencies in existing studies</li> <li>• Contract engineering support to address deficiencies in existing studies</li> <li>• Present consolidated lifecycle and maintenance plan to Council for adoption</li> <li>• Develop an implementation strategy for prioritized capital projects</li> </ul>	<p>Approve budget</p> <p>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"> <li>• Engage support to complete repair and maintenance of existing playgrounds</li> <li>• Have the playgrounds inspected and certified as safe</li> <li>• Initiate long-term capital budgeting to develop a reserve for long-term replacement costs</li> </ul>	Approve budget	2021	Resourced Internally	<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 &amp; 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"> <li>• Project is assigned to the Parks and Recreation Committee</li> <li>• Manage phased installation</li> <li>• Administration provides signoff on project completion</li> </ul>	Approve budget	2021	Resourced internally	Complete
2.4	Develop a strategy for year-round use of recreation facilities	<ul style="list-style-type: none"> <li>• Engage in community consultation</li> <li>• Provide options and associated costs to Council</li> <li>• Council provides direction</li> </ul>	Consider options Sets direction	2022	Resourced internally/ Facilitator	
2.5	Develop a strategy to address the organization and sustainability of community events	<ul style="list-style-type: none"> <li>• Develop a Terms of Reference for a task force</li> <li>• Appoint public members representing community organizations to the task force</li> <li>• Task force investigates, consults, and develops recommendations</li> <li>• Task force presents recommendations to Council</li> </ul>	Consider options  Sets direction	Deferred to 2022		

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

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

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

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

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

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

<b>Objective</b>		<b>Key Activities</b>	<b>Council Role</b>	<b>Completion Date</b>	<b>Resource Requirements</b>	<b>Status</b>
5.1	Engage with FCSS to enhance community awareness and use of support services	<ul style="list-style-type: none"> <li>Engage inter-agency</li> </ul>	<p>Receive information</p> <p>Participate at Board level</p>	On-going	Resourced internally	
5.2	Adopt a strategy for the Town's management (disposal and storage) of residential organic yard waste	<ul style="list-style-type: none"> <li>Identify leading practices from other communities</li> <li>Present options and costs to Council</li> <li>Council provides direction</li> </ul>	Adopt strategy	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"> <li>Work with the County to develop a regional emergency management plan</li> <li>Council leads the process</li> <li>Joint engagement with the County and relevant agencies / commissions</li> <li>Regional Emergency Management Bylaw to formalize</li> </ul>	Adopt bylaw	2020	Resourced internally	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"> <li>Engage with regional partners to pursue the development a regional model for bylaw enforcement</li> </ul>	<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"> <li>• Administration identifies emergent bylaws that require to be updated that are in violation of provincial legislation</li> <li>• Administration presents to Council the schedule in which the bylaws will be reviewed</li>   <li>• Administration identifies a list of all existing policies</li> <li>• Outdated policies or policies that are in violation of provincial legislation are rescinded</li>   <li>• Administration presents Council with a schedule for the review and update of policies</li>   <li>• Policies are split between governance (requiring council adoption) and administrative (requiring CAO approval)</li> </ul>	<p>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"> <li>• Work with County representatives and consultant</li> <li>• Present to Council</li> <li>• Council adopts by bylaw</li> </ul>	Adopt bylaw	2020 – Q2	Resourced internally/Consultant	Complete
6.3	Review and update the Council committee structure and Committee Terms of Reference	<ul style="list-style-type: none"> <li>• Determine if current committee structure is appropriate for the Town</li> <li>• Determine if a Committee of the Whole will be adopted</li> <li>• Present draft terms of reference for committees to Council</li> <li>• Council adopts Committee Bylaw</li> </ul>	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"> <li>• Obtain council feedback on the 2017 Orientation process</li> </ul>	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"> <li>Review existing materials and identify deficiencies</li> <li>Identify leading practices from other municipalities</li> <li>Develop an orientation schedule and draft materials</li> </ul>				<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"> <li>Administration presents timeline, philosophy and approach to Council</li> <li>Council provides direction on process</li> <li>Complete 2020 budget process</li> <li>Following 2020 budget process, meet with Council to obtain feedback and to identify opportunities for improvement</li> </ul>	<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"> <li>Complete as a component of the Intermunicipal Collaboration Framework (ICF) process</li> <li>Engage regional municipal partners to explore collaboration models and initiatives</li> </ul>	TBD	On-going	Resourced internally	On-going

<i>Objective</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
6.7	Review and update Town agreements	<ul style="list-style-type: none"> <li>• Develop a master list of contracts and expiration dates.</li> <li>• Identify and assess if new templates are required.</li> <li>• Administration identifies for council when the project is completed.</li> </ul>	Approve budget	2021	<ul style="list-style-type: none"> <li>• Internal</li> <li>• Legal review</li> </ul>	<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"> <li>• Review and inventory existing communication activities</li> <li>• Identify opportunities for improvement</li> <li>• Implement enhanced communication strategy</li> </ul>	Adopt strategy	2020	Resourced internally	<p>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>

# Strategic Plan Committee

## Terms of Reference

### 1. PURPOSE

1.1 Serves as an advisory body to Council.

### 2. LEGISLATIVE AUTHORITY

2.1 *Municipal Government Act*, RSA 2000 c.M-26, as amended Sections 145, 146

2.2 Bylaw 08-19, Council Committee

### 3. DUTIES & RESPONSIBILITIES

The Committee has the Authority to:

3.1 Establish the dates for each Committee meeting;

3.2 Create or review Committee Terms of Reference (Council approval required); and

3.3 Refer matters to Council for decision.

### 4. ROLES

4.1 The Chief Administrative Officer (CAO) is the principal advisor to the Strategic Plan Committee. Attendance of specific municipal staff is at the discretion of the CAO.

### 5. MEMBERSHIP

5.1 All Town of Lamont Council members.

### 6. TERM OF MEMBERSHIP

6.1 A temporary Committee of Council

### 7. COMMITTEE CHAIR

7.1 The meetings are to be chaired by the Mayor, or in the Mayor's absence, the Deputy Mayor.

7.2 The Chair shall preside over all meetings of the Committee and decide all points of order that may arise; manage the process of the meeting; preside over the conduct of the meeting, including the preservation of good order and decorum; determine speaking order; and rule on all questions related to the orderly procedure of the meeting.

### 8. MEETINGS

8.1 The Committee shall hold meetings as at the call of the Chair, or in the absence of the Chairperson, at the call of the Vice-Chair.

### 9. GOVERNANCE

9.1 The Committee is intended principally as a forum to advise on development of a new multiyear strategic plan.

9.2 The Committee meetings shall be a public meeting.

9.3 Make recommendation(s) on matters pertaining to strategic priorities.

9.4 Refer finalization of multiyear strategic plan on to a Regular Meeting of Council for final authorizations.

**10. ADMINISTRATIVE RESPONSIBILITY**

- 10.1 Coordination of Committee meeting locations and setup.
- 10.2 Preparation of meeting minutes and agendas.
- 10.3 Circulation of Agenda Package to Committee members.

**11. ENACTMENT**

- 11.1 Upon approval by resolution of Council.



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

**AGENDA ITEM:** 4.3

<b>COUNCIL MEETING DATE: January 25, 2022</b>
<b>ITEM DESCRIPTION OR TITLE</b>

**Infrastructure Capital Plan Update Report**

**RECOMMENDATION**

That Council accept the Infrastructure Capital Plan Update report as information.

**BACKGROUND**

Council approved \$2,300,311 through the 2022 capital budget for Infrastructure repairs including upgrades to Lamont’s utility and transportation systems. Administration will provide regular progress updates on the project to Council that will ensure expectations are discussed.

Administration has held initial meetings to develop the initial scope of the overall project proposal. Some of the highlights of this discussion are listed below:

- Campbell neighborhood work will eliminate the sidewalk on the East side of 47 Street.
- There will be narrow trenching and asphalt patch across 54 Ave to replace catch basin leads connecting to 47 Street.
- The Request for proposals will illustrate a rating system vs a pre-qualification. This is intended is to gain more interest in the RFP.

Approximate Timeline:

- January 25, 2022, Initial mark up developed for review.
- January 31, 2022, Operational review completed.
- February 9, 2022, final edits to request for proposals.
- February 15, 2022, post tender.
- March 1, 2022, Close Tender start review.
- March 8, 2022, present to recommendation to Council.
- March 11, 2022, award contracts.
- April underground construction begins.

Administration asks that Council accept the Infrastructure Capital Plan Update report as information.

**COMMUNICATIONS**

N/A



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

**IMPLICATIONS OF DECISION**

The report outlines proposed work and timeline of the 2022 Infrastructure Capital work to be completed that will provide transparency of the project and ensure expectations are discussed on a regular basis.

**FINANCIAL IMPLICATIONS**

\$2,300,311 identified in the 2022 Capital Plan.

**POLICY AND/OR LEGISLATIVE REFERENCES**

N/A

**ATTACHMENTS**

1. DRAFT 2022 Capital Plan.

Report Prepared By: Tyler Edworthy, Director Operations & Infrastructure

Approved by CAO:

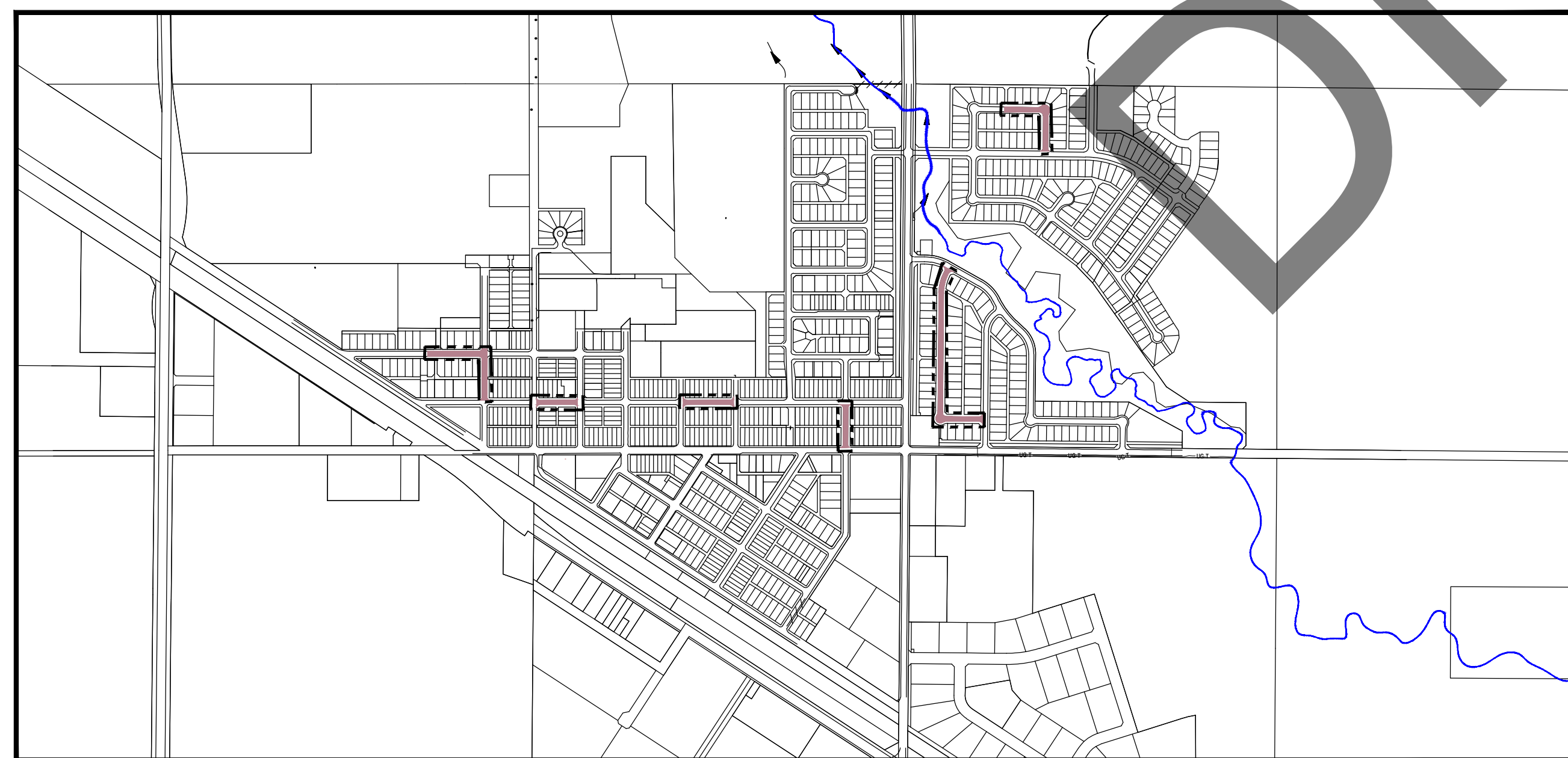
# TOWN OF LAMONT

## 2022 CAPITAL PROJECT



DRAFT

SEC



LOCATION PLAN  
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### LIST OF DRAWINGS

13-21049-M000	COVER SHEET AND LOCATION PLAN
<b>OVERALL PLANS</b>	
13-21049-M100	OVERALL PLAN
<b>PLAN / PROFILES</b>	
13-21049-M101	PLAN / PROFILE
13-21049-M102	PLAN / PROFILE
13-21049-M103	PLAN / PROFILE
13-21049-M104	PLAN / PROFILE
<b>SECTIONS AND DETAILS PLANS</b>	
13-21049-C400	SECTIONS AND DETAILS - SHEET 1 OF 2
13-21049-C401	SECTIONS AND DETAILS - SHEET 2 OF 2

NOVEMBER 30, 2021

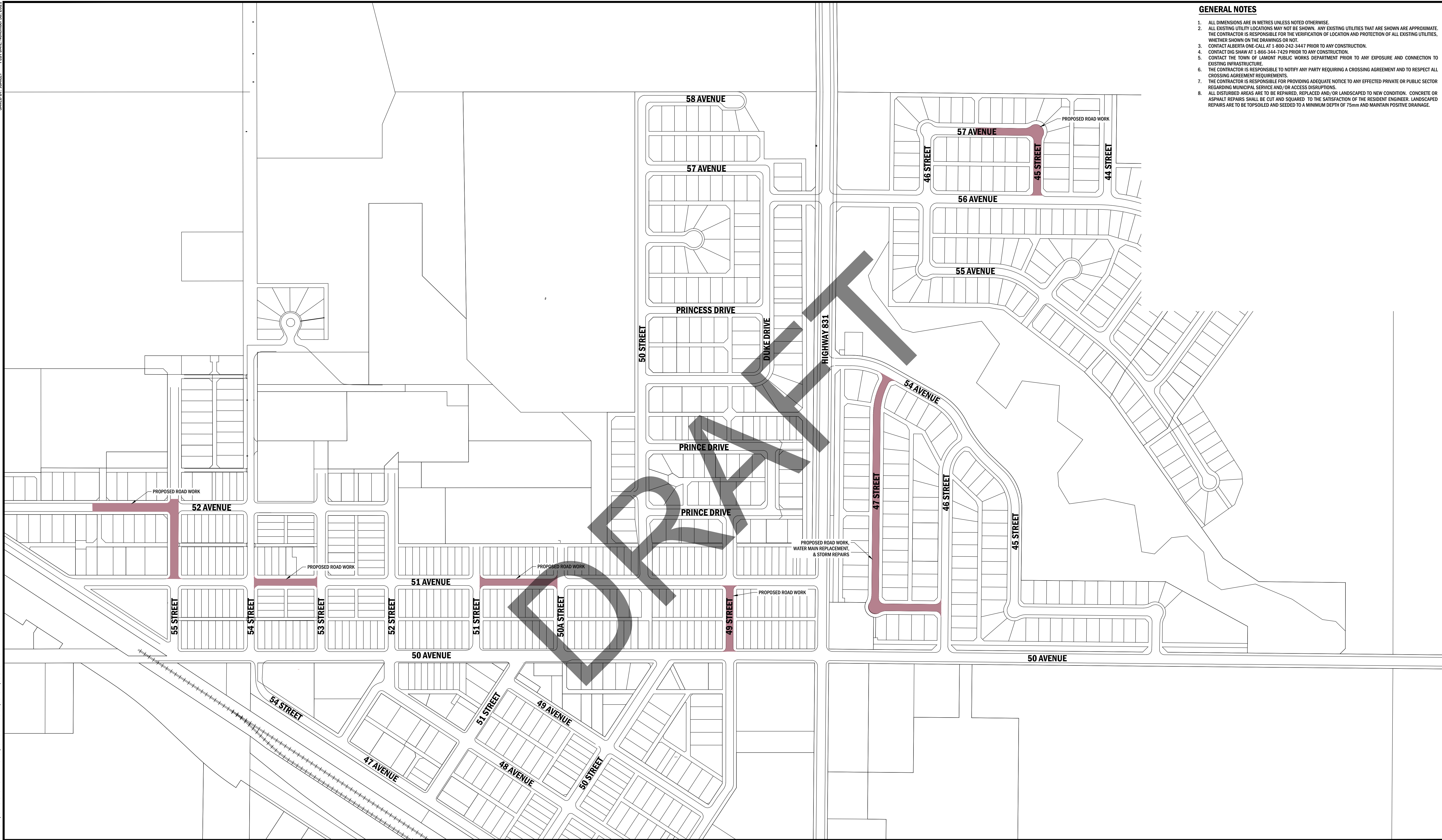
ISSUED FOR REVIEW

13-21049



**GENERAL NOTES**

1. ALL DIMENSIONS ARE IN METRES UNLESS NOTED OTHERWISE.
2. ALL EXISTING UTILITY LOCATIONS MAY NOT BE SHOWN. ANY EXISTING UTILITIES THAT ARE SHOWN ARE APPROXIMATE. THE CONTRACTOR IS RESPONSIBLE FOR THE VERIFICATION OF LOCATION AND PROTECTION OF ALL EXISTING UTILITIES, WHETHER SHOWN ON THE DRAWINGS OR NOT.
3. CONTACT ALBERTA ONE-CALL AT 1-800-242-3447 PRIOR TO ANY CONSTRUCTION.
4. CONTACT DIG SHAW AT 1-866-344-7429 PRIOR TO ANY CONSTRUCTION.
5. CONTACT THE TOWN OF LAMONT PUBLIC WORKS DEPARTMENT PRIOR TO ANY EXPOSURE AND CONNECTION TO EXISTING INFRASTRUCTURE.
6. THE CONTRACTOR IS RESPONSIBLE TO NOTIFY ANY PARTY REQUIRING A CROSSING AGREEMENT AND TO RESPECT ALL CROSSING AGREEMENT REQUIREMENTS.
7. THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING ADEQUATE NOTICE TO ANY EFFECTED PRIVATE OR PUBLIC SECTOR REGARDING MUNICIPAL SERVICE AND/OR ACCESS DISRUPTIONS.
8. ALL DISTURBED AREAS ARE TO BE REPAIRED, REPLACED AND/OR LANDSCAPED TO NEW CONDITION. CONCRETE OR ASPHALT REPAIRS SHALL BE CUT AND SQUARED TO THE SATISFACTION OF THE RESIDENT ENGINEER. LANDSCAPED REPAIRS ARE TO BE TOPSOILED AND SEED TO A MINIMUM DEPTH OF 75mm AND MAINTAIN POSITIVE DRAINAGE.



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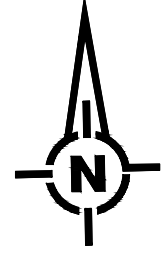
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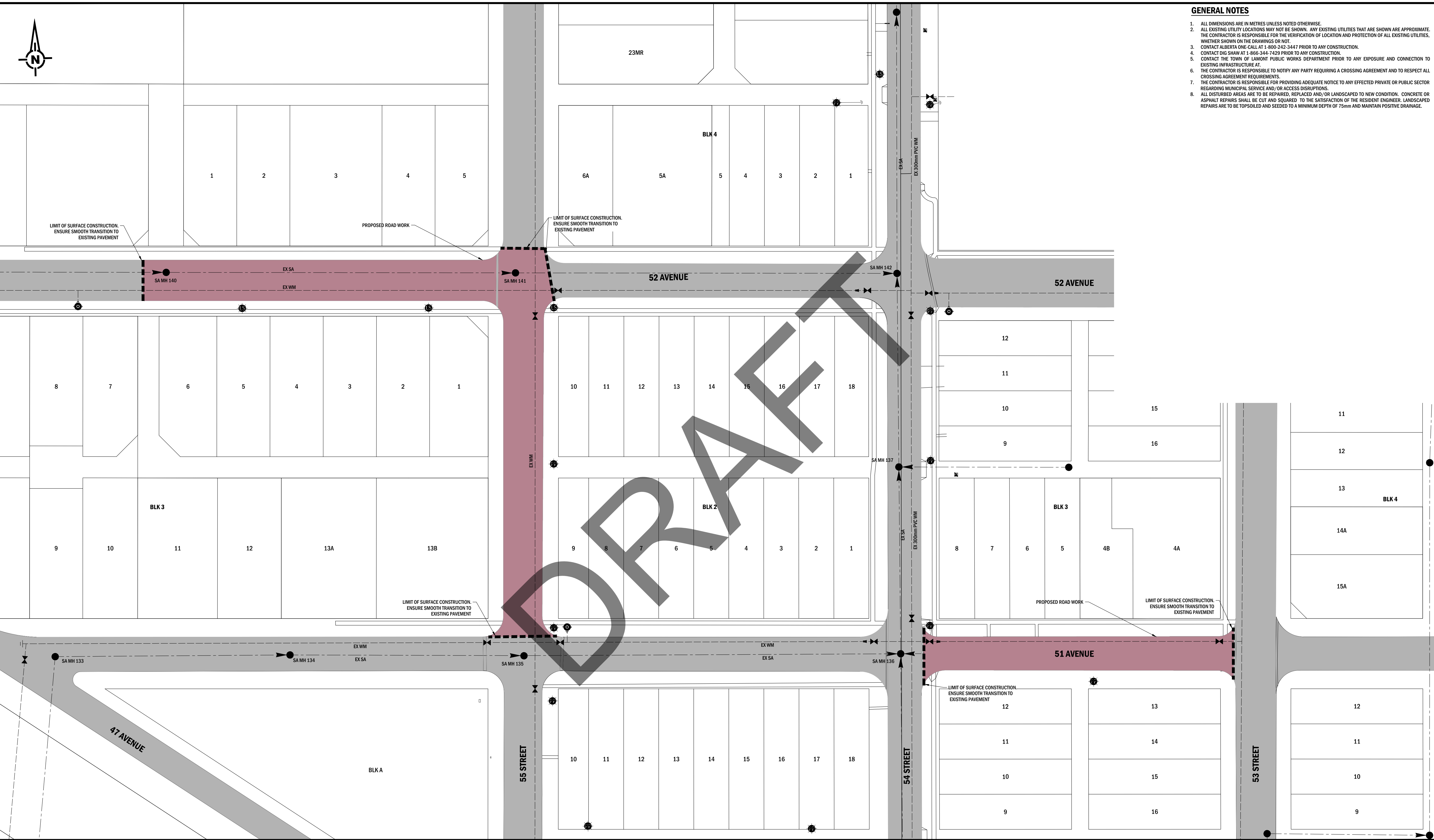
**SEC** Select Engineering Consultants Ltd.  
 Suite 100, 17413 - 107 Avenue NW, Edmonton AB T5S 1E5  
 T: 780 651 5777 F: 780 651 5757 www.selecteng.ca

**TOWN OF LAMONT**  
**2022 CAPITAL**  
 -----  
**OVERALL PLAN**  
 OVERALL PLAN

DRAWING  
**13-21049-M100**



- GENERAL NOTES**
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**SEC** Select Engineering Consultants Ltd.  
 Suite 100, 17413 - 107 Avenue NW, Edmonton AB T5S 1E5  
 T: 780 651 5777 F: 780 651 5757 www.selecteng.ca

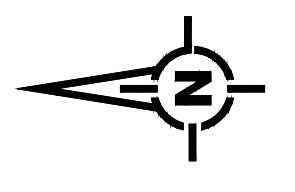
**TOWN OF LAMONT**  
**2022 CAPITAL**  
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**PROPOSED SURFACE WORK**  
 PROPOSED SURFACE WORK

DRAWING  
**13-21049-M101**



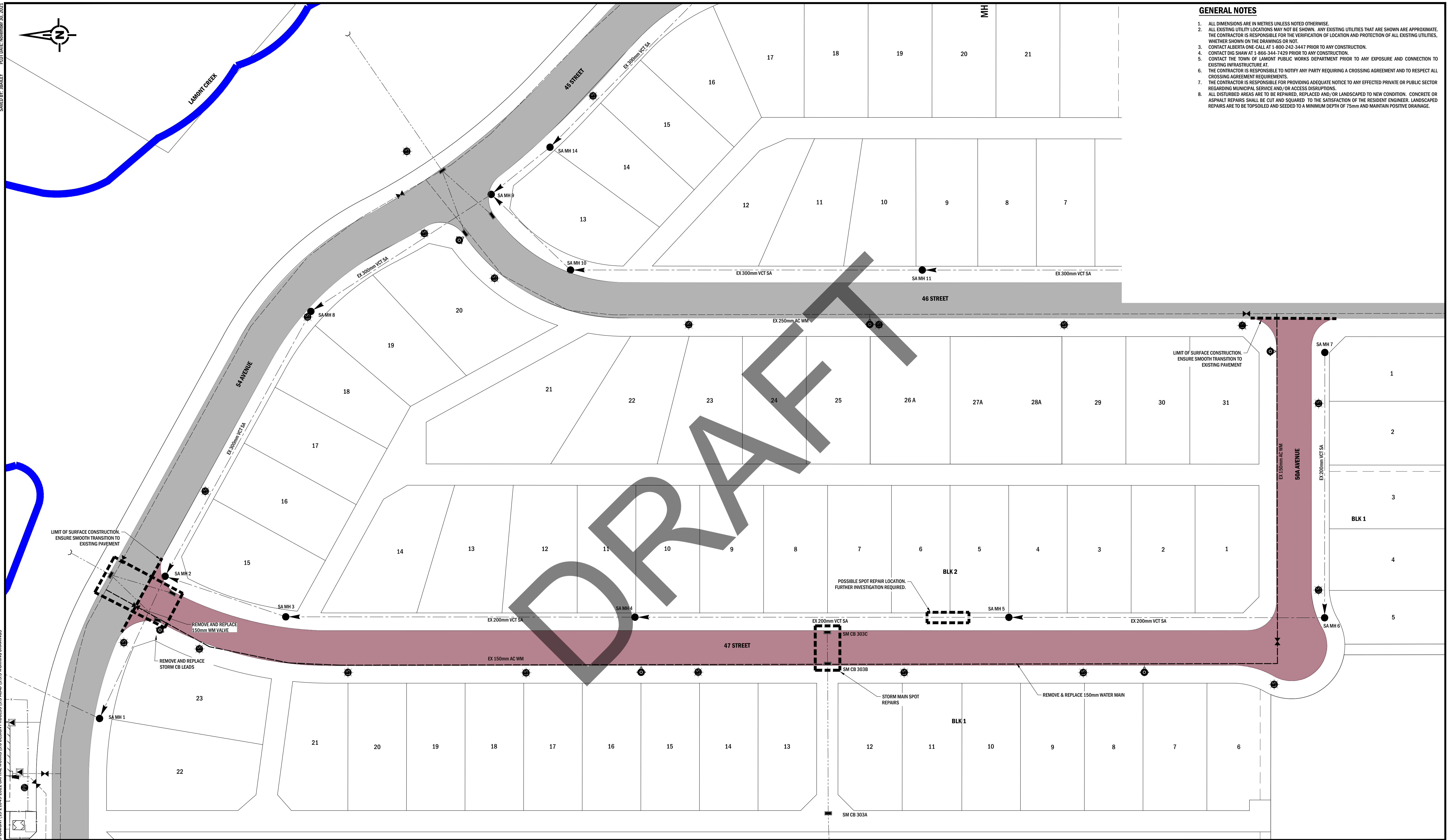


SAVED BY: JBALEY PLOT DATE: November 30, 2021



LAMONT CREEK

- GENERAL NOTES**
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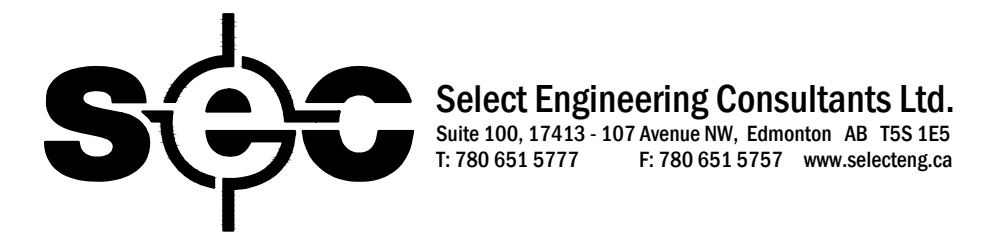


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**TOWN OF LAMONT**  
**2022 CAPITAL**  
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**PROPOSED IMPROVEMENTS**  
 PROPOSED IMPROVEMENTS  
 DRAWING  
**13-21049-M104**

13-21049-M104 - PROPOSED IMPROVEMENTS



# TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 4.4

**COUNCIL MEETING DATE:**  
January 25, 2022

## ITEM DESCRIPTION OR TITLE

**Proposed 2022 Council Training**

## RECOMMENDATION

THAT Council approve the 2022 Council training recommendations, Emerging Trends in Municipal Law, Economic Development (Elected Officials) Course, and Council Media Training.

## BACKGROUND

Administration has identified the below training opportunities for Council to take in 2022.

Recommended Learning Event(s):

Brownlee LLP Emerging Trends in Municipal Law

**Date:** Thursday, February 17, 2022

**Time:** 8:30 a.m. – 3:30 p.m.

**Location:** Virtual

**Cost:** Registration \$85 + GST (per person)

Economic Developers Alberta – Economic Development (Elected Officials) Course (Virtual)

**Date:** As scheduled

**Time:** 9:00 a.m. – 4:00 p.m.

**Location:** Virtual

**Cost:** Registration \$1750 + GST (10 participants)

Alberta Counsel Council Media Training

**Date:** As scheduled

**Time:** 2 hours

**Location:** Virtual

**Cost:** Registration \$100 + GST (person)

## COMMUNICATIONS

N/A

## IMPLICATIONS OF DECISION

Supports Council governance.



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

**FINANCIAL IMPLICATIONS**

Associated costs will be sourced from annual training/development budget.


**POLICY AND/OR LEGISLATIVE REFERENCES**

Policy 11-07 - Council Governance

**ATTACHMENTS**

N/A

Report Prepared By: Rick Bastow, CAO

Approved by CAO: 



## **MAYOR & COUNCIL REPORT**

**COUNCIL MEETING DATE: January 25, 2022**

**ELECTED OFFICIAL: Jody Foulds**

**REPORT PERIOD: January 6, 2022 to January 19, 2022**

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### **Boards and Committees:**

- N/A

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

- **January 19, 2022 – Alberta Municipalities – Alberta Provincial Police Service – Meeting and Presentation**

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

- N/A

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

- N/A





## **MAYOR & COUNCIL REPORT**

**COUNCIL MEETING DATE: January 25, 2022**

**ELECTED OFFICIAL: Colleen Holowaychuk**

**REPORT PERIOD: January 10-24, 2022**

---

### **Boards and Committees:**

- **January 17, 2022** - Lamont High School Council Meeting
  - Province-provided masks and rapid tests have been provided to students.
  - Absenteeism due to COVID hasn't been significant at LHS.
  - School Fee Consultation taking place with school councils. No anticipated fee increases, there will be some fee decreases.
  - New and Returning Students Registration will take place Feb 1-28, 2022, LHS is anticipating a small increase in enrolment.
  - Administration thanked the LHS parent council for the wonderful Christmas dinner that was prepared for students. This was made possible with many volunteers and donations from the community.

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

- N/A

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

- **January 19, 2022** – Webinar to review and discuss the Alberta Provincial Police Service (APPS) that is being proposed by the Alberta provincial government.

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

- N/A

# CAO REPORT

FOR THE PERIOD ENDING JANUARY 19, 2022

## HIGHLIGHTS:

January 12, 2022

- COVID-19 update for municipalities.

January 13, 2022

- Brownlee LLP.
- Weekly Operations and Infrastructure meeting.

January 17, 2022

- Weekly finance meeting, analysis of year to date.

January 18, 2022

- Yearend review

January 19, 2022

- Investment inquiry.
- PS 3280 Asset Retirement analysis.

## MEETINGS/EVENTS & PROFESSIONAL DEVELOPMENT:

- N/A

# CLOSED SESSION NOTICE

January 25, 2022

**50th Avenue Stormwater Improvements Report** (*Advice from Officials*)

- *FOIP Section 24* – Advice from Officials.