

Council Package

May 12, 2020





**AGENDA
TOWN OF LAMONT
REGULAR MEETING OF COUNCIL
MAY 12, 2020 – 7:00 p.m.**

ZOOM Meeting

**Called Under Authority of Section 194(3) of the Municipal Government Act and in accordance with Ministerial Order MSD: 022/20, this meeting will be held entirely via electronic means via Zoom. No physical place for a public gallery will be provided.*

1. CALL TO ORDER AND RELATED BUSINESS

1.1. CALL TO ORDER

1.2. ADOPTION OF AGENDA

1.3. DECLARATION OF PECUNIARY INTEREST

1.4. ADOPTION OF MINUTES

1.4.1. Council Minutes – April 28, 2020

1.4.2. Lamont Health Care Centre Board Meeting Minutes – April 23, 2020

2. CLOSED SESSION

3. DELEGATIONS

3.1. MOTION FOR ACCEPTANCE OF DELEGATION

3.1.1. Sunshine Liquor Store, Mark Lee, Request for Tax Reduction

4. CORRESPONDENCE

4.1. AUMA Letter to Members Regarding Access to Health Care

5. NEW BUSINESS

5.1. Intermunicipal Development Plan Bylaw 03-20, (2nd and 3rd reading)

5.2. Utility Write-Offs

5.3. Policy Updates

5.3.1. Sick Leave Policy

5.3.2. Open Door Policy

5.3.3. Policies to Rescind

6. REPORTS

6.1. Mayor and Council Reports

6.1.1. Mayor Skinner Report

6.1.2. Councillor Perrin Report

6.2. CAO Report (to be distributed at meeting)

6.3. Director of Operations and Infrastructure Report (to be distributed at meeting)

6.4. Financial Report

6.5. Planning & Development Report

6.6. Fire Chief's Report

7. NOTICES OF MOTION

8. ADJOURNMENT



5307 – 50 Avenue
Lamont, AB T0B 2R0

**Town of Lamont
April 28, 2020
Regular Meeting of Council**

HELD BY ZOOM MEETINGS

| | | |
|-----------------|---------------------|---|
| PRESENT: | Bill Skinner | Mayor |
| | Jody Foulds | Councillor |
| | Kirk Perrin | Councillor |
| | Al Harvey | Councillor |
| | David Taylor | Councillor |
| | Perry Koroluk | Councillor |
| | Christine Beveridge | Chief Administrative Officer |
| | Neil Renneberg | Director of Operations & Infrastructure |
| | Robert Mu | Finance Officer |
| | Dreena Guptill | Recording Secretary |

CALL TO ORDER AND RELATED BUSINESS

Call to Order: Mayor Skinner: called the meeting to order at 7:02 p.m.

Adoption of Agenda

Addition of item 6.2. CAO Report – Verbal Update

MOTION: 101/20 Councillor Harvey: That the Council Agenda be accepted as amended.

CARRIED

Declaration of Pecuniary Interest: None.

Adoption of Minutes:

a) Council Meeting Minutes – March 10, 2020

MOTION: 102/20 Councillor Perrin: That the Minutes of the March 10, 2020 Council Meeting be accepted as presented.

CARRIED

b) Council Meeting Minutes- April 14, 2020

MOTION: 103/20 Councillor Foulds: That the Minutes of the April 14, 2020 Council Meeting be accepted as presented.

CARRIED

c) Parks and Recreation Committee Meeting Minutes – March 2, 2020

MOTION: 104/20 Councillor Taylor: That the Minutes of the Parks and Recreation Committee held April 9, 2020 be accepted as presented.

CARRIED

DELEGATIONS: none

CORRESPONDENCE

- Letter and Ministerial Orders from Minister of Municipal Affairs

MOTION: 105/20 Councillor Perrin: That Council accept the correspondence as information.

CARRIED

NEW BUSINESS

2020 Capital Works – Tender Results

MOTION: 106/20 Councillor Taylor: That Council authorize Administration to award Kantrax Contractors Ltd., in accordance with the tender document, for the 2020 Capital Works project.

CARRIED

Economic Stimulus Funding

MOTION: 107/20 Councillor Harvey: That Council direct Administration to prepare a letter to the Minister of Municipal Affairs outlining the projects that are shovel ready for the Town of Lamont and prioritized by Council.

CARRIED

Tax Reduction Request: Heartcreek Estates

MOTION: 108/20 Councillor Perrin: That Council require the adherence to Bylaw 03/19 which states that the minimum amount payable for general municipal purposes as property taxes shall be \$500.00 per property; which would result in taxes owing of \$16,000.

CARRIED

Tax Rate Bylaw 05/20

MOTION: 109/20 Councillor Foulds: That Council give first reading to Bylaw 05/20, Taxation.

CARRIED

MOTION: 110/20 Councillor Taylor: That Council give second reading to Bylaw 05/20, Taxation.

CARRIED

MOTION: 111/20 Councillor Perrin: That Council give unanimous consent to proceed to third reading of Bylaw 05/20, Taxation.

CARRIED UNANIMOUSLY

MOTION: 112/20 Councillor Perrin: That Council give third reading to Bylaw 05/20, Taxation.

CARRIED

TAX PENALTY BYLAW 06/20 & TAX INSTALLMENT PAYMENT PLAN BYLAW 07/20

MOTION: 113/20 Councillor Harvey: That Council give first reading to Bylaw 06/20, Tax Penalty Bylaw.

CARRIED

MOTION: 114/20 Councillor Taylor: That Council give second reading to Bylaw 06/20, Tax Penalty Bylaw.

CARRIED

MOTION: 115/20 Councillor Perrin: That Council give unanimous consent to proceed to third reading of Bylaw 06/20, Tax Penalty Bylaw.

CARRIED UNANIMOUSLY

MOTION: 116/20 Councillor Perrin: That Council give third reading to Bylaw 06/20, Tax Penalty Bylaw.

CARRIED

MOTION: 117/20 Councillor Taylor: That Council give first reading to Bylaw 07/20, Tax Installment Payment Plan Bylaw.

CARRIED

MOTION: 118/20 Councillor Harvey: That Council give second reading to Bylaw 07/20, Tax Installment Payment Plan Bylaw.

CARRIED

MOTION: 119/20 Councillor Foulds: That Council give unanimous consent to proceed to third reading of Bylaw 07/20, Tax Installment Payment Plan Bylaw.

CARRIED UNANIMOUSLY

MOTION: 120/20 Councillor Perrin: That Council give third reading to Bylaw 07/20, Tax Installment Payment Plan Bylaw.

CARRIED

REPORTS

Council Reports:

| | |
|--------------------------|---|
| Mayor Skinner | Written Report attached. |
| Councillor Foulds | Nothing to report. |
| Councillor Perrin | Attended the St. Michaels Regional Solid Waste Commission meeting on April 23, 2020. Requisition is up less than \$1000 from last year and within budgeted amount. St. Michael will be going back to regular operating hours, which means no evening hours during the summer. |

- Councillor Harvey** Attended the Library Board Meeting, a subcommittee will be forming to address the changes to operations indicated in the letter from Elk Island Public Schools.
- Councillor Koroluk** Nothing to report.
- Councillor Taylor** Nothing to report, attended Special Council Meetings.

Staff Reports:

- **CAO's Report (Verbal Update)**
 - Update on scope of operations. We are currently shifting to new seasonal activities. Street sweeping will commence next week, and we are keeping an eye on the changes in weather this season.
 - We are presently up to full staff levels.
 - New arrangement has been made with GFL to allow for residents to have a 6" grace for lids. Additionally, residents who have need of an extra cart can make a request to the Town office. Extra carts are being offered for a \$25.00 delivery charge and monthly fee of \$12.00/month.
 - We will continue to monitor waste collection and work with GFL.
 - The Compost Yard will be open Saturday, May 2, 2020. Additionally, new signage will be in place to assist residents in understanding the new guidelines for disposing of their compost. Staff have been provided new protocols to work at the site.
 - Garage sale information has been a challenging topic. There has been no set direction from the Province, however lots of discussion resulting in many Municipalities choosing to put a hold on Garage sales, yard sales and similar as these events would fall under small business rules, and strict sanitization guidelines and distancing requirements. It is in our community's best interest to prohibit garage sales, yard sales and auctions.

MOTION: 121/20 Councillor Taylor: That Council receive all reports as information.

CARRIED

NOTICES OF MOTION - none.

ADJOURNMENT: Mayor Skinner adjourned the meeting at 8:07 p.m.

Mayor

Chief Administrative Officer

LAMONT HEALTH CARE CENTRE

Summary Minutes of the Regular Board Meeting Date: Thursday, April 23rd, 2020



1.0 Call to Order

The regular meeting of the Board of Management of Lamont Health Care Centre was being held via Teleconference due to the declared COVID-19 Pandemic.

The meeting was called to order by Chairman Kent Harrold at 9:01 a.m. Nine (9) persons dialed in to the Teleconference.

2.0 Prayer/Reflection

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

3.0 Approval of Agenda & Minutes

The proposed agenda and minutes of the last meeting (February 27th, 2020) were reviewed and approved as addended and corrected.

It was noted that the regular meeting of the Board that was scheduled to be held on March 26th, 2020 was cancelled due to the declaration of the COVID-19 Pandemic.

4.0 Highlights of the meeting discussion included:

i. Update re: 'Faithful Footprints' Grant

Completion of an application for the Grant is on-going. The Grant has been placed on hold due to COVID.

ii. Update re: Recruitment of a New Physician

Two Physicians have been interviewed. One Physician expressed a strong interest in setting up a practice in Lamont.

iii. COVID

Members discussed the following highlights of a COVID Update:

- 3 Phases
- Screening Process
- Use of only one entrance into LHCC
- LTC and Lodge Lockdowns
- Semi Lockdown of MYM (only 1 essential visitor allowed)
- Safe Distancing Protocol
- Departmental Protocols.

4.0 **Highlights** – continued ..

iv. **Presentation of Reports**

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

These reports discussion of the following highlights:

- 'Connect Care' Renovations suspended due to COVID 19
- HR Issues
- Scholarship Applications
- Renewal of Health Unit Lease
- LCHF Issues.

The Board unanimously expressed its sincerest appreciation to all the Staff of LHCC for their work efforts during this difficult time.

5.0 **Next Meeting**

The next Board meeting will be held on Thursday, May 28th, 2020, commencing at 8:30 a.m.

6.0 **Adjournment**

There being no other business, the meeting was adjourned at 12:17 p.m.

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

/ds



REQUEST FORM

Delegation/Public Presentation to Town of Lamont Council

Please complete both pages of the request form and submit it to the Chief Administrative Officer. You will be contacted at the receipt of your request to schedule a date and time for your presentation, as well as to address any additional concerns, questions and accommodations you may have or require.

PART A: COLLECTION OF INFORMATION

| CONTACT INFORMATION | |
|-------------------------------|-------------------------|
| Name: | Mark Lee |
| Organization (If Applicable): | Sunshine Liquor Store |
| Address: | 5114 50 ave. Lamont, AB |
| Primary Phone: | Secondary Phone: |
| Email: | |

Severed as per Section 17 of the FOIP Act

| PURPOSE & NATURE OF YOUR REQUEST |
|---|
| Please provide details of your request: I am requesting to reduce my business property tax to 75% lower permanently. Due to the Covid-19 situation and my business having three consecutive break ins, these factors are heavily impacting the business financially. With the consecutive break ins, the business can no longer be protected by insurance. This means that if another incident occurs whether if be theft, break in, robbery, etc. the payments will have to be directly paid from my funds. Due to these circumstances, my business cannot properly operate under these conditions. <small>(If more space is required, please attach additional information)</small> |
| Will your presentation include any visual aids (ie; PowerPoint Presentation)? If so, please specify. N/A |

Severed as per Section 17 of the FOIP Act

Signature: _____ Date: May 6, 2020

The personal information collected will be used to process your request for a Public Presentation to Town of Lamont Council and is collected under the authority of the *Freedom of Information and Protection of Privacy Act*. Your information will form part of a file available to the public. If you have questions about the collection and use of this information, please contact the Town of Lamont CAO at 5307-50 Ave, Lamont, AB T0B 2R0 (780) 895-2010.

PART B: DELEGATION/PUBLIC PRESENTATION PROCEDURE

Please read the following specifications carefully and initial to acknowledge that you have read and understand them. They are instructions regarding Council procedure and expectations that will assist you with your Request and Presentation. Further information is available within the Town of Lamont Meeting Procedure Bylaw 12/13 .

| | |
|---|---------------------|
| Delegations must submit topic and material to the office of the CAO by 12:00 noon of the Thursday prior to the Town Council meeting. | Initials <u>M.L</u> |
| A motion of council must be made allowing the delegation to make a presentation at a Council meeting. If a motion is not made or is lost then the delegation is unable to present. | Initials <u>M.L</u> |
| Verbal presentations including question and answer shall be limited to ten (10) minutes in length unless there is consent prior to establishment of the Agenda or by Council at a Regular Meeting to extend the time for a presentation. | Initials <u>M.L</u> |
| Debate concerning matters raised during public presentations shall take place at the discretion of Council. | Initials <u>M.L</u> |
| Council and Committee Meetings are public in nature and it is understood that an individual writing or submitting items to a Councillor or to Administration of the Town of Lamont has a reasonable expectation that their correspondence/presentations, which may include personal information (ie: name) or business information could be disclosed at a public Council Meeting and/or Committee Meeting and as part of the Council Agenda Package on the Town of Lamont Website. | Initials <u>M.L</u> |

MAIL OR HAND DELIVERY

Attn: Chief Administrative Officer
Town of Lamont
5307-50 Avenue
Box 330
Lamont, AB T0B 2R0

PHONE

780.895.2010

EMAIL

general@lamont.ca

FAX

780.780.895.2595

The personal information collected will be used to process your request for a Public Presentation to Town of Lamont Council and is collected under the authority of the *Freedom of Information and Protection of Privacy Act*. Your information will form part of a file available to the public. If you have questions about the collection and use of this information, please contact the Town of Lamont CAO at 5307-50 Ave, Lamont, AB T0B 2R0 (780) 895-2010.



April 29, 2020

Dear Mayors, Councillors and CAOs:

I am writing to acknowledge that in recent months AUMA has received several concerns from members related to physician funding changes and the resulting impacts on access to health care, particularly in smaller communities. This includes formal requests for action from municipalities such as the Town of Pincher Creek and Lac La Biche County, as well as numerous emails and phone calls from others.

[On April 24, 2020, the Minister of Health announced](#) further changes to physician funding that are intended to protect access to health care in rural and remote communities in Alberta. One of the initiatives referred to in the Minister's announcement is the formation of a working group by the Provincial Primary Care Network Committee which will provide recommendations on how to improve primary care in rural communities. In order to ensure that the perspectives of municipalities are shared within this working group, I have requested that a representative from AUMA be included amongst the members of the group.

Access to appropriate medical care in all communities is critical. Recognizing this, AUMA is also connecting directly with both the Alberta Medical Association (AMA) and Alberta Health to gain additional insight into this issue. The insight acquired during discussions with AMA and the province will allow AUMA to build a more impactful advocacy strategy to support equitable access to health care for all Albertans.

Additionally, AUMA is sending a letter to the Minister of Health to request a meeting to discuss member concerns and the funding decisions made by the province to-date, and to ask him to ensure that municipalities have an ongoing voice in the work being done to achieve equitable access to health care for all Albertans in all communities.

If you would like to discuss this matter with me directly, please feel free to contact me by email at president@auma.ca or my cell phone at (403) 363-9224.

Sincerely,

A handwritten signature in black ink, appearing to read 'Barry Morishita'.

Barry Morishita
AUMA President



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

AGENDA ITEM:

**COUNCIL MEETING DATE:
May 12, 2020**

ITEM DESCRIPTION OR TITLE

Intermunicipal Development Plan Bylaw 03/20

RECOMMENDATION

1. That Council give second reading to Bylaw 03/20.
2. That Council give third reading to Bylaw 03/20.

BACKGROUND

The Town of Lamont and Lamont County have been working together to draft the legislatively required Intermunicipal Development Plan (IDP) with Municipal Planning Services since June 2019. A Committee was created, and each municipality appointed elected officials to the Committee. The CAOs of both municipalities were also involved to support the Committee. A joint public open house was held on August 28, 2019 at the Lamont Recreation Centre, involving all the urban municipalities in the Lamont County region. Municipal Planning Services compiled a “What We Heard Report” that Council reviewed and provided comments on November 12, 2019, which provided the direction necessary to prepare the IDP for first reading.

Municipal Planning Services presented the initial report and provided first reading to Bylaw 03/20, during the February 25, 2020 regular Council meeting.

Following that a Public hearing was held on March 10, 2020. There were no submissions received during the required statutory public hearing. Councillor Taylor and Councillor Foulds were absent during the public hearing, therefore they are unable to vote as per section 184 of the MGA.

It is noted that with COVID-19, the requirement to complete this legislatively required plan has been extended to April 1st 2021.

Municipal Planning Services will be present during this meeting to provide a summary of the plan.

COMMUNICATIONS

If approved, Lamont County would be advised that the Town has completed the process and approved the IDP. Municipal Affairs would also be informed.



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

IMPLICATIONS OF DECISION

The IDP provides guidance to development considerations for future planning of the land adjacent to the Town Boundary.

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

Municipal Government Act, Section 631

ATTACHMENTS

Bylaw 03/20, Intermunicipal Development Plan
Municipal Planning Services Report

Report Prepared By: Christine Beveridge, CAO

Approved by CAO:

A handwritten signature in black ink, appearing to be 'C. Beveridge', is written over a horizontal line.



Town of Lamont

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

BYLAW 03/20

**BEING A BYLAW OF THE TOWN OF LAMONT FOR THE PURPOSE OF
ADOPTING AN INTERMUNICIPAL DEVELOPMENT PLAN FOR THE TOWN OF
LAMONT AND LAMONT COUNTY.**

WHEREAS the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, ("the Act") requires municipalities to adopt an Intermunicipal Development Plan; and

WHEREAS an Intermunicipal Development Plan has been prepared for the Town of Lamont and Lamont County based on public input, studies of land use, development, and other relevant data; and

AND WHEREAS, the foresaid Intermunicipal Development Plan describes the way in which the future development within the Plan Area may be carried out in an orderly and economic manner; and

THEREFORE, the Council of the Town of Lamont in the Province of Alberta, duly assembled, and pursuant to the authority conferred on it by the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, enacts as follows:

1. This Bylaw may be cited as "Town of Lamont & Lamont County Intermunicipal Development Plan".
2. The Town of Lamont & Lamont County Intermunicipal Development Plan is attached hereto as Schedule "A" to this Bylaw is hereby adopted.
3. This Bylaw may be amended by Bylaw in accordance with the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended.

Handwritten initials in black ink, appearing to be "H" and "C", written over a horizontal line.



Town of Lamont

EFFECTIVE DATE

- 4. That this Bylaw shall come into force and take effect upon the date of third reading.

READ A **FIRST** TIME THIS 25 DAY OF February, 2020

[Signature]
Mayor

[Signature]
Chief Administrative Officer

READ A **SECOND** TIME THIS _____ DAY OF _____, 20_____

Mayor

Chief Administrative Officer

READ A **THIRD** TIME THIS _____ DAY OF _____, 20_____

Mayor

Chief Administrative Officer

Initials AO



Town of Lamont & Lamont County

INTERMUNICIPAL DEVELOPMENT PLAN



PREPARED ON 6 FEBRUARY 2020 BY:



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1| INTRODUCTION

A | PURPOSE OF THE PLAN

An Intermunicipal Development Plan (IDP) is a statutory plan prepared by two (or more) municipalities that share a common border. An IDP ensures future development concepts and land use policies for areas of mutual interest are coordinated between the municipalities and helps to reduce the possibility of any future land use conflicts by establishing processes for communication, referral, and dispute resolution.

This IDP is shared between the Town of Lamont and Lamont County. The Town of Lamont and Lamont County recognize that both municipalities are equal and have a right to growth and development. Both municipalities have agreed that a negotiated IDP is the preferred method of addressing intermunicipal land use planning issues within the Plan Area and that an IDP represents the best opportunity for a continuing cooperative working relationship.

The municipal policy framework for the preparation of an IDP is contained within the Town and County's respective Municipal Development Plans. The Town of Lamont's Municipal Development Plan (MDP) identifies potential development opportunities for lands adjacent to the Town. In addition, the Town's MDP contains policies regarding intermunicipal planning and cooperation. Lamont County's MDP contains intermunicipal policies and establishes that urban municipalities will be consulted on proposed developments, statutory plans (and amendments), and Land Use Bylaw amendments within 3.2 km (2 miles) of an urban municipality.

Policies within this IDP are not intended (nor shall be interpreted) to fetter either Council's discretion or autonomy.

B | PLAN ORGANIZATION

The Town of Lamont & Lamont County IDP has been organized into four sections (and three appendices):

| | | |
|----------|-----------------------------------|---|
| 1 | INTRODUCTION | Includes the purpose of the plan, the plan organization, legislative requirements for an IDP, relationships to other plans and frameworks, plan principles, information about the Lamont County Region, and information about the Plan Area. |
| 2 | FUTURE LAND USE AND GROWTH | Includes the IDP Future Land Use Concept, and policies respecting the following land use and development subjects: <ul style="list-style-type: none"> • Referral Area and Urban Expansion Area • Agriculture • Heartland Agricultural • Commercial/Industrial Development • Heartland Industrial/Commercial Development • Utilities and Servicing • Transportation • Natural Resources • The Natural Environment |
| 3 | WORKING TOGETHER | Establishes the Intermunicipal Planning Committee and provides policy direction to guide intermunicipal communication, circulation and referral procedures, plan amendment and repeal, dispute resolution, dispute resolution processes, and annexation. |
| 4 | MAPS | Includes the Plan Boundaries map, the Future Land Use Concept map, and the Referral Area map. These maps correspond to policies in the IDP, and |

| | | |
|----------|-------------------|--|
| | | are intended to aid in intermunicipal decision making between the Town of Lamont and Lamont County. |
| A | APPENDIX A | Includes an information map that identifies major development considerations in the Plan Area. This map is not approved as part of this plan. It is intended to aid the municipalities' Councils, Administrations, and the Intermunicipal Planning Committee with decision making. As such, it may be updated from time to time as development considerations in the Plan Area change. |
| B | APPENDIX B | A list of acronyms used in this Plan intended to assist the reader. |
| C | APPENDIX C | A list of definitions for key words used in this plan, intended to aid the Intermunicipal Planning Committee and the participating municipalities in decision making. |

C | LEGISLATIVE REQUIREMENTS

Requirements for an Intermunicipal Development Plan are outlined in Section 631 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended (MGA), which reads:

“631 (1) Subject to subsections (2) and (3), 2 or more councils of municipalities that have common boundaries and that are not members of a growth region as defined in section 708.01 must, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.”

The County and the Town have agreed that it is mutually beneficial to adopt an Intermunicipal Development Plan.

The MGA also identifies what an Intermunicipal Development Plan must address.

“631 (8) An intermunicipal development plan

(a) must address

- (i) the future land use within the area,
- (ii) the manner of and the proposals for future development in the area,
- (iii) the provision of transportation systems for the area, either generally or specifically,
- (iv) the coordination of intermunicipal programs relating to the physical, social and economic development of the area,
- (v) environmental matters within the area, either generally or specifically, and
- (vi) any other matter relating to the physical, social or economic development of the area that the councils consider necessary, and

(b) must include:

- (i) a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,

- (ii) a procedure to be used, by one or more municipalities, to amend or repeal the plan, and
- (iii) provisions relating to the administration of the plan.”

The Town of Lamont & Lamont County IDP is consistent with requirements for intermunicipal collaboration and IDPs identified within the MGA.

D | RELATIONSHIP TO OTHER PLANS

1.D.I NORTH SASKATCHEWAN REGIONAL PLAN

In addition to the MGA, the North Saskatchewan Regional Plan (NSRP) is currently being prepared by the Province of Alberta and is expected to come into effect in the next few years. The Town of Lamont and Lamont County are located entirely within the North Saskatchewan Regional Plan area. The North Saskatchewan Region is bordered by Saskatchewan to the east and the Red Deer Regional Plan area to the south.

The NSRP will use a cumulative effects management approach to set policy direction for municipalities to achieve environmental, economic, and social outcomes within the North Saskatchewan Region. The NSRP applies to all Lamont County Region municipalities as they are within the North Saskatchewan Region.

Pursuant to section 13 of the *Alberta Land Stewardship Act*, S.A. 2009, c. 26.8, as amended (ALSA), regional plans are legislative instruments. Pursuant to section 15(1) of ALSA, the Regulatory Details of the NSRP are enforceable as law and bind the Crown, decision makers, local governments and all other persons while the remaining portions are statements of policy to inform and are not intended to have binding legal effect.

The Alberta Land Use Framework sets out an approach to managing public and private lands and natural resources to achieve Alberta’s long-term economic, environmental, and social goals. The Land Use Framework establishes the Alberta government’s model for the NSRP and other regional plans, and identifies three desired outcomes:

- A healthy economy supported by our land and natural resources
- Healthy ecosystems and environment
- People-friendly communities with ample recreational and cultural opportunities.

The participating municipalities have worked closely to ensure that the IDP has been developed in a manner that adheres to the intended purpose of the regional plans, as identified in the Alberta Land Use Framework.

1.D.II INTERMUNICIPAL COLLABORATION FRAMEWORK

All municipalities in Alberta are required to adopt an Intermunicipal Collaboration Framework (ICF) with each municipality with whom they share a common border. This IDP must be consistent with the ICF’s policies, communication and collaboration processes.

1.D.III MUNICIPAL DEVELOPMENT PLAN

A Municipal Development Plan (MDP) is a statutory plan that guides the future growth and development of a municipality. The MDP sets the vision on how to accommodate this growth responsibly and serves as an important decision-making tool for Council, administration, and all stakeholders.

The participating municipalities respect that both municipalities will identify their individual visions and priorities for future land use growth and development through their respective Municipal Development Plans. However, this plan

notes that the Municipal Development Plans of the Town of Lamont and Lamont County support strong regional collaboration through the implementation of an IDP.

All MDPs must be consistent with an approved IDP; the policies and future land use concept of the Town of Lamont & Lamont County IDP are consistent with the Town of Lamont Municipal Development Plan and the Lamont County Municipal Development Plan.

1.D.IV AREA STRUCTURE PLANS & AREA REDEVELOPMENT PLANS

Area Structure Plans (ASP) and Area Redevelopment Plans (ARP) are statutory plans adopted by a municipality. They provide a policy framework for future subdivision and development for a particular area at a local level. They provide land use, access, and servicing policy direction for specific neighbourhoods or areas of a municipality. An ASP or an ARP must be consistent with an approved IDP and MDP.

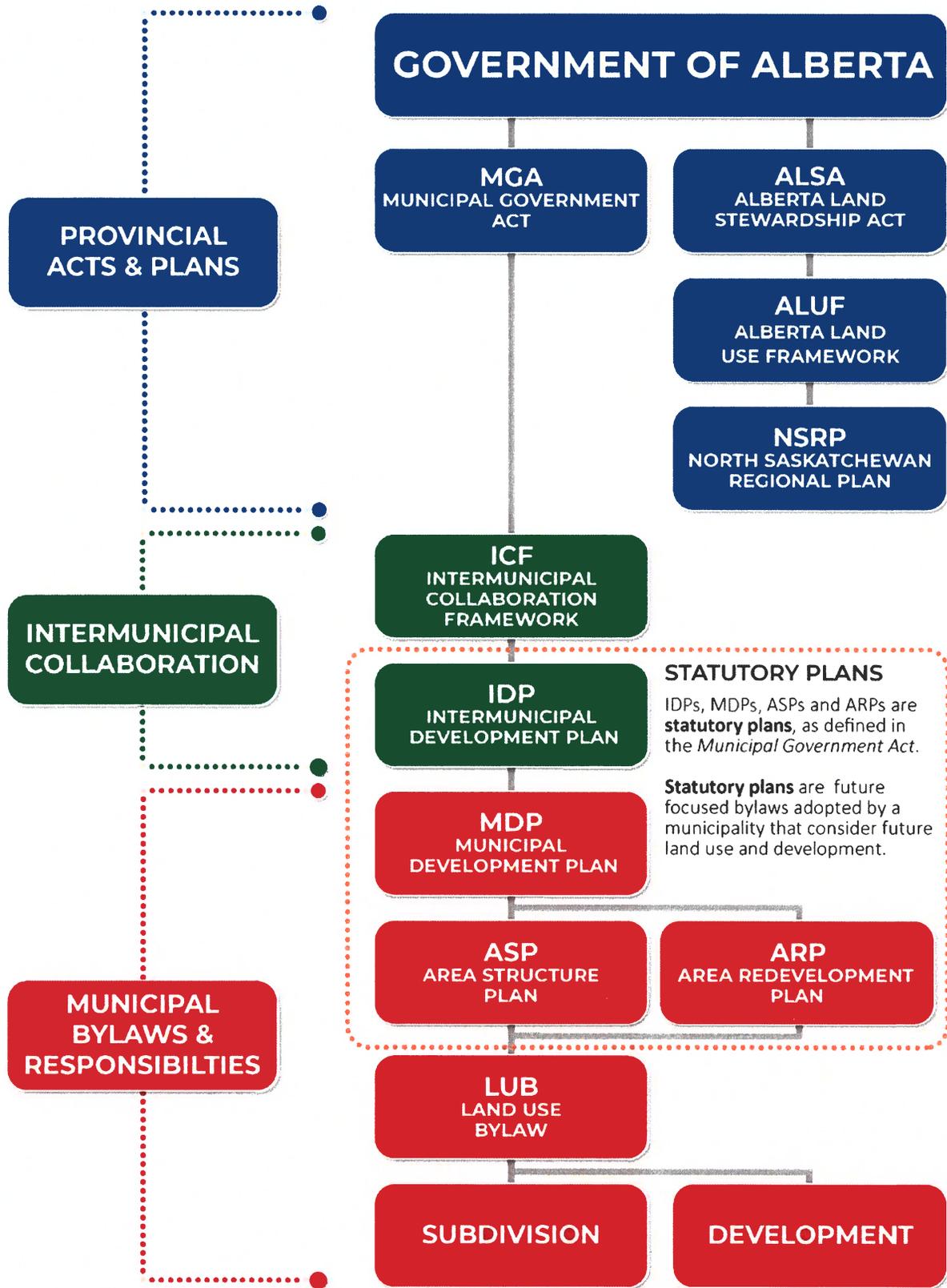
Currently, only one Area Structure Plan (ASP) applies to land within the Plan Area. The Alberta's Industrial Heartland Area Structure Plan was adopted by Lamont County Council. This ASP includes lands in the north and western portions of the Plan Area. The Alberta's Industrial Heartland Area Structure Plan boundary adjacent to the Town of Lamont is illustrated on the **Development Considerations Map** in **Appendix A**.

The purpose of the Alberta's Industrial Heartland ASP is to "provide a statutory framework for land use planning of the subject lands, the provision of infrastructure and services, and recognition of existing features and uses as they relate to future development. Planning and development of the subject lands will be in conformance with established planning policies, regulations, objectives, and requirements of the County, as well as the characteristics and opportunities contained within the Plan area."

The policies and future land use concept of the Town of Lamont & Lamont County IDP are consistent with the Alberta's Industrial Heartland ASP. Future development in the Plan Area that is guided by an ASP must also be consistent with this IDP, as well as the respective MDP of the affected municipality.

1.D.V PLANNING HIERARCHY

The chart on the following page identifies how an IDP relates to other provincial acts and regulations, intermunicipal collaboration efforts, statutory plans, and planning processes.



E | PRINCIPLES OF THE INTERMUNICIPAL DEVELOPMENT PLAN

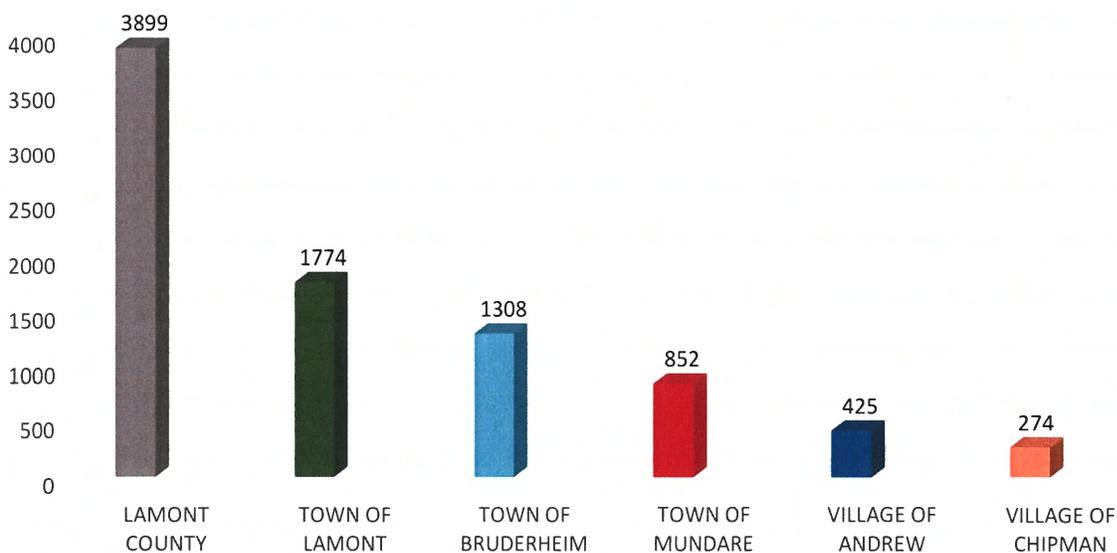
The Town of Lamont & Lamont County IDP was developed based on a set of principles identified by the Intermunicipal Planning Committee. These include:

1. Maintain open, fair, and honest communication.
2. Promote orderly, economic, and beneficial land development to minimize the amount of agricultural land converted to other land uses prematurely.
3. Support appropriate levels of urban expansion within the Town and orderly, timely, and agreed upon urban annexation when necessary.
4. Identify compatible and complementary land uses within the IDP area to ensure that future development is mutually beneficial and compatible.
5. Develop land use policies that support mutually beneficial economic development.
6. Effectively coordinate transportation systems and the protection of required land for future road, rail, and trail network developments.
7. Ensure that future sites for schools and recreation areas are protected.
8. Identify and protect environmentally sensitive features.
9. Provide for effective IDP administration and implementation mechanisms.

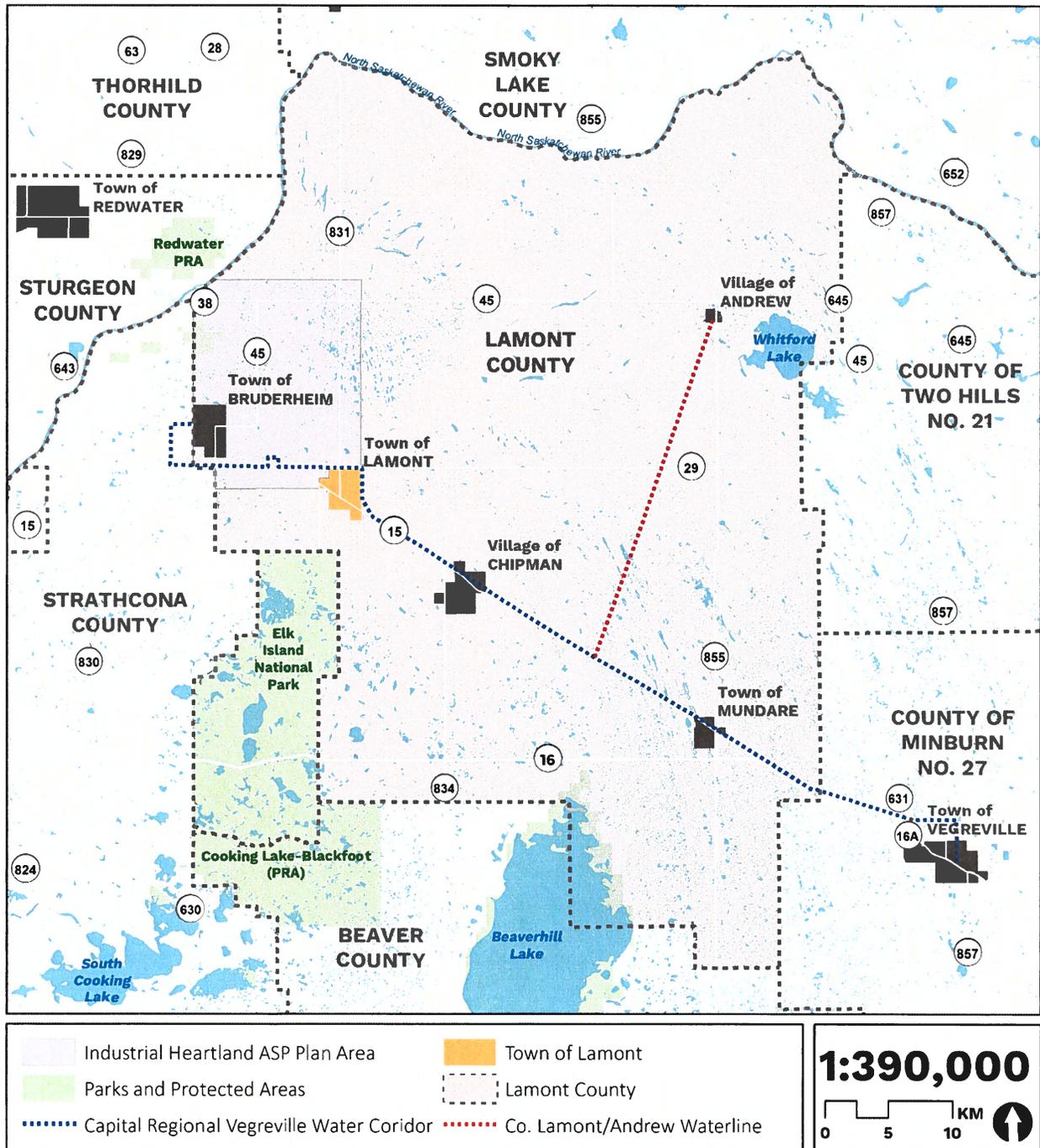
F | ABOUT THE LAMONT COUNTY REGION

The Lamont County Region includes: Lamont County, the Towns of Bruderheim, Lamont, and Mundare, the Villages of Andrew and Chipman, and five hamlets. The region has a total population of 8,530 (3,897 within the County, 4,633 combined in the urban municipalities) according to the 2016 Federal Census, as well as from the 2017 and 2018 Municipal Census (where available).

POPULATION



The Lamont County Region is positioned within a one hour driving radius of several major commercial and industrial centres in the Edmonton Metropolitan Region, including Sherwood Park, Fort Saskatchewan, Redwater, the Highway 16 (Yellowhead Highway) Corridor, and downtown Edmonton.



The Alberta's Industrial Heartland Area (AIHA) is the largest industrial area in Western Canada and is a joint land-use planning and development initiative to attract investment in the chemical, petrochemical, oil, and gas industries to

the region. The AIHA is one of Canada's largest petrochemical processing regions. The AIHA comprises 533 km² (206 square miles) of land within portions of the City of Fort Saskatchewan, Lamont County, Strathcona County, and Sturgeon County, and the Edmonton Energy and Technology Park in northeast Edmonton.

Oil and gas exploration and development is found throughout the Lamont County Region, particularly within portions of the region that are inside of the AIHA. Large and small scale agricultural operations are also found throughout the Lamont County Region, serving as an important connection to the region's cultural identity as a rural community.

The Lamont County Region is bordered on its northern boundary by the North Saskatchewan River, while portions of its southern and western boundaries are adjacent to Elk Island National Park and the Beaverhill Lake Heritage Rangeland Natural Area. Lands throughout the Region are home to provincially-recognized environmentally significant areas, historically significant areas, and regionally significant wetlands, water bodies, and watercourses.

G | ABOUT THE PLAN AREA

The Plan Area of the Town of Lamont & Lamont County IDP is identified on **Map 1 – Plan Area**.

The Plan Area was established by the Town of Lamont and Lamont County Intermunicipal Planning Committee. The Plan Area generally follows a 1.6 kilometre (1.0 mile) radius around the Town of Lamont, with local quarter section lines used to provide a delineated border. In total, the Plan Area constitutes over 4,080 hectares of land (including the Town of Lamont).

1.G.I TRANSPORTATION

Within the Plan Area are three major transportation routes:

- Highway 15 diagonally crosses the entire Plan Area from the northwest to the southeast;
- Highway 29 travels from the west to the east boundaries of the Plan Area immediately north of the Town of Lamont; and
- Highway 831 travels from the northern to the southern boundary of the Plan Area through the Town of Lamont.

Important local intersections are found where these highways intersect one another, or form intersections with other rural roads (township roads and range roads).

1.G.II EXISTING AND PLANNED DEVELOPMENTS

The majority of land within the Plan Area outside of the Town of Lamont is used for agricultural and rural residential purposes. There are no multi-lot country residential subdivisions (developed or approved for development) within the Lamont County portions of the Plan Area.

The Town of Lamont is directly adjacent to the southeast border of the Alberta's Industrial Heartland. The north portion of the Plan Area is affected by the Lamont County Alberta's Industrial Heartland Area Structure Plan. This area has been identified for Heartland Agriculture Industrial uses and Heartland Light/Medium Industrial/Highway Commercial uses.

Oil and gas development in the Plan Area is present; wellsite and pipeline infrastructure is prevalent to the northwest of the Town of Lamont. Oil and gas wellsites and pipelines can also be found to the east, west, and south of the Town, although in lower concentration. The **Development Considerations Map** in **Appendix A** identifies the location of existing oil and gas infrastructure in the Plan Area.

One rail right-of-way is found within the Plan Area; the rail line travels parallel to Highway 15 along its northern boundary. The Richardson Pioneer Grain Elevator within the Town of Lamont is a major active stop along this rail line. Rail traffic has increased in recent years along this line and throughout the Lamont County Region. Canadian National Railways has indicated that approximately six (6) trains pass through the Town every day.

1.G.III HISTORIC RESOURCES

The Lamont United Church is located on 53 Street in the Town of Lamont. The Church is constructed from fieldstone in 1936, is a solid rectangular one-storey, gable-roofed masonry structure, which faces east on four urban lots located on a residential corner in the Town of Lamont, Alberta. The Church is designated a Municipal Historic Resource.

1.G.IV NATURAL ENVIRONMENT

Most soils in the Plan Area (and lands immediately adjacent) are classified as Class 1, 2 and 3 by the Canadian Land Inventory. Class 1 soils have no significant limitations for crop production, while Class 2 and 3 soils have moderate and moderately severe limitations, respectively.

The entire Plan Area is located within the watershed of the Beaverhill Creek, which itself is a sub-watershed of the North Saskatchewan River. Water bodies and watercourses in the Plan Area (including Beaverhill Creek) generally drain north to the North Saskatchewan River.

Lamont Creek runs throughout the Plan Area and the Town of Lamont. Water levels in the creek vary depending on seasonal runoff and precipitation levels.

No provincially recognized Environmentally Significant Areas (ESAs) are located within the plan area; however, quarter sections of land to the west of the plan area are identified as ESAs. The Province's "Environmentally Significant Areas in Alberta: 2014 Update" Report states that ESAs are generally defined as areas that are important to the long-term maintenance of biological diversity, physical landscape features and/or other natural processes, both locally and within a larger spatial context. The report and associated mapping information is intended to be an information tool that complements other information sources to inform land-use planning and policy at local, regional, and provincial scales.

Several provincially recognized wetlands are found within the Plan Area in both municipalities. Environmental features are shown on the **Development Considerations Map** in **Appendix A**.

2 | FUTURE LAND USE AND GROWTH

A | FUTURE LAND USE CONCEPT

The IDP utilizes existing opportunities and constraints to development within the Plan Area relating to the physical characteristics of the area, the location of existing municipal services, roadways, regional infrastructure, and the location of existing land uses to identify the preferred location for future development and land uses.

| | |
|-------------|---|
| GOAL | To ensure that future land use and development within the Plan Area allows for the orderly and efficient growth of the Town of Lamont, and capitalizes on economic advantages within the Alberta's Industrial Heartland Area for the benefit of the Lamont County Region. |
|-------------|---|

1. The Future Land Use Concept for the Town of Lamont & Lamont County Intermunicipal Development Plan is established on **Map 2 – Future Land Use**. Development within the Plan Area shall be consistent with the policies in this section.
2. **Map 2 – Future Land Use** identifies four future land use designations. The purpose of these land use designations is:

| | |
|---|--|
| AGRICULTURE | To support small and large scale agricultural operations and rural residences that are compatible with nearby urban development in the Town of Lamont. |
| HEARTLAND AGRICULTURE | To support agriculture and agriculture-related industrial development that is compatible with adjacent heavy industrial, light/medium industrial/highway commercial, and other agricultural uses, and to allow for an appropriate transition of land uses from the Town of Lamont to planned/developed industrial uses in the Alberta's Industrial Heartland Area. |
| COMMERCIAL/ INDUSTRIAL | To support planned commercial and industrial development within the Plan Area that encourages economic development in the Town of Lamont and the Lamont County Region. |
| HEARTLAND INDUSTRIAL/ COMMERCIAL | To support planned industrial and commercial development that is consistent with the policies direction in the Lamont County Alberta's Industrial Heartland Area Structure Plan and is compatible with development in the Town of Lamont. |

3. Policies for specific land uses in the Plan Area are provided for in the subsequent subsections. These policies are intended to support the future land use concept for the Town of Lamont & Lamont County IDP.

B | GENERAL LAND USE AND DEVELOPMENT

1. Policies in this section apply to all lands within the Plan Area.

2. Future subdivision and development shall be in accordance with this plan. Major deviations to the plan's policies shall require an amendment to this plan. Where discretion is provided for within the plan policies the approving authority may exercise their discretion. At no time shall an approving authority issue a decision that is inconsistent with the intent of the plan's goals.
3. Where an Area Structure Plan is required in the Plan Area, the ASP shall be accompanied by the preparation of the following:
 - a. Water and Wastewater Servicing Plans;
 - b. Geotechnical Report;
 - c. Phase I Environmental Assessment;
 - d. Stormwater Management Plan;
 - e. Wetland Assessment;
 - f. Traffic Impact Assessment; and
 - g. Any other studies required by the Town's or County's (according to jurisdiction) approving authorities to determine the suitability of the site for the proposed use, and may include a Historical Resources Impact Assessment, a Biophysical Report, a Water Report, and/or a Slope Stability Assessment.
4. Confined feeding operations/intensive livestock operations requiring registrations or approvals and manure storage facilities requiring authorization under the *Agricultural Operations Practices Act*, R.S.A. 2000, c. A-07, as amended, shall be discouraged within the Plan Area.
5. Public uses (e.g. golf courses, parks, trails, places of worship, etc.) may be permitted at the discretion of Lamont County, on lands designated for Agriculture, Residential, or Commercial/Industrial Development.
6. Public uses that benefit the Plan Area will be allowed in the Plan Area. Where the proposed public uses would be more suitable to locate in an urban area (and/or be connected to municipal services), the proponent will be encouraged to locate the proposed public use development in the Town of Lamont.
7. Public uses that may be suitable for the Plan Area are limited to the permitted and discretionary uses listed in the applicable district within the Town or County's Land Use Bylaw.
8. Public uses should be developed in a manner that is compatible with surrounding land uses and minimize impacts related to traffic, parking, and noise.
9. To encourage regional competitiveness, The Town of Lamont and Lamont County may explore opportunities to develop design guidelines to ensure public and private development along the Highway 15, 29, and 831 Corridors is of a high quality and aesthetically pleasing given the role of these highways as the gateways to the Town of Lamont. These design guidelines may address: architectural treatments, setbacks, berming, screening of parking and yard storage, access management, landscaping, and signage.

C | REFERRAL AREA AND URBAN EXPANSION AREA

1. The Urban Expansion Area will be those lands identified on **Map 1 – Plan Boundaries** as Future Urban Expansion Area.
2. Lands within the Urban Expansion Area will be the priority future urban expansion and annexation area for the Town of Lamont.
3. Lamont County agrees that all development within the Urban Expansion Area will be planned to minimize the impact on the future growth of the Town.
4. The Referral Area is established on **Map 3 – Referral Area**.
5. Policies relating to triggers for intermunicipal referrals are identified in **Section 3 – Working Together**.

D | AGRICULTURE

The Agriculture Area identifies lands within the Plan Area intended for agricultural development. It is anticipated that land use within this area will continue to be predominately agricultural-oriented.

GOAL

To support and encourage existing agricultural operations until such time as land is required for the expansion of planned development that is compatible with adjacent urban development in the Town of Lamont.

1. Policies within this section apply to lands identified as Agriculture on **Map 2 – Future Land Use**.
2. Agricultural operations in the Plan Area shall be buffered from encroachment by conflicting land uses and developments.
3. Land uses suitable for the Agriculture Area shall be those uses listed as permitted or discretionary uses in the Lamont County Land Use Bylaw.
4. Notwithstanding the policy above, heavy industrial uses shall not be allowed within the Agriculture area.
5. Country residential development may occur within the Agriculture Area at the discretion of the County's Subdivision Authority where provided for in the County's Land Use Bylaw.
6. No new multi-lot country residential subdivisions will be allowed in the Agriculture Area unless an Outline Plan or an Area Structure Plan is approved by Lamont County that identifies:
 - a. Proposed future land uses;
 - b. Potential residential density (at full build out);
 - c. The transportation and servicing plan for the area.
7. Multi-lot country residential development will be allowed only after the approval of an amendment to the County's Land Use Bylaw, placing the lands affected by the proposed subdivision or development into an appropriate Country Residential District.

8. Within any quarter section, the County will encourage multi-lot country residential development to be located on lower capability agricultural land.
9. Multi-lot country residential development shall be discouraged on lands that are subject to flooding or subsidence, or that are subject to high water tables.
10. Multi-lot country residential redistricting and subdivision proposals shall identify any potential conflicts with existing (or planned) agricultural, commercial and industrial operations, and shall indicate, to the satisfaction of the County, how these potential conflicts will be resolved or mitigated prior to application approval.

E | HEARTLAND AGRICULTURE

The Heartland Agriculture Area applies to land identified as Heartland Agriculture on **Map 2 – Future Land Use**. It is anticipated that land use within this area will continue to be predominately agricultural-oriented, until such time as the expansion of compatible industrial development is required.

GOAL

To protect existing agricultural operations until such time as the land is required for planned commercial or industrial development that is compatible with adjacent urban development in the Town of Lamont.

1. Policies within this section apply to lands identified in the Heartland Agriculture Area on Map 2 – Future Land Use.
2. Within the Heartland Agriculture Area, quarter sections will be allowed to be subdivided into four parcels, in accordance with the Lamont County Land Use Bylaw.

F | COMMERCIAL/INDUSTRIAL DEVELOPMENT

The Commercial/Industrial area identifies lands within the Plan Area intended for future urban commercial and/or industrial development.

GOAL

To promote commercial and industrial developments that capitalize on exposure to regional transportation corridors, the Town's existing commercial centres, and local economic opportunities in the Lamont County Region.

1. Policies within this section apply to lands identified in the Commercial/Industrial Area on **Map 2 – Future Land Use**.
2. In order to facilitate mutually beneficial commercial development, cost and municipal property tax sharing agreements may be negotiated affecting lands and development in the Plan Area. Any agreement will be negotiated in a manner that is fair, equitable, and beneficial to both municipalities.
3. Lands designated Commercial/Industrial may develop in a wide range of commercial or industrial uses. Land uses that may be suitable for the area are limited to the permitted and discretionary uses listed in the County's Land Use Bylaw.

4. Lamont County may require the approval of an Area Structure Plan or Outline Plan prior to the approval of any amendment to the Land Use Bylaw to allow a substantial commercial or industrial development within the Plan Area.
5. The following factors will be considered by the Town of Lamont, Lamont County, and the Intermunicipal Planning Committee when considering proposals for commercial/industrial subdivision and/or development:
 - a. The desirability of services to motorists;
 - b. Highway access to the development and the impact of the development of through traffic;
 - c. Impacts on municipal and provincial roadways and intersections;
 - d. The utilization of service roads;
 - e. Compatibility with adjacent land uses; and
 - f. Compliance with applicable provincial regulations and requirements.

G | HEARTLAND INDUSTRIAL/COMMERCIAL

The Heartland Industrial/Commercial area applies to lands identified within the Lamont County Alberta's Industrial Heartland Area Structure Plan as Light/Medium Industrial/Highway Commercial.

GOAL

To promote planned industrial and highway commercial development in conjunction with Alberta's Industrial Heartland activities that is compatible with urban development in the Town of Lamont.

1. Commercial, Light Industrial, and Medium Industrial activities shall comply with all municipal, provincial, federal approvals as required.
2. The Town of Lamont and Lamont County support Light and Medium Industrial development in the form of planned business/industrial parks, or that efficiently utilize existing transportation and servicing infrastructure.
3. Visual screening or landscaping may be required between uses which may be incompatible with adjacent or nearby uses in the Town of Lamont to minimize land use conflicts, risk and nuisances, to the satisfaction of the County. Specific requirements will be determined by Lamont County at the subdivision or development permit stage, and referred to the Town of Lamont for comment. A landscape management plan prepared by the proponent to the satisfaction of the County may be required.
4. Nuisance, including visual, odour, and noise issues, shall not have a negative impact that extends into the Town of Lamont. Site planning, landscaping, visual screening and other mitigation measures shall be utilized to achieve this, where necessary, in accordance with Lamont County's Land Use Bylaw.

5. At the subdivision or development permit stage, Lamont County may require risk and environmental impact assessments as part of the application process for commercial, light industrial, and medium industrial uses in the Plan Area. The risk assessment shall be completed to the satisfaction of Lamont County to ensure suitable setbacks are provided to mitigate any effect on the safety, use, amenity or enjoyment of adjacent or nearby uses. The findings of the assessments will be shared with the Town of Lamont for information purposes.

H | UTILITIES AND SERVICING

GOAL

Ensure the provision of cost effective municipal and regional infrastructure within the Plan Area.

1. Policies in this section apply to all lands within the Plan Area.
2. Proposed servicing plans for new multi-phase developments and multi-lot subdivisions shall be circulated to the Intermunicipal Planning Committee for review and comments.
3. Services for all developments outside of the Town of Lamont's boundaries shall not connect to the Town's infrastructure system unless:
 - a. the land is annexed; or
 - b. otherwise agreed to by the Town and County.
4. Developments on vacant parcels of land within the Future Urban Expansion Area (identified on **Map 1 – Plan Boundaries**) may be permitted which are served via private, onsite water and sanitary systems (including cisterns, wells, and hauling (for water) and pump out/holding tanks, and septic fields (for wastewater)), until such time as the lands are annexed and water and wastewater transmission lines are extended to the area, under the following conditions:
 - a. the developer shall enter into a deferred servicing agreement with the municipality providing the service, which shall be registered by caveat on title; and
 - b. potable water and private sewage disposal systems must be designed and constructed to satisfy provincial requirements including (but not limited to) the *Water Act*, R.S.A. 2000, c. W-3, as amended, and the *Private Sewage Disposal Regulations*, AR 229/1997.
5. The Town may agree to provide municipal water and waste water services to lots located within the County under the following conditions:
 - a. The services are designed and constructed to Town standards;
 - b. The applicant enters into (and complies with) a development agreement with the Town;
 - c. The subject site is adjacent to an existing serviced lot; and
 - d. There is capacity within the system to support the proposed development.

6. The County may agree to provide municipal water and waste water services to lots located within the Town under the following conditions:
 - a. The services are designed and constructed to County's standards;
 - b. The applicant enters into (and complies with) a development agreement with the County;
 - c. The subject site is adjacent to an existing serviced lot; and
 - d. There is capacity within the system to support the proposed development.
7. Provisions shall be made to control stormwater runoff to predevelopment rates.
8. The number of stormwater management facilities in the Plan Area should be minimized in order to control ongoing operational and maintenance costs and the consumption of developable lands.
9. Any proposals for the development of a stormwater management facility within the Plan Area shall be referred by the municipality with jurisdiction to the other municipality for comment prior to approval.
10. Stormwater management plans shall incorporate best management practices to control stormwater quality.
11. The incorporation of stormwater management facilities within natural areas may be approved if the proponent can demonstrate how the proposal will benefit the area as a whole, and provide copies of approvals from Alberta Environment and Parks. Existing water bodies may, with approval from Alberta Environment and Parks, be utilized or integrated into stormwater management plans.
12. The Town and County acknowledge that the future development within the Plan Area is dependent on access to water and wastewater services, and the Town and County agree to work together to ensure the corridors for these services are available.
13. The Town and County will encourage future developments in the Plan Area to utilize existing utility corridors where possible to minimize the fragmentation of the landscape and to lessen future development constraints.
14. Franchise utilities providing services to the Plan Area shall be notified of long term planning to ensure continuity in service delivery.

I | TRANSPORTATION

GOAL

To develop and maintain a safe and efficient transportation network in the Plan Area.

1. The Town and County will work together (and in collaboration with Alberta Transportation) to ensure the transportation network is safe, efficient, and well maintained to service the residents and businesses within the IDP Area.
2. When subdivisions and substantial developments are approved in the Plan Area, all right-of-way requirements will be secured to ensure that long-term transportation and road plans can be implemented when warranted.
3. New roads within the Plan Area shall be constructed to County standards. The County shall have regard for the Town's road design requirements when direct linkages to the Town's transportation system are proposed.
4. Lamont County will consult with the Town of Lamont when approving new haul routes within the Plan Area to mitigate potential conflicts.
5. Dust mitigation may be required as a condition of a development permit approval within the Plan Area.
6. Multi-lot subdivisions shall provide internal access roads. All lots shall be accessed from the internal road network.
7. New development adjacent to rail lines shall be designed to incorporate safety measures, such as setbacks, berms, and security fencing.

J | NATURAL RESOURCES

GOAL

To promote the development of oil, gas, and aggregate infrastructure in the Plan Area that will not have a negative impact on the future growth and development of the Town of Lamont.

1. Existing local oil, gas, and natural resource extraction developments, infrastructure, and facilities are identified on the **Development Considerations Map** in **Appendix A**.
2. The Town and County acknowledge that the development of the oil and gas industry has played an integral part in the development of the region. The Town and County will work with the oil and gas industry to ensure that orderly development within the Plan Area is not unduly restricted by the development of oil and gas infrastructure, including pipelines.
3. The County will refer all natural resource development and subdivision applications to the Town on lands within the Plan Area for comment.

4. Development proponents shall be encouraged to contact pipeline systems operators within the IDP area prior to submitting an application to either municipality for a LUB or MDP amendment or a subdivision or development application which would significantly change or increase the use or intensity of use on a site. Early engagement will ensure the pipeline systems operator is aware of new development along the pipeline system.

K | NATURAL ENVIRONMENT

GOAL

To conserve sensitive environmental features in the Plan Area that support the region's ecosystem.

1. Known significant environmental features have been identified on the **Development Considerations Map** in **Appendix A**. Environmentally sensitive lands include: waterbodies, watercourses, and wetlands.
2. Significant Environmental Features may be identified at the time of subdivision and may be required to be dedicated as an Environmental Reserve parcel, Environmental Reserve Easement, or a Conservation Reserve.
3. Within the Plan Area, subdivision applicants will be required to dedicate the full amount of Municipal Reserve owing in the forms provided for in the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended. The full amount of Municipal Reserve owing at time of subdivision shall be provided as a condition of Subdivision Authority approval, unless the Town of Lamont requests that the Municipal Reserve be deferred.
4. Development setbacks from waterbodies and watercourses shall be provided as identified in the Lamont County Land Use Bylaw.
5. New development will not be allowed in areas that are prone to flooding, erosion, landslides, subsidence, or any natural or human induced hazards. Development on or in proximity to steep escarpments, steep or unstable slopes, or within high water table areas may be considered only if recommended by a geotechnical study prepared by a qualified professional and if adequate setbacks and/or engineered design requirements are identified and provided to the satisfaction of the approving authorities.
6. The Town and County shall cooperate with the Fort Air Partnership to monitor air quality in the Plan Area. When considering applications for industrial development within that portion of the Plan Area that is affected by the Lamont County Alberta's Industrial Heartland Area Structure Plan, the County shall refer applications to Alberta Environment and Parks and Alberta Health for comments.

3 | WORKING TOGETHER

A | PLAN ADMINISTRATION

3.A.I ADOPTION

1. The Town and County agree that the policies within this IDP shall apply to lands within the Town of Lamont and Lamont County identified on **Map 1 – Plan Area**, and that this IDP does not have any jurisdiction on lands outside of the Plan Area.
2. Any amendments to other statutory plans that are required to implement the policies of this IDP shall be done simultaneously with the adoption of this plan.

3.A.II APPROVING AUTHORITY

1. This IDP shall take precedence over other statutory plans adopted by the Town of Lamont and Lamont County.
2. The Town of Lamont shall be responsible for the administration and decision on all statutory plans, land use bylaw amendments thereto, and all subdivision applications falling within the Plan Area within the boundaries of the Town of Lamont.
3. Lamont County shall be responsible for the administration and decision on all statutory plans, land use bylaw amendments thereto, and all subdivision applications falling within the Plan Area within the boundaries of Lamont County.

B | INTERMUNICIPAL PLANNING COMMITTEE

1. The Intermunicipal Planning Committee (IPC) will be established upon third reading of the Bylaw adopting the Town of Lamont & Lamont County IDP.
2. The Intermunicipal Planning Committee will not be a decision-making body, but will submit recommendations to the approving bodies of the respective municipalities, striving for consensus as much as possible.
3. The Intermunicipal Planning Committee will be comprised of:
 - a. Two members of the Council of the Town of Lamont (voting members);
 - b. Two members of the Council of Lamont County (voting members);
 - c. The Chief Administrative Officer of the Town of Lamont, or their designate (non-voting member);
 - d. The Chief Administrative of Lamont County, or their designate (non-voting member); and
 - e. Consultants, as required by the Committee (non-voting members).
4. The Councils of each municipality may appoint alternative members, should any member not be able to attend an IPC meeting.
5. The Chief Administrative Officers of each municipality may appoint another member of their municipality's Administration to serve as an alternate non-voting member.
6. The IPC shall establish its own rules of procedure, including its own schedule of meetings.
7. Meetings should be called at the pleasure of the IPC Chair as required.

8. At minimum, The IPC shall communicate with all members via email on an annual basis to determine if a meeting of the Committee is requested by a member to discuss issues concerning the implementation of the IDP. If no request for a meeting is made, then a meeting of the Intermunicipal Planning Committee shall not be required.
9. The IPC shall not deal with all development matters within the Plan Area. Rather, it will deal with all matters referred to it in the manner described in **Section 3.D.III** of this plan.
10. The IPC has the following functions:
 - a. To clarify the intent and interpretation of the IDP;
 - b. To develop specific strategies related to the provision of infrastructure, service provision, cost sharing, etc. for proposed subdivision and development in the Plan Area that reflect the policies and guidelines set out in the IDP;
 - c. To review and comment on applications to amend the IDP;
 - d. To review and comment on development matters referred to the IPC in accordance with this IDP; and
 - e. To undertake such other matters as it deems reasonable and as are referred to it by either municipality's Council or Administration.

C | COMMUNICATION

1. The Council and Administration of each municipality shall encourage and work to improve intermunicipal communication and cooperation through the implementation for conflict resolution practices and plan amendment policies.
2. The Town and County will maintain open lines of communication to resolve misunderstandings and problems in order to capitalize on opportunities for mutual benefit.
3. The Town and County may explore joint economic initiatives, joint servicing initiatives, and profit sharing agreements as the need arises to support development within the IDP area.

D | CIRCULATION AND REFERRAL

3.D.I REFERRAL REQUIREMENTS

1. The Town of Lamont and Lamont County agree that:
 - a. The County's Subdivision Authority and Development Authority will notify Town Administration of the following items which affect lands within the Referral Area identified on **Map 3 – Referral Area**:
 - i. a proposed Municipal Development Plan, or amendment thereto;
 - ii. a proposed Land Use Bylaw, or amendment thereto;
 - iii. a proposed Area Structure Plan or Outline Plan, or any amendment thereto;
 - iv. subdivision applications; and
 - v. a development permit application for a discretionary use.

- b. The Town's Subdivision Authority and Development Authority will notify County Administration of the following items which affect lands within the Referral Area identified on **Map 3 – Referral Area**:
 - i. a proposed Municipal Development Plan, or amendment thereto;
 - ii. a proposed Land Use Bylaw, or amendment thereto;
 - iii. a proposed Area Structure Plan or Outline Plan, or any amendment thereto;
 - iv. subdivision applications; and
 - v. a development permit application for a discretionary use.
 - c. Comments shall be sent by the responding municipality to the approving authority within 14 calendar days of the date of the referral, as identified in **Section 3.D.II.** unless an alternate time period has been agreed to by both municipalities.
2. Each municipality's Subdivision Authority and Development Authority shall ensure that their decisions are consistent with the Town of Lamont & Lamont County IDP.
 3. Depending on the nature of the proposed application for subdivision or development, and at the specific request of the Town or County's Administrations, the Intermunicipal Planning Committee may provide recommendations related to the proposed application, as identified in **Section 3.D.III.**

3.D.II ADMINISTRATION REVIEW

1. Where a referral is required, the referring municipality shall provide complete information concerning the matter to the other municipality’s administration. The administrative review shall proceed according to the figure below.

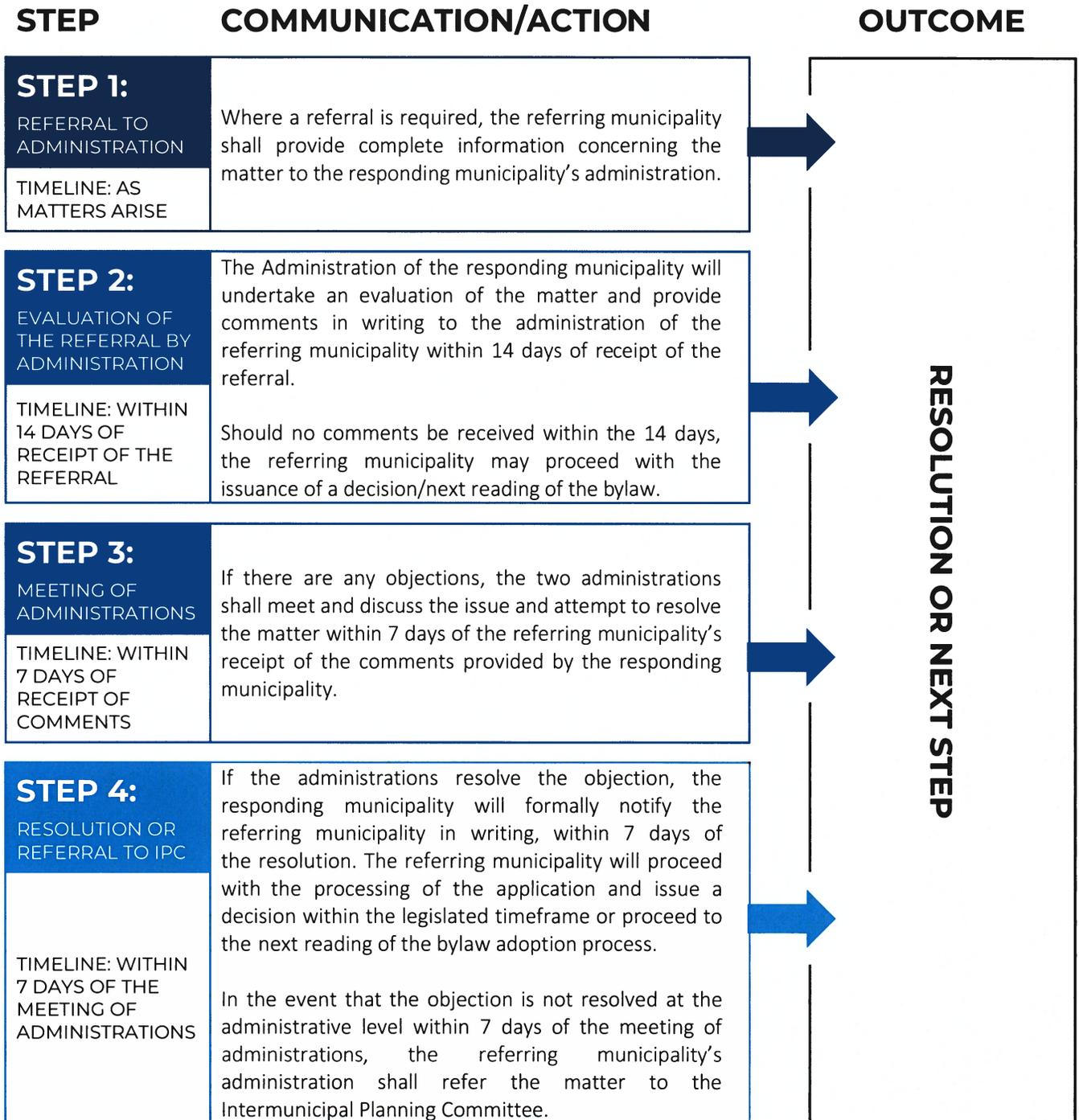


FIGURE 1: ADMINISTRATION REVIEW PROCESS

3.D.III IPC REVIEW

1. Matters referred to the IPC for review shall proceed according to the figure below.

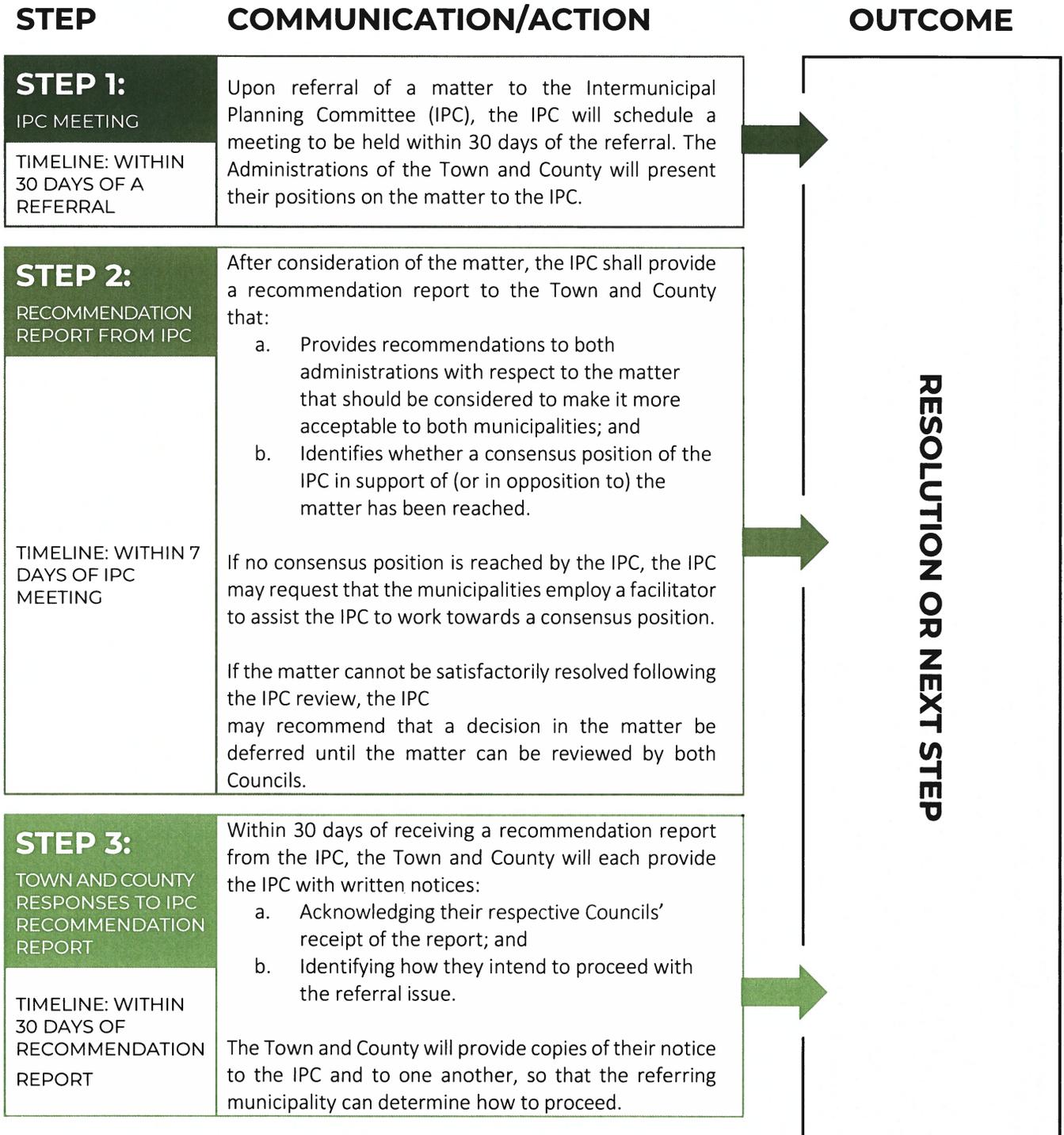


FIGURE 2: IPC REVIEW PROCESS

E | SUBDIVISION AND DEVELOPMENT APPEAL BOARD

1. The Town of Lamont and Lamont County agree to explore establishing a regional Intermunicipal Subdivision and Development Appeal Board (SDAB) in collaboration with the urban centres within the Lamont County Region.

F | ENACTMENT

1. The policies within this plan come into force once the Town of Lamont and Lamont County have each given third reading to the bylaws adopting the Town of Lamont & Lamont County IDP.

G | AMENDMENT AND REPEAL

1. Annually, the Development Officers of both municipalities and the Intermunicipal Planning Committee shall communicate and (if deemed necessary), meet to determine if any amendments to the Plan are required.
2. If an amendment is deemed necessary by both municipalities then the results of the review shall be presented to both Councils; either jointly or separately. The Councils shall determine if any amendments are to be proceeded with and direct municipal administration to commence with a public plan amendment process.
3. Amendments to this plan may also be initiated by individuals (e.g. residents, development proponents, etc.). When an amendment is proposed by an individual, it shall first be applied for to the municipality in which the subject property lies. If the proposed amendment affects only the text of the IDP, rather than a specific titled area within the plan boundary, the proposed amendment shall be made to both of the participating municipalities concurrently.
4. The IDP shall be comprehensively reviewed every five years, from the date on which the IDP comes into effect, independently or as part of the review of the Intermunicipal Collaboration Framework shared between the Town of Lamont and Lamont County.

H | DISPUTE RESOLUTION

1. The Town of Lamont and Lamont County agree that disputes relating to the IDP shall be restricted to the following:
 - a. Lack of agreement on proposed amendments to the IDP;
 - b. Lack of agreement on any proposed statutory plan, land use bylaw or amendment to either located within or affecting the Plan Area; or
 - c. Lack of agreement on an interpretation of this IDP.
2. Lack of agreement pursuant to **Section 3.H.1** of this IDP is defined as a statutory plan, Land Use Bylaw, or amendment to either that is given first reading by a Council and the other Council deems to be inconsistent with the policies of this IDP or detrimental to their planning interests as a municipality.
3. A dispute shall be limited to the decisions on the matters listed in **Section 3.H.1**. Any other appeal shall be made to the appropriate approving authority or appeal board that deals with that issue.

4. The dispute resolution process may only be initiated by the municipalities' Councils.
5. In the event the dispute resolution process is initiated, the municipality having authority over the matter shall not give any further approval in any way until the dispute has been resolved or the mediation process has been concluded.

3.H.1 DISPUTE RESOLUTION PROCESS

1. The process for dispute resolution shall be in accordance with the figure below.

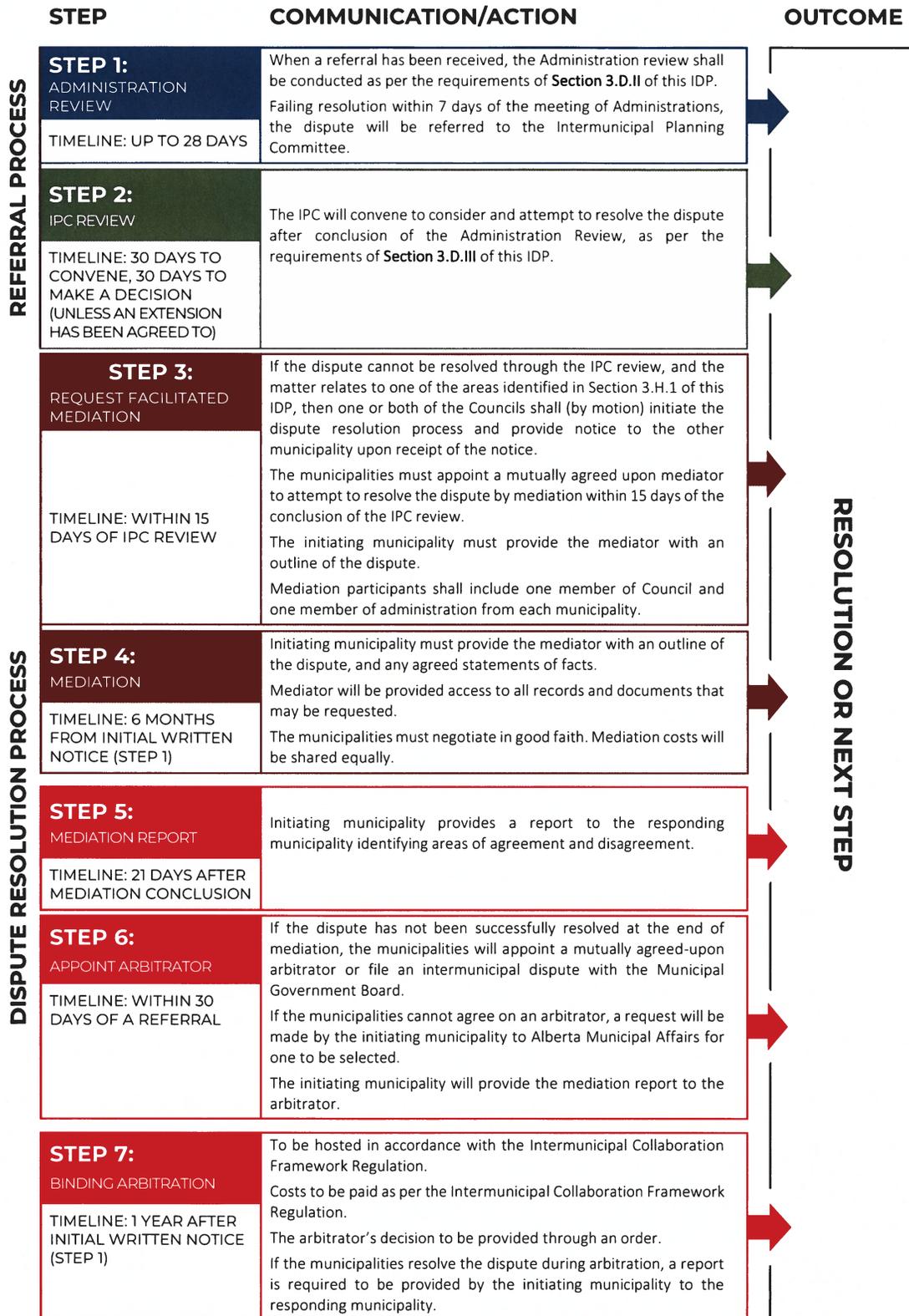


FIGURE 3: DISPUTE RESOLUTION PROCESS

I | ANNEXATION

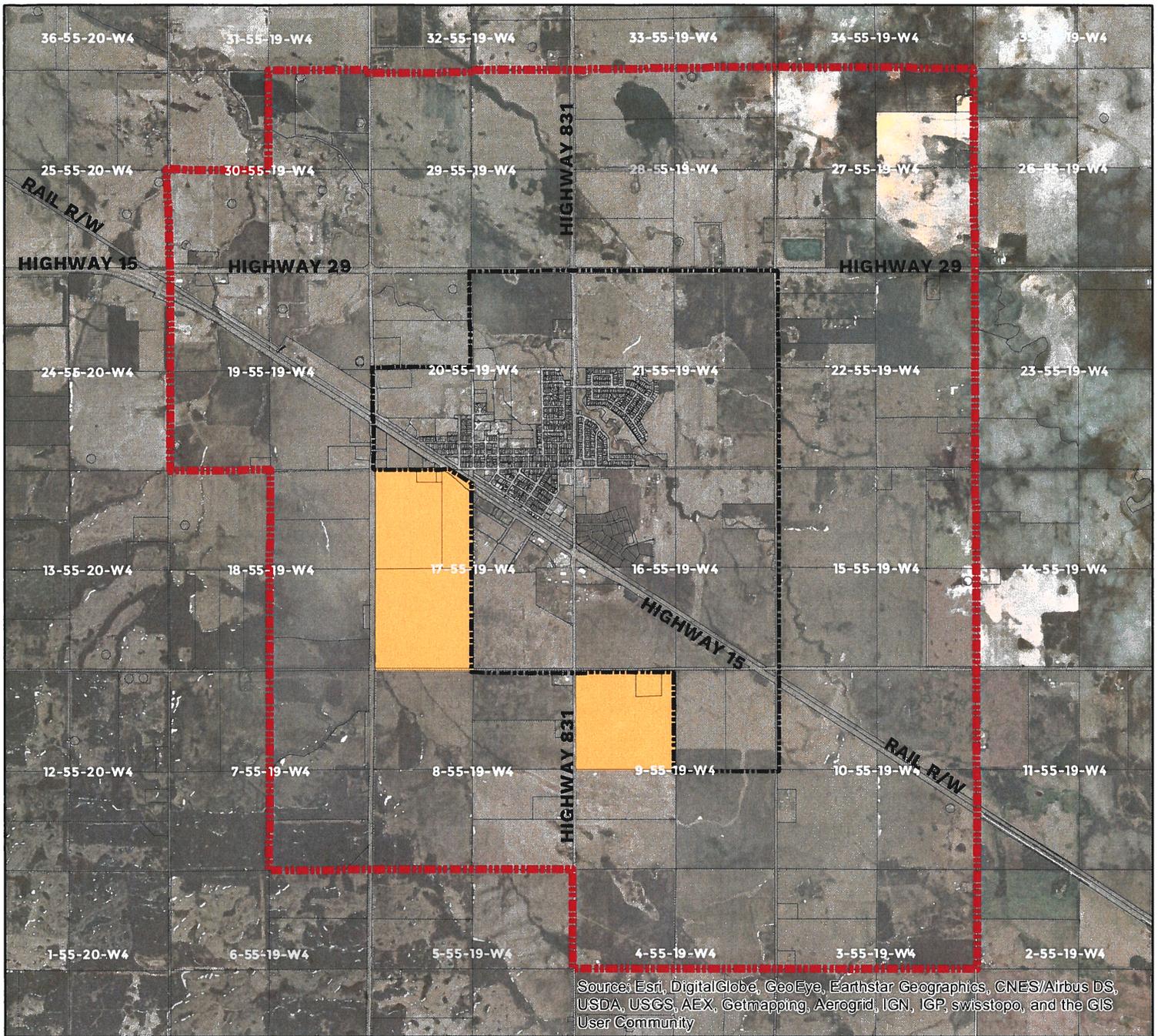
1. The County recognizes and agrees that the Town of Lamont may need additional land to grow to accommodate urban residential, institutional, and commercial development pressures. Lamont County will support the annexation of lands if the proposal is to accommodate 20 years of growth or less.
2. The Town and the County agree that planned urban expansion by the Town will occur on lands identified in the IDP as the **Urban Expansion Area** on **Map 1 – Plan Boundaries**.
3. In considering subdivision and development proposals in the Urban Expansion Area, the County's Subdivision Authority and Development Authority will ensure the proposed subdivision and/or development conforms to the intent of **Map 2 – Future Land Use** and the land use policies contained herein.
4. The annexation process may be initiated by the Town through the preparation of a Growth Study and any other requirements necessary to be in accordance with the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended.
5. The Town and County agree to negotiate and come to a mutual agreement on the annexation prior to submitting the annexation application to the Municipal Government Board.
6. Any Growth Study prepared in support of an annexation application supported by the Town shall, where possible, address the following questions:
 - a. Does the annexation proposal encompass lower capability agricultural land? If not, is the expansion onto high capability agricultural land justified in light of existing growth direction options?
 - b. Has the urban centre planned its future land use and development through a municipal development plan or similar planning document?
 - c. Is the annexation required or does the urban centre have sufficient land within its boundaries to accommodate anticipated growth and development?

2| MAPS

MAP 1 PLAN BOUNDARIES

MAP 2 FUTURE LAND USE CONCEPT

MAP 3 REFERRAL AREA



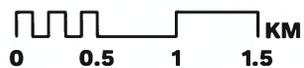
TOWN OF LAMONT & LAMONT COUNTY INTERMUNICIPAL DEVELOPMENT PLAN

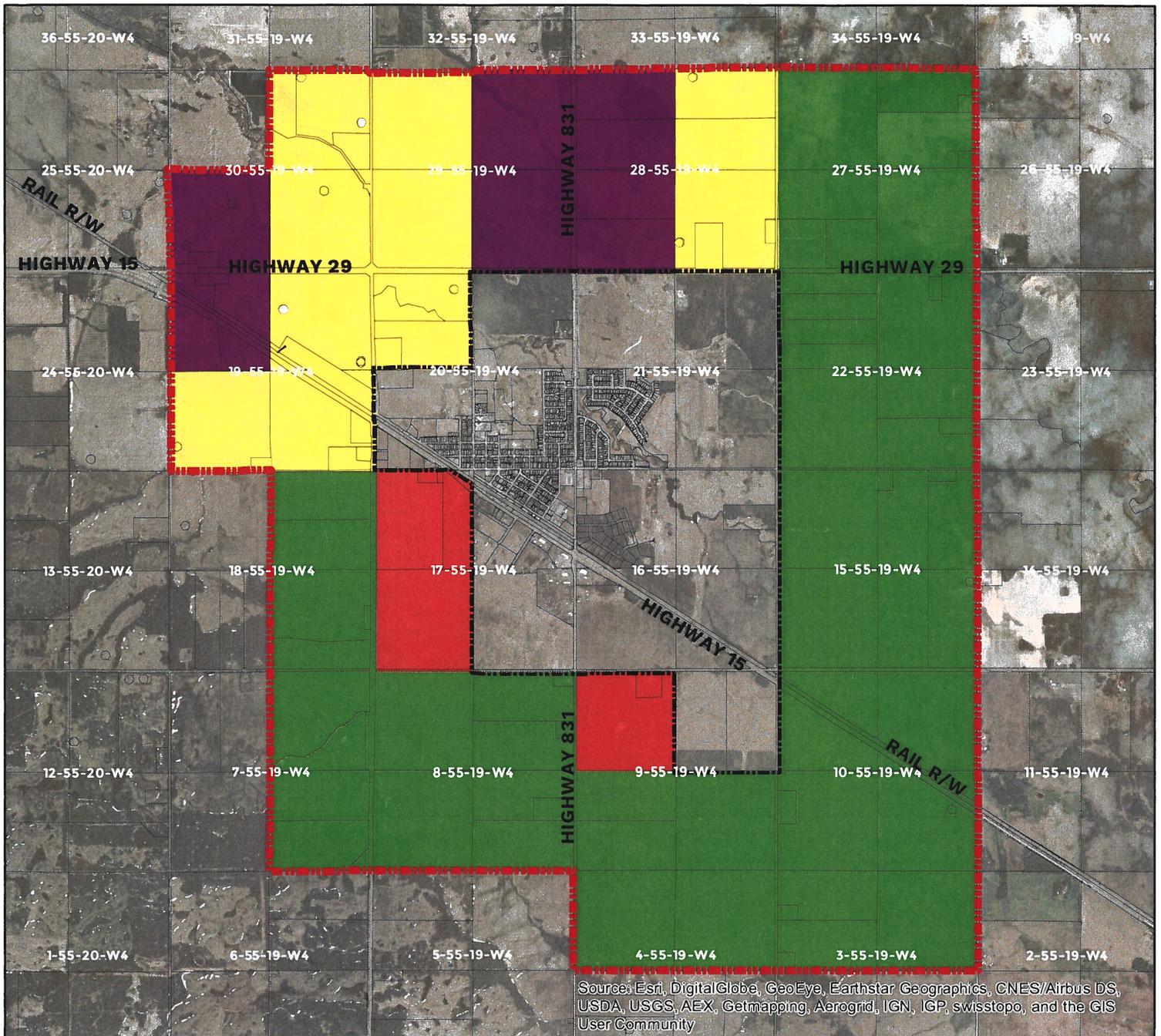
MAP 1 PLAN BOUNDARIES

LEGEND

- Plan Area Boundary
- Town of Lamont
- Future Urban Expansion Area

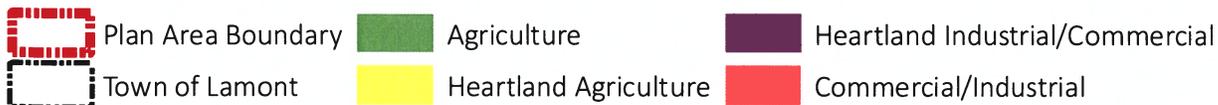
Digital Information: Geogratix,
Geodiscover, and Altalis
Projection: UTM NAD 83 12N



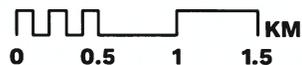


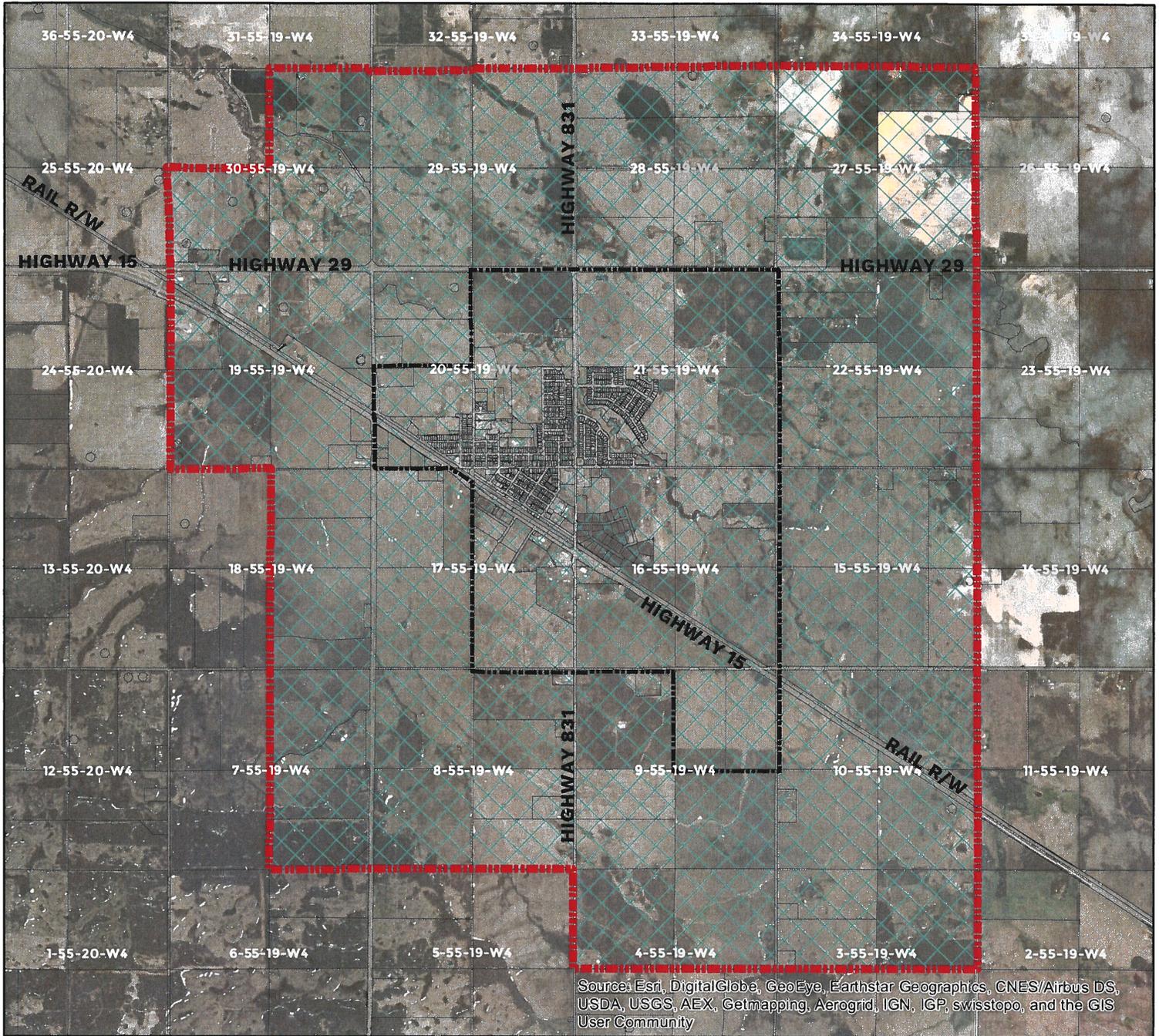
TOWN OF LAMONT & LAMONT COUNTY INTERMUNICIPAL DEVELOPMENT PLAN

MAP 2 FUTURE LAND USE



Digital Information: Geogratis,
Geodiscover, and Altalis
Projection: UTM NAD 83 12N





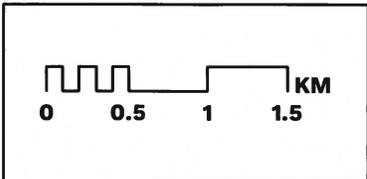
TOWN OF LAMONT & LAMONT COUNTY INTERMUNICIPAL DEVELOPMENT PLAN

MAP 3 REFERRAL AREA

LEGEND

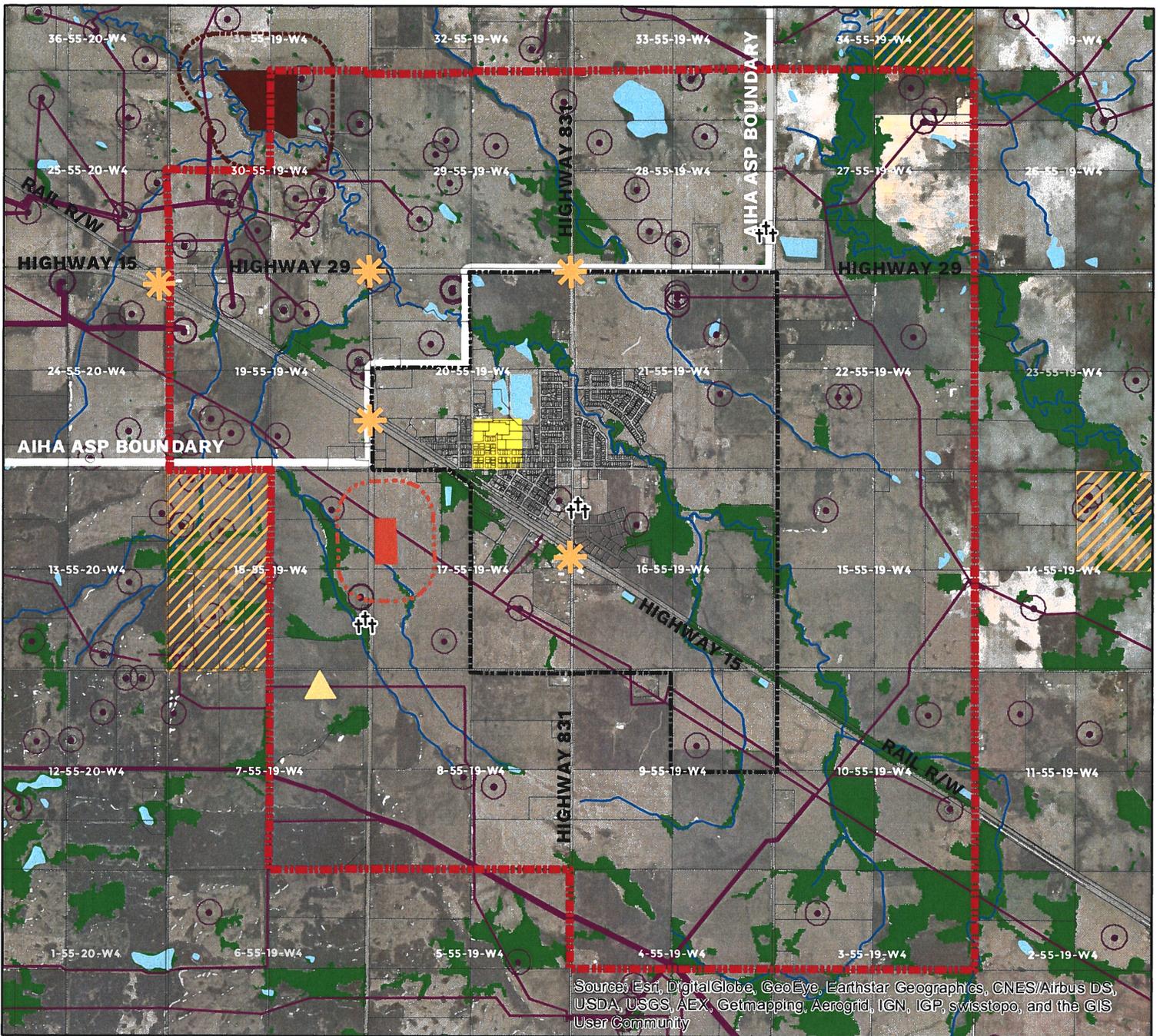
- Plan Area Boundary
- Town of Lamont
- Referral Area

Digital Information: Geogratis,
Geodiscover, and Altalis
Projection: UTM NAD 83 12N



APPENDIX A

DEVELOPMENT CONSIDERATIONS MAP

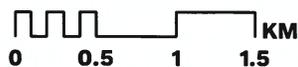


TOWN OF LAMONT & LAMONT COUNTY INTERMUNICIPAL DEVELOPMENT PLAN

DEVELOPMENT CONSIDERATIONS

- | | | | |
|--------------------|----------|-----------------------|----------------------------------|
| Plan Area Boundary | Clay_Pit | Historic Resource | Oil Well + 100m Setback |
| Town of Lamont | Cemetery | Pipeline | Waste Facility + 300m Setback |
| Major Intersection | Wetland | Lagoon + 300m Setback | Environmentally Significant Area |

Digital Information: Geogratix,
Geodiscover, and Altalis
Projection: UTM NAD 83 12N



APPENDIX B

LIST OF ACRONYMS

| | |
|-------------|---|
| AIHA | Means the Alberta Industrial Heartland Area, as defined in Lamont County's Land Use Bylaw, No. 675/07, 2007, as amended or replaced. |
| ALSA | Means the <i>Alberta Land Stewardship Act</i> , S.A. 2009, c. M-26.8, as amended. |
| ASP | means an Area Structure Plan, as defined in Section 633 of the <i>Municipal Government Act</i> , R.S.A. 2000, c. M-26, as amended, and may refer to any the Area Structure Plan adopted by the Town of Lamont or Lamont County. |
| ESA | Means an Environmentally Significant Area, as recognized by Alberta Environment and Parks. |
| ICF | Means an Intermunicipal Collaboration Framework Plan, as defined in Section 708.29 of the <i>Municipal Government Act</i> , R.S.A. 2000, c. M-26, as amended. |
| IDP | Means an Intermunicipal Development Plan, as defined in Section 631 of the <i>Municipal Government Act</i> , R.S.A. 2000, c. M-26, as amended. |
| IPC | Means the Intermunicipal Planning Committee, whose members are appointed by Council, as established by the Intermunicipal Development Plan Bylaw. |
| LUB | Means a Land Use Bylaw, as defined in Section 640 of the <i>Municipal Government Act</i> , R.S.A. 2000, c. M-26, as amended, and may refer to either the Land Use Bylaw of the Town of Lamont or Lamont County. |
| MGA | Means the <i>Municipal Government Act</i> , R.S.A. 2000, c. M-26, as amended. |
| MDP | Means a Municipal Development Plan, as defined in Section 632 of the <i>Municipal Government Act</i> , R.S.A. 2000, c. M-26, as amended, and may refer to either the Municipal Development Plan of the Town of Lamont or Lamont County. |
| NSRP | Means the North Saskatchewan Regional Plan, which is adopted under the authority of the <i>Alberta Land Stewardship Act</i> , S.A. 2009, c. M-26.8, as amended. The North Saskatchewan Regional Plan manages the environmental and community effects of development within the combined impact of all activities. Regional plans also will support conservation and stewardship, and address Albertans' community, infrastructure and recreational needs. |

APPENDIX C

LIST OF DEFINITIONS

This IDP has been written with the purpose of being a document that can easily be read by Council(s), Administration, residents, and development proponents. The definitions provided within this appendix are intended to provide greater clarity to the reader with respect to common terms and uses as they appear within the context of the plan.

| | |
|--|---|
| AGRICULTURAL OPERATION | Means an agricultural operation; as defined in the <i>Agricultural Operation Practices Act</i> , R.S.A. 2000, c. A-7, as amended. |
| AREA STRUCTURE PLAN | Means a statutory plan adopted by a municipality by bylaw in accordance with the <i>Municipal Government Act</i> , R.S.A. 2000, c. M-26, as amended to provide a framework for the subsequent subdivision and development of a defined area of land. |
| CONFINED FEEDING OPERATION | Means a confined feeding operation as defined in the <i>Agricultural Operation Practices Act</i> , R.S.A. 2000, c. A-7, as amended. |
| CONSERVATION RESERVE | Means Conservation Reserve, as defined in Section 664.2 of the <i>Municipal Government Act</i> , R.S.A. 2000, c. M-26, as amended. |
| COUNTRY RESIDENTIAL DEVELOPMENT | Means the development of a single detached dwelling (one family dwelling) on a large parcel of land in a rural area that is not normally serviced by municipal water or waste water services. |
| ENVIRONMENTAL RESERVE | Means Environmental Reserve, as defined in Section 664 of the <i>Municipal Government Act</i> , R.S.A. 2000, c. M-26, as amended. |
| ENVIRONMENTAL RESERVE EASEMENT | Means Environmental Reserve Easement, as defined in Section 664 of the <i>Municipal Government Act</i> , R.S.A. 2000, c. M-26, as amended. |
| HEAVY INDUSTRIAL USE | Means activities involved in the processing, fabrication, storage, transportation, distribution or wholesaling of the heavy industrial goods which, in the sole opinion of the Development Authority, may emit a significant level of noise, smoke, dust, odour, vibration, etc., and which may not be compatible with the surrounding land use. Heavy industrial uses shall not include heavy petrochemical industrial uses. |
| HIGHER CAPABILITY AGRICULTURAL LANDS | Means higher capability agricultural land; as defined in the Lamont County Land Use Bylaw, No. 675/07, as amended or replaced. |
| LOWER CAPABILITY AGRICULTURAL LANDS | Means lower capability agricultural land; as defined in the Lamont County Land Use Bylaw, No. 675/07, as amended or replaced. |
| MULTI-LOT COUNTRY RESIDENTIAL DEVELOPMENT | Means any subdivision or development which will create five (5) or more parcels for residential or agricultural use on a quarter section |

| | |
|------------------------------------|---|
| MUNICIPAL RESERVE | Means Municipal Reserve, as defined in Section 666 of the <i>Municipal Government Act</i> , R.S.A. 2000, c. M-26, as amended. |
| NATURAL RESOURCE EXTRACTION | Means the quarrying, primary processing, removal, and off site sale of raw materials such as clay, sand, gravel, marl, earth or mineralized rock found on or under the site. Typically these uses include but are not limited to: quarries, borrow pits, and gravel pits. This use includes site preparation and reclamation of the lands. Processing may include crushing and washing but excludes the preparation of asphalt. |
| OUTLINE PLAN | Means a non-statutory plan approved by resolution of Council to provide a framework for the subsequent subdivision and development of a defined area of land. |
| URBAN CENTRE | Means the Town of Bruderheim, the Town of Lamont, the Town of Mundare, the Village of Andrew, and the Village of Chipman, either together or individually. |

Planners Report

Public Hearing Report

Intermunicipal Development Plan Bylaw 03/20

Town of Lamont

Public Hearing Date: **10 March 2020**

Public Hearing Time: 7:00 p.m.



MUNICIPAL PLANNING SERVICES
Town of Lamont Council Chambers

5307 50 Avenue
Lamont, AB T0B 2R0

BYLAW NO.:

Bylaw# 03/20

PROPOSED BYLAW:

Proposed Bylaw No. 03/20 would adopt the *Town of Lamont and Lamont County Intermunicipal Development Plan (IDP)*.

The *IDP* is a high-level planning document that guides the long-term land use planning for the community and will provide direction for other land management and development policies for land adjacent to the Town boundary.

BACKGROUND:

The Municipal Government Act, R.S.A. 2000, c. M-26, was substantially amended in 2018. One of the amendments that came into effect in 2018 included a requirement for all municipalities which share a common border to undertake the preparation of an intermunicipal development plan. The Town of Lamont, working jointly with the Towns of Bruderheim and Mundare, and the Villages of Andrew and Chipman, and Lamont County engaged MPS, the project consultant to assist in the preparation of an intermunicipal development plan for each urban municipality with Lamont County.

The project team was comprised of the project consultant (MPS) and the Intermunicipal Planning Committee (IPC), which included appointed elected officials and the CAOs from the participating municipalities. The IPC met and provided direction setting recommendations to the project consultant throughout all stages of Plan development.

A joint public open house was held on August 28, 2019 at the Lamont Recreation Centre, involving the urban municipalities in the Lamont County region and local residents.

Following the open house, Municipal Planning Services compiled a “*What We Heard Report*” to share with Council the feedback received from attendees at the open house, as well as the information from key stakeholders in the region, including local industry. The report included recommended changes to the IDP based on the feedback provided.

Town Council was provided the “*What We Heard Report*” on 12 November 2019, and after reviewing the report directed the consulting team to make additional revisions. The consulting team further revised the IDP based on this feedback. County Council received the WWHR for information in February. No revisions were requested by the County.

In February, the IDP was further revised to incorporate the Bill 25 amendments to the MGA. The IDP presented to Council for first reading includes the revisions requested by Town Council and the revisions recommended by MPS resulting from Bill 25. Council reviewed and provided comments on the “*What We Heard Report*” on 12 November 2019.

Council gave first reading to the proposed IDP on 25 February 2020.

**PUBLIC NOTIFICATION
AND ADVERTISING:**

Section 636 of the *Municipal Government Act* requires that while preparing a statutory plan, such as an intermunicipal development plan, the municipality must:

- (a) provide a means for any person who may be affected by it to make suggestions and representations,
- (b) notify the public of the plan preparation process and of the means to make suggestions and representations referred to in clause (a),
- (c) notify the school boards with jurisdiction in the area to which the plan preparation applies and provide opportunities to those authorities to make suggestions and representations.

The Public Open House was advertised in the Lamont Leader on 14 and 21 August 2019. In addition, the Town of Lamont advertised the Public Open House on 21, 23, 26, and 28 August 2019 on their Facebook page.

Via email on 20 August 2019, Municipal Planning Services notified agencies of the proposed *IDP* and compiled those comments in the “*What we Heard Report*”.

Notification in accordance with Section 692 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, (the *Act*) has taken place, and notifications for the Public Hearing were published in the Lamont Leader on 26 February 2020 and 4 March 2020.

RECOMMENDATION:

In the opinion of Town’s Planner, with the public hearing being held today, notification and public consultation requirements stated within the *Act* have been satisfied.

The Town’s planner recommends that Council, following the conclusion of the public hearing, and should no significant objections to the proposed bylaw be presented at the hearing, give consideration to 2nd and 3rd reading of the proposed Bylaw.

SUBMITTED BY:

Jane Dauphinee | RPP, MCIP
Senior Planner, Municipal Planning Services



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

AGENDA ITEM:

COUNCIL MEETING DATE:

May 12, 2020

ITEM DESCRIPTION OR TITLE

Utility Write-Offs

RECOMMENDATION

That Council authorize the utility bill write-offs in the amount of \$392.06, as per the presented list.

BACKGROUND

Administration reviews uncollectable utility accounts periodically and have identified that there are accounts that the municipality will not be able to collect on. Given the small amounts in each particular instance, sending them to a collection agency is not a viable option.

In this particular instance, there are a total of eight (8) properties which have all been sold and the final utility bills have not been paid. Tax certificates were issued on all the properties to the law firms. Notices were sent to the previous owner and were returned due to no forwarding address.

Administration is working to improve this process to prevent this situation from reoccurring.

COMMUNICATIONS

N/A

IMPLICATIONS OF DECISION

N/A

FINANCIAL IMPLICATIONS

The Town would not receive \$392.06 in revenue for the Utility bills.

POLICY AND/OR LEGISLATIVE REFERENCES

N/A



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

ATTACHMENTS

Attachment #1- Utility Write-Off List, May 5

Report Prepared By: Betty Malica

Approved by CAO:

A handwritten signature in black ink, appearing to be a stylized 'B' or similar mark.



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

**ATTACHMENT #1
UTILITY WRITE- OFF
AS of May 5, 2020**

| <u>Acct. Number</u> | <u>Amount</u> |
|---------------------|-----------------|
| 216-003 | 146.28 |
| 228-002 | 90.42 |
| 408-000 | 2.69 |
| 459-004 | 3.63 |
| 517-002 | .06 |
| 618-004 | .55 |
| 665-004 | 58.81 |
| 815-001 | 90.42 |
| <hr/> | |
| | \$392.86 |



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

AGENDA ITEM:

COUNCIL MEETING DATE:

May 12, 2020

ITEM DESCRIPTION OR TITLE

Policy Update - Sick Leave Policy

RECOMMENDATION

That Council approve the revisions to Policy #12-39, Sick Leave.

BACKGROUND

As identified within the approved Strategic Plan, Administration continuously reviews and identifies priority policies as time allows. It is beneficial for both the employees and the employer to regularly review these types of policies.

The Sick Leave Policy was identified to be a priority for updating in order to align with the protocols of the benefit provider, Sunlife.

As identified within the attached policy, the notable revisions that were made were clarity on timelines for the leave, clarity on the requirements of the employee/employer during a leave and general updates.

COMMUNICATIONS

This policy once approved would be circulated to all staff.

IMPLICATIONS OF DECISION

N/A

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

Policy #12-39



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

ATTACHMENTS

Sick or Disability Leave Policy #12-39, Original
Sick Leave Policy #12-39, Edits
Sick Leave Policy #12-39, Final

Report Prepared By: Betty Malica

Approved by CAO:

A handwritten signature in black ink, appearing to be the initials "BM", is written over a horizontal line.



12-39 Sick or Disability Leave

General Statement:

The Town wishes to offer a plan for income security in the event that an employee's ability to work is affected by illness, injury or disability.

The Town will follow Employment Standards Code for all sick or disability leave.

1. Permanent full time staff will accrue sick leave days at a rate of 1.5 days per month.
 - a) Part time, temporary, casual and contract employees will not earn sick leave.
 - b) Sick days will accrue during annual vacation and during the first month of an unpaid leave of absence.
 - c) During a sick leave, sick days and vacation days will not accrue beyond one month of the leave.
 - d) Wages for sick leave days will be equal to the employee's average regular daily wage.
2. A physician's note verifying the illness may be requested for any sick leave and will be required after two days of sick leave. Medical verification may be required if illness persists.
3. Sick days cannot be used for a self inflicted injury or for an injury obtained while working at another job.
4. Sick days alone will be accrued up to 120 working days. Subsequently, application may be made for the long term disability policy if sickness or disability persists longer than 15 weeks.
5. If an employee is injured while doing work for the Town, Worker's Compensation Board may provide benefits.
6. During an extended illness, the federal Unemployment Insurance program may provide benefits if the employee is not covered by other plans.
7. With appropriate verification from a physician, sick days may be used during annual vacation. Vacation days would then be rescheduled.
8. Sick days are not paid out on termination of employment.
9. After the 15th week of sick leave, the employee will be responsible for paying 100% of his benefit premiums and pension contribution, the Town's portion will cease.



Town Of Lamont Policy Manual

Sick or Disability Leave
Policy # 12-39
Corporate Services Committee
January 1, 2018

| | | |
|----------------------------|-------------|------------------|
| Adopted by Council: | Feb 13/2018 | Initials: |
| Motion Number: | 35/18 | |
| Supersedes: | 20-19 | |



~~Town Of Lamont Policy Manual~~ Town of Lamont Policy Manual

~~Sick or Disability Leave~~
Policy #~~12-39~~ 12-39
~~Corporate Services Committee~~
May 12, 2020

~~12-39 Sick or Disability Leave~~

~~Policy~~ General Statement:

~~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 illness, injury or disability.~~

~~The Town wishes to offer a plan for income security in the event that an employee's ability to work is affected by illness, injury or disability.~~

~~In the event that this Policy provides for a lesser benefit than the Employment Standards Code, the Town will follow the Employment Standards Code for all sick or disability leave.~~

Procedure

1. Permanent ~~full time~~ full-time staff will accrue sick leave days at a rate of 1.5 days per month.
 - a) Part time, temporary, casual and contract employees will not earn sick leave.
 - b) Sick days will accrue during annual vacation and during the first month of an unpaid leave of absence.
 - c) During a sick leave, sick days and vacation days will not accrue beyond one month of the leave.
 - d) Wages for sick leave days will be equal to the employee's average regular daily wage.
2. A physician's note verifying the illness may be requested for any sick leave and will be required after ~~three (3)~~ two days of sick leave. Medical verification may be required if illness persists.
3. Sick days cannot be used for a self-inflicted injury or for an injury obtained while working at another job.
4. ~~Sick days alone~~ will ~~be~~ accrued up to a maximum of -120 ~~working calendar~~ days.
5. 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.



~~Town Of Lamont Policy Manual~~ Town of Lamont Policy Manual

Sick ~~or Disability~~ Leave
Policy #~~12-39~~ 12-39
~~Corporate Services Committee~~
May 12, 2020

6. An employee will be able to use a maximum of 120 -calendar days of sick -days consecutivelytime consecutively. This time period corresponds with an employee's eligibility to apply for long-term disability benefits. Even if an employee has remaining sick days in their bank, no further sick days will be paid once an employee is eligible to apply for long-term disability benefits, regardless of whether or not the employee applies or qualifies for long-term disability benefits.



~~Town Of Lamont Policy Manual~~ Town of Lamont Policy Manual

Sick ~~or~~ Disability Leave
Policy #~~12-39~~ 12-39
Corporate Services Committee
May 12, 2020

~~4. Subsequently, application may be made for the long term disability policy if sickness or disability persists longer than 15 weeks.~~

~~5.~~

~~6.7.~~ If an employee is injured while doing work for the Town, the Worker's Compensation Board may provide loss of earning benefits, in which case sick days cannot be used. An employee will not be able to use sick days when they are in receipt of Worker's Compensation loss of earning benefits.

~~7.8.~~ During an extended illness, the Government of Canada Employment Insurance (EI) ~~Federal Unemployment Insurance~~ program may provide benefits if the employee is not covered by other plans, does not have available sick days to use or has used the maximum allowable consecutive sick days under this policy.

~~8.9.~~ With appropriate verification from a physician, sick days may be used during annual vacation. -Vacation days would then be rescheduled.

~~9.10.~~ Sick days are not paid out on termination of employment.

~~11. After the 15th week of~~ At the end of sick leave, the employee will be responsible for paying 100% of thehis benefit premiums, and pension contribution, the Town's portion will cease. will cease. will continue for a maximum of twelve (12) months, unless otherwise required by legislation.

~~10.12.~~ The employee may be able to continue ~~must continue~~ to pay LAPP contributions while on long term disability leave. It is the responsibility of the employee to ~~c~~ontact ~~you~~the LAPP member services for information.

| | | |
|---------------------|-------------|-----------|
| Adopted by Council: | Feb 13/2018 | Initials: |
| Motion Number: | 35/18 | |
| Supersedes: | 20-19 | |



Sick Leave

Policy Statement:

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 illness, injury or disability.

In the event that this Policy provides for a lesser benefit than the Employment Standards Code, the Town will follow the Employment Standards Code.

Procedure

1. Permanent full-time staff will accrue sick leave days at a rate of 1.5 days per month.
 - a) Part time, temporary, casual and contract employees will not earn sick leave.
 - b) Sick days will accrue during annual vacation and during the first month of an unpaid leave of absence.
 - c) During a sick leave, sick days and vacation days will not accrue beyond one month of the leave.
 - d) Wages for sick leave days will be equal to the employee's average regular daily wage.
2. 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.
3. Sick days cannot be used for a self-inflicted injury or for an injury obtained while working at another job.
4. Sick days will accrue up to a maximum of 120 calendar days.
5. 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.
6. An employee will be able to use a maximum of 120 calendar days of sick time consecutively. This time period corresponds with an employee's eligibility to apply for long-term disability benefits. Even if an employee has remaining sick days in their bank, no further sick days will be paid once an employee is eligible to apply for long-term disability benefits, regardless of whether or not the employee applies or qualifies for long-term disability benefits.



7. If an employee is injured while doing work for the Town, the Worker's Compensation Board may provide loss of earning benefits, in which case sick days cannot be used. An employee will not be able to use sick days when they are in receipt of Worker's Compensation loss of earning benefits.
8. During an extended illness, the Government of Canada Employment Insurance (EI) program may provide benefits if the employee is not covered by other plans, does not have available sick days to use or has used the maximum allowable consecutive sick days under this policy.
9. With appropriate verification from a physician, sick days may be used during annual vacation. Vacation days would then be rescheduled.
10. Sick days are not paid out on termination of employment.
11. At the end of sick leave, the employee will be responsible for paying 100% of the benefit premiums.
12. The employee may be able to continue to pay LAPP contributions while on long term disability leave. It is the responsibility of the employee to contact the LAPP member services for information.

| | | |
|----------------------------|--|------------------|
| Adopted by Council: | | Initials: |
| Motion Number: | | |
| Supersedes: | | |



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

AGENDA ITEM:

COUNCIL MEETING DATE:
May 12, 2020

ITEM DESCRIPTION OR TITLE

Open Door Policy

RECOMMENDATION

That Council approve Policy #12-63, Open Door.

BACKGROUND

The Open Door Policy was created to formalize current practices and conveys the values and style of management that currently exists within the organization. To that end, as noted within the policy, Administration continuously encourages any employee to share concerns, efficiencies, and recommendations so that the organization can learn and grow.

COMMUNICATIONS

Once approved, the policy would be circulated to all staff.

IMPLICATIONS OF DECISION

N/A

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

N/A

ATTACHMENTS

Policy #12-63, Open Door Policy

Report Prepared By: Christine Beveridge, CAO

Approved by CAO:



Open Door

Policy Statement

We are committed to providing a positive environment that will enable our employees to achieve their professional goals. Our policy is to treat each employee as an individual, but at the same time to encourage employees to work together as a team.

To this end, we are constantly striving to maintain strong communications between management and employees so that problems regarding working conditions and procedures can be freely discussed and satisfactorily resolved.

Bring your concerns to the attention of your Supervisor. If you do not feel comfortable with your Supervisor or you do not receive an adequate response, please discuss the situation with the Chief Administrative Officer.

Our door is always open. We believe that discussing issues directly with one another will enable us to maintain the spirit of cooperation that has contributed to our continued success over the years.

| | | |
|----------------------------|--|------------------|
| Adopted by Council: | | Initials: |
| Motion Number: | | |
| Supersedes: | | |



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

AGENDA ITEM:

**COUNCIL MEETING DATE:
May 12, 2020**

ITEM DESCRIPTION OR TITLE

Policy Updates

RECOMMENDATION

That Council rescind the following policies:

- #12-47, Grievance or Appeal Procedures
- #26-04, Special Constable Bylaw Enforcement Officer
- #12-33, Layoff and Recall
- #11-09, Cancellations of Regular Council Meetings

BACKGROUND

As identified within the approved Strategic Plan, Administration continuously reviews and identifies priority policies as time allows. It is beneficial for both the employees and the employer to regularly review policies. Upon review, of the policy manual, there were several policies identified to be rescinded.

The following policies were marked as redundant.

- #12-47, Grievance or Appeal Procedures (*Dealt with in 12-63 Harassment and Violence Policy and new Open Door Policy #12-63*)
- #26-04, Special Constable Bylaw Enforcement Officer (*Bylaw Enforcement Bylaw 04-20 replaces this policy*)
- #12-33, Layoff and Recall (*Employment Standards*)
- #11-09, Cancellations of Regular Council Meetings (*MGA requires motion for all cancellations*)

COMMUNICATIONS

N/A

IMPLICATIONS OF DECISION

N/A



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

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

Policies: #12-47, #26-04, #12-33, #11-09

ATTACHMENTS

#12-47, Grievance or Appeal Procedures
#26-04, Special Constable Bylaw Enforcement Officer
#12-33, Layoff and Recall
#11-09, Cancellations of Regular Council Meetings

Report Prepared By: Christine Beveridge, CAO

Approved by CAO:

A handwritten signature in black ink, appearing to be "C. Beveridge", is written over the line for the CAO's approval.



12-47 Grievance or Appeal Procedures

General Statement:

An employee may appeal any decision made which directly affects the employee's job duties or employment with the Town.

Grievance or Appeal Procedure

1. An employee who has a grievance shall initially discuss the issue with his/her immediate Supervisor. The employee should clearly explain his grievance in writing and outline an acceptable solution. A copy of the employee's submission may be sent to the CAO and the Chairman of the Corporate Services Committee. Following an objective discussion, the Supervisor shall make a decision.
2. Should the decision remain unacceptable to the employee, the matter may be taken to the CAO. The CAO shall hear both sides of the issue, gather further information if necessary and respond with a decision.
3. If the employee is still not satisfied with the decision made by the CAO, he may appeal the decision to Council.
4. Council shall review the appeals originating with the CAO.
5. All concerns and issues will be treated with confidentiality.

| | | |
|----------------------------|--------------------|-----------|
| Adopted by Council: | January 13, 2015 | Initials: |
| Motion Number: | 12/15 | |
| Supersedes: | 20-28 (Renumbered) | |

TOWN OF LAMONT

POLICY

**Title: Special Constable/Bylaw Enforcement Officer
Operational Guidelines**

**Resolution: 205/02
Date: August 13/02**

Previous Resolutions:

Statement:

To set the guidelines under which the Special Constable/Bylaw Enforcement Officer will operate.

Guidelines

1. Shall enforce Town bylaws and those provincial statutes as authorized by the Solicitor General.
2. May leave the area of jurisdiction when actively attempting to stop or apprehend a person who has committed an offence under provincial statutes.
3. May leave the area of jurisdiction to issue court documents or issue tickets.
4. May carry pepper spray if authorized by the Chief Administrative Officer.
5. May exercise any authority under provincial statutes or federal acts that, either in statutory or common law, is conferred upon any citizen.
6. Shall assist any RCMP officer if so requested.
7. Shall not carry a firearm.
8. Shall not engage in any motor vehicle chases:
 - a) A motor vehicle chase shall be classified as any situation where, after attempting to stop a vehicle, it becomes apparent that the person driving does not intend on stopping the vehicle.

b) **The Special Constable/Bylaw Enforcement Officer shall record the vehicle licence number and description, date, time and offence committed and immediately contact the RCMP with the information.**

9. **If threatened or attacked, have the authority to use enough force to protect himself or any member of the public.**



12-33 Lay-off and Recall

General Statement

The Town of Lamont realizes that seasonal labor and project labor jobs may require the Town to lay-off and recall employees as they are needed.

1. Lay-offs will be determined based on performance and merit.
2. Employees will be given at least ten (10) working days notice prior to being laid-off.
3. Open positions may be offered to laid-off employees before they are open to competition, given that the laid-off employee meets the requirements.
4. Recall will be such that the last laid-off will be the first recalled.

| | | |
|----------------------------|--------------------|-----------|
| Adopted by Council: | January 13, 2015 | Initials: |
| Motion Number: | 12/15 | |
| Supersedes: | 20-13 (Renumbered) | |



Town Of Lamont Policy Manual

Cancellation of Regular Council Meetings
Policy # 11-09
Corporate Services Committee
June 10, 2014

11-09 Cancellation of Regular Council Meetings

Statement

This shall be a policy governing cancellation of regular Council meetings. Meeting cancellations are required due to conflicts with statutory holidays; summer holidays or other such dates where a quorum of Council would not be obtained.

Policy

Current standing dates for council meeting cancellation are:

- the regularly schedule Council meeting for the second Tuesday in July.
- the regularly schedule Council meeting for the second Tuesday in August.
- the regularly scheduled Council Meeting for the fourth Tuesday in December.

All other council meeting cancellations will require a motion of council.

If Council needs to call a meeting to address priority items then a Special Meeting of Council will be called prior to the next regular scheduled council meeting. This will follow all rules as per the M.G.A. and the Procedure Bylaw.

| | | |
|----------------------------|--------------------|-----------|
| Adopted by Council: | January 13, 2015 | Initials: |
| Motion Number: | 12/15 | |
| Supersedes: | 12-19 (Renumbered) | |



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: May 12, 2020

ELECTED OFFICIAL: Mayor Bill Skinner

REPORT PERIOD: April 29 – May 6, 2020

Boards and Committees:

- **May 6:** Attended a Lamont County Housing Foundation Lodge Managers meeting via teleconference call. We have an increase in the number of residents in the lodge in Mundare. We discussed the added workload and stress related to COVID-19. The laptops we purchased to enable residents to communicate with family and friends are being well used.

Town of Lamont Business:

Professional Development (Workshops & Conferences):

- **May 4:** Attended the Municipal Affairs Town Hall teleconference call which included updates from ministers and a good question and answer session. Things continue to change daily as the pandemic continues and many communities struggle to meet the challenges.

Lamont Functions and Events:



MAYOR & COUNCIL REPORT

COUNCIL MEETING **DATE: May 12, 2020**
ELECTED OFFICIAL: **Kirk Perrin**
REPORT PERIOD: **April 22 – May 6, 2020**

Boards and Committees:

- St Michael's Regional Solid Waste Commission – April 22, 2020
 - Financial Statement Summary, Favorable opinion
 - Landfills closure post-closure liability has not changed.
 - Requisition set for commission members; overall commission requisition remained the same as the previous year, however because the Town of Lamont's 4-year tonnage average increased our Requisition increased.
 - 2019 - \$106,821.30
 - 2020 - \$107,717.31
 - 2019 Refuse Quantity 963,950kg and 23.00% of overall use.
 - Lamont is trending up compared to our commission partners in terms of percentage of use.

| Description | 2020 Budget | Targeted Amount Jan - Apr | 2020 Actual Jan - Apr | Variance | % of Completion | 2020 - Apr | 2019 - Apr | Increase/ (Decrease) | Percentage | Note |
|------------------------|--------------------|------------------------------|--------------------------|--------------------|--------------------|-----------------|-----------------|-------------------------|------------|------|
| REVENUE | | | | | | | | | | |
| General Revenue | (2,923,710) | (2,626,400) | (147,164) | (2,776,545) | 5% | (25,173) | (24,644) | (529) | | |
| Administration | (19,350) | (6,450) | (5,244) | (14,106) | 27% | (208) | (381) | 173 | | |
| By Law | (2,500) | (833) | (1,830) | (670) | 73% | (30) | (75) | 45 | | |
| Strs. & Road | (672,900) | (224,300) | (758) | (672,142) | 0% | 0 | 0 | 0 | | |
| Storm Sewer | 0 | 0 | 0 | 0 | 0% | 0 | 0 | 0 | | |
| Water | (569,910) | (189,970) | (94,885) | (475,025) | 17% | (32) | (1,003) | 972 | | |
| Sewer | (169,523) | (56,508) | (28,040) | (141,483) | 17% | (10) | 50 | (60) | | |
| Garbage | (338,095) | (112,698) | (56,835) | (281,259) | 17% | 0 | 0 | 0 | | |
| Cemetery | (2,000) | (667) | (800) | (1,200) | 40% | (800) | 0 | (800) | | |
| Planning & Subdivision | (3,000) | (1,000) | (1,024) | (1,976) | 34% | 0 | 0 | 0 | | |
| Hall | (25,500) | (8,500) | (2,845) | (22,655) | 11% | 0 | (530) | 530 | | |
| Arena | (224,534) | (74,845) | (28,603) | (195,932) | 13% | 0 | (8,248) | 8,248 | | |
| Park | (38,000) | (12,667) | 0 | (38,000) | 0% | 0 | (300) | 300 | | |
| Curling Rink | (500) | (167) | 0 | (500) | 0% | 0 | 0 | 0 | | |
| FCSS | 0 | 0 | 0 | 0 | 0% | 0 | 0 | 0 | | |
| TOTAL REVENUE | (4,989,522) | (3,315,004) | (368,029) | (4,621,493) | 7% | (26,252) | (35,130) | 8,878 | | |
| EXPENSE | | | | | | | | | | |
| Council | 150,200 | 50,067 | 58,059 | 92,141 | 39% | 5,916 | 6,513 | (597) | | |
| Administration | 642,210 | 214,070 | 218,012 | 424,199 | 34% | 44,246 | 53,071 | (8,922) | | |
| Fire | 29,250 | 9,750 | 13,733 | 15,517 | 47% | 1,372 | 4,119 | (2,747) | | |
| Disaster Service | 1,500 | 500 | 0 | 1,500 | 0% | 0 | 0 | 0 | | |
| By-Law | 60,420 | 20,140 | 3,384 | 57,036 | 6% | 1,100 | 1,781 | (681) | | |
| Public Work | 487,163 | 162,388 | 159,903 | 327,259 | 33% | 35,485 | 35,287 | 198 | | |
| Street & Road | 307,300 | 102,433 | 73,194 | 234,106 | 24% | 27,280 | 13,149 | 14,131 | | |
| Storm Sewer | 17,400 | 5,800 | 16 | 17,384 | 0% | 16 | 163 | (148) | | |
| Water | 357,900 | 119,300 | 89,220 | 268,680 | 25% | 24,554 | 22,822 | 3,159 | | |
| Sewer | 104,200 | 34,733 | 19,080 | 85,120 | 18% | 9,645 | 3,074 | 6,572 | | |
| Garbage | 388,510 | 202,142 | 71,066 | 317,444 | 18% | 23,660 | 152,683 | (129,023) | | |
| Cemetery | 4,800 | 1,600 | 0 | 4,800 | 0% | 0 | 0 | 0 | | |
| Town Beautification | 30,500 | 10,167 | 0 | 30,500 | 0% | 0 | 0 | 0 | | |
| Planning & Subdivision | 163,350 | 54,450 | 31,753 | 131,597 | 19% | 19,950 | 4,387 | 15,563 | | |
| Hall | 204,009 | 68,003 | 49,290 | 154,719 | 24% | 8,742 | 12,467 | (3,724) | | |
| Arena | 381,122 | 127,041 | 135,318 | 245,804 | 36% | 44,705 | 29,539 | 15,167 | | |
| Park | 97,863 | 32,621 | 1,740 | 96,123 | 2% | 83 | 906 | (823) | | |
| Curling Rink | 42,000 | 14,000 | 17,371 | 24,629 | 41% | 1,594 | 2,867 | (1,272) | | |
| FCSS & School Fund | 615,460 | 205,153 | 139,030 | 476,430 | 23% | 6,157 | 0 | 6,157 | | |
| Total Expense | 4,085,157 | 1,434,357 | 1,080,170 | 3,004,987 | 26% | 254,507 | 342,827 | (86,990) | | |

| Description | 2020 Budget | Targeted Amount | | 2020 Actual | | Variance | % of Completion | | Increase/ (Decrease) | Percentage | Note |
|-------------------------------|----------------|-----------------|---------------|----------------|-----------|-----------|-----------------|---------------|-------------------------|------------|------|
| | | Jan - Apr | Jan - Apr | Jan - Apr | Jan - Apr | | 2020 - Apr | 2019 - Apr | | | |
| Capital Programs | | | | | | | | | | | |
| Administration | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0 | 0 | 0% | |
| Fire | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0 | 0 | 0% | |
| Public Work | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0 | 0 | 0% | |
| Street and Road | 653,400 | 217,800 | 11,636 | 641,764 | | 2% | 9,568 | 10,200 | (633) | -6% | |
| storm Sewer | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0 | 0 | 0% | |
| Water | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0 | 0 | 0% | |
| Sewer | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0 | 0 | 0% | |
| Planning & Subdivision | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0 | 0 | 0% | |
| Hall | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0 | 0 | 0% | |
| Arena | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0 | 0 | 0% | |
| Park | 41,000 | 13,667 | 0 | 41,000 | | 0% | 0 | 11,664 | (11,664) | -100% | |
| Curling Rink | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0 | 0 | 0% | |
| Total Capital Programs | 694,400 | 231,467 | 11,636 | 682,764 | | 2% | 9,568 | 21,864 | | | |

PLANNING & DEVELOPMENT

QUARTERLY REPORT JANUARY TO MARCH 31, 2020

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



Status Report

Department: Fire Department
For the Month ending: April 2020

- Training resumed online through Microsoft teams due to Covid-19
- Chief Calder and Deputy Chief Scott interviewed for the vacant Captain Positions. Kevin Price and Andrew McDonald have accepted the positions.
- Attended 9 calls this month,
- Wildfire season has begun, we have attended 3 incidents regarding dry vegetation.

Planned for next month:

- Applications to be sent out for filling the vacant Lieutenant positions
- Online training is going well. Small groups maintaining social distancing will be planned for training nights to keep skills up to date. Spotters will be in place to ensure we are distancing properly.
- Will be starting to transition with new Captains

Scott Calder, Fire Chief
District 4