

# Council Package

## September 8, 2020





**AGENDA  
TOWN OF LAMONT  
REGULAR MEETING OF COUNCIL  
SEPTEMBER 8, 2020  
7:00 P.M.**

**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. August 25, 2020 Regular Meeting Minutes**

**2. CLOSED SESSION**

**2.1. Personnel – *(FOIP Section 17 – Disclosure Harmful to Personal Privacy)***

**2.2. CAO Advice – *(FOIP Section 24 – Advice from Officials)***

**3. DELEGATIONS**

**3.1. MOTION FOR ACCEPTANCE OF DELEGATION**

**4. CORRESPONDENCE**

**4.1. 2020 Stars of Alberta Volunteer Awards**

**5. NEW BUSINESS**

**5.1. Policies**

**5.1.1. Local Authorities Pension Policy #12-65**

**5.1.2. Employee COVID-19 Policy #12-67**

**5.2. Lamont Christmas Light Up Committee Update**

**5.3. Council Meeting Date Rescheduling**

**6. REPORTS**

**6.1. Mayor and Council Reports**

**6.2. CAO Report**

**6.3. Director of Operations and Infrastructure Report**

**6.4. Finance Report**

**6.5. Fire District Report**

**7. NOTICES OF MOTION**

**8. ADJOURNMENT**



**Town of Lamont  
August 25, 2020  
Regular Meeting of Council**

**HELD BY ZOOM MEETINGS**

<b>PRESENT:</b>	Bill Skinner	Mayor
	Jody Foulds	Councillor
	Kirk Perrin	Councillor
	David Taylor	Councillor
	Perry Koroluk	Councillor
	Christine Beveridge	Chief Administrative Officer
	Betty Malica	Recording Secretary
	Dreena Guptill	Recording Secretary
<b>ABSENT:</b>	Al Harvey	Councillor

**CALL TO ORDER AND RELATED BUSINESS**

**Call to Order: Mayor Skinner:** called the meeting to order at 7:04 p.m.

**Adoption of Agenda**

- Addition of Item 5.2.2 – Assessment Model Review

**MOTION: 176/20 Councillor Foulds:** That the Council Agenda be accepted as amended.

**CARRIED**

**Declaration of Pecuniary Interest:** None.

**Adoption of Minutes:**

- a) Meeting Minutes – July 14, 2020

**MOTION: 177/20 Councillor Perrin:** That the Minutes of the July 14, 2020 Council Meeting be accepted as presented.

**CARRIED**

## CORRESPONDENCE

- Lamont Health Care Centre – Regular Board Meeting Minutes
- Lamont Health Care Centre Annual General Meeting – Executive Director and Chairman Reports
- Letter from Alberta Police Advisory Board and Terms of Reference
- Alberta Municipal Affairs – COVID-19 FAQ July 17, 2020
- Alberta Municipal Affairs – COVID-19 FAQ July 31, 2020

**MOTION: 178/20 Councillor Taylor:** That Council accept the correspondence as information.

**CARRIED**

## NEW BUSINESS

### **2020 Capital Works Project Update**

**MOTION: 179/20 Councillor Perrin:** That Council accept the update as information.

**CARRIED**

### **Anonymous Letters and Complaints Policy**

**MOTION: 180/20 Councillor Perrin:** That Council approve Policy #12-66 Anonymous Complaints and Letters Policy as amended.

**CARRIED**

### **Assessment Review Model**

Christine Beveridge, CAO presented information on the Assessment Model that the Province is proposing to help support the Oil and Gas Industry. This proposal could have a huge impact on rural and urban municipalities property taxes. The CAO and Mayor are meeting with Lamont County and surrounding Towns and Villages to discuss the situation. Following this meeting the CAO will draft a letter to the MLA outlining the concerns of the proposed changes to the Assessment Model.

**MOTION: 181/20 Councillor Koroluk:** That Administration send a letter to the Province after their meeting with Lamont County and surrounding municipalities.

**CARRIED**

## REPORTS

### Council Reports:

<b>Mayor Skinner</b>	Written report attached.
<b>Councillor Taylor</b>	Written report attached.
<b>Councillor Foulds</b>	Nothing to report.
<b>Councillor Koroluk</b>	Nothing to report.
<b>Councillor Perrin</b>	Nothing to report.

### Staff Reports:

- **CAO's Report**
- **Planning and Development Report**
- **Financial Report**
- **Fire Chief's Report**

**MOTION: 182/20 Councillor Taylor:** That Council accept the reports as information.

**NOTICES OF MOTION:** None

**ADJOURNMENT:** Mayor Skinner adjourned the meeting at 7:49 p.m.

---

Mayor

---

Chief Administrative Officer

# CLOSED SESSION NOTICE

September 8, 2020

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

**2020**  
**Stars of Alberta**  
**Volunteer Awards**  
**On-line Application**





## 2020 Stars of Alberta Volunteer Awards

The Stars of Alberta Volunteer Awards honour extraordinary Albertans whose volunteer achievements have contributed to the well-being of their community and fellow community members. Nine awards, two in each category of youth, adult and senior and three for the Breaking Barriers award. The awards are presented annually on or around International Volunteer Day, December 5.

### Award criteria

A nomination can only be under one category.

Albertans, who meet the following criteria in the youth, adult or senior category, are eligible for the Award:

- Exemplifies the spirit of community service;
- Demonstrates exemplary initiative, leadership, and creativity in their service to others;
- Serves as a role model for others in their community;
- Inspires others to engage in volunteer service; and
- Improves the overall quality of life of fellow Albertans and the community as a whole.

In the Breaking Barriers category, Albertans who demonstrate achievements, contributions or leadership in one or more of the following area are eligible for the Award:

- Fighting gender discrimination and reducing barriers for women, girls and gender diverse people.
- Addresses racism and/or reduces barriers for racialized communities.
- Increasing and promoting intercultural understanding and trust between communities.
- Reducing barriers for LGBTQ2S+ people and/ or promoting LGBTQ2S+ inclusion.

### Nomination Checklist

Submissions for the 2020 Stars of Alberta Volunteer Awards must include the following:

- Letter of Nomination submitted by the nominator (provided in a separate attachment);
- Completed Nomination Form signed by the nominee;
- Completed Critical Information (detailed responses to the requested points one through eight in a separate attachment); and
- Completed list of references.

#### *Freedom of Information and Protection of Privacy Act (FOIP)*

The personal information that is provided in the nomination submission about the nominator and the nominee is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and is protected by the privacy provisions of that Act. The information will be used for the purpose of administering the Stars of Alberta Volunteer Awards program and to select and publicize the achievements of the award recipients.

**DEADLINE FOR NOMINATIONS:  
TUESDAY, SEPTEMBER 15, 2020**

Award nominees and their nominators will be notified in writing of the selection committee's decision in November 2020.

Protected A (when completed)

**Category:**

Youth (up to 24 years of age)  Adult (age 25-64)  Senior (ages 65 and over)

**Breaking Barriers:**

Anti-racism  LGBTQ2S+ Inclusion  Fighting Gender Discrimination

**Nominee:**

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Mailing Address and Contact Information:**

Street Address	City or Town	Province	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Daytime Telephone Number	Cell Phone Number	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

**Nominee or Nominee's Parent / Guardian (for nominees under 18 years of age) must sign and agree to the following:**

I have read the complete nomination submission and certify that it accurately describes my and/or my child's volunteer and community work. I agree that it may be provided by the nominator to Alberta Culture, Multiculturalism and Status of Women, and that Alberta Culture, Multiculturalism and Status of Women may collect the information on that basis, so that I/my child may be considered for the Stars of Alberta Volunteer Awards. I also agree that Alberta Culture, Multiculturalism and Status of Women may contact the references who are identified in this submission to verify the information provided or to seek additional related information from them. Should I/my child be selected for the Award, I consent to the use and disclosure of my and/or my child's personal information (including photographs, video, name and quotation) as necessary, without compensation, for awards-related publicity and promotion of volunteerism.

Date yyyy-mm-dd	Signature
<input type="text"/>	<input type="text"/>

**Nominator:**

Organization	
<input type="text"/>	
First Name	Last Name
<input type="text"/>	<input type="text"/>

**Mailing Address and Contact Information:**

Street Address	City or Town	Province	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Daytime Telephone Number	Cell Phone Number	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Date yyyy-mm-dd	Signature
<input type="text"/>	<input type="text"/>

**CRITICAL INFORMATION:**

*This information should be provided in a separate attachment.*

1. Describe the nominee's current volunteer activities.
2. Describe the nominee's last five years of volunteer activities.
3. Indicate the nominee's current paid occupation (if applicable).
4. Indicate an approximate amount of volunteer hours the nominee has contributed in the past year.
5. Describe how the nominee exemplifies the spirit of community service.
6. Describe how the nominee demonstrates initiative, leadership and creativity in their volunteer activities.
7. Describe how the nominee serves as a role model for others in their community and/or inspires others to engage in volunteerism.
8. Describe how the nominee's volunteer efforts improved/benefited the overall quality of life of fellow Albertans and the community as a whole.
9. If entering for the Breaking Barriers award please highlight the area of focus (Anti-racism work, LGBTQ2S+ inclusion, Gender Discrimination).

**LIST OF REFERENCES:**

*List the names and contact information of at least three people who are familiar with the nominee's achievements.*

Last Name	First Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Organization
<input type="text"/>

Daytime Telephone Number	Cell Phone Number	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Last Name	First Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Organization
<input type="text"/>

Daytime Telephone Number	Cell Phone Number	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Last Name	First Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Organization
<input type="text"/>

Daytime Telephone Number	Cell Phone Number	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

**For additional information visit:  
[www.alberta.ca/stars-alberta-volunteer-awards.aspx](http://www.alberta.ca/stars-alberta-volunteer-awards.aspx)**

**Or contact Alberta Culture, Multiculturalism and Status of Women at**

**780-910-8902 (toll-free by first dialing 310-0000)  
or [ABVolunteerAwards@gov.ab.ca](mailto:ABVolunteerAwards@gov.ab.ca)**

## **GUIDELINES**

- \* The Stars of Alberta Volunteer Awards program is run in accordance with the following guidelines:
1. The nominee must meet the eligibility criteria outlined in the nomination form.
  2. The nominee must be a resident of Alberta at the time of the nomination.
  3. The individuals identified as references for the nominee must agree to have their personal information included in the nomination form.
  4. Nominations made by immediate family members will not be accepted.
  5. Nominations cannot be submitted without permission of the nominee.
  6. If more than one nomination is submitted for the same nominee, only the first nomination received will be considered.
  7. By signing the nomination form, each nominator and nominee agrees to:
    - Abide by the guidelines that govern the Stars of Alberta Volunteer Awards.
    - Participate in the awards program and in the nomination process.
  8. In the event the nominee is chosen to receive an award, the nominee agrees to participate in all awards-related activities and functions, including the awards ceremony in December 2020.
  9. The decisions of the selection committee are final.
  10. Nominations become the property of the Government of Alberta and will not be returned.
  11. Nominations that are incomplete or do not comply with these guidelines may be disqualified. Alberta Culture, Multiculturalism and Status of Women will not accept responsibility for incomplete, inaccurate, lost or late nominations.

*\*Guidelines are subject to amendment by Alberta Culture, Multiculturalism and Status of Women.*



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

AGENDA ITEM: **5.1.1**

**COUNCIL MEETING DATE:**  
September 8, 2020

**ITEM DESCRIPTION OR TITLE**  
Local Authority Pension Plan (LAPP)

**RECOMMENDATION**

That Council approve Policy #12-65, Local Authority Pension Plan (LAPP).

**BACKGROUND**

A recommendation was made by the Town Auditor which required the Town to create a LAPP Policy. Employers must establish a written LAPP membership policy and employees must be aware of it. The LAPP policy was created to ensure both the employer and employees are aware of the requirements set out by the plan administrator and that the guidelines are followed.

**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 #12-65, Local Authority Pension Plan (LAPP)

Report Prepared By: Dawn Nielsen, Deputy CAO

Approved by CAO:



## Local Authority Pension Plan (LAPP)

### Policy Statement

The Town of Lamont (Town) participates in the Local Authorities Pension Plan (LAPP), which is administered by Alberta Pension Services. The LAPP is a defined benefit plan that both the eligible employees and the Town as the employer contribute to. Contribution rates are set by the LAPP Board of Trustees and reviewed at least every three (3) years.

The guidelines set out in this policy ensure employees entitled to benefits of the LAPP are enrolled according to plan membership requirements and the Town is compliant with all mandatory membership criteria.

### DEFINITIONS

1. **“Base Unit”** means the number of hours per year worked in order to earn one (1) year of pensionable service, excluding overtime. This varies by position so the scheduled hours by position per week multiplied by 52 weeks will be the base unit for that position.
2. **“Casual, Seasonal or Temporary Employee”** means an employee who occupies a position of non-permanent status. Hours of work are as required.
3. **“Pensionable Salary”** means an employee’s gross basic pay for the performance of regular duties plus any acting pay an employee may receive while covering for another employee during their absence. Earnings that do not qualify for pensionable salary include:
  - overtime payments
  - expense allowance
  - on-call pay
  - holiday and vacation pay paid as a lump sum
  - any form of special pay not listed above
4. **“Pensionable Service”** means the number of years of eligible and qualifying employment.
5. **“Permanent Full Time Employee”** means an employee who occupies an established permanent full-time position working thirty (30) hours or greater per week and who has successfully completed the probationary period.



# Town of Lamont Policy Manual

Local Authority Pension Plan (LAPP) Policy  
Policy #12-65  
September 8, 2020

6. **“Service Year”** means the period from the first pay day of the year and ending with the last pay day of the year.

## Procedure

1. LAPP is compulsory for all permanent full-time employees, after one (1) year of employment with the Town.
2. All eligible employees must participate until December 30 of the year in which they turn 71.
3. Casual, temporary, seasonal, or part-time employees are not eligible for participation in the LAPP.
4. All employees currently receiving a monthly pension from LAPP are not eligible for participation in the LAPP.
5. The Town will enroll all permanent full-time employees in the LAPP immediately if they are transferring from an existing LAPP employer, or reciprocal partnership without interruption in service.
6. If an employee’s salary exceeds the limit of contribution as determined by the LAPP, the employee may be eligible to participate in a supplementary pension program as approved by the CAO.
7. When an employee undergoes a leave of absence and is enrolled in LAPP, depending upon the type of leave, that employee may be required to continue contributions to the LAPP, or be given the option to buy-back as per the LAPP rules and legislation.
8. Upon enrollment, the Town will provide new members with a hard copy of this policy and will notify LAPP, who will provide the employee with further details on plan membership. The LAPP member handbook can be found on the LAPP member portal at: <https://www.lapp.ca/page/my pension plan>.
9. Members are encouraged to register for secure access to personalized pension benefit information by activating their accounts on-line at: <https://www.lapp.ca/page/my pension plan>

<b>Adopted by Council:</b>	September 8, 2020	Initials:
<b>Motion Number:</b>		
<b>Supersedes:</b>		







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

AGENDA ITEM: 5.1.2

**COUNCIL MEETING DATE:**  
September 8, 2020

**ITEM DESCRIPTION OR TITLE**

Employee COVID-19 Policy

**RECOMMENDATION**

That Council approve Policy #12-67, Employee COVID-19.

**BACKGROUND**

Since the start of the pandemic in March, the Town of Lamont has been working to provide essential services to residents. In doing so, informal processes were required to be created to ensure that our teams were informed of the protocols required when dealing with COVID-19. Undoubtedly, during the early days of the pandemic, there was an incredible amount of uncertainty, however the team pulled together and managed remarkably through this ever-changing situation. As this situation has been evolving over the past several months, Administration felt it was important to wait until the protocols and messaging was consistent and more stable prior to establishing such a policy.

The purpose of this Policy is to set the broad parameters related to COVID-19 and outline the guidelines the Town of Lamont may take to safeguard health, safety and well-being during a COVID-19 Pandemic, while ensuring the Town of Lamont’s ability to maintain and continue operations, including essential and regular operations as determined by the Town of Lamont.

The health and safety of our employees is of great importance and formalizing a policy would be beneficial for all involved.

**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



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

**ATTACHMENTS**

Policy #12-67, Employee Covid-19

Report Prepared By: Dawn Nielsen/Christine Beveridge

Approved by CAO:

A handwritten signature in black ink, appearing to be "Dawn Nielsen", is written over a horizontal line.



## Employee COVID-19 Policy

### Policy Statement

The Town of Lamont desires to formalize the process for all employees, workers, contractors, subcontractors, volunteers, visitors, and any person who provides work or services to the Town of Lamont on Town property or where Town business is conducted when dealing with COVID-19.

### Purpose

The purpose of this Policy is to set the broad parameters related to COVID-19 and outline the guidelines the Town of Lamont may take to safeguard health, safety and well-being during a COVID-19 Pandemic, while ensuring the Town of Lamont's ability to maintain and continue operations, including essential and regular operations as determined by the Town of Lamont.

### Procedure

As new issues arise, the Policy will be reviewed and modified according to current situations. Any comments or suggested revisions should be directed to the Chief Administrative Officer (CAO).

This Policy applies to all employees, workers, contractors, subcontractors, volunteers, visitors, and any person who provides work or services to the Town of Lamont on Town property or where Town business is conducted.

What occurs in the future regarding COVID-19 shall depend on restrictions imposed by legislation, orders of the Alberta Chief Medical Officer of Health or other authorities, or as determined by the Town of Lamont, and shall depend on how infectious COVID-19 continues to be.

Personnel are to comply with the infection control measures, best practices and protocols of the Town of Lamont related to the COVID-19 Pandemic, which may be modified as required.

The Town of Lamont at its sole discretion, determines what operations it continues to provide during the COVID-19 Pandemic. All personnel are expected to cooperate with the Town in providing services and continuing operations during the COVID-19 Pandemic as required by the Town of Lamont.

Each supervisor is responsible to ensure that every employee under their direct supervision has received a copy of this Policy, and any points of confusion have been clarified.



## GENERAL:

1. If you or a direct member of your family (household) believe you have symptoms related to COVID-19 such as: cough, fever, shortness of breath, runny nose, or sore throat, you are to complete the self-assessment form through Alberta Health Services(AHS) and get tested for COVID-19, if indicated.
2. CMOH Order 05-2020 legally obligates individuals with the symptoms previously mentioned (that are not related to a pre-existing illness or health condition) to be in isolation for ten (10) days from the start of symptoms, or until, symptoms resolve, whichever takes longer. The requirements must be followed regardless of whether or not the individuals have been tested for COVID-19.
3. Should an individual choose to disregard these symptoms and come to work, you will be sent home, and are to begin isolation immediately.
4. It should be known, if you are sick with any symptoms that can be related to COVID-19 you **MUST NOT** be in the workplace.
5. Should you become ill while at work, you will be sent home and are to begin isolation immediately.
6. Individuals who are symptomatic or have a house member who is symptomatic and awaiting test results are not to interact with staff and are not permitted to be at work. Return to work can be done when negative test results are obtained or they have isolated from ten (10) days symptom free, whichever should come first.
7. Individuals who are awaiting test results or who have tested positive for COVID-19 will use accrued sick time until they are able to return to work. A COVID-19 Absent employee may also use banked time or accrued vacation time, should a combination of the above not be readily available.
8. The Town acknowledges there may be times during the COVID -19 Pandemic when there is a temporary absence of personnel from work related to a COVID-19 Absence. The length of a COVID-19 absence is determined on case by case circumstances and applicable laws.
9. Employees who are off work due to a COVID-19 absence are to be fit and healthy to return to work. Satisfactory medical evidence may be required by the Town before an employee is permitted to return to work after a COVID-19 absence.



10. Personnel working during the COVID-19 Pandemic may be required to perform meaningful work and tasks which are necessary which may not be the work they would have usually performed prior to the COVID-19 Pandemic.
11. Some Employees may be required to work from their homes during the COVID-19 Pandemic as directed by the Town of Lamont. Job duties and tasks will be provided for those employees, including constant communication.
12. Employees may be cross-trained so essential and other operations may continue when there is absenteeism. All training shall be documented including competency reviews. This is a legislative requirement.
13. Required and necessary Personal Protective Equipment (“PPE”) will be provided at no cost to the employees working during the COVID-19 Pandemic in accordance with applicable laws, Government Standards, OHS best practices and our own internal policies.

**MANAGEMENT RESPONSIBILITY:**

1. As part of effective management, each supervisor must ensure that employees reporting to them are aware of, and in compliance with, this Policy.
2. Workers are required to follow the lawful instructions of their supervisor and perform work in a safe, efficient, productive, and effective manner.

<b>Adopted by Council:</b>	September 8, 2020	<b>Initials:</b>
<b>Motion Number:</b>		
<b>Supersedes:</b>		





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

**AGENDA ITEM:** 5.2

<b>COUNCIL MEETING DATE:</b> September 8, 2020
<b>ITEM DESCRIPTION OR TITLE</b>

**Lamont Christmas Light Up Committee Update**

**RECOMMENDATION**

That Council accept this report as information.

**BACKGROUND**

The Christmas Light Up Committee submitted a letter to Council requesting that Council consider allowing a 40' storage container to be located on the Town Hall property for storage of displays, in addition to the existing storage of displays/props/etc. in the Town Hall basement.

At the June 9, 2020 Council meeting, Council directed Administration to work with the Lamont Christmas Light Up Committee to review their storage requirements relative to the Land Use Bylaw and to identify options which may be available.

Subsequent to the Council meeting, Administration met with the Light Up Committee at the Town Office on June 22, 2020. In discussions with the Committee it was indicated that the reason for additional storage is due to the size of the new displays – they are bigger, can't be reduced in size, and are difficult to move into the basement due to their size. The Committee looked at a number of different storage options and felt that a storage container, located on the property, would be the most convenient and cost effective from their perspective.

The Committee indicated they had considered the possibility of a number of off-site locations however they were discarded because of problems with ease of access, convenience and proximity to the display area, location of the storage container (is it in a location that is cleared of snow) and the cost to store. The Committee indicated that their plans, if the storage container was allowed, would be have the storage container painted with a mural or artwork so that it blended in with the surrounding property.

We explained to the Committee that the Land Use Bylaw does not allow for placement of a storage container, on a permanent basis, in any land use district, except in an industrial district and that any change to these regulations would require an amendment to the Land Use Bylaw. We also explained that should Council consider a land use bylaw amendment the broader impacts (positive and negative) of the proposed amendment have to be considered to ensure that the recommended change is a 'good fit' for the land use district. To this end, Administration will be reviewing the possibility of allowing storage containers within the land use district for inclusion with the Land Use Bylaw Update contemplated for submission to Council in the fall of 2020.



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

We indicated to the Committee that any land use bylaw amendment would not be able to be considered by Council until the at least fall of 2020. If Council approves an amendment which would allow a storage container to be located on the property the Committee would be required to apply for a development permit and comply with all applicable Land Use Bylaw regulations.

The evolution, expansion and popularity of the Christmas displays over the years has resulted in the storage constraints being experienced by the Light Up Committee, resulting in the need to look at more storage. The Committee indicated they wanted to continue using the Town Hall basement for storage, but they need storage for the bigger displays that won't fit through the doors and stairs to the basement.

We advised the Committee that we would be submitting a report to Council on the discussions.

**COMMUNICATIONS**

N/A

**IMPLICATIONS OF DECISION**

N/A

**FINANCIAL IMPLICATIONS**

N/A

**POLICY AND/OR LEGISLATIVE REFERENCES**

Land Use Bylaw 06/17

**ATTACHMENTS**

None.

Report Prepared By: Laraine Stuart, Development Officer

Approved by CAO:





# TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: **5.3**

**COUNCIL MEETING DATE: SEPTEMBER 8, 2020**

## ITEM DESCRIPTION OR TITLE

**Council Meeting Date Rescheduling**

## RECOMMENDATION

That Council schedule a Regular Council Meeting for Tuesday, September 22, 2020.

## BACKGROUND

During the Organizational Meeting held in October 2019, Council cancelled the meeting for September 22<sup>nd</sup>, as Council and the CAO were to attend the Alberta Urban Municipalities Association (AUMA) Conference in Calgary. Due to COVID-19, the conference has been moved to a virtual delivery format. Given the limited number of Council meetings left in 2020, it is recommended that Council re-establish the original meeting date.

As set out within Section 193 of the *Municipal Government Act* (MGA), if Council changes the date, time and place of a regularly schedule meeting, the municipality must give at least 24 hours notice of the change to any council member not present at the meeting at which the time change was made and to the public.

## COMMUNICATIONS

The Public Notification Bylaw 09/18 allows for the communication of the meeting cancellation to be posted on the Town website, Town Facebook page along with a posting at the Town office. All of these means would be used to provide for communication of the change to ensure maximum exposure.

## IMPLICATIONS OF DECISION

Any items that require decision could be dealt with at a future Council meeting. Further if any urgent matters arise, a Special Meeting could be called.

## FINANCIAL IMPLICATIONS

N/A

## POLICY AND/OR LEGISLATIVE REFERENCES

Section 193 MGA



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

**ATTACHMENTS**

None.

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.



## MAYOR & COUNCIL REPORT

**COUNCIL MEETING DATE: September 8, 2020**

**ELECTED OFFICIAL: Mayor Bill Skinner**

**REPORT PERIOD: Aug 19 – Sep 2, 2020**

---

### **Boards and Committees:**

- **Aug 27: CEO/CAO meeting** – main topic of discussion was the potential impacts of the Provincial Assessment Model Review on Lamont County and our regional municipalities. Discussed the amounts of potential reduction in tax revenue and the increase in costs for our municipalities.
- **Sept 1: Lodge Managers meeting** – discussed changes required to accommodate safe visitation in lodges, ie: separate visiting area, disposable plates and utensils, additional sanitizing, etc. Boiler inspections are being scheduled for facilities. Discussion on minimum rates for self-contained units. Foundation has received some Provincial funding related to offset a portion of COVID19 related expenses.

### **Items for Council Discussion:**

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

- Worked with Christine to finalize a letter of concern to be sent to MLA Jackie Homeniuk-Armstrong re: the impacts of Assessment Model changes to municipalities.

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

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

# CAO REPORT

FOR THE PERIOD ENDING September 8, 2020

## HIGHLIGHTS:

- Ongoing policy work (*Local Authority Pension Policy, Employee COVID-19 Policy and Reserve Policy*)
- Continued work on bike pump track preparations
- Covid-19 Activities
  - Tracking and reviewing self-isolation requirements for sick workers
  - Backfilling/covering for positions when absences are occurring on a weekly basis
  - Continued re-launch strategies and discussions
    - Re-opened Splash Park, Ball Diamonds, outdoor exercise centre, Outdoor Cookshack
    - Re-opening of Town Office -September 8
    - Preparation for re-opening of the recreation facilities- September 8
- Working to finalize the plan for arena start-up- plan for 1<sup>st</sup> week of October
- Contacted Ice user groups to confirm allocation requests for 2020/21 season
- Continued oversight of the 2020 Capital Work Project
- Preparation of budget 2021
- Review of shovel ready projects to meet the guidelines of the Municipal Stimulus Program

## MEETINGS/EVENTS & PROFESSIONAL DEVELOPMENT:

### Meetings

- Monthly Staff & Safety Meeting
- Capital Region Emergency Preparedness Partnership weekly meetings (zoom)
- CEO/CAO Meeting regarding Assessment Review Model (Aug.27)

# OPERATIONS & INFRASTRUCTURE REPORT

FOR THE PERIOD ENDING SEPTEMBER 1, 2020

## HIGHLIGHTS – PARKS AND RECREATION

### Updates

- Grass Cutting, Weed Whacking, and Tree Trimming were top priority items for July and August
- Various repairs throughout the park space: Painting bathroom doors at the Picnic Pavilion, painting picnic tables at Hillside Park, filling in spots at the Ball Diamonds
- Certified Arborist in Town to provide general guidance on tree care, and specific recommendations for several trees on whether they require removal or structural trimming.
- Wet weather conditions coupled with sick leave or Covid-19 related isolation requirements have hampered general park maintenance duties with a small workforce, especially in July. 5 parks staff (4 summer and 1 permanent) were on isolation from July 10<sup>th</sup> to July 23<sup>rd</sup>. Public Works assisted with grass cutting and local contractors were utilized as needed.
- Cleaned up old tractor tires and concrete blocks behind the Arena with Public Works.
- Parks and Recreation staff continue to utilize increased personal safety measures related to Covid-19. This includes working individually on tasks when able to, maintaining physical distancing of 2.0 meters when appropriate, utilizing bleach wipes on equipment and vehicles before and after each use, separate use of vehicles, and following Alberta Health Public Orders. Additional measures are being utilized to maintain physical distancing, including separate washrooms throughout the Meeting Room and Arena building for each worker.

### Facilities

- Arena – Piping Header has been replaced as required, and additional supports struts installed. Two leaks were found in the small old pipes from the arena floor and were repaired.
- Arena – Ice Plant startup is booked for September 9<sup>th</sup>.
- Hall – Working with Administration on relaunch signage and requirements.
- Meeting Room – Working with Administration on relaunch signage and requirements.
- Curling Club – Elevator repairs for recertification complete.

## HIGHLIGHTS – PUBLIC WORKS

### Road Maintenance

- Spot repairs and gravel applications in alley's as able with dry weather conditions.
- On-going gravel road repair at entrance into Beaver Creek Co-op.
- On-going gravel alley repair completed at the Post Office.
- Crack Filling is ongoing, focusing on roadways that have been recently rehabilitated and have not been crack filled previously.
- Line painting is ongoing, focusing on crosswalks, stop bars, and lines first. Curb painting to follow.

# OPERATIONS & INFRASTRUCTURE REPORT

FOR THE PERIOD ENDING SEPTEMBER 1, 2020

## Facilities

- Edna Lift Station – Check Valve replaced. Finalizing backup power revisions with portable generator.
- Out of Town Lift Station – Average daily flows have been steadily reducing and returning to normal expected flows. Following severe infiltration events, daily flows would consistently be above 1,000 cubic meters per day. Current average daily flows are around 500 cubic meters per day, which is in line with expectations. 6” trash pump has been returned.
- 54<sup>th</sup> Street Reservoir – Replace circulating heater and hoses on backup engine

## Operations

- Water & Wastewater operation has continued alternating weeks to train additional staff.
- Working directly with Parks staff to assist on Grass Cutting and Tree Trimming
- Re-organizing and cleaning up aggregate storage with concrete blocks from the arena grounds
- Public Works staff continue to utilize increased personal safety measures related to Covid-19. This includes utilizing separate vehicles, wearing masks when not able to stay 2.0 meters or 6 feet apart, and sanitizing of equipment before and after each use.

## Operations and Infrastructure Position

- Parks & Public Works Operations – Continuing from April, providing daily and weekly tasks lists, updates, and general direction to the staff for planning and completing of projects. Additional information has been included regarding Priority tasks.
- Covid-19 Response
  - Tracking and reviewing self-isolation requirements for sick workers.
  - Re-launch strategies and discussions with Administration
  - Re-opening of Splash Park and Ball Diamonds with Parks and Recreation and Administration
  - Re-launch requirements for the Meeting Room, Arena, Hall, Curling Club, and Picnic Pavilion.
- Ongoing – Laneway ratings, priorities, and general management
  - An initial Late April/Early May inspection and rating was completed on all Alleys, reviewing the overall performance of each alley in the context of spring runoff.
  - A rating scale of 1 through 5 was used. A rating of 1 would indicate poor drainage, major rutting, and pooling water. A rating of 5 would indicate the laneway has good drainage, no rutting, no standing water, and is maintained in excellent condition.
  - 15 Alleys were rated with a 1 or lower (several lanes in town are severely ingrown and look to have never been originally constructed) for spring runoff.
  - A second inspection on July 1 was completed on all Alleys, reviewing the overall performance of each alley in the context of severe rain.

# OPERATIONS & INFRASTRUCTURE REPORT

FOR THE PERIOD ENDING SEPTEMBER 1, 2020

- 15 Alleys were rated with a 1 or lower.
- A third inspection in early August was completed, reviewing the overall performance of each alley in the context of dry weather conditions.
- 7 Alleys were rated with a 1 or lower.
- Of these three ratings, 3 alleys rated at a 1 or lower in all three ratings. These are being considered our highest priority alleys to assess and determine appropriate repairs.
- A comprehensive listing of each lanes rating is being prepared for future reference and for decision making purposes.
- Ongoing – Compiling internal and external Equipment Maintenance Records.
  - Admin staff have aided with compiling all information from 2018 and 2019, and an Equipment Maintenance Binder (physical) and Directory (digital) are being created.
- Ongoing – Compiling and reviewing building utility costs for sustainability review.
  - Gas & Electric Utility Costs have been pulled together for all facilities from 2017 to current.
- Ongoing – Compiling record drawings for facilities with available documents.
- Ongoing – Compiling building maintenance records from 2018 onward.
  - Preparing a Building Maintenance Binder (physical) and Directory (digital) for records.
- Responding to Resident Concerns, calls/requests for July/August related to the following:
  - Drainage – Alleys and Lot Drainage
  - Tree Pruning
  - Concrete repairs
  - CC's sticking up
  - Gravel Roads outside Town Limits



Description	2020 Budget	Targeted Amount Jan - Aug	2020 Actual Jan - Aug	Variance	% of Completion	2020 - Aug	2019 - Aug	Increase/ (Decrease)	Percentage	Note
<b>REVENUE</b>										
General Revenue	(2,757,282)	(2,743,909)	(2,646,595)	(110,687)	96%	(16,964)	(28,043)	11,079		
Administration	(19,350)	(12,900)	(8,691)	(10,659)	45%	(700)	(780)	80		
By Law	(2,500)	(1,667)	(1,975)	(525)	79%	(65)	(213)	148		
Strs. & Road	(672,900)	(448,600)	(534,558)	(138,342)	79%	0	0	0		
Storm Sewer	0	0	0	0	0%	0	0	0		
Water	(569,910)	(379,940)	(285,300)	(284,610)	50%	(2,029)	(897)	(1,131)		
Sewer	(169,523)	(113,015)	(83,994)	(85,529)	50%	0	0	0		
Garbage	(338,095)	(225,397)	(170,534)	(167,561)	50%	110	0	110		
Cemetery	(2,000)	(1,333)	(1,200)	(800)	60%	0	0	0		
Planning & Subdivision	(3,000)	(2,000)	(1,351)	(1,649)	45%	(63)	(24)	(39)		
Hall	(19,125)	(12,750)	(2,858)	(16,267)	15%	(13)	(2,299)	2,286		
Arena	(201,784)	(134,523)	(128,036)	(73,748)	63%	0	(2,500)	2,500		
Park	(37,375)	(24,917)	(600)	(36,775)	2%	(200)	0	(200)		
Curling Rink	(375)	(250)	0	(375)	0%	0	(200)	200		
FCSS	0	0	0	0	0%	0	0	0		
<b>TOTAL REVENUE</b>	<b>(4,793,219)</b>	<b>(4,101,200)</b>	<b>(3,865,691)</b>	<b>(927,528)</b>	<b>81%</b>	<b>(19,924)</b>	<b>(34,956)</b>	<b>15,032</b>		
<b>EXPENSE</b>										
Council	128,936	85,957	75,134	53,802	58%	6,214	12,112	(5,899)		
Administration	642,331	428,221	401,983	240,348	63%	46,811	48,539	(6,012)		
Fire	29,250	19,500	21,182	8,068	72%	3,671	942	2,729		
Disaster Service	1,500	1,000	0	1,500	0%	0	0	0		
By-Law	53,495	35,663	4,915	48,580	9%	0	163	(163)		
Public Work	485,158	323,439	310,507	174,651	64%	35,285	37,524	(2,239)		
Street & Road	317,300	211,533	146,957	170,343	46%	14,696	14,229	467		
Storm Sewer	17,400	11,600	16	17,384	0%	0	1,793	(1,793)		
Water	352,900	235,267	188,346	164,554	53%	23,576	27,108	(2,245)		
Sewer	99,200	66,133	60,179	39,021	61%	7,740	3,558	4,183		
Garbage	388,511	295,327	273,538	114,973	70%	24,141	22,851	1,290		
Cemetery	4,800	3,200	3,200	1,600	67%	800	700	100		
Town Beautification	10,500	7,000	4,103	6,397	39%	31	0	31		
Planning & Subdivision	163,350	108,900	89,455	73,895	55%	23,888	814	23,074		
Hall	188,505	125,670	83,128	105,377	44%	7,089	12,073	(4,983)		
Arena	308,574	205,716	176,524	132,050	57%	8,658	19,590	(10,932)		
Park	55,688	37,125	56,823	(1,135)	102%	22,087	16,081	6,006		
Curling Rink	42,000	28,000	25,611	16,389	61%	2,013	1,715	298		
FCSS & School Fund	581,986	387,991	234,358	347,628	40%	0	0	0		
<b>Total Expense</b>	<b>3,871,384</b>	<b>2,617,242</b>	<b>2,155,958</b>	<b>1,715,426</b>	<b>56%</b>	<b>226,701</b>	<b>219,791</b>	<b>3,912</b>		



Description	2020 Budget	Targeted Amount		2020 Actual		Variance	% of Completion		Increase/ (Decrease)	Percentage	Note
		Jan - Aug	Jan - Aug	Jan - Aug	Jan - Aug		2020 - Aug	2019 - Aug			
<b>Capital Programs</b>											
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	435,600	427,960	225,440	65%	124,283	213,150	(88,868)	-42%		
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	2,476	(2,476)	-100%		
Hall	0	0	0	0	0	0	0	0	0	0%	
Arena	0	0	0	0	0	0	19,858	(19,858)	-100%		
Park	54,255	36,170	0	54,255	0%	0	0	0	0	0%	
Curling Rink	0	0	0	0	0	0	0	0	0	0%	
<b>Total Capital Programs</b>	<b>707,655</b>	<b>471,770</b>	<b>427,960</b>	<b>279,695</b>	<b>60%</b>	<b>124,283</b>	<b>235,485</b>				

# FINANCE REPORT

FOR THE PERIOD ENDING AUGUST 31, 2020

The following is a report providing information and analysis regarding the impact on the Town’s financial position by COVID-19 and the tax collection status as of August 31, 2020.

## Impact on operational revenues and expenses by COVID-19:

The below analysis and forecast are based on the information as of August 31, 2020. The analysis indicates that both revenues and expenses were impacted by COVID-19 negatively. However, the deficiencies seen on the revenues side are even more significant. For example:

- By comparing with data in 2019 for the same period (January to August), the 2020 revenues are \$108K, or 3.16% less. However, the expenses were only reduced by \$810, or 0.04%.
- As of August 31, 2020, compared with the same period in 2019, the amount of the net operational profit was reduced by \$108,014, or 8.55%.
- We estimated that the net operational profit at the end of 2020 will be reduced by 29.87% compared with 2019.

P/L	2020 P1-8	2019 P1-8	\$ Increase (Decrease)	% Increase (Decrease)	2019	Estimated 2020	\$ Increase (Decrease)	% Increase (Decrease)
Operational Revenues	3,332,866	3,441,690	(108,824)	-3.16%	4,214,889	4,032,181	(182,709)	-4.53%
Operational Expenses	2,178,073	2,178,883	(810)	-0.04%	3,561,193	3,528,817	(32,376)	-0.92%
Net Operational Profit	1,154,793	1,262,807	(108,014)	-8.55%	653,696	503,364	(150,333)	-29.87%

## Collections on Tax and Utilities:

- In accordance with Bylaw 06/20, there is a 12% penalty on all current taxes remaining unpaid after August 31, 2020 as well as an 18% penalty on all taxes remaining unpaid after December 31, 2020.
- In order to provide tax relief due to financial strain on the residents during COVID-19, Council froze the 2020 mill rates and saved \$119,295 (a 4.78% tax reduction) for the taxpayer compared to the amount of the tax paid in 2019.
  - In 2019, the total amount of billed property tax for the Town was \$2,497,779.
  - However, the total amount of billed property tax in 2020 was \$2,378,484, which is \$119,295 lesser than the amount in 2019.

2020 Tax Billed	2020	2019	\$ Increase (Decrease)	% Increase (Decrease)
Tax Revenues	2,378,484	2,497,779	(119,295)	-4.78%

# FINANCE REPORT

FOR THE PERIOD ENDING AUGUST 31, 2020

- As of August 31, 2020, 80% of the tax payments (\$1.9 M) was received. The current outstanding amount of unpaid tax is \$474,812, which including the unpaid amount of \$41,002 from previous years.

2020 Tax Payments Received	As of June 30	As of July 31	As of Aug 25	As of Aug 31
Tax payments received	\$ 862,185	\$ 1,242,215	\$ 1,526,846	\$ 1,947,956
% of the tax paid	36%	51%	63%	80%

Note: The outstanding amount of \$474,812 also includes the scheduled monthly Tax Installment Payment Plan (TIPP) of \$116,176.36.

- As of August 31, 2020, 84% of the utility payments were received for the months of May and June.

July Utility Billing Payments Received	As of June 30	+	July Billing	= Updated Bal	- Bal as of Aug 31	= Payments received	% Received
Utility AR	31,811		178,175	209,986	34,310	\$ 175,676	84%



# MONTHLY FIRE DISTRICT REPORT

District	Month/Year
<b>District Fire Chief</b>	
<b>Meetings/Events Attended</b>	<b>Professional Development</b>
<b>Projects Started/Completed</b>	<b>Other Information</b>

<b>Fire District Update</b>	
<b>Community Events Hosted/Attended</b>	<b>Training</b>
<p>_____ <b>Total Volunteer Hours in Community</b></p>	<p>_____ <b>Training Sessions Held</b>  <i>The following topics were trained on:</i></p>
<b>Incident Summary</b>	<b>Personnel Summary</b>
<p>_____ <b>Incidents</b>            _____ Alarms            _____ Fires            _____ MFR            _____ Motor Vehicle Accidents            _____ Other</p>	<p>_____ <b>Personnel on the Roster</b>             _____ <b>Volunteer Hours at Station</b></p>

Respectfully Submitted,