

Council Package

January 12, 2021





**AGENDA
TOWN OF LAMONT
REGULAR MEETING OF COUNCIL
January 12, 2021**

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 - December 8, 2020

2. CLOSED SESSION

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

3. DELEGATIONS

3.1. MOTION FOR ACCEPTANCE OF DELEGATION

4. CORRESPONDENCE

4.1. Lamont Health Care Centre Minutes- November 26, 2020

4.2. Lamont County Housing Foundation Minutes- November 30, 2020

4.3. Town of Lamont Library Board Minutes- December 7, 2020

4.4. Municipal Governance Frequently Asked Questions – December 18, 2020

4.5. Municipal Governance Frequently Asked Questions- January 8, 2021

5. NEW BUSINESS

5.1. Bylaw 01/21, Borrowing Bylaw

5.2. Strategic Plan Update

5.3. Committee Board Member Appointment- Parks and Recreation Committee

6. REPORTS

6.1. Mayor & Council

6.2. CAO

6.3. Director, Operations & Infrastructure

6.4. Fire District

7. NOTICES OF MOTION

8. ADJOURNMENT



5307 – 50 Avenue
Lamont, AB T0B 2R0

**Town of Lamont
December 8, 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

CALL TO ORDER AND RELATED BUSINESS

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

Adoption of Agenda

MOTION: 255/20 Councillor Taylor: That the Council Agenda be accepted as presented.

CARRIED

Declaration of Pecuniary Interest: None

DELEGATIONS:

RCMP Update, Inspector Michael McCauley, Officer in Charge

MOTION: 256/20 Councillor Perrin: That Council accept the Delegation, RCMP Update, Inspector Michael McCauley, Officer in Charge.

CARRIED

Adoption of Minutes:

a) Meeting Minutes – November 24, 2020

MOTION: 257/20 Councillor Foulds: That the Minutes of the November 24, 2020 Meeting be accepted with the following amendment:

- Councillor Taylor left the meeting at 7:05 p.m.

CARRIED

CORRESPONDENCE:

- Lamont Health Care Centre Minutes – October 22, 2020
- Town of Lamont Library Board Library Minutes – November 2, 2020

MOTION: 258/20 Councillor Perrin: That Council accept the correspondence as information.

CARRIED

NEW BUSINESS

Appointment of Returning Officer & Substitute Returning Officer

MOTION: 259/20 Councillor Koroluk: That Council appoint Betty Malica, to act as Returning Officer and Dawn Nielsen to act as Substitute Returning Officer for the 2021 municipal election.

CARRIED

Transfer of Utilities to Tax Rolls

MOTION: 260/20 Councillor Harvey: That Council authorize the transfer of outstanding utilities over 90-days to their individual tax rolls as per Schedule "A".

CARRIED

Transfer of Tax Recovery Costs to Tax Rolls

MOTION: 261/20 Councillor Koroluk: That Council authorize the costs to be transferred to the tax rolls as itemized in the attached Schedule "A".

CARRIED

Interim Budget

MOTION: 262/20 Councillor Taylor: That Council authorize an Interim Operating Budget in the amount of 40% of the 2020 Operating Budget until such time that the 2021 Budget is approved.

CARRIED

Bylaw 10/20, Fees & Charges

MOTION: 263/20 Councillor Harvey: That Council give first reading to Bylaw 10-20, 2021 Fees and Charges.

CARRIED

MOTION: 264/20 Councillor Koroluk: That Council give second reading to Bylaw 10-20, 2021 Fees and Charges.

CARRIED

MOTION: 265/20 Councillor Perrin: That Council give unanimous consent to proceed to third reading of Bylaw 10-20, 2021 Fees and Charges.

CARRIED

MOTION: 266/20 Councillor Taylor: That Council give third reading to Bylaw 10-20, 2021 Fees and Charges.

CARRIED

Bylaw 09/20, Temporary Face Covering

MOTION: 267/20 Councillor Koroluk: That Council table Bylaw 09/20, Temporary Face Covering Bylaw until further notice.

CARRIED

REPORTS

Council Reports:

- | | |
|--------------------------|---|
| Mayor Skinner | Attended the CEO/CAO Meeting on November 26. Discussions on where each of the communities are challenged by COVID along with economic challenges this year.
Discussions of continued collaborative work in the future.

Attended a Housing Foundation Board Meeting on November 30. The lodge in Andrew has now been sold.

Retired on November 30 from Dow Chemical with 40 years of service. |
| Councillor Foulds | Written report attached. |
| Councillor Perrin | Written report attached. |
| Councillor Taylor | Congratulated Bill on his retirement. |

Was Master of Ceremonies at the Remembrance Day event.
Thanks to the RCMP and Military personnel for attending.

Attended the John S. Batiuk Water Commission Meeting on November 12. During the meeting they were discussing several water line crossings. Updating shut down protocols and in negotiations with North East Water Commission on rate increases.

Councillor Koroluk Attended an Elementary School Council Meeting on December 8.

Councillor Harvey Attended the Lamont Library Board Meeting on November 2. The Library remains closed and it was recommended that there is a need to have a discussion with the Library Board.

Staff Reports:

CAO Report
Director, Operations and Infrastructure
Planning & Development
Fire District Report
Finance Report

MOTION: 268/20 Councillor Perrin: That Council accept the reports as presented.

CARRIED

CLOSED SESSION

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

MOTION: 269/20 Councillor Foulds: 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 Sections 17 of the *Freedom of Information and Protection of Privacy Act* at 8:04 p.m.

CARRIED

MOTION: 270/20 Councillor Perrin: That Council revert to regular Council meeting session at 8:34 p.m.

CARRIED

MOTION: 271/20 Councillor Taylor: That the Mayor to proceed as per direction provided in closed session.

CARRIED

NOTICES OF MOTION: None.

ADJOURNMENT: Mayor Skinner adjourned the meeting at 8:37 p.m.

Mayor

Chief Administrative Officer

CLOSED SESSION NOTICE

January 12, 2021

- **Advice from Officials**
 - *FOIP Section 24*

LAMONT HEALTH CARE CENTRE



**Summary
Minutes of the Regular Board Meeting
Date: Thursday, November 26th, 2020**

1.0 Call to Order

The meeting of the Board was called to order by Chairman Kent Harrold at 8:41 a.m. There were four (4) persons in attendance in the Board Room and five (5) members attending via Teleconference.

2.0 Prayer/Reflection

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

3.0 Approval of Agenda & Minutes

The proposed agenda was reviewed and approved as corrected and addended; minutes of the last meeting (October 22nd, 2020) were reviewed and approved as circulated.

4.0 Highlights of the meeting discussion included:

i. Update re: 'Faithful Footprints' Grant

The Grant continues to be on hold due to COVID.

ii. COVID-19

Members noted an increase of cases within Lamont County and reviewed available PPEs, additional Isolation Booths, designated visits and 'tracing'.

Changes are implemented daily.

iii. LHCC Organization Chart

Members reviewed LHCC's Organization Chart.

iv. ASLI Grant/LTC Replacement

Members reviewed the ASLI Grant and replacement of LTC.

v. LHCC Logo

Mr. Bharmal is in the process of addressing the registration of an LHCC Logo.

4.0 **Highlights** – continued ..

vi. **Appraisals re:**

- **Board Member Self-Appraisals**
- **CEO**

Chairman Kent Harrold will summarize the completed Appraisals of the above noted persons and will present his 'findings' to members for discussion at the December Board meeting.

vii. **Staff Service Recognition Awards**

Members noted that due to COVID-19 restrictions, distribution of Awards will be limited.

viii. **Pet Policy**

The Board approved a 'Pets/Animals in Health Care Facility' Policy for LHCC.

ix. **Presentation of Reports**

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

These reports presented the following highlights for discussion:

- Medical Staff Membership and Privileges
- OR Closure – December 21st, 2020 to January 1st, 2021
- 'Financial Statements for the period ending October 31st, 2020'
- AHS Update
- Staff Walkout – October 26th, 2020
- Gifts of Appreciation
- Residents' Christmas Dinner

Members noted that Sunday, November 29th, 2020 marks the 60th Anniversary of the Lamont Bus/Train Accident.

5.0 **Next Meeting**

The next Board meeting will be held on Thursday, December 21st, 2020, commencing at 10:30 a.m., immediately following the Patient Care Committee meeting which will commence at 8:30 a.m.

6.0 **Adjournment**

There being no other business, the meeting was adjourned at 12:45 p.m.

/ds



LAMONT COUNTY HOUSING FOUNDATION

Summary

Regular Meeting of the Board of Directors

Date: Monday, November 30th, 2020



1.0 Call to Order

The regular meeting of the Board of Directors of the Lamont County Housing Foundation was held via Teleconference due to the declared COVID-19 Pandemic.

The meeting was called to order by Chairman Bill Skinner at 7:01 p.m. Eleven (11) persons dialed in to the Teleconference.

2.0 Approval of Agenda and Minutes

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

3.0 Highlights of the meeting discussion included:

- i. Update re: Andrew Senior Citizens' Lodge**
Mr. Bharmal informed the Board that Alberta Seniors and Housing has sold the Andrew Senior Citizens' Lodge.
- ii. Update: Rural Transportation**
Mrs. Judy Schueler informed the Board that a formal contract for Rural Transportation has not been formalized.
Transportation to Edmonton for appointments can be arranged for a fee with Lamont FCSS.
- iii. Update: COVID-19**
Members reviewed COVID-19 highlights and precautions, i.e. increase of cases within Lamont County, social distancing and Residents in Lodges being assigned to Isolation.
- iv. Board Committee and Lodge Managers' Reports**
Various Board Committee members and Managers presented their reports on the operations and management of the Lodges and Self-Contained Units.
- v. Accounts Payables and Revenue & Expenditure Statements**
Accounts Payables for the periods ending September 25th, October 23rd, and November 27th, 2020 and Revenue & Expenditure Statements for the periods ending August 31st, September 30th and October 31st, 2020 were reviewed and accepted as presented for information.

3.0 **Highlights – continued ..**

vi. **Building Proposal**

Mrs. Irene Talaga presented a proposal to the Board for discussion on the construction of duplexes in the Town of Mundare for Seniors' occupancy.

Members agreed to empower Mr. Bharmal to contact Alberta Housing to discuss the proposal as presented by a Mundare Contractor.

vii. **Staff Appreciation and Christmas Gifts**

Members discussed the purchase and presentation of Christmas gifts and gifts of appreciation for Staff.

4.0 **Next Meeting**

The next meeting will be held via Teleconference/Zoom on Monday, January 25th, 2021, commencing at 7:00 p.m.

5.0 **Adjournment**

There being no other business, the meeting was adjourned at 8:42 p.m.

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

**TOWN OF LAMONT PUBLIC LIBRARY BOARD MEETING
December 7, 2020 – Via Zoom**

PRESENT: Erin Thomas, Kelly VanDeurzen, Dinah Sudyk, Michelle Selensky, Al Harvey, Rebecca Nice

ABSENT: Cara Rich, Greg Huxley, David Diduck

MEETING CALLED TO ORDER AT: 7:35PM

APPROVE AGENDA: Kelly moves to approve the agenda as amended. Michelle seconds.

PREVIOUS MINUTES:

Kelly moves to approve the previous minutes as presented. Dinah seconds.

TREASURER’S REPORT:

Chequing Account Balance: \$20,967.71

As presented.

Dinah moves the treasurers report be adopted as presented. Erin seconds. Passed.

BUSINESS ARISING FROM PREVIOUS MINUTES:

- 1) School response to Covid – No new news. All of the high schools are currently closed to in class classes. Students will return to in-class format on January 11, 2021.
- 2) Rebecca supplies and programming – Supplies are good and programs are running well.
- 3) Kelly’s leave from board – Kelly will be taking a leave from the library board for her maternity. Her last meeting will be the January meeting. Kelly moves that she be temporarily excused from the Town of Lamont Public Library Board beginning February 1, 2021 for medical reasons. Greg has agreed to cover Kelly’s position while she is away. Michelle seconds.
- 4) Andrew Library – Erin sent an email to the Andrew Library Board Chair. Kelly presented their response. It indicated that the Andrew School principal approached EIPS and requested public access to the library as the students do not have access to the library in their K-6 school.
Al reiterates that this is a Covid issue and not technically Force Measure as stated by EIPS. Kelly states that it is not something we are going to pursue at this time due to current Covid measures.
Al has advised Town of Lamont Council about what is happening. He is advising this council to plan for a future where the library requires its own building
- 5) Lamont Light up tree – We did not participate as Rebecca does not have a tree at home.

NEW BUSINESS:

- 1) Syd Joseph Award – No name to nominate this year. We have opted to not give out this award this year. Rebecca has names in mind for next year.
- 2) School closure due to COVID – We are now in an enhanced zone. Rules have changed but do not currently affect us as we are solely operating virtually at the moment.
- 3) My Empty Shelves Program – Email from Max from Fresh Leaf Press. They purchase books that we are looking to get rid of. Books are purchased at a flat fee. No one has heard of this program before. Erin suggests that Rebecca check with Northern Lights to see if this program is legitimate. **Rebecca will contact Northern Lights to request further information about this program.**
- 4) Accessibility webinar – Webinar Thursday, December 17, 2020 from 1-3pm via Zoom. The focus is on library resources. If anyone is interested, please contact Kelly for the information.

LIBRARIAN REPORT:

Rebecca – Everything is going great. Please email her with any feedback. Lots of craft ideas leading up until Christmas. We are reaching 250 per post on average.

CORRESPONDANCE:

Dinah - We received a letter from the Town of Lamont regarding the appointment of Al Harvey as our Town Council Representative.

Dinah - Thank you card from Rose.

ROUND TABLE:

Dinah – Happy Christmas and stay safe.
Christmas greetings everyone!

NEXT MEETING: January 4, 2021 @ 7:30pm via Zoom

MEETING ADJOURNED AT: 8:10PM

Municipal Governance

During the COVID-19 Pandemic

Frequently Asked Questions – December 18, 2020

While we continue to navigate the ever-evolving COVID-19 pandemic together, Municipal Affairs remains committed to issuing regular updates to address frequently asked questions as well as provide new information or resources as they become available. For the most up-to-date information on the COVID-19 situation in Alberta, visit alberta.ca/COVID19.

If you would like a specific issue addressed in an upcoming update, please email your request to ma.lgsmail@gov.ab.ca.

Municipal Affairs Updates

Previous COVID-19 updates are available online at: www.alberta.ca/municipal-government-resources.aspx

Christmas Closure



Will there be support from Municipal Affairs over the holidays should any urgent matters arise or if there are changes to the current health orders?

YES. Although our office will be closed from December 25 to January 4, you can email any time sensitive inquiries to ma.lgsmail@gov.ab.ca inbox, which will continue to be monitored.

As we enter into this holiday season, take time to rest and reflect on the great work you have done in being responsive to your citizens and businesses during this challenging year.

2021 Municipal Elections



The 2021 nomination period starts when municipal offices reopen in January 2021. For municipalities with nomination deposit bylaws, the *Local Authorities Election Act (LAEA)* requires nomination deposits to be in cash, certified cheques, and money orders. Are there other paperless options available to encourage the current COVID-19 pandemic?

YES. On December 14, 2020, the Honourable Tracy Allard, Minister of Municipal Affairs, signed [Ministerial Order No. MSD:103/20](#) to amend specific requirements under Section 30(1) of the *LAEA* to allow deposits to be provided to the returning officer by in-person payments using a debit card or a credit card, in addition to the current cash, certified cheque, or money order options. This modification is only in effect for the 2021 general election year.

If a nomination deposit bylaw states the form of payment, do municipalities need to amend their bylaw to include the new methods of payment?

YES. The MO No. MSD:103/20 does not amend a local bylaw. If a municipality's local bylaw includes provisions that limit the way in which payments can be made, the bylaw would need to be amended to enable debit and credit card payments for 2021 only.

Public Libraries Resources

Resources are available at:
www.alberta.ca/public-library-services.aspx

Can our municipal office remain open to accept nomination forms?

YES. Employers shall require employees to work from home, unless their physical presence is required to effectively operate the workplace. Municipal offices could remain open to accept nominations papers. Determining what constitutes an essential service remains a local operational decision, and individual municipalities are encouraged to choose a process for accepting nomination forms that they deem appropriate. Nomination forms can be accepted at specific times set by the returning officer, by appointment, or at a secure drop box.

General Questions

Can we provide an option for households to rent public facilities (pools, indoor rinks) for personal use?



NO. Alberta's Chief Medical Officer of Health's current recommendation is that municipal recreation facilities should not be rented out to individual households, as this is difficult to determine whether social gathering restrictions are being adhered to.

Are there resources available to ensure municipal messages are consistent with the provincial public health guidance?

YES. The Government of Alberta collection of COVID-19 visual resources is updated and also includes a new mandatory masking poster that municipalities and your community partners may use. Information posters and fact sheets can be accessed and downloaded [online](#).



In order to adhere to social distancing requirements, our municipality has moved council meetings to the community hall. Given the current orders restrict the use of community halls, is council required to change the location?

YES. As community halls are to remain closed except for a permitted use, councils should conduct meetings electronically per the [Public Meeting Procedures \(COVID-19 Suppression\) Regulation](#). If meetings have already been scheduled to take place in the community hall, councils must call a special meeting to change the location of the meeting. If time does not permit a special meeting to be called, municipalities should review their procedural bylaw, which may set out the process for adjourning a meeting should council not achieve quorum.

Relaunch Status Map

Map reporting formats are updated. To review the level of risk in your community, rate of COVID-19 cases, number of active cases, and current measures in place, visit: www.alberta.ca/maps/covid-19-status-map.htm

Additional Resources

The Alberta Urban Municipalities Association (AUMA) and Rural Municipalities of Alberta (RMA) continue to be a valuable resource for municipalities.

RMA's COVID-19 response hub is available at <https://rmalberta.com/about/covid-19-response-hub>.

AUMA's updated guide is available at www.auma.ca/covid19.

The Federation of Canadian Municipalities also has a list of links and resources for municipalities available at www.fcm.ca/en/resources/covid-19-resources-municipalities.

For the most up-to-date information on the COVID-19 situation in Alberta, visit: www.alberta.ca/COVID19.

Municipal Governance

During the COVID-19 Pandemic

Frequently Asked Questions – January 8, 2021

While we continue to navigate the ever-evolving COVID-19 pandemic together, Municipal Affairs remains committed to issuing regular updates to address frequently asked questions and provide new information or resources as they become available. For the most up-to-date information on the COVID-19 situation in Alberta, visit alberta.ca/COVID19.

If you would like a specific issue addressed in an upcoming update, please email your request to ma.lgsmail@gov.ab.ca.

Municipal Affairs Updates

Previous COVID-19 updates are available online at: www.alberta.ca/municipal-government-resources.aspx

COVID-19 Vaccine Distribution

Is there an update to the plan to distribute the COVID-19 vaccine in Alberta?

YES. In December, Premier Kenney announced the launch of the COVID-19 vaccine task force responsible for distributing vaccines. More than 56 per cent of vaccine doses in stock have been administered as of this week.

Up-to-date information on the phased implementation plan and additional information Albertans need to know about the vaccine is available at www.alberta.ca/covid19-vaccine.aspx.

Has it been determined in what phase of the vaccine roll-out plan that the vaccine will be available to municipal first responders and firefighters?

NO. The vaccination roll-out started on December 15, 2020. The [roll-out plan](#) involves three phases. Phase 1A includes health-care workers in home care and emergency departments.

Phase 1B will begin in February and include:

- Seniors 75 and over
- First Nations, Métis and persons 65 years of age and over living in a First Nations community or Metis Settlement
- Health-care workers in medical, surgical and COVID-19 units or operating rooms

The second phase is scheduled to start in April 2021 and will continue targeting populations in sequence. At this time, the order of vaccinating populations has not been defined.

Phase three is targeted for Fall 2021 and involves the roll-out to the general public.

Public Libraries Resources

Resources are available at: <https://www.alberta.ca/public-library-services.aspx>

Municipal Elections

Due to the ongoing pandemic, are legislative changes being considered for the *Local Authorities Election Act (LAEA)* for the upcoming municipal elections?

YES. Municipal Affairs has met with key municipal stakeholders to discuss potential risks relating to the 2021 municipal general election and have identified some temporary modifications that could be made, if needed, to specific requirements under the *LAEA*. An example is the approval of Ministerial Order No. MSD: 130/20, enabling nomination deposits to also be paid by debit or credit card. The need for certain modifications will continue to be monitored and reviewed to ensure municipalities will have the appropriate ability to align election operations with public health orders or recommendations.

The nomination period began January 1, 2021. As a way to avoid in-person contact, can candidates submit nomination papers electronically?

NO. Currently, nomination papers cannot be submitted electronically. In addition to being delivered in person, the specific requirement of section 28 of the *LAEA* to submit nomination forms to the local jurisdiction office can be met by having forms mailed or delivered by courier. Nomination forms can also be accepted at specific times set by the returning officer, by appointment, or at a secure drop-off box.

Council Meetings

Can councils still hold council meetings in-person with members of the public present?

YES. Since municipal council meetings are business meetings and not social meetings, they can be held in person, including with members of the public; however, because of the elevated risk, it is strongly recommended to move to virtual meeting formats wherever possible.

Is the Public Meeting Procedures (COVID-19 Suppression) Regulation still in effect?

YES. The Public Meeting Procedures (COVID-19 Suppression) Regulation remains in effect until it has been repealed. The [regulation](#) enables municipalities to follow the Chief Medical Officer of Health's orders for physical/social distancing by conducting meetings electronically. While councils are encouraged to consider electronic meetings to ensure compliance with the public health orders regarding public gatherings, the decision on how to conduct meetings remains at the discretion of the council, committee or commission, while ensuring the process used complies with current public health orders.

General Questions

Has a timeline been established as to when the current public health measures will be changed?

NO. On January 7, 2020, it was announced that the current public health measures that came into effect on December 13, 2020, are extended and will remain in place until at least January 21, 2021. These provisions and the situation will be evaluated closer to January 21, 2021.

Are there different authority levels for the ongoing enforcement of current restrictions?

YES. Enforcement is currently undertaken by several different authorities. Alberta Health Services Public Health Inspectors respond to business-related complaints and continuing care complaints.

Response to any time-sensitive complaints about distancing, social gatherings, and isolation breaches can be made by:

- Police Officers
- Uniformed Community Peace Officers Level 1
- Uniformed Alberta Peace Officers Level 2

As the warm weather continues, our outdoor recreation and skating facilities continue to be popular destinations. Has there been any further clarification made to the guidelines of use for these municipal facilities and on outdoor skating?



YES. On December 23, 2020, Dr. Deena Hinshaw signed [Order 44-20](#), which helps clarify the use of outdoor rinks and outdoor group physical activity, including hockey, and other concerns brought forward by municipalities.

Section 38(2) provides additional clarity, and states "...a person may participate in an outdoor group physical activity consisting of less than 10 persons if a minimum physical distance of 2 metres between all participants is maintained at all times."

Is there a timeline established for when municipalities may reopen arenas?

NO. CMOH [Order 42-2020](#) is in effect until at least January 21, 2021.

How long arenas will remain closed will be determined at the same time the stronger health measures put in place on December 13, 2020 are re-evaluated.

Renovations and construction continue during the pandemic. Inspections under the *Safety Codes Act* are still necessary. Are there public health measures that impact our safety codes officers?

YES. Safety codes officers can continue inspections. Officers must mask while inspecting indoor public spaces, including construction sites, and can enter occupied houses for the purpose of inspection, according to CMOH Order 42-2020.

Are Volunteer Fire Departments allowed to continue training?

YES. Volunteer fire departments are permitted to undertake training activities as long as appropriate protocols are being followed. If this training can be safely delayed until mid-January when the current measures are expected to be reviewed, then delaying is recommended.



Additional Resources

The Alberta Urban Municipalities Association (AUMA) and Rural Municipalities of Alberta (RMA) continue to be a valuable resource for municipalities.

RMA's COVID-19 response hub is available at <https://rmaalberta.com/about/covid-19-response-hub>.

AUMA's updated guide is available at www.auma.ca/covid19.

The Federation of Canadian Municipalities also has a list of links and resources for municipalities available at www.fcm.ca/en/resources/covid-19-resources-municipalities.

For the most up-to-date information on the COVID-19 situation in Alberta, visit: www.alberta.ca/COVID19.

Alberta Biz Connect

Alberta Biz Connect provides workplace guidance and support to businesses and non-profits. The online tool also provides sector-specific guidelines to ensure businesses can reopen safely during the COVID-19 pandemic. Businesses with questions regarding the relaunch can [email the Biz Connect team](#). Common questions are also posted [online](#).



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

AGENDA ITEM: 5.1

COUNCIL MEETING DATE:
January 12, 2021

ITEM DESCRIPTION OR TITLE

Bylaw 01/21, Borrowing Bylaw

RECOMMENDATION

1. That Council give first reading to Bylaw 01/21, Borrowing Bylaw.
2. That Council give second reading to Bylaw 01/21, Borrowing Bylaw.
3. That Council give unanimous consent to proceed to third reading of Bylaw 01/21 Borrowing Bylaw.
4. That Council give third reading to Bylaw 01/21, Borrowing Bylaw.

BACKGROUND

For cash flow and the purposes of financing operating expenditures, it is common practice for a municipality to have a Borrowing Bylaw that allows for an operating line of credit. The last Borrowing Bylaw was approved by Council in 2018. The Town's bank, Servus Credit Union requires a bylaw to be passed every three (3) years. The attached Bylaw authorizes that the that the Town may borrow, for the purpose of financing operating expenses, from Servus Credit Union, up to the principal sum of \$800,000. Also identified is the Mastercard with a limit of \$35,000.

Section 256 of the MGA provides the authorization for a municipality to borrow funds for the purpose of financing operating expenditures:

Section 256

- (1) This section applies to a borrowing made for the purpose of financing operating expenditures.
- (2) The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.
- (3) A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.

COMMUNICATIONS

If approved, a copy of the Bylaw will be provided to the Servus Credit Union.



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

IMPLICATIONS OF DECISION

This gives certainty to the municipality that they have sufficient funds to cover all expenditures until taxes are levied and received. This is a precautionary measure.

FINANCIAL IMPLICATIONS

Cost is the interest charged at the time of borrowing. The interest rate within our agreement with Servus Credit Union is prime less 0.25%. Servus' prime rate is currently 2.45%.

POLICY AND/OR LEGISLATIVE REFERENCES

MGA Sections 251(1) & 256 (1)

ATTACHMENTS

1. Bylaw 01/21, Borrowing Bylaw
2. Bylaw 14/18, Borrowing Bylaw

Report Prepared By: Robert Mu, Finance Officer

Approved by CAO:

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

**TOWN OF LAMONT
BYLAW 01/21**



BEING A BYLAW OF THE TOWN OF LAMONT IN THE PROVINCE OF ALBERTA, TO BORROW MONEY TO AUTHORIZE A BORROWING AND ESTABLISH AN OPERATING LINE OF CREDIT FOR THE PURPOSE OF FINANCING EXPENDITURES.

WHEREAS Section 251 of the *Municipal Government Act* provides that a municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.

AND WHEREAS Section 256 of the *Municipal Government Act* provides that a municipality may make a borrowing for the purpose of financing operating expenditures of the municipality provided that the amount to be borrowed, together with the unpaid principal of other borrowings made for this purpose, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.

AND WHEREAS Section 256 of the *Municipal Government Act* further provides that a borrowing bylaw does not have to be advertised if the term of the borrowing does not exceed 3 years.

NOW THEREFORE the Council of the Town of Lamont, hereby enacts as follows:

1. BYLAW TITLE

- a. This Bylaw is known as “The Borrowing Bylaw”.

2. DEFINITIONS

For the purposes of this Bylaw:

- a. “Act” means the *Municipal Government Act*” RSA 2000, c.M-26.
- b. “CAO” means the Chief Administrative Officer or designate, appointed pursuant to the MGA.
- c. “Corporation” means the Town of Lamont.
- d. “Council” means the elected Council of the Municipality of the Town of Lamont.
- e. “Mayor” means the individual duly elected to that position for the Town of Lamont at any given time and includes any person authorized to act for and in the name of that individual.

3. BORROWING

- a. The Corporation may borrow, for the purpose of financing operating expenses, from Servus Credit Union, up to the principal sum of \$800,000.00 repayable

**TOWN OF LAMONT
BYLAW 01/21**

upon demand at a rate of interest per annum not to exceed the prime lending rate plus one percent and such interest will be calculated daily and due and payable monthly on the last day of each and every month.

- b. The Corporation may borrow, for the purpose of purchasing, from Servus Credit Union Master Card by way of a Business No Fee Mastercard Credit Card, up to a maximum combined limit of \$35,000 to be shared between two (2) cards, as per Servus Credit Union Mastercard terms and conditions agreement.
- c. The Mayor and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
 - (i) To apply to Servus Credit Union for the aforesaid loan to the Town of Lamont and to arrange with Servus Credit Union the amount, terms and conditions of the loan and securities to be given to Servus Credit Union;
 - (ii) As security for any money borrowed from Servus Credit Union:
 - a. To execute promissory notes and other negotiable instruments or evidence of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debt;
 - b. To give or furnish to Servus Credit Union all such securities and promises as Servus Credit Union may require to secure payment of such loans and interest hereon; and
 - c. To execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favor of Servus Credit Union of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have an interest, and any other documents or contracts necessary to give or to furnish to Servus Credit Union the security or securities required by it.
- d. The source or sources of money to be used to repay the principal and interest owing under the borrowing from Servus Credit Union are taxes, reserves and grants.
- e. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the *Municipal Government Act*.
- f. In the event that the *Municipal Government Act* permits extension of the term of the loan and in the event the Council of the Town of Lamont decides to extend the loan and Servus Credit Union is prepared to extend the loan, any

**TOWN OF LAMONT
BYLAW 01/21**

renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 3 hereof and delivered to Servus Credit Union will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms or such renewal or extension, bill debenture, promissory note, or other obligation and Servus Credit Union will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.

4. SEVERABILITY

- a. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, the invalid portion shall be severed, and the remainder of the Bylaw is deemed valid.

5. TRANSITIONAL

- a. That Bylaw 14/18 is hereby repealed.

6. EFFECTIVE DATE

- a. That this Bylaw shall come into force and take effect upon the date of third reading and is duly signed.

READ A FIRST TIME THIS _____ DAY OF _____, 20_____ .

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

READ A THIRD TIME AND PASSED THIS _____ DAY OF _____, 20_____.

Mayor

Chief Administrative Officer

Date signed



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

BYLAW 14/18

The Council of the Town of Lamont properly assembled enacts as follows:

- 1. This bylaw is known as “The Borrowing By-law”.

DEFINITIONS

- 2. in this bylaw:
 - (i) “Corporation” means the Town of Lamont

BORROWING

- 3. The Corporation may borrow, for the purpose of financing operating expenses, from Servus Credit Union, up to the principal sum of \$ 800,000.00 repayable upon demand at a rate of interest per annum not to exceed the prime lending rate plus one percent and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
- 4. The Corporation may borrow, for the purpose of purchasing, from Servus Credit Union Master Card by way of a Business No Fee Mastercard Credit Card, up to a maximum combined limit of \$35,000 to be shared between two cards, as per Servus Credit Union Master Card terms and conditions agreement.

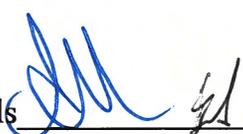
The Mayor and the Chief Administrative Officer are authorized:

- (a) to apply to Servus Credit Union for the aforesaid loan to the Corporation and to arrange with Servus Credit Union the amount, terms and conditions of the loan and securities to be given to Servus Credit Union;
- (b) as security for any money borrowed from Servus Credit Union:
 - (i) to execute promissory notes and other negotiable instruments or evidence of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - (ii) to give or furnish to Servus Credit Union all such securities and promises as Servus Credit Union may require to secure payment of such loans and interest hereon; and
 - (iii) to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favor of Servus Credit Union of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have an interest, and any other documents or contracts necessary to give or to furnish to Servus Credit Union the security or securities required by it.
- 5. The source or sources of money to be used to repay the principal and interest owing under the borrowing from Servus Credit Union are:

Monthly payments of interest to be debited from account 31349-607011531143

- 6. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
- 7. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and Servus Credit Union is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 4 hereof and delivered to Servus Credit Union will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms or such renewal or extension, bill debenture, promissory note, or other obligation and Servus Credit Union will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.

THAT By-law 02/17 is hereby repealed.

Initials 

BYLAW 14/18

Town of Lamont



THAT this By-law shall remain in force from the time of passing until repealed.

THAT the Mayor and Chief Administrative Officer are hereby authorized to sign this By-law.

READ A **FIRST TIME** THIS 27 DAY OF November, 2018 A.D.




Mayor _____ Chief Administrative Officer _____

READ A **SECOND TIME** THIS 27 DAY OF November, 2018 A.D.



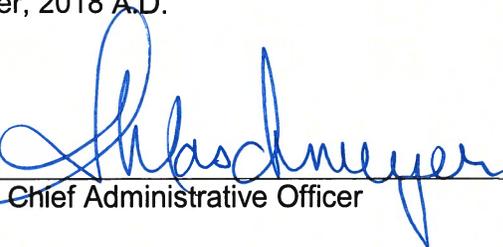

Mayor _____ Chief Administrative Officer _____

PROCEED WITH THIRD READING WITH THE UNANIMOUS CONSENT OF ALL MEMBERS PRESENT THIS 27 DAY OF November, 2018 A.D.




Mayor _____ Chief Administrative Officer _____

READ A **THIRD TIME** THIS 27 DAY OF November, 2018 A.D.

Mayor _____ Chief Administrative Officer _____



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

AGENDA ITEM: 5.2

COUNCIL MEETING DATE: JANUARY 12, 2021

ITEM DESCRIPTION OR TITLE

Strategic Plan Status Report

RECOMMENDATION

That Council receive the Strategic Plan Status Report as information.

BACKGROUND

The evaluation of the organization’s progress towards completing priorities as identified within the 2019-2022 Strategic Plan is a critical step in the cycle of continuous improvement. The review of the plan on a periodic basis allows for Council to be aware and respond to any changes required on an ongoing basis. Although the organization continues to manage through dealing with the unprecedented COVID-19 pandemic, a comprehensive review of the Strategic Plan was completed at the end of Q4. The attached update of the plan summarizes the progress of the Strategic Planning objectives to date.

Note:

- Items highlighted in green are completed.
- Items highlighted in yellow are in process.
- Items highlighted in red are not completed by the completion date.

COMMUNICATIONS

N/A

IMPLICATIONS OF DECISION

Adjustments to the Strategic Plan allow for Council to measure the success of the organization.

FINANCIAL IMPLICATIONS

N/A



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

POLICY AND/OR LEGISLATIVE REFERENCES

N/A

ATTACHMENTS

1. 2019-2022 Strategic Plan (Current progress identified as of January 12, 2021)

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.

Town of Lamont



Strategic Plan 2019-2022

Strategic Planning for the Town of Lamont

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

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

This final document consists of:

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

About Strategic Planning

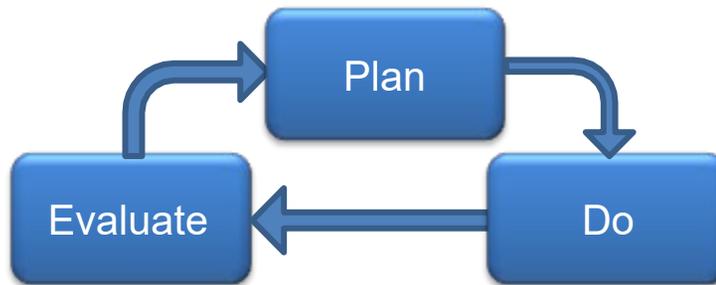
Part of the governance role of Council is to define the vision and goals for the municipality. The purpose of a Strategic Plan is to provide both administration and Council with an outline of Council's strategic priorities. These priorities serve several key functions:

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

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

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

Cycle of Continuous Improvement



The three steps in the cycle of continuous improvement are:

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

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

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

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

Mission, Vision and Goals

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

Mission Statement

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

Vision Statement

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

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

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

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

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

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

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

<i>Objectives and projects</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
1.1	Complete asset condition assessment	<ul style="list-style-type: none"> • Inventory capital assets • Review existing condition assessments and studies to develop a single consolidated report • Identify deficiencies in existing studies • Contract engineering support to address deficiencies in existing studies • Present consolidated condition assessment to Council for adoption • Develop an implementation strategy for prioritized capital projects 	<p>Approve budget</p> <p>Adopts condition assessment</p>	2021	<p>Contract services & Internal resources</p> <p>MAMP funding requirement (Town's portion \$7900)</p> <p>Reallocation of balance of funding to cover COVID-19 expenses including staffing and supplies for the organization.</p> <p>Adjustment may be made as funding was provided by GOA.</p>	<p>Included in 2020 Budget 2020 and deferred to 2021.</p> <p>Grant application for MAMP funding through FCM for Asset Management Software has not yet been approved.</p> <p>Asset Management framework is under development and will be presented to Council early in Q1.</p>
1.2	Prepare three-year operational and five-year capital plans	<ul style="list-style-type: none"> • Complete as a component of the 2020 budget process • Administration develops draft • Present to Council for review and adoption 	<p>Receive information</p> <p>Adopt plans</p>	2019-Q4	Resourced internally	Complete

<i>Objectives and projects</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
1.3	Review and adopt a debt management and reserve policy	<ul style="list-style-type: none"> • Administration develops a draft policy • Council reviews draft and provides direction • Council adopts policy 	Adopt policy	2021	Resource internally	Planned to be presented for consideration in Q3
1.4	Complete and adopt a long-term capital equipment repair and replacement plan	<ul style="list-style-type: none"> • Review and update existing plan and asset inventory • Present plan to Council for adoption 	Adopt plan Approve budget	2021	Resource internally	

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

<i>Objective</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
2.1	Complete lifecycle and maintenance planning for the arena, community centre, curling rink	<ul style="list-style-type: none"> • Identify the scope of work to be addressed in each lifecycle & maintenance plan per building • Review existing condition assessments and studies to develop a single consolidated report • Identify deficiencies in existing studies • Contract engineering support to address deficiencies in existing studies • Present consolidated lifecycle and maintenance plan to Council for adoption • Develop an implementation strategy for prioritized capital projects 	<p>Approve budget</p> <p>Adopts plan</p>	2022	Contracted Services	
2.2	Review condition of playgrounds and develop a long-term plan for replacement and upgrades	<ul style="list-style-type: none"> • Engage support to complete repair and maintenance of existing playgrounds • Have the playgrounds inspected and certified as safe • Initiate long-term capital budgeting to develop a reserve for long-term replacement costs 	Approve budget	2021	Resourced Internally	Inspections conducted May 2020.

<i>Objective</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
2.3	Develop a children's bike park	<ul style="list-style-type: none"> • Project is assigned to the Parks and Recreation Committee • Manage phased installation • Administration provides signoff on project completion 	Approve budget	2021	Resourced internally	Contract in place. Construction in early Q3.
2.4	Develop a strategy for year-round use of recreation facilities	<ul style="list-style-type: none"> • Engage in community consultation • Provide options and associated costs to Council • Council provides direction 	Consider options Sets direction	2022	Resourced internally/ Facilitator	
2.5	Develop a strategy to address the organization and sustainability of community events	<ul style="list-style-type: none"> • Develop a Terms of Reference for a task force • Appoint public members representing community organizations to the task force • Task force investigates, consults, and develops recommendations • Task force presents recommendations to Council 	Consider options Sets direction	Deferred to 2022		

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

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

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

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

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

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

Objective		Key Activities	Council Role	Completion Date	Resource Requirements	Status
5.1	Engage with FCSS to enhance community awareness and use of support services	<ul style="list-style-type: none"> Engage inter-agency 	Receive information Participate at Board level	On-going	Resourced internally	
5.2	Adopt a strategy for the Town's management (disposal and storage) of residential organic yard waste	<ul style="list-style-type: none"> Identify leading practices from other communities Present options and costs to Council Council provides direction 	Adopt strategy	Deferred to 2022	Resourced Internally	
5.3	Develop and adopt a disaster management plan <i>(Legislatively required by January 31, 2021)</i>	<ul style="list-style-type: none"> Work with the County to develop a regional emergency management plan Council leads the process Joint engagement with the County and relevant agencies / commissions Regional Emergency Management Bylaw to formalize 	Adopt bylaw	2020	Resourced internally	Update. County rep. advised revisions required to the regional emergency management documents as directed by Alberta Emergency Management Agency. Updated documents will be circulated to each municipality involved for approval, then sent for ministerial approval.
5.4	Review bylaw enforcement strategy (capacity, compliance and enforcement) / peace officer	<ul style="list-style-type: none"> Engage with regional partners to pursue the development a regional model for bylaw enforcement 	Receive information Set direction Adopt strategy	2020	Resourced internally	Complete

Goal #6: Ensure Council and Administration are meeting the needs of the residents of the Town of Lamont with progressive, transparent and effective governance practices

	<i>Objective</i>	<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
6.1	Develop a schedule and strategy to review and update bylaws and policies	<ul style="list-style-type: none"> Administration identifies emergent bylaws that require to be updated that are in violation of provincial legislation Administration presents to Council the schedule in which the bylaws will be reviewed Administration identifies a list of all existing policies Outdated policies or policies that are in violation of provincial legislation are rescinded Administration presents Council with a schedule for the review and update of policies Policies are split between governance (requiring council adoption) and administrative (requiring CAO approval) 	<p>Receive information</p> <p>Approve bylaw and policy updates</p>	On-going	TBD	<p><u>Bylaws/approved since last update:</u></p> <p>10- 20 Fees and Charges Bylaw</p> <p><u>Policies approved since last update:</u></p> <p>12-65 Local Authorities Pension Plan (LAPP)</p> <p>12-66 Anonymous Complaints & Letters</p> <p>12-67 Employee COVID-19 Policy</p> <p>Comprehensive review was delayed due to resources. Ongoing work towards the creation of a handbook for personnel policies.</p>

	<i>Objective</i>	<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
6.2	Complete and adopt the required Intermunicipal Collaboration Framework (ICF) <i>(Legislatively required by April 2020)</i>	<ul style="list-style-type: none"> • Work with County representatives and consultant • Present to Council • Council adopts by bylaw 	Adopt bylaw	2020 – Q2	Resourced internally/Consultant	Complete
6.3	Review and update the Council committee structure and Committee Terms of Reference	<ul style="list-style-type: none"> • Determine if current committee structure is appropriate for the Town • Determine if a Committee of the Whole will be adopted • Present draft terms of reference for committees to Council • Council adopts Committee Bylaw 	Consider options Sets direction Adopts bylaw	2019-Q4	Resourced internally	Complete
6.4	Review and update the Council orientation process prior to the 2021 municipal elections	<ul style="list-style-type: none"> • Obtain council feedback on the 2017 Orientation process 	Receive information	2021- Q1	Resourced internally	

<i>Objective</i>		<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>
		<ul style="list-style-type: none"> • Review existing materials and identify deficiencies • Identify leading practices from other municipalities • Develop an orientation schedule and draft materials 				
6.5	Review Council's role in the budgeting process	<ul style="list-style-type: none"> • Administration presents timeline, philosophy and approach to Council • Council provides direction on process • Complete 2020 budget process • Following 2020 budget process, meet with Council to obtain feedback and to identify opportunities for improvement 	Receive information Set direction Provide feedback on 2020 budget process	2019-Q4	Resourced internally	Complete
6.6	Enhance regional collaboration as a means to support efficient service funding and delivery	<ul style="list-style-type: none"> • Complete as a component of the Intermunicipal Collaboration Framework (ICF) process • Engage regional municipal partners to explore collaboration models and initiatives 	TBD	On-going	Resourced internally	On-going

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

Goal #7: Continually improve communication from the Town to its residents to encourage broader awareness, interest and participation

<i>Objective</i>	<i>Key Activities</i>	<i>Council Role</i>	<i>Completion Date</i>	<i>Resource Requirements</i>	<i>Status</i>	
7.1	Enhance the Town's communication with residents and stakeholders	<ul style="list-style-type: none"> • Review and inventory existing communication activities • Identify opportunities for improvement • Implement enhanced communication strategy 	Adopt strategy	2020	Resourced internally	<p>Clear, consistent and timely communications to the residents were implemented in 2020.</p> <p>Strategy was not prepared, due to resources however great advancements were made in this area.</p> <p>Communication methods used: Facebook, website, newsletter, door knockers, survey (budget).</p>



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

AGENDA ITEM: 5.3

COUNCIL MEETING DATE:
January 12, 2021

ITEM DESCRIPTION OR TITLE

Committee Member Appointment - Parks and Recreation

RECOMMENDATION

That Council appoint _____ to the Parks and Recreation Committee for a two year term expiring December 31, 2022.

BACKGROUND

As per the Council Committee Bylaw 08/19, appointments for any vacancies on committees are required annually for January. At this time, there is only one position available on the Parks and Recreation Committee that expired in December 2020.

There were two applications received for the position.

For the review of the applications, Council will be required to move into Closed Session during this item to review the applications and determine the appointment for 2021.

COMMUNICATIONS

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

IMPLICATIONS OF DECISION

By continuing to keep the committee with active members, the committee can continue to progress towards the goals set out by the committee.

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

Bylaw 08/19 Council Committee Bylaw
MGA Section 146(b), 154(2)



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

ATTACHMENTS

1. Applications (*provided in Closed Session as per section 17 of FOIP*)
2. Terms of Reference
3. Bylaw 08/19, Council Committee

Report Prepared By: Dawn Nielsen, Deputy CAO

Approved by CAO:

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

This document is severed pursuant to section 197 (2) of the Municipal Government Act (MGA) and in accordance with section 17 (Disclosure Harmful to Personal Privacy) of the Freedom of Information and Protection of Privacy Act (FOIP).

Parks and Recreation Committee

Terms of Reference

1. PURPOSE

1.1 Recommending body to Council relating to planning and design of parks and recreation use areas within the municipality.

2. LEGISLATIVE AUTHORITY

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

2.2 Bylaw 08-19, Council Committee

3. DUTIES & RESPONSIBILITIES

The Committee has the Authority to:

3.1 Establish the dates for each Committee meeting;

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

3.3 Review the Town of Lamont Strategic Plans on an annual basis and recommend policies that support parks and recreation initiatives for Council's consideration;

4. ROLES

4.1 Councillors appointed to the Parks and Recreation Committee shall be responsible to keep Council informed as to the Committee activities.

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

5. MEMBERSHIP

5.1 Three (3) public members who are Town residents.

5.2 Two (2) Town of Lamont Council members.

6. TERM OF MEMBERSHIP

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

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

6.3 Council members are appointed annually at the Organizational meeting.

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

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

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

7. COMMITTEE CHAIR

- 7.1 At the first meeting each year, the Committee shall elect a Chair and Vice-Chair from among its voting members.
- 7.2 The Chair shall hold office for the remainder of the calendar year from the date of appointment.
- 7.3 The Chair shall preside over all meetings of the Committee and decide all points of order that may arise; manage the process of the meeting; preside over the conduct of the meeting, including the preservation of good order and decorum; determine speaking order; and rule on all questions related to the orderly procedure of the meeting.

8. MEETINGS

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

9. GOVERNANCE

- 9.1 A majority of the voting members shall constitute a quorum at a meeting.
- 9.2 All voting members of the Committee, including the Chair, shall be required to vote on any motion before the Committee and, in the event of a tie, the motion shall be lost.
- 9.3 The Chair or Vice-Chair shall report annually to Council, regarding any initiatives and activities related to the Committee.

10. ADMINISTRATIVE RESPONSIBILITY

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

11. ENACTMENT

- 11.1 Upon approval by resolution of Council.



Town of Lamont

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

BYLAW 08/19

**BEING A BYLAW OF THE TOWN OF LAMONT FOR THE PURPOSE OF
ESTABLISHING COUNCIL COMMITTEES.**

WHEREAS the *Municipal Government Act*, R.S.A. 2000 C.M.-26, and amendments thereto provides that a Council may establish by bylaw standing and special committees of Council and delegate powers and duties;

WHEREAS the Council of the Town of Lamont recognizes the value of committees to support and facilitate the achievement of Town of Lamont Strategic Plan;

NOW THEREFORE the Council of the Town of Lamont, hereby enacts the Council Committees Bylaw as follows:

BYLAW TITLE

1. This Bylaw is to be cited as the "Council Committee Bylaw".

DEFINITIONS

2. In this Bylaw, the following terms shall have the following meanings, unless the context specifically requires otherwise:
 - a. "Act" means the *Municipal Government Act*, R.S.A 2000, c. M-26, as amended;
 - b. "Agenda" is the order of items of business for a Meeting and the associated reports, bylaws or other document;
 - c. "Bylaw" is a Bylaw of the Town;
 - d. "Chair" means a person who has authority to preside over a Meeting;
 - e. "Committee" means a Council Committee, board, commission or other body established by Council under the *Municipal Government Act*;
 - f. "Council" means the Mayor and Councillors of the Town of Lamont duly elected pursuant to the provisions of the *Local Authorities Election Act*;
 - g. "Meeting" means a Meeting of Committee;
 - h. "Member" means an individual appointed under this bylaw as a member of the Council Committee;
 - i. "Member at Large" means a member of the public appointed by Council to a Committee of Council;
 - j. "Minutes" are the record of proceedings of a Meeting recorded in English language without note or comment;
 - k. "Municipal Representative" is a Town Staff person who is functionally responsibly for the work and provides administrative and technical support to the committee chair and its membership;
 - l. "Public Meeting" means a meeting of committee at which members of the public may attend, but which is not a public hearing; and
 - m. "Quorum" is a majority of those members appointed and serving on Committee.

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Town of Lamont

24. Each Committee is hereby authorized to prepare a "Terms of Reference" document for recommendation to Council. The Terms of Reference must be approved by Council and will include, at a minimum, the requirements for quorum and voting, number and composition of membership, roles of members, process for preparation and circulation of an agenda and minutes, and a role of an appointment of the Chair of the Committee. The Terms of Reference may also provide guidance to roles, methods and frequency of communication between Council and Committees.
25. All members of the Committee, regardless of how they voted on an issue, should accept and support it as a Committee recommendation.
26. Committee Members who have a reasonable belief that they have a pecuniary interest (as defined in the MGA) in any matter before a committee or any board, commission, committee or agency to which they are appointed as a representative of, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussions and voting on any question relating to the matter. Members of Committee shall remove themselves from the meeting room until the matter is concluded. The minutes shall indicate the declaration of disclosure, the general nature of pecuniary interest, the time at which the member left the room and the time they returned.
27. Reports by all active committees may be made to Council on an annual basis.
 - a. The reports of all committees shall be made to the Council prior to the same being given to the public. The powers of the Committees established by this Bylaw are restricted to providing recommendations to Council, unless the Committee's approved Terms of Reference, or legislation, specifically provides otherwise.
28. Nothing included in this Bylaw shall restrict or prevent Council from creating or constituting further or other committees not referenced in this Bylaw.

CHAIR

29. The Chair shall only hold office for one (1) year unless otherwise specified in the Committee Terms of Reference.
30. The Chair shall preside over all meetings for the Committee and decide on all points of order that arise.
31. In the absence of the Chair, one of the other Members shall be elected to preside and shall discharge the duties of the Chair during the Meeting, or until the arrival of the Chair.

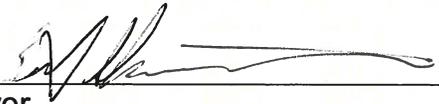
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EFFECTIVE DATE

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

READ A FIRST TIME THIS 8 DAY OF October, 2019 A.D.



Mayor



Chief Administrative Officer

READ A SECOND TIME THIS 8 DAY OF October, 2019 A.D.



Mayor

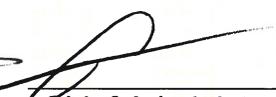


Chief Administrative Officer

READ A THIRD TIME THIS 8 DAY OF October, 2019 A.D.



Mayor



Chief Administrative Officer

Initials 



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: Jan 12, 2021
ELECTED OFFICIAL: Mayor Bill Skinner
REPORT PERIOD: Dec 9 2020 – Jan 6, 2021

Boards and Committees:

- Jan 4 – Attended virtual Lamont County Housing Foundation Lodge Managers meeting. Lodge Managers are preparing for COVID-19 vaccine to be administered to residents and staff soon. Residents were given a bus tour to see Christmas decorations and held an internal lodge Christmas party. Residents received a gift from Santa for Seniors and toiletries were donated by a private group.

Items for Council Discussion:

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

Town of Lamont Business:

- Dec 9 - Christine and I distributed pre-packaged Christmas lunches to staff and presented service awards (wearing masks and adhering to appropriate social distancing practices)

Professional Development (Workshops & Conferences):

- Dec 10 – Attended Telephone Town Hall to hear latest information from Premier and Dr. Hinshaw in regards to COVID-19 impacts and restrictions

Lamont Functions and Events:

CAO REPORT

FOR THE PERIOD ENDING January 12, 2021

HIGHLIGHTS:

- COVID-19 Activities
 - Tracking and reviewing self-isolation requirements for sick employees.
 - Continue to ensure staff, Council and the community is informed and current on the situation and adjusting protocols as required.
 - Continue to backfill and cover for absences.
 - New restrictions were put into effect December 8 by the Province. As of December 13, the Administration Office was closed to the public and moved to appointment only. All employees that can work remotely are now doing so. Closure of Arena and Curling Rink occurred.
- Website development.
- Preparation of Nomination Package for Election 2021.
- Preparation of Bylaws (Borrowing Bylaw, Municipal Election Bylaw)
- Preparation and coordination for year-end activities.

MEETINGS/EVENTS & PROFESSIONAL DEVELOPMENT:

- Supplemental Briefing Chief Medical Officer of Health
- A Conversation with Municipal Affairs
- COVID-19 Update for Alberta Municipalities from the Chief Medical Officer of Health
- CREPP Meetings
- Municipal Emergency Management Meeting
- NE Alberta Emergency Management DEM Meeting

**Vacation December 16- January 3 inclusive*

OPERATIONS & INFRASTRUCTURE REPORT

FOR THE PERIOD ENDING January 5, 2021

HIGHLIGHTS

COVID-19

- Tracking and reviewing self-isolation requirements following policy for employees.
- Lamont became part of the enhanced area December 6, 2020. Stronger public health measures were announced by the province Dec 8, 2020, to be in place until January 12, 2021.
- Administrative actions were taken to ensure Lamont is following all current public health orders.

STAFF

- Internal staff training was initiated to streamline service delivery and enhance efficiency.
- Operational staff meetings, work planning and succession planning was initiated.
- Re-allocation of staff due to facility closures.
- Casual Staff layoff due to facility closures.
- Amending the On-Call process to accommodate staffing changes following current policy.

Facilities

- Arena, Hall and Meeting Room – Due to enhanced restrictions announced Dec 8, all bookings in the arena and meeting room have been cancelled until January 12th, 2021.
- Under the restrictions the annual Christmas Hamper was still allowed to run as scheduled in the Hall. Administration worked with the Food bank to ensure all Alberta Health restrictions and safety measures were in place.
- Curling Club – The Curling Club has removed their ice and CIMCO has been in to de-pressurize the ice plant.

Road Maintenance and Snow Clearing

- First snow clearing event of the season started in November and snow hauling was completed first week of December following the Snow Clearing Policy.
- Warm weather creating ice hazards and the need for ice clearing and scratching was implemented to deal with the issue.

Utilities

- Water supply line repair coordinated through EPCOR, started Dec 7th limiting water supply to Lamont for 4 days. Reservoirs were filled to higher level and notice to limit water use were sent out in advance.

Projects & Requests:

- Hwy 15 Functional Planning Study meeting.
- Fort Air Partnership Air Monitoring Station location meeting.
- 2021 Capital Project- Sanitary Sewer Trunk Line inspection work has been tendered. Work to start in January.



MONTHLY FIRE DISTRICT REPORT

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

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

Respectfully Submitted,