Council Package September 22, 2020





AGENDA TOWN OF LAMONT REGULAR MEETING OF COUNCIL September 22, 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 September 8, 2020
- 2. CLOSED SESSION
- 3. DELEGATIONS
 - 3.1. MOTION FOR ACCEPTANCE OF DELEGATION
- 4. CORRESPONDENCE
 - 4.1. Greenfield Echoes Road Concern Letter from Residents
- 5. NEW BUSINESS
 - 5.1. Municipal Stimulus Program
 - 5.2. Facility Relaunch Update

- 6. REPORTS
 - **6.1. Mayor and Council Reports**
 - 6.1.1. Councillor Taylor
- 7. NOTICES OF MOTION
- 8. ADJOURNMENT



Town of Lamont September 8, 2020 Regular Meeting of Council

HELD BY ZOOM MEETINGS

PRESENT: Bill Skinner Mayor

Jody FouldsCouncillorKirk PerrinCouncillorAl HarveyCouncillorDavid TaylorCouncillorPerry KorolukCouncillor

Christine Beveridge Chief Administrative Officer

Robert Mu Finance Officer

Dreena Guptill Recording Secretary

CALL TO ORDER AND RELATED BUSINESS

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

Adoption of Agenda

MOTION: 183/20 Councillor Perrin: That the Council Agenda be accepted as amended.

CARRIED

Declaration of Pecuniary Interest: None.

Adoption of Minutes:

a) Meeting Minutes – August 25, 2020

MOTION: 184/20 <u>Councillor Taylor:</u> That the Minutes of the August 25, 2020 Council Meeting be accepted as presented.

DELEGATIONS

CORRESPONDENCE

• 2020 Stars of Alberta Volunteer Awards

MOTION: 185/20 Councillor Koroluk: That Council accept the correspondence as information.

CARRIED

NEW BUSINESS

Local Authorities Pension Policy #12-65

MOTION: 186/20 Councillor Harvey: That Council approve Policy #12-65, Local Authority Pension Plan (LAPP).

CARRIED

Employee COVID-19 Policy #12-67

MOTION: 187/20 Councillor Foulds: That Council approve Policy #12-67, Employee COVID-19.

CARRIED

Lamont Christmas Light Up Committee Update

MOTION: 188/20 Councillor Perrin: That Council accept this report as information.

CARRIED

Council Meeting Date Rescheduling

MOTION: 189/20 <u>Councillor Koroluk</u>: That Council schedule a Regular Council Meeting for Tuesday, September 22, 2020.

REPORTS

Council Reports:

Mayor Skinner Written report attached.

Councillor Foulds
 Councillor Harvey
 Councillor Koroluk
 Councillor Perrin
 Councillor Taylor
 Nothing to report.
 Nothing to report.
 Nothing to report.

Staff Reports:

- CAO's Report
- Director of Operations & Infrastructure Report
- Financial Report
- Fire District Report

MOTION: 190/20 Councillor Taylor: That Council accept the reports as information.

CARRIED

CLOSED SESSION

Personnel – (FOIP Section 17 – Disclosure Harmful to Personal Privacy) **CAO Update -** (FOIP Section 24 (1)(a) – Advice, proposals, recommendations for or by a public body.

MOTION: 191/20 <u>Councillor Perrin:</u> That Council convene in closed session pursuant to Section 197 of the *Municipal Government Act* to meet in private to discuss matters protected from disclosure by Section 17 and Section 24 (1)(a) of the *Freedom of Information and Protection of Privacy Act* at 7:49 pm.

CARRIED

MOTION: 192/20 Councillor Perrin: That Council revert to regular Council meeting session at 9:04 p.m.

MOTION: 193/20 Councillor Harvey: That Council extend the meeting past 9:00 p.m.

CARRIED

MOTIONS ARISING FROM CLOSED SESSION

MOTION: 194/20 <u>Councillor Perrin</u> That Council approve the organizational chart as updated September 8, 2020.

ADJOURNMENT: Mayor Skinner adjourned the	meeting at 9:08 p.m.
	 Mayor
	Chief Administrative Officer



September 16, 2020

LAMONT TOWN COUNCIL ATTN:

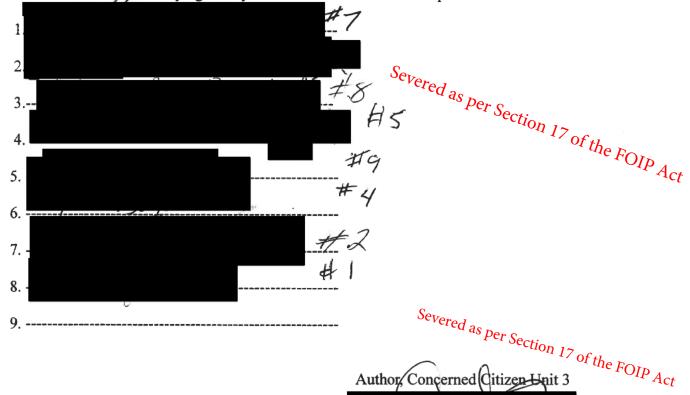
We, the undersigned are current residents and taxpayers @ Greenfield Echoes, Lamont, AB In the last 1-2 years, our roadway in our cul de sac has been deteriorating rapidly resulting in lower areas of the road that consistently hold standing water year round

Come winter however, this water freezes and it becomes a very serious safety concern, especially when it is snow covered. People walking to work, going for a walk or just visiting neighbors are at great risk of slipping and falling.

We realize "its not in the budget" however it would be very unfortunate if one of our residents broke a hip or arm, possibly resulting in legal action

We, in Greenfield Echoes would like to see this problem resolved, even if it is just cold mix to fill these low areas.

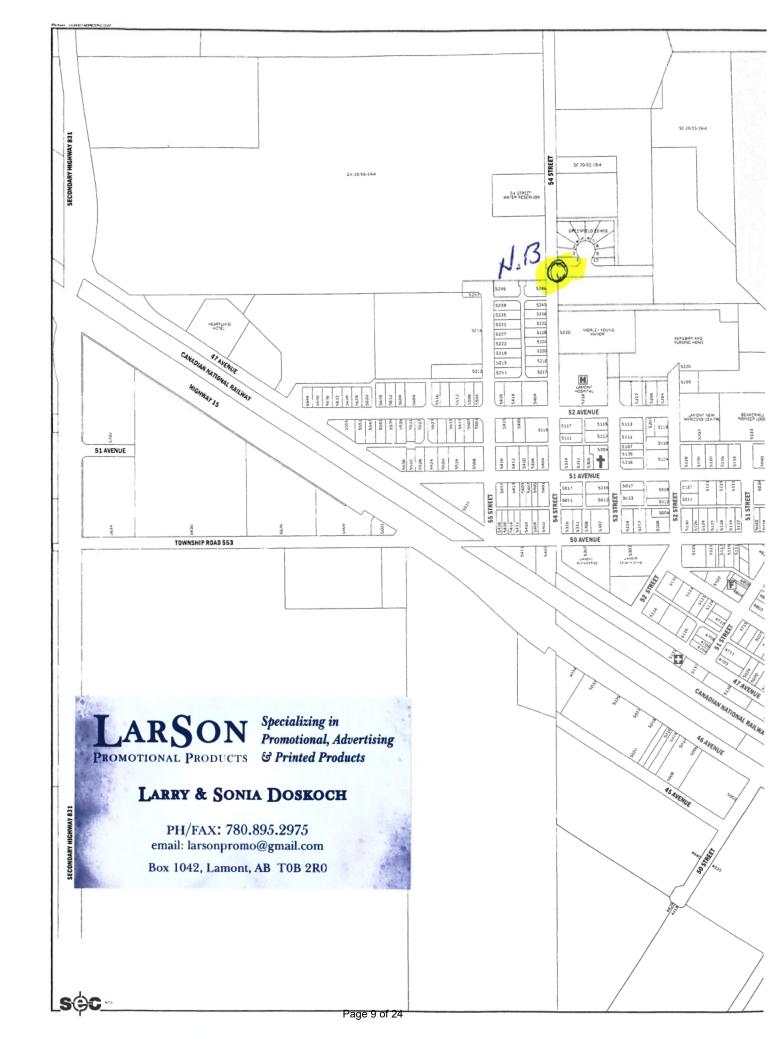
The signatures below are current residents who care about our well being and as you know, most of us are seniors that are trying to stay in our homes however we require some assistance.



Author, Concerned Citizen Unit 3

Lawrence & Sonia Doskoch

N.B. All residents commented on the holes coming from 54st to our peoperance-





TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 5.1

COUNCIL MEETING DATE: September 22, 2020

ITEM DESCRIPTION OR TITLE

Municipal Stimulus Program

RECOMMENDATION

- 1. That project #'s_____ be submitted for the Municipal Stimulus Program.
- 2. That Council authorize the Mayor to execute and submit the Memorandum of Agreement for the Municipal Stimulus Program.

BACKGROUND

In April 2020, the Town of Lamont submitted a list of projects that were defined as shovel ready to the Minister of Municipal Affairs. The purpose of that was to determine the capacity for municipalities to undertake projects in a short time frame that would assist in stimulating the economy.

Since then, a new program was announced for municipalities to submit eligible projects for. The Municipal Stimulus Program (MSP) is designed to distribute stimulus funding quickly and equitably across the province so local governments can help support local jobs and stimulate the economy. Funding will be allocated using the same formula as the federal Gas Tax Fund. Applications will be reviewed as they are received, and payments will begin shortly after projects are approved.

The allocated amount for the Town of Lamont is \$210,874.

MSP funding is allocated to municipalities based on a funding formula. Municipalities must commit their funding allocation to one or more projects by **October 1, 2020**, **or risk losing access to their allocation**. Municipalities must also spend all allocated funding on an accepted project(s) by December 31, 2021

The projects must start in 2020 or 2021 and must not result in a tax increase.

Administration reviewed the list of projects and prioritized the items while determining if the list met the eligibility requirements.

Administration is seeking Council's decision on the projects to include within the grant application for the Municipal Stimulus Program.



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

COMMUNICATIONS				
N/A				
IMPLICATIONS OF DECISION				
N/A				
FINANCIAL IMPLICATIONS				
Funding towards projects may be attained if the projects are accepted by the Alberta				
Government.				
POLICY AND/OR LEGISLATIVE REFERENCES				
N/A				
ATTACHMENTS				
Proposed Projects for Municipal Stimulus Program (MSP)				
2. Municipal Stimulus Program Summary				
3. Memorandum of Agreement				
Report Prepared By: Christine Beveridge, CAO				
Approved by CAO:				

Proposed Projects for the Municipal Stimulus Program (MSP) \$210,874

	Project	Year	Cost		
	Recreation and Facilities				
1	Campbell Park Playground Replacement	2021	\$200,000		
2	Development of complete Bike Park	2021	\$125,000		
3	Overhaul of Arena Compressors (2) & Filter Unit Brine & Control panel upgrades	2021	\$42,000		
4	Replacement Arena Lighting	2021	\$85,000		
5	Park Trail Lighting	2021	\$50,000		
6	Recreation Centre Audio Visual Upgrades	2021	\$65,000		
	Council and Administration				
7	Council Meeting Technology Upgrades	2020/2021	\$17,800		

Municipal Stimulus Program

Summary

- \$500-million allocation-based program structured on the Municipal Sustainability Initiative (MSI), for construction of capital projects before December 31, 2021.
- Funding is distributed based on the Gas Tax Fund (GTF) allocation formula (largely per capita with a \$50,000 minimum; summer villages receive a base of \$5,000 plus the per capita amount).
- Project eligibility based on MSI guidelines, modified to exclude categories and activities with minimal contribution to economic recovery.
- Municipalities have broad discretion to apply for projects within the eligibility criteria, but Minister retains authority to approve projects.
- Municipalities will be required to report on progress in reducing municipal red tape.

Objectives

- Sustain and create local jobs.
- Enhance provincial competitiveness and productivity.
- Position communities to participate in future economic growth.
- Reduce municipal red-tape to promote job-creating private sector investment.

Program Overview

- Program is open to municipal authorities, Metis Settlements, and the Townsite of Redwood Meadows.
- Municipalities must commit to submitting an annual Red Tape Reduction report for each of 2020 and 2021. They will be required to indicate to the Minister's satisfaction how they have made progress in the following areas since the stimulus program was announced:
 - What steps have been taken to make it easier to start up a new business in the municipality?
 - What steps have been taken to streamline processes and shorten timelines for development and permit approvals?
 - What steps have been taken to make the municipality a more attractive destination for new investment and/or tourism?
- The red tape reduction report template will require municipalities to identify how they have reduced red tape from among several provided options, or they may identify their own actions.
 They will also be required to provide relevant metrics and/or a qualitative description of specific actions they have taken.
- Projects must begin construction in 2020 or 2021, and all funds must be expended before
 December 31, 2021, or repaid to the province. However, projects may continue past this date
 using other sources of funding.
- Municipalities must indicate the amount of funding required in both 2020 and 2021 for each project.
 - Payments for 2020 expenditures will be issued once municipalities sign the conditional grant agreement and receive approval on their project application(s).
 - o Payments for 2021 expenditures will be issued in May 2021, unless municipalities identify a requirement to receive funding earlier.

- Projects must result in the construction or major rehabilitation of a capital asset that falls within one of the eligible categories.
 - o Project categories are based on modified MSI project categories.
 - Some MSI eligible projects, such as rolling stock, equipment purchases, and infrastructure management systems are not be eligible, as they do not support economic development or job creation.
- Projects *must* not create new operational funding requirements for the province and *must* not, as a result of the projects, lead to higher/increased municipal taxes.
- Projects previously approved for MSI or GTF funding are not eligible and municipalities will not be permitted to withdraw and resubmit MSI or GTF projects to gain eligibility.
- Proponent must attest that the project would not go ahead this year or next year in the absence of support through the stimulus program.

Allocations

- Funding is allocated using the Gas Tax Fund (GTF) formula (per capita with a minimum funding amount of \$50,000; summer villages receive \$5,000 plus the per capita amount.)
 - Approximately 30.6% will go to Calgary, 23.1% will go to Edmonton, and 46.3% will go to other municipalities.
- This allocation formula favours more populous urban municipalities, but, previously announced stimulus funding delivered through the Strategic Transportation Infrastructure Program, the Alberta Water/Wastewater Partnership, and the First Nations Water Tie In benefits primarily rural and small urban municipalities.

Municipality	Allocations		
Municipality	\$	%	
Calgary	\$152,831,311	30.6%	
Edmonton	\$115,567,274	23.1%	
Other Municipalities	\$231,601,415	46.3%	
Other Cities	\$83,401,530	16.7%	
Towns	\$56,781,658	11.4%	
Villages	\$5,337,096	1.1%	
Summer Villages	\$873,117	0.2%	
Rurals	\$59,567,950	11.9%	
Strathcona County	\$11,694,461	2.3%	
RM of Wood Buffalo	\$13,276,133	2.7%	
Metis Settlements	\$669,470	0.1%	
Total	\$500,000,000	100.0%	

Administration Process and Timing

Process Step Estimated Timing			timated Timing
Pro	ogram Introduction Application process, program guidelines, and allocation amounts are posted on a program website	_	Program materials available by July 28, 2020
-	Municipal Affairs hosts webinar for municipalities to provide additional details		
Fir	st Project Intake Period	-	Until October 1, 2020
<u>-</u>	Municipalities prepare and submit applications Submitted applications uploaded into SharePoint	-	Project approvals on a rolling basis, as soon as reviewed
_	Project reviews Project approvals	-	Project reviews continue until complete
	-allocation Period	-	Fall 2020
_	Funds uncommitted by municipalities to an approved project re-allocated by the Minister		
Se	cond Project Intake Period (if required)	-	February 1, 2021, to April 1, 2021
-	Second intake opened if substantial amounts of funding remain unallocated after first intake	_	Project reviews continue until complete, approvals issued as decisions are made
Pro	oject Initiation	-	Following project approval
- -	Notification letters sent to successful applicants Recipients sign conditional grant agreements		
Pro	oject Administration	-	Payments following signing of
-	Payments to recipients		conditional grant agreements and
-	Project construction	_	approval of project applications Payments complete by October 2021
Re	porting Requirements	Re	d Tape Reduction Reporting
_	2020 reporting	_	February 1, 2021 (2020 progress)
-	2021 reporting	 February 1, 2022 (2021 progress) Financial Reporting 	
			May 1, 2021 (2020 reporting) May 1, 2022 (2021 reporting)
			iviay 1, 2022 (2021 reporting)

Classification: Public

MUNICIPAL STIMULUS PROGRAM

MEMORANDUM OF AGREEMENT

(hereinafter called "the Agreement")

BETWEEN:

HER MAJESTY THE QUEEN, in right of the Province of Alberta, as represented by the Minister of Municipal Affairs (hereinafter called "the Minister")

AND

the **Town of Lamont** (hereinafter called "the Municipality")

hereinafter jointly called "the Parties"

Preamble:

WHEREAS the Municipal Stimulus Program represents the Province of Alberta's commitment to support economic growth and local jobs;

WHEREAS the Municipal Stimulus Program will make infrastructure funding available to the Municipality to use on approved infrastructure projects that support the provincial and local economies;

WHEREAS under the Government Organization Act, RSA 2000 and the Municipal Affairs Grants Regulation (AR 123/2000), the Minister is authorized to make grants and to enter into an agreement with respect to any matters relating to the payment of a grant;

WHEREAS these funds are to be used by the Municipality for eligible expenditures incurred on projects accepted by the Minister.

NOW THEREFORE in consideration of the mutual terms and conditions hereinafter specified, **THE PARTIES AGREE AS FOLLOWS:**

- 1. The preamble is incorporated as an integral part of this Agreement.
- 2. In this Agreement, unless the context requires otherwise "Program Guidelines" means the guidelines for actions, events, criteria, report formats, and other directions applicable to the Municipal Stimulus Program as may be prescribed or

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Classification: Public Page 16 of 24

determined by the Minister and as may be amended from time to time by the Minister.

- 3. The Parties shall execute this Agreement and the Municipality shall return an executed Agreement to the Minister prior to the Minister transferring any funds to the Municipality under this Agreement.
- 4. The Minister agrees to provide funds to the Municipality under the Municipal Stimulus Program subject to the following:
 - (i) Sufficient approved funding appropriated by the Legislature;
 - (ii) Sufficient accepted eligible Municipal Stimulus Program projects as defined in the Program Guidelines;
 - (iii) Completion of reporting requirements as outlined in the Program Guidelines; and
 - (iv) Compliance with all other terms of the Agreement.
- 5. The Municipality agrees to provide to the Minister:
 - (i) A project application for each project to be initiated under this program;
 - (ii) An annual report of the initiatives undertaken by the Municipality to reduce administrative burden ("red tape") and encourage investment as described in the Program Guidelines; and
 - (iii) An annual summary of the actual grant expenditures on each project undertaken in that year and the year-end grant balance on hand (Statement of Funding and Expenditures), including certification by the Municipality that it is in compliance with the terms and conditions of this Agreement

all in a format as prescribed in the Program Guidelines for this grant program.

- 6. The Municipality agrees to accept the funds provided by the Minister in accordance with the following additional terms and conditions:
 - (i) The Municipality shall maintain a separate accounting for the funds provided;
 - (ii) The Municipality shall ensure that expenditures accounted for against the principal amount of the funds provided, income earned, and other credits as described in the Program Guidelines are applied only to projects accepted by the Minister;
 - (iii) All funds provided to the Municipality, not expended prior to December 31, 2020 may be carried forward to the next year and must be expended on an accepted project before December 31, 2021. Thereafter, all unexpended funds shall be returned to the Government of Alberta:
 - (iv) The Municipality shall undertake actions to encourage investment and/or reduce the administrative burden ("red tape") imposed on local businesses and residents to the satisfaction of the Minister or the Municipality will be required to repay the funding;
 - (v) All projects under this Agreement shall be carried out in accordance with the rules, regulations and laws governing such works and in accordance with the best general practices then current at the time of the construction of the project; and
 - (vi) This Agreement does not replace, supersede, or alter the terms of any other existing funding Agreement between the Minister and the Municipality.
- 7. The Municipality shall adhere to all project eligibility criteria, project credits, project tendering requirements, and other items or directions as outlined in the Program Guidelines.
- 8. The Municipality agrees that the funding provided under this program is for capital expenditures as outlined in the Program Guidelines.
- 9. The Municipality agrees to allow the Minister and/or his agents, including but not limited to, the Auditor General of Alberta, and representatives of the Province of Alberta, access to the project site; any engineering drawings or documents; any

books of accounts relating to funding and expenditures claimed under this Agreement; and any other such project related documents as deemed necessary by the Minister in performing an audit of the projects undertaken under this Agreement. All project related documents shall be kept by the Municipality for a minimum of three years following completion of the project.

- 10. The Municipality shall indemnify and save harmless the Minister, his servants, agents and employees, from and against all actions, claims and demands arising directly or indirectly from the preparation for or implementation of the projects, whether or not the damage arose as a result of the actions or omissions of third parties.
- 11. Where the Municipality enters into contracts with third parties for the implementation of a project, such contracts shall include provision that the third party shall be solely responsible for and save harmless and indemnify the Minister, and his officers, employees and agents from and against all claims, liabilities, and demands of any kind with respect to any injury to persons (including without limitation) death, damage to or loss or destruction of property, economic loss or infringement of rights caused by or arising directly or indirectly from i) the project; ii) the performance of the contract or the breach of any term or condition of the contract by the third party or its officers, employees or agents; iii) the on-going operation, maintenance and repair of the project; or iv) any omission or any willful or negligent act of the third party or its officers, employees or agents.
- 12. The Municipality agrees that it is not entitled to claim compensation for its costs, expenses, inconvenience or time expended in relation to the administration of the funds provided under this Agreement nor in respect to this Agreement.
- 13. The Parties agree to give this Agreement a fair and reasonable interpretation and, when required, to negotiate with fairness and candour any modifications or alteration thereof for the purpose of carrying out the intent of this Agreement and/or rectifying any omission in any of these provisions.
- 14. Notwithstanding the date for completion of all projects and the expending of funds under section 6(iii) of this Agreement, this Agreement shall continue in effect until March 31, 2023.
- 15. The Agreement may be renewed or extended thereafter, for a further one (1) year period, if mutually agreed to in writing. In the event that this Agreement is not renewed or extended, the Municipality shall return all uncommitted funds as of the termination date to the Government of Alberta.

16. Any notice, demand or other document required or permitted to be given under the terms of this Agreement shall be sufficiently given to the party to whom it is addressed if personally delivered, sent by prepaid registered mail, or e-mailed to the addresses as follows:

The Minister:

Municipal Affairs

15th Floor, Commerce Place

10155 – 102 Street Edmonton, AB T5J 4L4

Attention:

Director, Grant Program Delivery

Telephone: 780-422-7125

E-mail:

ma.municipalstimulus@gov.ab.ca

The Municipality:

Town of Lamont

PO Bag 330

Lamont, AB T0B 2R0

Attention:

Chief Administrative Officer

Telephone: 780-895-2010

E-mail:

christine.b@lamont.ca

or to such address as either party may furnish to the other from time to time.

- Any dispute between the Minister and the Municipality on any question of law or 17. fact arising out of this Agreement shall be submitted to and determined by the Court having jurisdiction over this Agreement.
- 18. The rights, remedies and privileges of the Minister under this Agreement are cumulative and any one or more may be exercised.
- 19. If any portion of this Agreement is deemed to be illegal or invalid, then that portion of the Agreement shall be deemed to have been severed from the remainder of the Agreement and the remainder of the Agreement shall be enforceable.
- 20. This Agreement is binding upon the Parties and their successors.
- 21. The Parties agree that the laws of the Province of Alberta will govern this Agreement.

The Parties have therefore executed the Agreement, each by its duly authorized representative(s), on the respective dates shown below.

	HER MAJESTY THE QUEEN in Right of the Province of Alberta as Represented by the Minister of Municipal Affairs
	Per: MINISTER
	Date: <u>July 28, 2020</u>
	TOWN OF LAMONT
Witness	Per:CHIEF ELECTED OFFICIAL
	Date:
Witness	Per: Duly Authorized Signing Officer
	Date:



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM:

5.2

COUNCIL MEETING DATE: SEPTEMBER 22, 2020

ITEM DESCRIPTION OR TITLE

Facility Relaunch Update

RECOMMENDATION

That Council accept this report as information.

BACKGROUND

The following is an update on the actions and measures that have been taken by Administration to minimize and mitigate the risks of COVID-19 that support the municipality's approach to protecting the public and employees.

Town Office

To date, the Town has reopened the Town Office as of September 8, 2020. There have been a small number of customers accessing the Town Office. Many of the payments continue to be received via electronic means. The Office is closed during the lunch hour to allow for the required cleaning. Visitors are being carefully screened prior to entering the office for meetings.

Lamont Recreation Centre

The Lamont Recreation Centre Hall and Meeting room were both opened on September 8, 2020 as planned. To date there have been fourteen (14) new bookings requested in this facility in addition to five (5) pre-existing bookings.

Lamont Arena

The ice surface is currently being prepared and is on target to be ready for users on September 30, 2020.

Many items were required to prepare for the opening of the arena to our users. Signage, sanitizer stations, and directional entrance and exit information will be installed by the date of opening. The Arena Ice User Agreement has been revised to include a full COVID-19 schedule for each user group to review and sign. These documents will be sent out to all users by September 23, 2020.

Some of the key requirements are:

- All users must come rink ready.
- Players and coaches may only enter the facility fifteen (15) minutes before their booking and must exit the facility within fifteen (15) minutes after their booking time.



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

- Each user group is responsible for tracking their own participants for the purpose of contact tracing in the event of an outbreak.
- Dressing rooms will be open but physical distancing restrictions determine how many can fit in each room.
- No showers are available.
- Spectators must physically distance in stands maximum number of attendees in the stands is seventy-five (75).
- No loitering in lobby.
- Masks are recommended within the facility.

Concession

Communication is ongoing with the Concession Operator regarding requirements, and discussions regarding opening continue.

Curling Rink

Communication with the Lamont Curling Club continues, as they are working with their users and Curling Alberta to determine what the 2020/21 season will look like.

COMMUNICATIONS

The Town continues to post regular updates on the website as well as social media.

IMPLICATIONS OF DECISION	
N/A	
FINANCIAL IMPLICATIONS	
N/A	
POLICY AND/OR LEGISLATIVE REFERENCES	
N/A	
ATTACHMENTS	
N/A	
Report Prepared By: Christine Beveridge, CAO	
Approved by CAO:	



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: September 22, 2020

ELECTED OFFICIAL: Dave Taylor

REPORT PERIOD: September 4-16, 2020

Boards and Committees:

• September 10: John S. Batiuk Regional Water Commission special meeting

Town of Lamont Business:

• Continued work on Bike Park project.

Professional Development (Workshops & Conferences):

• September 16: Municipal Elected Officials Course

Lamont Functions and Events: