

Council Package

February 22, 2022



Page left intentionally blank



**AGENDA
TOWN OF LAMONT
REGULAR MEETING OF COUNCIL
February 22, 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

1.4.1. February 8, 2022 Council Meeting MinutesPage 1

2. DELEGATIONS

2.1. MOTION FOR ACCEPTANCE OF DELEGATION

3. CORRESPONDENCE

3.1. National Police Federation – Government of Alberta ConsultationsPage 7

3.2. Library Board Meeting Minutes – January 10, 2022.....Page 8

3.3. Town of Two Hills - Message from Mayor EwanishanPage 11

4. NEW BUSINESS

4.1. 11-23 Reserve Policy & 11-24 Capital Financing PolicyPage 12

**4.2. Increasing Reserve and Allocation Funds from Accumulated Surplus to
Reserves.....Page 26**

4.3. Lamont Storm Drainage System Registration Update.....Page 34

4.4. Proclamation PolicyPage 39

4.5. Economic Development Week Proclamation	Page 41
4.6. Transfer of Tax Recovery Costs to Tax Rolls.....	Page 44
4.7. Employee Handbook Update.....	Page 46
4.8. Pitch In Week 2022 Update	Page 48
4.9. Committee Member Appointment – Economic Development	Page 52
5. REPORTS	
5.1. Mayor & Council.....	Page 55
5.2. CAO	Page 59
5.3. Director Operations & Infrastructure.....	Page 60
6. NOTICES OF MOTION	
7. CLOSED SESSION	
7.1. Site Selection Response – Economic Development.....	Page 61
8. ADJOURNMENT	



5307 – 50 Avenue
Lamont, AB T0B 2R0

**Town of Lamont
February 8, 2021
Regular Meeting of Council**

HELD BY ZOOM MEETINGS

PRESENT:

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
Dawn Nielsen	Deputy 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

- Addition of Item 4.10 – Alberta Municipalities’ Spring 2022 Municipal Leaders’ Caucus

MOTION: 25/21 Councillor Taylor: That the Council Agenda be accepted as amended.

CARRIED

Declaration of Pecuniary Interest: None.

ADOPTION OF MINUTES:

a) Meeting Minutes – January 25, 2022

MOTION: 26/21 Councillor Sieker: That the Minutes of the January 25, 2022 Council Meeting be accepted as presented.

CARRIED

b) Parks and Recreation Committee Minutes – January 24, 2022

MOTION: 27/21 Councillor Taylor: That the Minutes of the January 24, 2022 Parks and Recreation Committee Meeting be accepted as presented.

CARRIED

DELEGATIONS: None.

CORRESPONDENCE:

- Fort Saskatchewan RCMP – Quarterly Policing Report
- Alberta Provincial Police Service – Updated Key Questions for Engagement
- Alberta Provincial Police Service – Registration Instructions for Provincial Engagement
- Fort Saskatchewan Provincial Detachment Calls for Service Report – January 2022
- Alberta Health Services – EMS Pressure and Mitigation Plan
- CN News Release
- Canada and FCM Invest in Stronger Asset Management in Alberta Communities
- Town of Gibbons – Bill 21 Provincial Administrative Penalties Act

MOTION: 28/21 Councillor Holowaychuk: That Council accept the correspondence as information.

CARRIED

NEW BUSINESS:

Babas & Borshch

MOTION: 29/21 Councillor Foulds: That Council support the event by providing a gold sponsorship with the equivalent of in kind for the cost of the rental of facilities with the balance of the \$2500 going towards the PR items that are needed for the event.

CARRIED

Bylaw 01-22 – Library Board

MOTION: 30/21 Councillor Holowaychuk: That Council give first reading to Bylaw 01/22, Library Board.

CARRIED

MOTION: 31/21 Councillor Harvey: That Council give second reading to Bylaw 01-22, Library Board.

CARRIED

MOTION: 32/21 Councillor Koroluk: That Council give unanimous consent to proceed to third reading of Bylaw 01/22, Library Board.

CARRIED

MOTION: 33/21 Councillor Taylor: That Council give third reading to Bylaw 01/22, Library Board.

CARRIED

Northern Lights Library System Board – Levy Increase

MOTION: 34/21 Councillor Koroluk: That Council accept the Northern Lights Library System Board 0% levy increase in 2022.

CARRIED

Appointment of Director of Emergency Management and Deputy Director of Emergency Management

MOTION: 35/21 Councillor Harvey: That Council rescind the appointment of the current Director of Emergency Management, Herman Sieker, and Deputy Director of Emergency Management, Scott Calder, and appoint Shane Milliken as Director of Emergency Management and Herman Sieker and Colin Zyla as Deputy Directors of Emergency Management.

CARRIED

Assessment Review Board Annual Appointments

MOTION: 36/21 Councillor Koroluk: That Council appoint the following individuals, as members of the Assessment Review Board for a term ending December 31, 2022: Darlene Chartrand, Tina Groszko, Stewart Hennig, Richard Knowles and Raymond Ralph.

CARRIED

MOTION: 37/21 Councillor Foulds: That Council appoint Raymond Ralph as Chair of the Assessment Review Board for a term ending December 31, 2022.

CARRIED

MOTION: 38/21 Councillor Sieker: That Council appoint Gerryl Amarin as Clerk of the Assessment Review Board for a term ending December 31, 2022.

CARRIED

Centenarian Recognition

MOTION: 39/21 Councillor Koroluk: That Council direct Administration to plant a tree and place a leaf on the Recognition Tree for each Town of Lamont resident who reaches the age of 100 or greater.

CARRIED

Municipal Internship Program Update

MOTION: 40/21 Councillor Sieker: That Council accept the Municipal Internship Program update as information.

CARRIED

Rock Chip Pilot Project

MOTION: 41/21 Councillor Taylor: That Council accept the Rock Chip Pilot Project as information in the investigation of ways to enhance transportation service to Lamont Residents.

CARRIED

COVID-19 Public Health Measures

MOTION: 42/21 Councillor Foulds: That Council accept the COVID-19 Public Health Measures report as information on how administration has researched and implemented changes to follow current Alberta Health restrictions.

CARRIED

Alberta Municipalities' Spring 2022 Municipal Leaders' Caucus

MOTION: 43/21 Councillor Harvey: That Council approve those members of council and senior administration who wish to attend the Alberta Municipalities' Spring Caucus to do so with the expenses as per policy excluding hotels.

CARRIED

REPORTS:

Council Reports:

Mayor Perrin	Attended a meeting with CAO Bastow and Director of Operations & Infrastructure regarding snow clearing on January 18 and the January 24 Parks and Recreation Committee meeting.
Councillor Taylor	Attended the January 24 Parks and Recreation Committee meeting.
Councillor Harvey	Written report attached.
Councillor Koroluk	Nothing to report.
Councillor Sieker	Written report attached.
Councillor Foulds	Written report attached.
Councillor Holowaychuk	Attended the January 27 Lamont Elementary Council meeting and the February 7 Lamont Public Library meeting.

Staff Reports:

CAO	Written report attached.
Director, Operations & Infrastructure	Written report attached.
Finance Officer	Written report attached.

MOTION: 44/21 Councillor Sieker: That Council accept the reports as presented.

CARRIED

NOTICES OF MOTION: None.

CLOSED SESSION:

- **Capital Works Project – Evaluation Matrix**
 - *FOIP Section 24 – Advice from Officials*

MOTION: 45/21 Councillor Sieker: 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 8:17 p.m.

CARRIED

MOTION: 46/21 Councillor Taylor: That Council revert to regular Council meeting session at 9:00 p.m.

CARRIED

MOTION: 47/21 Councillor Koroluk: That Council extend the meeting past 9:00 p.m.

CARRIED

MOTIONS ARISING FROM CLOSED SESSION:

MOTION: 48/21 Councillor Koroluk: That Council accept the Capital Works Project – Evaluation Matrix update as information.

CARRIED

ADJOURNMENT: Mayor Perrin adjourned the meeting at 9:05 p.m.

Mayor

Chief Administrative Officer



**NATIONAL
POLICE
FEDERATION**

**FÉDÉRATION
DE LA POLICE
NATIONALE**

150 METCALFE STREET, SUITE 2201
OTTAWA ON K2P 1P1

www.npf-fpn.com

February 9, 2022

His Worship Kirk Perrin
Mayor of Lamont
Email: kirk.p@lamont.ca

Dear Mayor Perrin and Town of Lamont Council,

As you might be aware, in January, the National Police Federation (NPF) launched the [KeepAlbertaRCMP Community Engagement Tour](#) to provide information and listen to Albertans about the provincial government's unpopular and wasteful plan to transition to a new provincial police service.

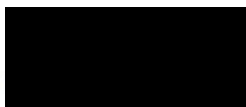
We are now just over half-way through our scheduled Community Engagement Tour, having completed three rounds of in-person events and three online sessions. We have visited twenty-two municipalities from Pincher Creek to Fort McMurray and met with hundreds of Albertans from all walks of life. From all these meetings, one thing is clear - Albertans want answers from their government and do not support this transition.

The Government of Alberta (GoA) has committed to making a decision about the future of the RCMP in Alberta this spring. However, the pressing concern that remains top of mind for the public is the limited options available to them to hear the government's presentation and have their questions answered. The GoA's sessions that are currently happening are only open to invited participants from municipal governments, and not to the general public or other groups, and we understand that even then, there are many questions the Alberta Justice team cannot answer.

If you have recently attended one of the GoA's APPS presentations and would like to share any of your thoughts and feedback with us, we would appreciate hearing it and being able to pass it along. This will allow us to let the public know what information is available to them through you, their elected officials. Albertans deserve answers to their questions and to understand why the government is proceeding with this unwanted idea.

A special thank you to all of you who have come out to our sessions so far, it has been great to talk with you about what this proposed transition might mean for your communities. If you have not yet attended one of our KeepAlbertaRCMP sessions, we still have a number of in-person and virtual sessions which can be found here: <https://www.keepalbertarcmp.ca/communityengagementtour>. Unlike the GoA, our presentations are open to all. Please feel free to send this link to anyone you think may be interested in attending.

Sincerely,



Brian Sauvé
President



Michelle Boutin
Vice-President



Kevin R. Halwa
Director, Prairie/North Region



Jeff McGowan
Director, Prairie/North Region

TOWN OF LAMONT PUBLIC LIBRARY BOARD MEETING
January 10, 2022 – 7:00pm via Zoom

PRESENT: Kelly VanDeurzen, Erin Thomas, Greg Huxley, Stephanie Walker, David Diduck, Colleen Holowaychuk, Dinah Sudyk, Michelle Selensky

ABSENT: Bonnie Fawcett,

MEETING CALLED TO ORDER AT: 7:07 PM

- 1. APPROVE AGENDA:** Kelly requests additions be added:
 - a. Under Previous Minutes 4. Bylaw
 - b. Under New Business 2. EIPS After Hours Rental
 - c. Under New Business 3. Daytime Hours.

Erin moves to adopt the agenda as amended. Dinah seconds.

PREVIOUS MINUTES:

Greg requests that the Previous Minutes be adopted as presented. Colleen seconds.

TREASURER’S REPORT:

Chequing Account Balance: \$ 29,788.61

Syd Joseph Account: \$2,042.70

Alberta Trustees has been paid as well as salary. Still have not received bank statement for December so Dinah will have the statement finalized next meeting

Dinah moves the treasurers report be adopted as presented. Greg seconds. All in favour. Passed.

BUSINESS ARISING FROM PREVIOUS MINUTES:

1. Michelle subbing over winter break – Lots of sign ups. We were busy. Noticed some things that we could change but would need to have sign off from the school. If possible could we get a proper book cart for shelving books. Erin will check past minutes to see if we had approved the purchase in a past meeting. Erin will let Kelly know what she finds. Kelly will be in contact with Stephanie regarding the purchase.
2. Credit Card – Stephanie got in to sign the credit card paperwork. Erin & Dinah have also gone in to sign the paperwork as well.
3. Elections – Kelly makes calls for all positions.

Chair – Dave nominates Kelly to extend her term as Chair for one more year. Kelly accepts. First call. Second call. Colleen motions that nominations cease. Michelle seconds. Kelly continues as Chair by acclamation.

Co-Chair – Dinah nominates Greg to extend his term as chair for one more year. Greg accepts. First call. Second call. Dave motions that nominations cease. Colleen seconds. Greg continues as Co-Chair by acclamation.

Treasurer – Kelly nominates Dinah to extend her term as Treasurer for one more year. Dinah accepts. First call. Second call. Dave motions that nominations cease. Colleen seconds. Dinah continues as Treasurer by acclamation.

Secretary -Kelly nominates Erin to extend her term as Secretary for one more year. Erin accepts. First call. Second call. Colleen motions that nominations cease. Dave seconds. Erin continues as Secretary by acclamation.

4. Bylaw – Kelly is hoping to have it signed but with the current Covid situation she has not gotten it to Colleen yet. The agreement states that the Lamont Public Library Board will take care of the Lamont Public Library. Colleen will look into the deadline for this as well as into the process of having this accepted. Tabled until next meeting.

NEW BUSINESS:

1. APLAC Membership – Stephanie: Alberta Public Libraries Administrators’ Council – Stephanie will forward brochure to everyone. Membership is approx. \$35/year. Information sharing, access to guest speakers, connection with libraries outside of the Northern Lights System, etc. We would need to pay for Stephanie’s time at the meetings as well as the mileage to and from the meetings if applicable. Colleen moves that Stephanie sign up for a one year membership for the fee of \$35.00, with Stephanie attending the meetings via Zoom for the time being and then evaluate at the end of the year. Erin seconds. All in favour. Passed.
2. EIPS After Hours Fees – Kelly recieved a parent email from EIPS and some of the changes that they will be implementing regarding after hours use. Colleen suggests that this is geared toward other groups that rent space from the school for activities and that the school will let us know if something changes.
3. Daytime Hours – Colleen spoke with Greg C. and the school is willing to allow us daytime hours on Tuesdays & Thursdays from noon on. We as the library have to provide staff for any hours that we would use. Greg C. said that the school will cover the costs of security measures. Greg C. requires a formal email stating what we want. **Stephanie agrees that daytime hours would be beneficial to the community and would like time to look at how this could work.** Tabled until next meeting.
Thank you to Colleen for getting this ball rolling with the school.

LIBRARIAN’S REPORT:

Stephanie:

Book allotment has not come in yet for December. Stephanie will be putting in another order in soon.

December was a slow month – 35 patrons. We were closed for the three days over Christmas due to waiting on Covid results. Also the cold played into low attendance. There were furnace issues during the first cold snap in December, so it was a bit cold.

School updated the alarm system and code did not work one day but she got help from Greg C. Credit card paperwork has been completed.

Took three courses through Northern Lights in December.

Northern Lights has the computer but has not sent it to use yet. Stephanie will look into this. Regarding internet safety – we have virus and malware on our computers. Not possible to block everything as it is constantly changing. Our computers face the librarian's desk, we need to continue to monitor their usage. Typically, it is students playing games. Kelly asks if we have a responsible use of the internet form. Stephanie says that we do not. This is something that Stephanie can look into. It will likely look like a per use sign in with our policy statement at the top. Stephanie will bring this to the next meeting for approval.

In January and February Northern Lights has the Literacy challenges taking place. Prizes consist of Koboo Readers. Stephanie has been promoting these activities online.

January 27th is International Literacy Day. Stephanie has ordered a story walk to set up. Northern Lights sends us the book and the stands to set up with the story and activities.

CORRESPONDANCE:

Merry Christmas from the Minister of Municipal Affairs.

ROUND TABLE:

None

NEXT MEETING: February 7, 2022 @ 7:00pm at the school if protocols allow, otherwise via Zoom. It will be made available via zoom for those unable to attend in person.

Erin moves that we adjourn the meeting. Colleen seconds.

MEETING ADJOURNED AT: 8:21PM

Two Hills



Our fellow municipal leaders:

At our last Council meeting our HUB member Michael Tarkowski came forward with the idea of communities meeting to discuss issues that directly effect our region. If everyone would be willing to meet, we would gladly offer our community as a meeting place for Mayors, Reeves and Indigenous Leaders. There are many issues that are very important and impact our region which in our opinion are not properly addressed by our provincial government. Agenda items such as health care, can be brought forward where they can be discussed and solutions suggested. As individual communities our voices are small, but together we can be heard.

If this is something you think would be worthwhile to your community, our CAO is prepared to co-ordinate and prepare an agenda for this event lets set a date to get started!

We are looking forward to seeing you all in Two Hills.

Sincerely,



Leonard Ewanishan
Mayor



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

AGENDA ITEM: 4.1

COUNCIL MEETING DATE:
February 22, 2022

ITEM DESCRIPTION OR TITLE

11-23 Reserve Policy & 11-24 Capital Financing Policy

RECOMMENDATION

THAT Council determine the appropriate course of action.

BACKGROUND

Reserves are one of the most important tools available to municipalities for achieving financial sustainability and flexibility. Reserves not only assist municipalities in managing risks, but they also play a role in the financing of capital costs and the provision of affordable and stable services to constituents.

The Town of Lamont does not currently have a stand-alone reserve policy. The Town currently employs Section 2 (Reserves) of Policy #11-11 Capital Financing Policy as a guideline in managing and using reserve funds. Policy #11-23 would replace Section 2 (Reserves) of Policy #11-11.

In developing the reserve policy, administration has revisited Policy 11-11 Capital Financing and found the policy required updating. If approved by Council, Policy 11-11 will be replaced by the new Capital Financing Policy# 11-24.

Options include:

1. That Council approves the implementation of Policy 11-23 - Reserve Policy, rescind Policy 11-11 Capital Financing and approve Policy 11-24 - Capital Financing Policy.
2. Accept the update for information.
3. Defer to a future Council meeting.
4. Refer to administration for further follow up.
5. Assign to Governance and Priorities committee for further review.
6. Other

COMMUNICATIONS

If approved, the policy will be included within the Town Policy manual and circulated to all staff.



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

IMPLICATIONS OF DECISION

If approved, the policies will assist in providing clear direction for operation and capital expenditures.

FINANCIAL IMPLICATIONS

Reserve level will be reviewed and evaluated each year and will be adjusted through the Town annual budget as well.

Highlight of the new reserve policy:

- ✚ Reserve transaction authorization.
- ✚ Defined Reserves' sources of funding.
- ✚ Defined Reserve level (Optimal Balance)
- ✚ Interest Bearing.

POLICY AND/OR LEGISLATIVE REFERENCES

Policy #11-11 Capital Financing Policy
Policy #12-12 Investment Policy

ATTACHMENTS

Policy #11-23 Reserve Policy
Policy #11-24 Capital Financing Policy

Report Prepared By: Robert Mu, Finance Officer

Approved by CAO:



Reserves

1. Policy Statement:

- 1.1 A Policy governing the management and administration of reserves and reserve funds.
- 1.2 The purpose of the Policy is to establish guiding principles, primary objectives, key management and administrative responsibilities, and standards of care for reserves and reserve funds managed by the Town.
- 1.3 A Council resolution is required to access any reserve funds.

2. Purpose:

- 2.1 Reserves aid in the stabilization of the municipal tax levy through the prudent transfer and investment of funds over time to prevent large fluctuations in the tax levy.
- 2.2 To reduce the need for debt financing.
- 2.3 To provide for the repair/replacement of machinery, equipment, and vehicles.
- 2.4 To provide for the repair/replacement of facilities.
- 2.5 To provide for the repair/replacement of infrastructure.
- 2.6 To provide for sudden unexpected expenditures.
- 2.7 To provide for new vehicles, machinery, equipment, and infrastructure resulting from new development and growth.

3. Definition:

- 3.1 **"Budget"** means an estimated financial plan of revenue and expenditure for a set period.
- 3.2 **"Town"** means the Corporation of the Town of Lamont.
- 3.3 **"Debt"** means any obligation for the payment of money. For Alberta municipalities, debt would normally consist of debentures as well as either notes or cash from financial institutions but could also include loans from discretionary reserves and reserve funds.
- 3.4 **"Reserve"** means an appropriation from net revenue and/or cost savings at the discretion of Council, after the provision for all known expenditures. It has no reference to any specific asset and does not require the physical segregation of money or assets as in the case of a reserve fund. Municipal Councils may set up reserves for any purpose for which they have the authority to spend money.
- 3.5 **"Reserve Fund"** means the funds that have been set aside either by a bylaw of the municipality or by a requirement of senior government statute or agreement to meet a future event. As a result, reserve funds are either "discretionary" being those set up by Council, or "obligatory" being those set up by virtue of a requirement of senior government statute or agreement. Municipal councils may set up reserve.



4. Reserve Categories:

- 4.1 *Operating Reserve (Stabilization and Contingency Reserve)* – A reserve category capturing the reserves established to provide UnCommitted funds to stabilize the temporary impact of unforeseen, non-recurring, emergent, one-time expenditures or losses of revenue, to ensure service levels, and to smooth future tax impacts.
- 4.2 *Capital Reserves (Projects Reserves)* – A reserve category capturing the reserves that are established to fund capital projects.
- 4.3 *Restricted Reserves* – A reserve category capturing reserve funds where allowable uses are established by an authority other than the Town, fall under legislative requirements, or are restricted by an agreement with an outside third party.
- 4.4 *Developer Levy Reserves* - A reserve category capturing the reserves established to hold developer levies collected through developer agreements to fund new assets/infrastructure required due to the growth of the Town without placing an undue burden on existing Town resources.

5. Procedure:

- 5.1 All reserve transactions shall be approved by Council prior to the transaction occurring.
- 5.2 All reserves must include all fields required in the reserve report. A reserve report contains the following:
 - 1) reserve name;
 - 2) reserve category;
 - 3) overall purpose of the reserve;
 - 4) source(s) of funding;
 - 5) specific use of funds;
 - 6) Optimal Balance formula, if applicable;
 - 7) duration of the reserve; and
 - 8) whether or not the reserve is Interest Bearing.
- 5.3 Reserves shall be funded from either internal or external sources as defined in the reserve report.
- 5.4 As part of the budget process, reserves which have a recommended Optimal Balance shall be assessed in comparison to the UnCommitted balance. If the funding source allows for it, reserves which exceed their recommended Optimal Balance may be reallocated to other reserves. Reserves which are lower than their recommended Optimal Balance shall be considered in the distribution of an annual operating budget surplus.
- 5.5 Interest Bearing reserves, as indicated in the reserve report, are allocated a portion of the Town's annual investment income based on the Town's annual rate of return earned on investments. The interest allocation is calculated annually as follows:
 - a) Interest Allocation = Average Reserve Balance × Return on Investments



If a reserve is deemed Interest Bearing, interest is applied to the respective reserve; otherwise, interest is applied to operations.

The investment of reserve is governed under the Policy #12-12 Investment Policy.

6. Authority and Responsibility to implement:

6.1 It is the responsibility of the Finance Officer to administer compliance with this Policy, and for compliance with Town bylaws, the Municipal Government Act, and other applicable legislation. The Finance Officer is responsible for the administration of the Town's reserves by reviewing and recommending appropriate reserve usage.

6.2 It is the responsibility of department Directors to be in compliance with this Policy. Departments must notify the Financial Services Department when reserve funding for expenditures is required. Departments will need to partner with Financial Services annually to confirm reserve structure and recommended Optimal Balances.



SCHEDULE "A"

RESERVES

(The following reserve accounts are to be established for specific purposes)

Reserve Name:	Operating General Reserve (Act# 1-4-0000-710)
Reserve Category:	Operating Reserve (Stabilization and Contingency Reserve)
Purpose:	A contingency fund for emergent, non-recurring, one-time expenditures or loss of revenues that will not be built into the operating budget in future years. As well, to provide funds to smooth future property tax increases during periods of high inflation, revenue or expense volatility, and to stabilize fluctuations in operating activities.
Source of Funding:	<ol style="list-style-type: none">1) Allocation of the annual operating budget surplus2) If deemed appropriate, annual contributions from operations3) Other sources as approved by Council
Use of Funds:	The funds are not Committed and can be used to protect the Town against any unforeseen operating costs that will cause the Town to incur an operating deficit. Funds will be used for stabilizing unbudgeted impacts as a result of unanticipated events. Examples are losses incurred due increased emergency response costs, unforeseen climactic events, declines in revenues, special projects, or other items that would result in an overall deficit.
Optimal Balance:	Two months operating budget
Duration:	Ongoing
Interest Bearing:	No
Review:	Annual



Reserve Name:	Municipal Infrastructure & Equipment Maintenance and Replacement Reserve
	<ul style="list-style-type: none">• Administration -----(1-4-1200-710)• Fire -----(1-4-2300-710)• Public Work -----(1-4-3100-710)• Storm Sewer -----(1-4-3700-710)• Water -----(1-4-4100-710)• Sewer -----(1-4-4200-710)• Planning & Subdivision -----(1-4-6600-710)• Recreation General -----(1-4-7200-710)• Hall -----(1-4-7202-710)• Arena -----(1-4-7206-710)• Park -----(1-4-7208-710)• Curling Rink -----(1-4-7210-710)
Reserve Category:	Capital Reserves (Projects Reserves)
Purpose:	To provide funding for the lifecycle maintenance and replacement of the Town's infrastructure and equipment
Source of Funding:	<ol style="list-style-type: none">1. Annual contributions from operations.2. If deemed appropriate, allocation of the annual operating budget surplus.3. Other sources as approved by Council
Use of Funds:	Infrastructure lifecycle maintenance and replacement projects including: <ul style="list-style-type: none">• Annual equipment replacement.• Scheduled lifecycle maintenance of municipal facility components
Optimal Balance:	Average of the amount approved 5yr Capital Plan
Duration:	Ongoing
Interest Bearing:	No
Review:	Annual



11-24 Capital Financing Policy

PURPOSE:

To provide guidelines when determining the appropriate source of funding for a capital project.

PROCEDURE:

This policy contemplates guidelines within which the Council will work in determining the most appropriate source of funding for a capital project. This policy considers three methods of financing of capital projects: debt, reserve, and current taxes. Each of these areas will be considered separately within this policy.

ASSUMPTION:

1. Generally, it is preferable to match the funding for a project with its economic life so that the users pay over the life of the project.
2. There may be advantages to a "pay as you go" philosophy which include less interest cost, greater flexibility for the future and the desire to leave a legacy of "paid for infrastructure" to the next generation of users.
3. The magnitude of major maintenance costs may generally be determined, however the time of occurrence of these expenditures is more difficult to predict.
4. For certain projects it may be advantageous to establish a pool of savings in reserve in advance of undertaking the project.
5. There are a number of factors which drive the decision for a capital expenditure. These include safety considerations, maintenance of plant and equipment, efficiencies to be gained and public demand. Once the decision has been made, funding becomes the issue.
6. There are ultimately four sources of funds to pay for capital project:
 - a) Property taxes
 - b) Grants
 - c) User fees
 - d) Special Assessments (example frontage/local benefit taxes)

Whatever portion is not paid directly by grants or by users must be paid by property taxes.

I. CAPITAL PAID BY CURRENT TAXES

The Town may expect an annual expenditure for "smaller" capital items. Minor capital might be defined as an operational expense *if the total expense below the threshold, attached as Schedule A*, and which has a useful life expectancy of two years or more. These minor capital expenditures should be provided for from current property taxes.



The amounts the Town will spend on minor capital each year will vary resulting in undesirable mill rate. Fluctuation will be minimized by providing an annual budget for "minor capital". The budget for minor capital should be based on an amount determinable by formula and which is attainable. An annual budget for minor capital might be established at the 5 year rolling average.

There should be an annual budget to fund minor capital; this budget to be the 5 year rolling average capital expenditure.

The amounts actually spent on minor capital will vary from year to year. The budget is established at a fixed level. A reserve should be set up to receive any unallocated budgeted amounts for minor capital and used to fund any annual shortfall in minor capital expenditures.

This should not be used to accumulate excess funds. The reserve should be capped at an amount equal to 2 years minor capital budgets.

Unallocated minor capital budget should be allocated to a "reserve". Over-allocated minor capital budget may be funded from the "reserve".

There is another type of capital expenditures characterized as being a part of a "capital program". A capital program may be characterized as annual capital expenditures of *over the threshold, attached as Schedule A*, to be incurred as part of a program occurring over a specific number of years. An example would be a specific set of renovations being undertaken at the Recreation Complex over a period of 5 years. The annual expenditures may be large, as in the case of a road overlay program or may be smaller. This type of capital expenditure should form part of the annual mill rate and be paid from the current taxes.

A capital expenditure, when part of a capital program, should be funded out of current year's taxes.

II. RESERVES

Reserves are accumulated savings which are set aside for specific future purposes. Reserves may be created for various types of capital or operating expenditures. Each reserve when established by the Council should have its criteria defined including its specific purpose, its source of funding and any limitations which are to be placed on transfers to or from the reserve.

Refer to Policy# 11-23, Reserve Policy, for details.

III. DEBT

Debt allows the municipality to acquire capital assets which benefit the community though the funds have not been accumulated. The use of debt to fund capital projects will match the cost with the expected useful life, supporting the "user pay" principle.



Town Of Lamont Policy Manual

Capital Financing Policy
 Policy # 11-24
 Feb 22, 2022

Debt places a commitment on the future to repay. There is a cost of debt reducing the amount of current tax dollars available for current projects. There are limits on the amount of debt which may be extended. Once these limits are reached, the organization will be at risk should unanticipated expenditures be required.

Each capital project, when included in the 5 Year Forecast, will be evaluated to determine the appropriate balance of "pay as you go" and "user pay" in planning its funding

The Municipal Government Act has published the following regulations with respect to debt.

	MGA Guidelines	MGA Maximum	Town 2020	Remaining Amount	Actual
Debt Limit	1.5 times revenue	\$5,324,825	\$1,143,022	\$4,181,803	.32 times rev
Service on Debt Limit	.25 times revenue	\$887,471	\$145,102	\$742,369	.04 times rev

The Municipal Government Act provides upper limits related to debt. A municipality at these limits would be seriously constrained in their financial flexibility.

Debt limit is a measure used to control the maximum amount of debt a municipality is entitled to before Ministerial approval is required to exceed the limit.

Service on Debt Limit provides guidelines on the municipalities' ability to service its current debt.

Adopted by Council:	February 22, 2022	Initials:
Motion Number:		
Supersedes:	11-11 (Renumbered)	



APPENDIX "A" CAPITAL FINANCING POLICY SUMMARY

The purpose of this summary is to bring together all of the specific recommendations of the Capital Financing Policy. The recommendations are included in the main body of the policy and indicated by italics.

➤ **Capital Paid by Current Taxes**

- ❖ Minor Capital Expenditures *which is below threshold* should be paid from current property taxes.
- ❖ There should be an annual budget to fund minor capital this budget to be the 5 year rolling average capital expenditures.
- ❖ Unallocated minor capital budget should be allocated to reserve. Over-allocated minor budget may be funded from the reserve.
- ❖ A capital expenditure, when part of a capital program, should be funded out of current years taxes.

➤ **Debt**

- ❖ Each capital project, when included in the 5 Year Forecast, will be evaluated to determine the appropriate balance of "pay as you go" and "user pay" in planning its funding.
- ❖ The maximum debt limit which the Town will consider depends on the ability to service that debt limit.



Town Of Lamont Policy Manual

Capital Financing Policy
 Policy # 11-24
 Feb 22, 2022

Schedule A

Major Asset Class	Minor Asset Class	Capitalization Threshold
Land		All land will be recorded.
Land improvements		\$10,000
Buildings		\$50,000
Engineer Structures	Roadway System	\$50,000
	Water System	\$50,000
	Wastewater System	\$50,000
	Storm Sewer System	\$50,000
	Sidewalks & Curbs	\$50,000
Machinery & Equipment		\$10,000
Vehicles		\$10,000
Fire Vehicles		\$10,000
Fire Equipment		\$10,000
Playground Equipment		\$10,000
Cultural & Historical		N/A



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

AGENDA ITEM: 4.2

COUNCIL MEETING DATE:
February 22, 2022

ITEM DESCRIPTION OR TITLE

Increasing Reserve and Allocation Funds from Accumulated Surplus to Reserves

RECOMMENDATION

THAT Council approve the administration implementing a \$1 million increase to the reserves at street & road by allocating the funds from the accumulated surplus to the reserve.

BACKGROUND

During the preparation of the Reserve Policy (Policy #11-23), the administration reviewed each reserve account and noted that there is zero balance in the Street & Road Reserve account. Details of the reserve balance are presented below.

<u>GL Account Number</u>	<u>GL Account Code Name</u>	<u>Balance</u>
1-4-0000-710	General	\$322,129
1-4-1200-710	Administration	\$461,127
1-4-2300-710	Fire	\$7,986
1-4-3100-710	P.W.	\$62,073
1-4-3200-710	Street and Road	\$0
1-4-3700-710	Strom Sewer	\$15,000
1-4-4100-710	Water	\$14,000
1-4-4200-710	Sewer	\$77,500
1-4-6600-710	Planning and Subdivision	\$1,420,939
1-4-7200-710	Recreation General	\$52,500
1-4-7202-710	Hall	\$10,000
1-4-7206-710	Arena	\$34,358
1-4-7208-710	Park	\$17,615
1-4-7210-710	Curling Rink	\$10,000
Total		\$2,505,227

Furthermore, as per the 2022 5yr Capital Plan (2022-2026), subject to annual capital budget approval each year, Council approved \$4,596,172 capital budgets for the period from 2022 to 2026 in total. \$3,697,172 was budgeted for infrastructure, which represent 80% of the total approved amount. Administration further reviewed the Town’s accumulated surplus account. The balance of the accumulated surplus before the 2021 year end adjustments is \$2,167,721. As such, the administration recommended Council approval administration to reallocate \$1,000,000 from the accumulated surplus account to the Street and Road Reserve account, leaving \$1,167,721 in the accumulated surplus account for the Town’s future operations.



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

COMMUNICATIONS

N/A

IMPLICATIONS OF DECISION

If approved, the increased reserve level will provide stronger financial support to future capital projects.

FINANCIAL IMPLICATIONS

The Town reserve level will be increased by \$1 million.


POLICY AND/OR LEGISLATIVE REFERENCES

Policy #11-23 Reserve Policy

ATTACHMENTS

Policy #11-23 Reserve Policy

Report Prepared By: Robert Mu, Finance Officer

Approved by CAO: 



Reserves

1. Policy Statement:

- 1.1 A Policy governing the management and administration of reserves and reserve funds.
- 1.2 The purpose of the Policy is to establish guiding principles, primary objectives, key management and administrative responsibilities, and standards of care for reserves and reserve funds managed by the Town.
- 1.3 A Council resolution is required to access any reserve funds.

2. Purpose:

- 2.1 Reserves aid in the stabilization of the municipal tax levy through the prudent transfer and investment of funds over time to prevent large fluctuations in the tax levy.
- 2.2 To reduce the need for debt financing.
- 2.3 To provide for the repair/replacement of machinery, equipment, and vehicles.
- 2.4 To provide for the repair/replacement of facilities.
- 2.5 To provide for the repair/replacement of infrastructure.
- 2.6 To provide for sudden unexpected expenditures.
- 2.7 To provide for new vehicles, machinery, equipment, and infrastructure resulting from new development and growth.

3. Definition:

- 3.1 **"Budget"** means an estimated financial plan of revenue and expenditure for a set period.
- 3.2 **"Town"** means the Corporation of the Town of Lamont.
- 3.3 **"Debt"** means any obligation for the payment of money. For Alberta municipalities, debt would normally consist of debentures as well as either notes or cash from financial institutions but could also include loans from discretionary reserves and reserve funds.
- 3.4 **"Reserve"** means an appropriation from net revenue and/or cost savings at the discretion of Council, after the provision for all known expenditures. It has no reference to any specific asset and does not require the physical segregation of money or assets as in the case of a reserve fund. Municipal Councils may set up reserves for any purpose for which they have the authority to spend money.
- 3.5 **"Reserve Fund"** means the funds that have been set aside either by a bylaw of the municipality or by a requirement of senior government statute or agreement to meet a future event. As a result, reserve funds are either "discretionary" being those set up by Council, or "obligatory" being those set up by virtue of a requirement of senior government statute or agreement. Municipal councils may set up reserve.



4. Reserve Categories:

- 4.1 *Operating Reserve (Stabilization and Contingency Reserve)* – A reserve category capturing the reserves established to provide UnCommitted funds to stabilize the temporary impact of unforeseen, non-recurring, emergent, one-time expenditures or losses of revenue, to ensure service levels, and to smooth future tax impacts.
- 4.2 *Capital Reserves (Projects Reserves)* – A reserve category capturing the reserves that are established to fund capital projects.
- 4.3 *Restricted Reserves* – A reserve category capturing reserve funds where allowable uses are established by an authority other than the Town, fall under legislative requirements, or are restricted by an agreement with an outside third party.
- 4.4 *Developer Levy Reserves* - A reserve category capturing the reserves established to hold developer levies collected through developer agreements to fund new assets/infrastructure required due to the growth of the Town without placing an undue burden on existing Town resources.

5. Procedure:

- 5.1 All reserve transactions shall be approved by Council prior to the transaction occurring.
- 5.2 All reserves must include all fields required in the reserve report. A reserve report contains the following:
 - 1) reserve name;
 - 2) reserve category;
 - 3) overall purpose of the reserve;
 - 4) source(s) of funding;
 - 5) specific use of funds;
 - 6) Optimal Balance formula, if applicable;
 - 7) duration of the reserve; and
 - 8) whether or not the reserve is Interest Bearing.
- 5.3 Reserves shall be funded from either internal or external sources as defined in the reserve report.
- 5.4 As part of the budget process, reserves which have a recommended Optimal Balance shall be assessed in comparison to the UnCommitted balance. If the funding source allows for it, reserves which exceed their recommended Optimal Balance may be reallocated to other reserves. Reserves which are lower than their recommended Optimal Balance shall be considered in the distribution of an annual operating budget surplus.
- 5.5 Interest Bearing reserves, as indicated in the reserve report, are allocated a portion of the Town's annual investment income based on the Town's annual rate of return earned on investments. The interest allocation is calculated annually as follows:
 - a) Interest Allocation = Average Reserve Balance × Return on Investments



If a reserve is deemed Interest Bearing, interest is applied to the respective reserve; otherwise, interest is applied to operations.

The investment of reserve is governed under the Policy #12-12 Investment Policy.

6. Authority and Responsibility to implement:

6.1 It is the responsibility of the Finance Officer to administer compliance with this Policy, and for compliance with Town bylaws, the Municipal Government Act, and other applicable legislation. The Finance Officer is responsible for the administration of the Town's reserves by reviewing and recommending appropriate reserve usage.

6.2 It is the responsibility of department Directors to be in compliance with this Policy. Departments must notify the Financial Services Department when reserve funding for expenditures is required. Departments will need to partner with Financial Services annually to confirm reserve structure and recommended Optimal Balances.



SCHEDULE "A"

RESERVES

(The following reserve accounts are to be established for specific purposes)

Reserve Name:	Operating General Reserve (Act# 1-4-0000-710)
Reserve Category:	Operating Reserve (Stabilization and Contingency Reserve)
Purpose:	A contingency fund for emergent, non-recurring, one-time expenditures or loss of revenues that will not be built into the operating budget in future years. As well, to provide funds to smooth future property tax increases during periods of high inflation, revenue or expense volatility, and to stabilize fluctuations in operating activities.
Source of Funding:	<ol style="list-style-type: none">1) Allocation of the annual operating budget surplus2) If deemed appropriate, annual contributions from operations3) Other sources as approved by Council
Use of Funds:	The funds are not Committed and can be used to protect the Town against any unforeseen operating costs that will cause the Town to incur an operating deficit. Funds will be used for stabilizing unbudgeted impacts as a result of unanticipated events. Examples are losses incurred due increased emergency response costs, unforeseen climactic events, declines in revenues, special projects, or other items that would result in an overall deficit.
Optimal Balance:	Two months operating budget
Duration:	Ongoing
Interest Bearing:	No
Review:	Annual



Reserve Name:	Municipal Infrastructure & Equipment Maintenance and Replacement Reserve
	<ul style="list-style-type: none">• Administration -----(1-4-1200-710)• Fire -----(1-4-2300-710)• Public Work -----(1-4-3100-710)• Storm Sewer -----(1-4-3700-710)• Water -----(1-4-4100-710)• Sewer -----(1-4-4200-710)• Planning & Subdivision -----(1-4-6600-710)• Recreation General -----(1-4-7200-710)• Hall -----(1-4-7202-710)• Arena -----(1-4-7206-710)• Park -----(1-4-7208-710)• Curling Rink -----(1-4-7210-710)
Reserve Category:	Capital Reserves (Projects Reserves)
Purpose:	To provide funding for the lifecycle maintenance and replacement of the Town's infrastructure and equipment
Source of Funding:	<ol style="list-style-type: none">1. Annual contributions from operations.2. If deemed appropriate, allocation of the annual operating budget surplus.3. Other sources as approved by Council
Use of Funds:	Infrastructure lifecycle maintenance and replacement projects including: <ul style="list-style-type: none">• Annual equipment replacement.• Scheduled lifecycle maintenance of municipal facility components
Optimal Balance:	Average of the amount approved 5yr Capital Plan
Duration:	Ongoing
Interest Bearing:	No
Review:	Annual



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 4.3

COUNCIL MEETING DATE:
February 22, 2022

ITEM DESCRIPTION OR TITLE

Lamont Storm Drainage System Registration Update

RECOMMENDATION

THAT Council accept the Lamont Storm Drainage System Registration Update as information.

BACKGROUND

As of 2018, Alberta Environment and Parks has required all municipalities to register their storm drainage systems under the Environmental Protection and Enhancement Act. The registration consists of the following:

- The storm drainage collection system within the Town of Lamont.
- 1 Stormwater Pond.
- 1 Stormwater Outfall into Lamont Creek.

The registration is in effect as of February 4, 2022, for any construction, operation or reclamation of the Town of Lamont storm drainage system as outlined above. Any additional stormwater ponds, facilities, or outfalls will have to be added to the registration.

COMMUNICATIONS

- Notify Operations, and engineering firm.
- Communicate with Alberta Environment on any changes to the storm drainage system.

IMPLICATIONS OF DECISION

- Registration ensures the Town of Lamont is operating the storm drainage system under current Alberta Environment regulations.
- Town of Lamont storm drainage system registration shows Lamont's commitment to environmental protection.

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

Alberta Environmental Protection and Enhancement Act



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

ATTACHMENTS

Alberta Environment and Parks, Cover Letter

Alberta Environment and Parks, Environmental Protections and Enhancements Act Registration

Report Prepared By: Tyler Edworthy Director Operations and Infrastructure

Approved by CAO:

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

February 15, 2022

Town of Lamont
Box 330
Lamont AB T0B 2R0

Attention: Tyler Edworthy

Dear Mr. Edworthy:

**Re: Lamont Storm Drainage System
Application No. 001-473302**

Your application for a registration under the *Environmental Protection and Enhancement Act* (EPEA) has been reviewed and enclosed is Registration No. 473302-00-00.

It is your responsibility to obtain any approvals, permits or licences that are required from other agencies.

All licences, authorizations, registrations and approvals issued by Alberta Environment under the Alberta *Environmental Protection and Enhancement Act* or the *Water Act* should not be taken to mean the proponent (applicant) has complied with federal legislation. Proponents should contact Fisheries and Oceans, Habitat Management, 4253 - 97 Street, Edmonton, Alberta, T6E 5Y7, telephone (780) 495-4220, fax number (780) 495-8606 in relation to the application of federal laws relating to the *Fisheries Act (Canada)* and the Navigable Water Protection Program, Transport Canada, Canada Place, 1100, 9700 Jasper Avenue, Edmonton, Alberta, T5J 4E6, telephone (780) 495-8215, relating to the *Navigable Waters Protection Act*.

If you have any questions, please contact me at [REDACTED] in Edmonton.

Yours truly,

[REDACTED]
Annette Vawter
Application Coordinator

Enclosure

cc: Fengqin Wang - Capital Region – Edmonton

REGISTRATION PROVINCE OF ALBERTA

ENVIRONMENTAL PROTECTION AND ENHANCEMENT ACT R.S.A. 2000, c.E-12, as amended

REGISTRATION NO. 473302-00-00

APPLICATION NO. 001-473302

EFFECTIVE DATE: February 4, 2022

REGISTRATION HOLDER Town of Lamont

Registration is issued for the following activity:

ACTIVITY: Construction, operation or reclamation of a storm drainage system for storm drainage in the Town of Lamont as described in the Appendix.

Designated Director under the Act [Redacted Signature] MOHAMMAD HABIB, P. ENG.

Date Signed February 4, 2022

APPENDIX ATTACHED TO REGISTRATION

The Lamont Storm Drainage System consists of the following:

1. A storm drainage collection system within the Town of Lamont;
2. Stormwater management facilities

NO.	FACILITY NAME	LEGAL LAND DESCRIPTION	FACILITY TYPE
1	STORMWATER POND 1	SE 20-55-19-W4M	WET POND

3. Outfalls

NO.	FACILITY NAME	LEGAL LAND DESCRIPTION	RECEIVING WATERBODY
1	STORMWATER OUTFALL 1	NE 20-55-19-W4M	LAMONT CREEK



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

AGENDA ITEM: 4.4

COUNCIL MEETING DATE:
February 22, 2022

ITEM DESCRIPTION OR TITLE

Proclamation Policy

RECOMMENDATION

THAT Council approve Policy #11-25 Proclamation Policy.

BACKGROUND

The Town of Lamont receives a number of requests for proclamations. This policy will streamline the approval process for proclamations by setting out.

Policies were reviewed and evaluated to ensure the suitability for the Town of Lamont.

COMMUNICATIONS

If approved, the policy will be included within the Town Policy manual.

IMPLICATIONS OF DECISION

If approved, the Policy will streamline the approval process for proclamations.

FINANCIAL IMPLICATIONS

N/A


POLICY AND/OR LEGISLATIVE REFERENCES

MGA Section 5(b)

ATTACHMENTS

Policy #11-25, Proclamation Policy

Report Prepared By: Jackii Ponto, Executive Assistant

Approved by CAO:  RB



Proclamation Policy

Policy Statement

Proclamations are an excellent method of communicating valuable education and information to residents of the Town of Lamont. The Town Council values the opportunity to consider a request for a proclamation.

Procedure

1. Requests for a proclamation must be in writing and received at least seven (7) days prior to the Council Meeting at which the request will go forward if requested by an outside group or entity, or as brought forward to Council by Administration. The request can be sent to the following:

Town of Lamont
5307 – 50 Avenue
PO Box 330
Lamont, AB T0B 2R0
Email: general@lamont.ca

2. All requests must contain draft wording of the proclamation.
3. At least one of the following criteria must be met:
 - a. The sponsoring agency be a charitable organization located or having a presence within the Town of Lamont;
 - b. The cause be one of provincial or national significance;
 - c. The cause be a benefit to the majority of residents;
 - d. The cause is an initiative of the Town of Lamont.
4. Proclamations that meet the established criteria will be presented to Council for consideration.
5. Proclamations that are endorsed by Council shall be prepared for the Mayor’s signature and provided to the source of the proclamation request.
6. The Town of Lamont will not incur any expense for the advertising of any Proclamation, on behalf of any group or organization.

Adopted by Council:		Initials:
Motion Number:		
Supersedes:		



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

AGENDA ITEM: 4.5

COUNCIL MEETING DATE:
February 22, 2022

ITEM DESCRIPTION OR TITLE

Economic Development Week Proclamation

RECOMMENDATION

THAT Council proclaim the week of May 9-13, 2022 as Economic Development Week.

BACKGROUND

For the second year in a row Alberta Municipalities and Rural Municipalities of Alberta are joining EDA to amplify the importance of economic development by inviting you to take part in the 2022 Community Challenge.

Last year, 34 Alberta Communities made the official proclamation, exceeding the goal of 25 communities.

This year the goal is to have 50 Alberta Communities make the official proclamation.

COMMUNICATIONS

Alberta Municipalities and Rural Municipalities of Alberta would be notified of the proclamation.

IMPLICATIONS OF DECISION

N/A

FINANCIAL IMPLICATIONS

N/A


POLICY AND/OR LEGISLATIVE REFERENCES

Policy 11-25, Proclamation, if passed.

ATTACHMENTS

Proclamation request

Report Prepared By: Jackii Ponto, Executive Assistant

Approved by CAO: 

From: Economic Developers Alberta (EDA) <admin@edaalberta.ca>
Sent: Monday, January 24, 2022 10:21:17 AM
To: Linda Sieker <Linda.S@lamont.ca>
Subject: 2022 Economic Development Week - Community Challenge in Alberta



2022 Economic Development Week

May 9 -13, 2022

2022 Community Challenge in Alberta

Dear Linda Sieker,

For the second year in a row; Alberta Municipalities and Rural Municipalities of Alberta are joining EDA to amplify the importance of economic development by inviting you to take part in the 2022 Community Challenge.

You can participate by having your community officially proclaim May 9 - 13 as "Economic Development Week."

Last year, 34 Alberta Communities made the official proclamation, exceeding our goal of 25 communities.

This year, we're upping the ante: **our goal is to have 50 Alberta Communities make the official proclamation!** Let's get it on your community's calendar now.

The pandemic has made economic recovery a top priority. Support this priority by encouraging municipalities, large and small, to formally recognize and celebrate Economic Development Week.

It's easy; here's how:



2022 Economic Development Week Information

1. Customize a sample resolution
2. Have your Council/Mayor officially proclaim the week in your community and sign the resolution.
3. Share the proclamation with local media, and on your social media pages.
4. Don't forget to tag us: Twitter: @edaalberta; LinkedIn: @Economic Developers Alberta (EDA) and Facebook: @EconomicDevelopersofAlberta
4. Email us at admin@edaalberta.ca and it will be added to the EDA website.

Click the button to download the sample resolution, and see the list of 2021 Community Challenge participants.



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

AGENDA ITEM: 4.6

COUNCIL MEETING DATE:
February 22, 2022

ITEM DESCRIPTION OR TITLE

Transfer of Tax Recovery Costs to Tax Rolls

RECOMMENDATION

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

BACKGROUND

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

COMMUNICATIONS

N/A

IMPLICATIONS OF DECISION

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

FINANCIAL IMPLICATIONS

Reimbursement of costs to the Town.

POLICY AND/OR LEGISLATIVE REFERENCES

MGA Section 553 (1)(f)

ATTACHMENTS

Schedule "A"- Transfer of Tax Recovery Costs to Tax Rolls

Report Prepared By: Betty Malica, Tax Clerk

Approved by CAO:



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

AGENDA ITEM: 4.7

COUNCIL MEETING DATE:
February 22, 2022

ITEM DESCRIPTION OR TITLE

Employee Handbook Update

RECOMMENDATION

THAT Council accept the Employee Handbook update as information.

BACKGROUND

Administration made an amendment to the Employee Handbook to clarify when an employee is entitled to use sick time.

The amendment allows the use of three (3) days of sick leave per calendar year, to care for an ill or injured spouse, child, dependent family member, or parent, including accompanying that individual to a medical, dental, or eye appointment.

COMMUNICATIONS

Administration will distribute the amended Employee Handbook to employees.

IMPLICATIONS OF DECISION

Promoting work-life balance is critical to employee retention and attracting talent.

FINANCIAL IMPLICATIONS

There are no financial implications as no increase was made to the number of sick days accrued per year.

POLICY AND/OR LEGISLATIVE REFERENCES


MGA Section 207

Strategic Plan 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.

ATTACHMENTS

Employee Handbook update; page 45 of 68

Report Prepared By: Dawn Nielsen, Deputy CAO

Approved by CAO: 

Religious Holidays: Employees who wish to observe religious holidays other than those identified herein, may use their Sick Days (see below) or take this time off as an unpaid leave or vacation.

Personal Leave of Absence

In certain circumstances, a leave of absence may be granted, without pay, for a specified period. All leaves of absence are to be requested in writing to the CAO stating the period of leave required and the reason for the leave. Requests for leave of absence will be considered on an individual basis and in light of circumstances prevailing at the time. Factors taken into consideration may include availability of suitable replacement staff, time of year, length of service, etc.

Leaves of absence will not normally be granted in circumstances where an employee can utilize vacation entitlement.

For the portion of the unpaid leave which extends past one (1) month the employee will be responsible for paying one hundred percent (100%) of the benefit premiums and pension contribution by the Town ceases.

Sick Days

The purpose of this policy is to offer a plan for income security in the event that an employee's ability to work is affected by personal illness, injury or disability or illness, injury or disability of a spouse or dependent child.

Regular Full-Time employees will accrue sick leave days at a rate of 1.5 days per month. Probationary, Regular Part-Time, Seasonal and Casual employees will not earn paid sick leave.

Regular Full-Time employees are entitled to use up to three (3) days of sick leave per calendar year, to care for an ill or injured spouse, child, dependent family member, or parent, including accompanying that individual to a medical, dental, or eye appointment.

Sick days will accrue during annual vacation and during the first month of an unpaid leave of absence. During an unpaid sick leave, sick days will not accrue beyond one (1) month of the leave. Vacation entitlement (pay and time) does not accrue during an unpaid sick leave; however, in no case will you receive less than your minimum statutory entitlement to unpaid vacation time.

Wages for sick leave days will be equal to the employee's average regular daily wage.

Subject to the Absenteeism and Tardiness policy, a physician's note verifying the illness may be requested for any sick leave and will be required after three (3) days of sick leave. Medical verification may be required if illness persists (please see our Medical Leave of Absence policy for further information).

Sick days will accrue up to a maximum of one hundred and twenty (120) calendar days.

The purpose of sick days are to ensure an employee does not suffer an unnecessary interruption in earnings during both occasional and long-term absences related to illness, injury, or disability, up to the date upon which an employee may qualify for long-term disability benefits.

An employee will be able to use a maximum of one hundred and twenty (120) calendar days of sick time consecutively. This time period corresponds with an employee's eligibility to apply for



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

AGENDA ITEM: 4.8

COUNCIL MEETING DATE:
February 22, 2022

ITEM DESCRIPTION OR TITLE
Pitch In Week 2022 Update

RECOMMENDATION

THAT Council accept the Pitch In Week 2022 update as information.

BACKGROUND

Administration has registered the Town of Lamont with Pitch-In Canada. The weeklong campaign runs from April 17 to 23, where volunteers take part in locally organized clean ups to support clean and litter free communities.

The Town will supply garbage bags, gloves, masks, and hand sanitizer to aid residents in their pitch-in efforts. Operations staff will pick up and dispose of the waste collected during the clean-up campaign period.

COMMUNICATIONS

Administration will share Pitch-In Canada media posts to encourage residents to participate. Updates will be shared to advise residents on areas that have been cleaned, and which areas need attention to avoid duplication.

IMPLICATIONS OF DECISION

Pitch-In Week is designed to encourage pride in the community.

FINANCIAL IMPLICATIONS

The financial implications are minimal as the supplies are obtained from Pitch-In Canada and from existing inventory.

POLICY AND/OR LEGISLATIVE REFERENCES

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



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

ATTACHMENTS

Pitch-In Tips for a successful campaign.

Report Prepared By: Dawn Nielsen, Deputy CAO

Approved by CAO:

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



TIPS FOR A SUCCESSFUL CAMPAIGN

PITCH-IN CANADA's programs are volunteer driven....that's what makes them so successful in your community. **However, PITCH-IN CANADA as well as our volunteer programs need support from local government.**

Has your Community become a Patron of PITCH-IN CANADA? Why not join now? [Click here](#)

There are several other ways you can provide direct assistance:

1.	<p>Community-wide Coordination Getting community groups to "link-up" to work towards a common goal - a cleaner environment - requires a community-wide perspective and a basic infrastructure to put groups in touch with each other. That's where local government can help.</p> <p>Offer Coordinating Services for your community's PITCH-IN Program: whether that involves participating in a short-term program such as the PITCH-IN CANADA WEEK Program or implementing a long-term educational program to reduce waste management costs and promote CIVIC PRIDE.</p> <p>As part of the community-wide campaign, provide schools and other groups with educational/motivational materials to promote the clean-up campaign and to encourage long-term behavioral change. It's difficult for one community to produce these materials and that's why they are available from PITCH-IN CANADA.</p>
2.	<p>Disposal of Waste Help volunteers dispose of waste collected during a clean-up of your community. Whether your community handles its own waste collection or contracts out, ask the sanitation workers to pitch-in on their time off or include it in their weekly workload. Unions have been great supporters of PITCH-IN CANADA WEEK as it provides an opportunity to work with the community, and the efforts of the volunteers allows their members to get on with other tasks.</p> <p>If your community contracts out then contact the contractor. Often they are happy to provide extra dumpsters for major clean-ups...and pick them up ...at no cost.</p>
3.	<p>Free Landfill Privileges Most waste collected by volunteers during PITCH-IN WEEK and other clean-up activities is disposed in household / business / school garbage.</p> <p>However, in major clean-ups of ravines, illegal dump sites and similar areas, metal parts, tires, appliances and large volumes of waste are collected which may require special disposal.</p> <p>Local governments can offer assistance such as free landfill privileges for groups undertaking major clean-ups.</p>
4.	<p>Offer Free Garbage Bags Provide volunteers with free garbage bags. In some areas these bags are available free from PITCH-IN CANADA where the campaign receives local sponsor support or <u>where the local community is a Patron of PITCH-IN CANADA</u>. Volunteers like using them to be part of the provincial/national/international campaign to help clean up the world. Supply every participating group with a few imprinted bags and supplement them with less-expensive bags. For information about imprinted PITCH-IN Garbage Bags click here.</p>

<p>5.</p>	<p>Provide Recognition Volunteers like being thanked and recognized for a job well done. It encourages their commitment to keeping the community clean and to staying involved.</p> <p>PITCH-IN CANADA has, in cooperation with Scouts Canada and several other voluntary groups, developed various recognition items. In addition, if you register your project, you can also download a free computer file containing the official Certificate of Participation for reproducing/photocopying/personalizing.</p>
<p>6.</p>	<p>Involve local Politicians, the Media and Volunteer Leaders in a KICK-OFF to your PITCH-IN Campaign Getting your community's campaign off to a well-publicized start is important. Involving political leaders helps volunteers realize the importance of their contribution and also helps politicians appreciate the value of volunteerism in your community's PITCH-IN Campaign.</p> <p>For details on The Fastest Broom Contest to assist you with a local kick-off and to help generate media involvement in, and attention to, your Program access our Resource Centre.</p>
<p>7.</p>	<p><u>Consider adopting a long-term solution to the waste management problems plaguing your community</u> PITCH-IN CANADA WEEK is only a short-term solution to a much larger, on-going problem. A sustained, long-term, program is required to change attitudes and behaviour by individuals, businesses and the community at large, and to reduce waste management costs.</p> <p>For further information about a long-term program, review the information about The Civic Pride Program for Local Communities access our Resource Centre.</p>
<p>8.</p>	<p>Participate in The National Civic Pride Recognition Program Your community can attain bronze, silver or gold level recognition - depending on your achievements in keeping your community clean and beautiful.</p> <p>For further information about The National Civic Pride Recognition Program for Local Communities go to www.pitch-in.ca/programs</p>
<p>9.</p>	<p>Become a Patron of PITCH-IN CANADA If you appreciate the information and service we provide then become a Patron of PITCH-IN CANADA. We are a national, non-profit, charitable organization. We rely on support from communities to continue.</p> <p>It's easy to delay your support....but please don't....we need your donation, whatever the amount.</p> <p>For information about the benefits of becoming a Patron, go to www.pitch-in.ca/patron</p>



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

AGENDA ITEM: 4.9

COUNCIL MEETING DATE:
February 22, 2022

ITEM DESCRIPTION OR TITLE

Committee Member Appointment – Economic Development

RECOMMENDATION

THAT Council appoint Tamara Dabels, Fort Saskatchewan and District Chamber of Commerce, to the Economic Development Board for a two-year term expiring December 31, 2023.

BACKGROUND

As per the Council Committee Bylaw 08/19, appointments for any vacancies on committees require Council approval.

Appointment of a Fort Saskatchewan and District Chamber of Commerce representative to the Economic Development Board will assist in strengthening the Town’s economic development and diversification efforts.

COMMUNICATIONS

The Committee and the applicant will be advised of the appointment made by Council.

IMPLICATIONS OF DECISION

Enhances economic development and diversification efforts.

FINANCIAL IMPLICATIONS

N/A


POLICY AND/OR LEGISLATIVE REFERENCES

Municipal Government Act, RSA 2000 c.M-26, as amended Section 145
Bylaw 08-19, Council Committee

ATTACHMENTS

Economic Development Board - Terms of Reference

Report Prepared By: Rick Bastow, CAO

Approved by CAO: 

Economic Development Board

Terms of Reference

1. PURPOSE

1.1 Serves as an advisory body to Council and Administration on policies, potential actions or advice related to the strategic goals and objectives that support economic development initiatives.

2. LEGISLATIVE AUTHORITY

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

2.2 Bylaw 08-19, Council Committee

3. DUTIES & RESPONSIBILITIES

The Committee has the authority to:

3.1 Establish the dates for each Board meeting;

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

3.3 Review and provide recommendations to Council on economic development policies;

3.4 Recommend and participate in the development of programs that align with the strategic outcomes and goals established by the Board and approved by Council; and

3.5 Review the Town of Lamont Strategic Plans on an annual basis and recommend policies that support economic development initiatives for Council's consideration.

4. ROLES

4.1 Councillors appointed to the Economic Development Board shall be responsible to keep Council informed as to the Board activities.

4.2 Board members shall only speak on behalf of the Economic Development Board when formally given such authority by Council or the Board for a specific defined purpose. In such instances, the Chair, or in their absence, Vice Chair will be the key spokesperson.

5. MEMBERSHIP

5.1 Up to five (5) public members from various backgrounds related to economic development - diversity is encouraged.

5.2 Up to two (2) Town of Lamont Council members.

6. TERM OF MEMBERSHIP

6.1 Public members are appointed on a two (2) year term (calendar rotation by resolution of Council.)

6.2 Public members shall not serve more than three (3) consecutive terms unless no other applications are received.

6.3 Council members are appointed annually at the Organizational meeting.

6.4 Council may request resignation of any Board Member at any time prior to the expiry of the member's term of office, and any member of the Board may resign at any time upon sending notice to the Chief Administrative Officer (CAO).

6.5 The municipal representative shall not be a member of the Board and may not vote on any matter; this includes any staff attending the meeting.

Approved by Council: October 8, 2019

6.6 Any member of the Economic Development Board who is absent from two (2) consecutive meetings of the Board shall forfeit his or her office, unless there is a resolution of the Board accepting a valid reason for their absence.

7. BOARD CHAIR

- 7.1 At the first meeting each year, the Board shall elect a Chair and Vice-Chair from among its voting members.
- 7.2 The Chair shall hold office for the remainder of the calendar year from the date of appointment.
- 7.3 The Chair shall preside over all meetings of the Board 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 Board shall hold meetings four (4) times per year or as determined by the Economic Development Board; Ad Hoc meetings as required will be at the call of the Chair, or in the absence of the Chairperson, at the call of the Vice-Chair.

9. GOVERNANCE

- 9.1 A majority of the voting members shall constitute a quorum at a Board meeting.
- 9.2 All voting members of the Board, including the Chair, shall be required to vote on any motion before the Board and, in the event of a tie, the motion shall be lost.
- 9.3 The Chair or Vice-Chair will report annually to Council, regarding economic development initiatives and activities related to the Board; but may otherwise determine that additional reporting is necessary.

10. ADMINISTRATIVE RESPONSIBILITY

- 10.1 Coordination of Board 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.

Approved by Council: October 8, 2019



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: February 22, 2022

ELECTED OFFICIAL: Kirk Perrin

REPORT PERIOD: February 9th, 2022 to February 16, 2022

Boards and Committees:

Town of Lamont Business:

- **Canadian Birkebeiner Festival - February 12, 2022 - brought greetings on behalf on the Town and Council**

Professional Development (Workshops & Conferences):

- **N/A**

Lamont Functions and Events:

- **N/A**



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: February 22, 2022

ELECTED OFFICIAL: Jody Foulds

REPORT PERIOD: February 4, 2022 to February 15, 2022

Boards and Committees:

- N/A

Town of Lamont Business:

- GOA Business Round Table Covid Update & Measures
Minister Schweitzer on February 9, 2022
- Fort Sask Chamber Round Table Medical/Healthcare February 10, 2022

Professional Development (Workshops & Conferences):

- N/A

Lamont Functions and Events:

- N/A



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: FEB. 22, 2022

ELECTED OFFICIAL: Al Harvey

REPORT PERIOD: FEB. 3 to 10

Boards and Committees:

- Feb. 3 Chamber of Commerce – Solicitor General RCMP vs APP
- Feb. 10 Chamber of Commerce – Physician Recruitment
- Feb. 10 Batiuk Commission Meeting

Items for Council Discussion:

(Requires Input from Council to Take Back to Boards and Committees)

Perhaps during our strategic planning, a better understanding of our preferred direction and understanding of economic development locally can be established so that local emphasis can be more greatly expounded on.

Town of Lamont Business:

- N/A

Professional Development (Workshops & Conferences):

- N/A

Lamont Functions and Events:

- N/A



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: February 22, 2022

ELECTED OFFICIAL: Linda Sieker

REPORT PERIOD, February 4, 2022– February 18,2022

Boards and Committees:

- February 17, Emerging Trends, Municipal Law – all day

Town of Lamont Business:

- N/A

Professional Development (Workshops & Conferences):

- N/A

Lamont Functions and Events:

- N/A

CAO REPORT

FOR THE PERIOD ENDING FEB 16, 2022

HIGHLIGHTS:

February 3, 2022

- Weekly Operations and Infrastructure meeting.
- Weekly Deputy CAO meeting.
- Fort Saskatchewan & District Chamber of Commerce roundtable.

February 7, 2022

- Economic development meeting.

February 8, 2022

- COVID-19/facility rentals review.
- Safety Meeting.
- Weekly Deputy CAO meeting.
- Weekly finance meeting.

February 9, 2022

- Annual audit preparedness review.
- Weekly Operations and Infrastructure meeting.

February 10, 2022

- Fort Saskatchewan & District Chamber of Commerce roundtable.
- Benefits program review.
- Development officer meeting.

February 11, 2022

- Meeting with Babas & Borshch Ukrainian Festival organizer.

February 14, 2022

- CAO - RMCP discussion.
- Economic development meeting.

February 15, 2022

- Weekly Deputy CAO meeting.
- Weekly finance meeting.
- Annual audit.

February 16, 2022

- Economic development meeting.

MEETINGS/EVENTS & PROFESSIONAL DEVELOPMENT:

- N/A

OPERATIONS & INFRASTRUCTURE REPORT

FOR THE PERIOD ENDING February 22, 2022

HIGHLIGHTS

Facilities

- The restriction exemption program was lifted for facility use; administration has been working with users through the transition to ensure other Alberta Health restrictions are followed.

Transportation Maintenance

- Investigated several residential sidewalk concerns and discussed issues with residents. Further investigation will take place in the spring and they will be added to the repair list for prioritization.
- The Rock Chip Pilot Project has been initiated and well received by residents.

Projects & Requests:

- Attended 2 meetings with McEwan University, in the development of a Lamont Creek Watershed Policy.
- Trail Lighting Project- Locates have been submitted line construction has begun.
- Sanitary Trunk Line Project- Trunk Line cleaning, inspection and prep work was completed February 15, 2022. Review of the inspection work will take place over the next 2 weeks and relining will begin first week of March (weather permitting).
- 2022 capital Infrastructure project- Tender was posted February 8, 2022, and an addendum was posted February 16, 2022, stemming from several inquiries, and clarifying questions over the last 2 weeks.

CLOSED SESSION NOTICE

February 22, 2022

Site Selection Response - Economic Development (*Advice from Officials*)

- *FOIP Section 24 – Advice from Officials.*