

Council Package

December 14, 2021



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**AGENDA
TOWN OF LAMONT
REGULAR MEETING OF COUNCIL
December 14, 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

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2. DELEGATIONS

2.1. MOTION FOR ACCEPTANCE OF DELEGATION

3. CORRESPONDENCE

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8. ADJOURNMENT



5307 – 50 Avenue
Lamont, AB T0B 2R0

**Town of Lamont
November 23, 2021
Regular Meeting of Council**

HELD BY ZOOM MEETINGS

PRESENT:	Kirk Perrin	Mayor
	Jody Foulds	Councillor
	Linda Sieker	Councillor
	Al Harvey	Councillor
	David Taylor	Councillor
	Perry Koroluk	Councillor
	Colleen Holowaychuk	Councillor
	Rick Bastow	Chief Administrative Officer
	Dawn Nielsen	Deputy Chief Administrative Officer
	Tyler Edworthy	Director Operations & Infrastructure
	Robert Mu	Finance Officer
	Jaclyn Ponto	Recording Secretary

CALL TO ORDER AND RELATED BUSINESS:

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

Adoption of Agenda

MOTION: 274/21 Councillor Holowaychuk: That the Council Agenda be accepted as presented.

CARRIED

Declaration of Pecuniary Interest: None.

ADOPTION OF MINUTES:

a) Meeting Minutes – November 9, 2021

MOTION: 275/21 Councillor Sieker: That the Minutes of the November 9, 2021 Council Meeting be accepted as presented.

CARRIED

DELEGATIONS:

- None.

CORRESPONDENCE:

- Library Association of Alberta – Congratulatory letter
- Alberta Health Services – Congratulatory Letter
- Alberta Counsel Lawyers – Congratulatory letter
- Alberta Ombudsman – 10 Frequently Asked Questions
- Alberta Ombudsman – 10 Tips for Developing and Administering Fair Rebate Programs
- Go East of Edmonton – 2021 Project and Marketing Report
- Alberta Justice and Solicitor General – Alberta Provincial Police Service Transition Study
- Letter from Mobile Home Park Residents – Snow Fence

MOTION: 276/21 Councillor Foulds: That Council accept the correspondence as information.

CARRIED

NEW BUSINESS:

MOTION: 277/21 Councillor Holowaychuk: That Council extend the meeting past 9:00 p.m.

CARRIED

2022 Capital Budget & 5 Year Capital Plan

MOTION: 278/21 Councillor Holowaychuk: That Council approve option 1.C of the 2022 Capital Budget as presented.

CARRIED

MOTION: 279/21 Councillor Foulds: That Council approve option 1 of the 5 Year Capital Plan as presented.

CARRIED

Mayor Perrin called a recess at 9:06 p.m.

The meeting reconvened at 9:11 p.m.

Waste, Recycle and Organics Hauling Services

MOTION: 280/21 Councillor Sieker: That Council direct Administration to finalize the agreement with GFL Environment for Waste, Recycle and Organics Hauling Services.

CARRIED

2022 Utility Cost Recovery Increase for Debenture Repayment and Future Maintenance and Improvement

MOTION: 281/21 Councillor Harvey: That Council approve an additional increase of 5.7% above the annual water services rate increase from John S. Batiuk Regional Water Commission for the 2022 utility charges.

CARRIED

Councillor Sieker left the meeting at 9:33 p.m.

Councillor Sieker rejoined the meeting at 9:34 p.m.

Sanitary Trunk Line Project - Relining

MOTION: 282/21 Councillor Harvey: That Council approve the recommendation by Select Engineering Consultants Ltd. awarding the Sanitary Trunk Line Relining Project to Insituform Technologies Ltd. and budget \$50,000 for site access to be coordinated by the Town of Lamont.

CARRIED

Tax Recovery Public Auction – Reserve Bids

MOTION: 283/21 Councillor Taylor: That Council approve the Reserve Bids of \$70,000 for Roll #15600 and \$190,000 for Roll #72000 for the February 24, 2022, Tax Recovery Public Auction.

CARRIED

Lamont Catering Club License Agreement

MOTION: 284/21 Councillor Taylor: That Council authorize Administration to enter a five (5) year License Agreement with the Lamont Catering Club for use of the Hall.

CARRIED

Whistle Cessation Report

MOTION: 285/21 Councillor Koroluk: That Council accept the Whistle Cessation Report as information.

CARRIED

REPORTS:

Council Reports:

Mayor Perrin	Written report attached.
Councillor Taylor	Attended the November 8 Governance and Priorities Meeting, the November 10 Regional Council Orientation and the November 11 Remembrance Day Ceremony.
Councillor Harvey	Attended the November 4 Economic Development Meeting, the November 8 Governance and Priorities Meeting, the November 10 Regional Council Orientation and the November 11 Remembrance Day Ceremony.
Councillor Koroluk	Nothing to report.
Councillor Sieker	Written report attached.

Councillor Foulds Written report attached.

Councillor Holowaychuk Written report attached.

Staff Reports:

CAO – Written report attached.

Director Operations & Infrastructure – Snow removal update. We were up to Campbell and Edna, just a couple of streets left to finish when the water main broke yesterday. The grader should be back out tomorrow morning and should be finished up by Thursday the latest. Will review snow clearing policy to bring forward some recommendations to provide some efficiencies. The water main break was repaired this morning. Water was back on before 11:00 a.m. with full pressure before noon. We had one valve fail and start leaking, it will require repair or replacement. Going to test some valves on Thursday to see how we can isolate Main Street.

MOTION: 286/21 Councillor Holowaychuk: That Council approve the transfer of \$35,000 from GL 1-2-3200-535 Streets and Roads Infrastructure R&M to GL 1-2-4100-535 Water Infrastructure R&M for valve replacements.

CARRIED

MOTION: 287/21 Councillor Taylor: That Council accept the reports as presented.

CARRIED

NOTICES OF MOTION:

Utility Rates

MOTION: 288/21 Councillor Harvey: That Council withdraw this Notice of Motion.

CARRIED

Council Remuneration and Expense Policy 11-06

MOTION: 289/21 Councillor Taylor: That Council direct Administration to update Policy 11-06 Council Remuneration and Expense.

CARRIED

CLOSED SESSION:

- **Tax Recovery Update Roll 26500**
 - *FOIP Section 16(2) – Disclosure Harmful to Business Interests of a Third Party*

MOTION: 290/21 Councillor Sieker: That Council convene in closed session pursuant to Section 197 of the *Municipal Government Act* to meet in private to discuss matters protected from disclosure by Section 16(2) of the *Freedom of Information and Protection of Privacy Act* at 10:03 p.m.

CARRIED

MOTION: 291/21 Councillor Holowaychuk: That Council revert to regular Council meeting session at 10:10 p.m.

CARRIED

MOTIONS ARISING FROM CLOSED SESSION:

MOTION: 292/21 Councillor Foulds: That Council accept the information provided in closed session as information.

CARRIED

ADJOURNMENT: Mayor Perrin adjourned the meeting at 10:14 p.m.

Mayor

Chief Administrative Officer



LAMONT HEALTH CARE CENTRE

**Summary
Minutes of the Regular Board Meeting
Date: Thursday, October 28, 2021**

1.0 Call to Order

Chairman Kent Harrold extended a warm welcome to members and called the regular meeting of the Board to order at 8:35 a.m.

Six members were in attendance via ZOOM and three persons were in attendance in the Board Room.

2.0 Approval of Agenda

The proposed agenda was reviewed and approved as addended.

3.0 Community Involvement

Members discussed the following matters related to LHCC and Community involvement:

- Municipal election results
- Update re: Chipman and Lamont School Bus/Train Accident Memorial Cairn.

4.0 Approval of Minutes

Minutes of the last meeting (September 23, 2021) were reviewed and approved as corrected.

5.0 Highlights of the meeting included discussion on the following items:

i. Update re: 'Faithful Footprints' Grant

Great Canadian Solar Ltd. has received the solar panels for LHCC and will be installing same in November 2021.

ii. Update re: COVID-19

Mr. Bharmal reviewed COVID-19 precautions and restrictions within LHCC and noted that daily updates/changes are being implemented.

5.0 **Highlights – continued ...**

iii. **Update re: ASLI Grant/LTC Replacement**

Mr. Bharmal continues to communicate with AHS about LTC replacement.

iv. **Update re: LHCC Logo**

The LHCC Logo continues to be a work in progress.

v. **Update re: Staff Continuing Education**

Members are reviewed the Policy on Staff Continuing Education and agreed to not make any revisions to it at this time.

vi. **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:

- Security concerns
- CHAA and LHCC Agreements
- AHS Update.

6.0 **Next Meeting**

The next Board meeting will be held on Thursday, November 25, 2021, commencing at 8:30 a.m.

7.0 **Adjournment**

There being no other business, the meeting was adjourned at 3:28 p.m.

/ds





OFFICE OF THE MAYOR

November 25, 2021

Via email: registrar@cpsa.ab.ca

College of Physicians & Surgeons of Alberta
2700, 10020 100 Street NW
Edmonton, AB
T5J 0N3

Attention: Dr. Scott McLeod, Registrar

Dear Dr. ^{Scott} McLeod:

I am writing on behalf of Council to inform you that, at our regular Council meeting held on November 23, 2021, Cold Lake City Council passed a motion requesting that the College of Physicians & Surgeons of Alberta consider streamlining the assessment process for physicians moving to Cold Lake from outside of Canada.

Over the years, the City of Cold Lake has spent hundreds of thousands of dollars on doctor recruitment and retention efforts. These efforts have been — and remain — one of our Council's top priorities as many residents in our community are unattached to a local family physician.

It is our understanding that physicians moving to Cold Lake from outside of Canada must first complete an assessment at another healthcare facility prior to establishing their practice in our community. We understand that this process takes several months, after which the doctor is then oriented to the community and the local healthcare facilities and clinic at which he or she will establish a practice.

We have great respect for the doctors in our community, and we are confident that among them there are several who would be willing and able to assist in this assessment process locally. Doing so, we feel, would greatly streamline this process for doctors who are new to Canada, preventing drawn out orientation process, and allowing for a smoother transition to their community.

.../2



OFFICE OF THE MAYOR

-2-

It is our hope that these assessments take place at the Cold Lake Healthcare Centre by local physicians. If this is not a possibility, our Council would appreciate the opportunity to learn more about the assessment process and would like to extend an invitation to speak with you about the process. This information will assist our Council and our administration as we continue to work to support our local healthcare providers.

You may reach out at your earliest convenience or, alternatively, you may contact the City of Cold Lake's Chief Administrative Officer, Kevin Nagoya, at 780-594-4494 or via email at knagoya@coldlake.com.

With warm regards,



Craig Copeland,
Mayor

cc: The Honourable Jason Copping, Minister of Health
Mr. David Hanson, MLA for Bonnyville - Cold Lake - St. Paul
Dr. Verna Yiu, AHS President and CEO
Alberta Municipalities
Rural Municipalities Association
Cold Lake City Council
Kevin Nagoya, CAO



Shannon Stubbs, MP
Lakeland

November 25, 2021

Mayor and Council/Reeve and Council,

As the Member of Parliament for Lakeland, I am reaching out to municipalities to discuss and gather information on how the retroactive pay mandated by the recently ratified RCMP Collective Agreement impacts your community. I know that each community will be impacted differently based upon their size and that dictates your payment requirement. In discussion and outreach with communities in Lakeland, the information gathered indicate that some will be tasked with funding large unbudgeted payments for a negotiation made by the federal Liberal Government.

I applaud the work being done by Lakeland communities to reduce budgets, and attempt not to overburden your residents with tax increases. This is not an easy job, especially at a time where you are receiving less provincial and federal funding. The addition of this retro pay is overwhelming many regions across the country, especially in rural areas.

I have been working to raise awareness on this issue, and am very concerned about the downloading of this expense on municipalities that were not even consulted during the bargaining process. I understand that the Federation of Canadian Municipalities (FCM) is calling on the federal government to pay the lump sum and change the process for consultation. As your federal representative, I will continue to advocate on your behalf.

Please share any information about the financial impacts on your community that will help my work to support your municipality. Information can be emailed to my office at Shannon.Stubbs@parl.gc.ca.

Thank you in advance for your assistance.

Sincerely,



Shannon Stubbs, MP
Lakeland



December 2, 2021

His Worship Kirk Perrin
 Mayor, Town of Lamont and Councillors
 5307 - 50 Avenue
 Bag 330
 Lamont, AB T0B 2R0

BOARD OF TRUSTEES

780 464 3477

Board Chair

Trina Boymook

Vice-Chair

Colleen Holowaychuk

Cathy Allen

Randy Footz

Don Irwin

Susan Miller

Jim Seutter

Jacqueline Shotbolt

Ralph Sorochan

Dear Mayor Kirk Perrin and Councillors:

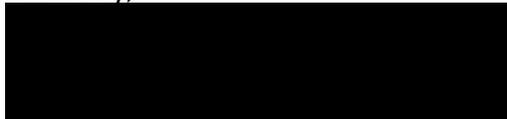
On behalf of the Elk Island Public Schools (EIPS) Board of Trustees, I wish to extend our congratulations on your recent election to the Town of Lamont Council.

Like you, my fellow EIPS trustees and I are committed to working closely with key stakeholders in the areas we represent to serve the best interests of our constituents. It is our goal to ensure students throughout the Division have access to the best possible educational experience and will ultimately play an important part in building successful, sustainable communities throughout our province.

As a public-school division, EIPS publishes its *Annual Education Results Report (AERR)* as a way to account for the resources the Government of Alberta invests in public education and to demonstrate its achievements as it provides a world class education to the students we serve. The report addresses results achieved and progress made by the Division relative to each priority, goal and outcome throughout the 2020-21 school year. The Division then uses the data and results listed in the *AERR* to guide future decisions, focus areas and priority strategies. The goal: To support a cycle of continuous growth to improve outcomes across all schools systematically.

Enclosed please find both a copy of the report summary and fact sheets for the schools located in your constituency; to read the report in its entirety, you can find it online at our website [Annual Education Results Report 2020-21](#). If you have any questions about the information contained therein or would like to meet to discuss how the EIPS Board of Trustees and your council might be able to collaborate to help our communities grow and thrive, please feel free to reach out to me directly at (780) 417-8101 or at trina.boymook@eips.ca. We look forward to working together during this term to achieve positive results.

Sincerely,



Trina Boymook, Board Chair
 Elk Island Public Schools
 Enclosures



Annual Education Results Report Overview 2020-21

Every year, Elk Island Public Schools (EIPS) publishes an *Annual Education Results Report*, which outlines the Division's *Four-Year Education Plan*, opportunities for growth and how it's supporting students to achieve the best possible outcomes. The report also incorporates feedback from each of its school's education plans, identifies EIPS' key priorities and goals, highlights data from the Alberta Education Assurance survey, and details strategies to enhance learning going forward. What shines through in this year's *Annual Education Results Report* is EIPS continues to meet the priorities set out in the *EIPS Four-Year Education Plan: 2018-22* and find innovative ways to enhance the growth and success of all students. The following is a summary of the *Annual Education Results Report 2020-21*. Read the full report at eips.ca.

EIPS VALUES

- Commitment to being a student-centred learning organization.
- Decisions are made in the best interests of all students.
- Integrity, honesty and respect are essential.
- Flexible and engaging learning opportunities are key to student achievement.
- Recognition that every student can learn and experience success.
- Partnerships play a valuable role in meeting the needs of students.



EIPS' mission is to provide high-quality, student-centred education that builds strong, healthy communities

Alberta Education Assurance Measures

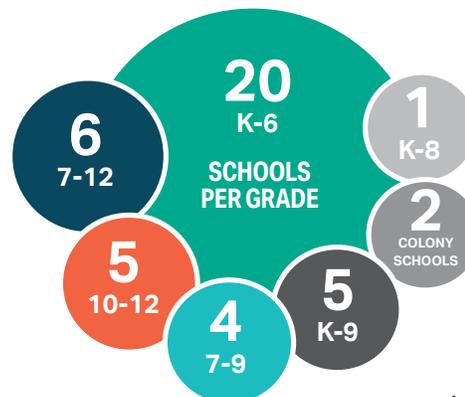
Student Learning Engagement	High
Citizenship	High
High School Completion Rate (3 yrs.)	Excellent
Provincial Achievement Tests (acceptable)	High
Diploma Examinations (acceptable)	High
Dropout Rate	Excellent
Education Quality	High
Welcoming, Caring, Respectful and Safe Learning Environments	High
Access to Supports and Services	High
Parental Involvement	Intermediate

*COVID-19 resulted in the cancellation of PATs and diploma examinations in 2019-20 and 2020-21. Achievement ratings in these areas are from the 2018-19 school year.

2021-22 Expenses by Program

(All dollar amounts are expressed in thousands)

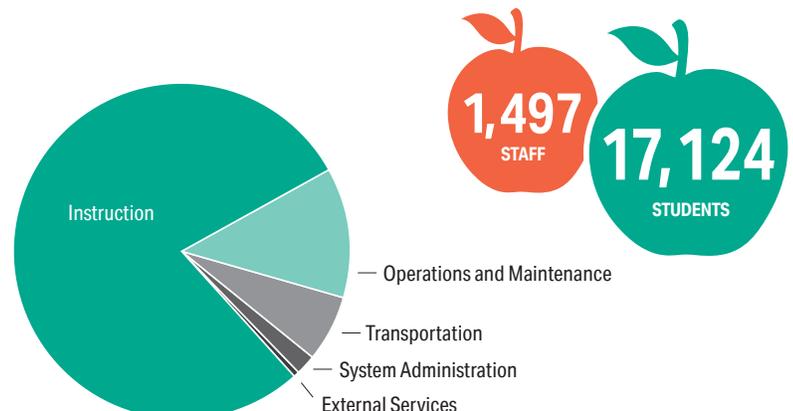
Program	Amount	Percentage
Instruction	\$156,018	78.7%
Operations and Maintenance	\$24,829	12.5%
Transportation	\$12,413	6.3%
System Administration	\$4,156	2.1%
External Services	\$843	0.4%
TOTAL	\$198,259	100%



43
SCHOOLS
TOTAL

Schools by location

- 19: Sherwood Park
- 5: Strathcona County
- 6: Lamont County
- 9: City of Fort Saskatchewan
- 4: Vegreville, County of Minburn



Accumulated surplus, as of Aug. 31, 2022: \$18.99 million



Priority 1: Promote Growth and Success for All Students

Goal 1: An Excellent Start to Learning

RESULTS

- 1,589 children were enrolled in Early Childhood Services.
- 124 children were provided with ongoing speech-language or occupational therapy.
- 100% of families agree their child grew developmentally because of the PALS program.
- 94% of families agree their child's ready for Grade 1 because of the kindergarten program.

STRATEGIES 2021-22

- Build staff capacity related to early intervention, literacy, numeracy and the new curriculum.
- Use the EYE-TA to support students at risk of not meeting developmental milestones.

Goal 2: Success for Every Student

RESULTS

- Student Learning Engagement scored an 85%.
- Education Quality scored an 89%.
- Citizenship scored an 80%.
- 89% of students completed high school within three years, and 90% within five years.
- The dropout rate is 1.4%.
- 62% of students transitioned to post-secondary or apprenticeships within six years of entering Grade 10.
- The achievement gap is closing between self-identified First Nations, Métis and Inuit students and all other students—in some cases, Indigenous students outperformed all others.
- 84% of families feel their child's taught attitudes and behaviours that will make them successful at work when they finish school.
- 82% of parents feel their child is taught skills, knowledge and attitudes to be successful in life.

STRATEGIES 2021-22

- Develop support plans for students negatively affected by learning disruptions during COVID-19.
- Build teacher capacity in literacy, numeracy, CTF and CTS programming, Indigenous resources and the new curriculum.
- Develop common assessments in the four core subject areas for students in grades 7 to 12.
- Continue to support land-based learning initiatives within EIPS schools.
- Develop a plan to identify First Nations, Métis and Inuit students who aren't experiencing success and at risk of dropping out.
- Continue benchmarking assessments to target strategies for ESL learners across all classrooms.
- Work to prepare students in career planning, the world of work and transitions to post-secondary school—including apprenticeships and work experience opportunities.
- Continue to apply for grants to develop dual-credit courses, and work with post-secondary institutions to offer university-transfer courses.

Priority 2: Enhance High-Quality Learning and Working Environments

Goal 1: Positive Learning and Working Environments

RESULTS

- Welcoming, Caring, Respectful and Safe Learning Environments scored an 87%.
- 90% of families agree their child is safe at school and taught how to be responsible, respectful and engaged citizens.
- 95% of staff feel they have the materials and equipment needed to do their work.
- 93% of staff are satisfied with their school or department as a place to work.

STRATEGIES 2021-22

- Develop social and emotional well-being plans to support students impacted by COVID-19.
- Expand resources and offer professional learning on managing personal wellness.
- Ensure consistent implementation of all necessary health-and-safety protocols.
- Provide professional learning; awareness; and resources on welcoming, inclusive, respectful and safe learning environments.
- Find efficiencies, reduce redundancies and ensure equity in resource allocations.

Goal 2: Quality Infrastructure for All

RESULTS

- Six modular classroom units were relocated, and Facility Services completed 9,470 work orders.
- Improved network stability to ensure seamless access to core education and business systems.
- 7,380 students were transported on 161 EIPS buses—the average ride time was 27.5 minutes.

STRATEGIES 2021-22

- Continue to build communication between Facility Services and schools and departments.
- Continue to support an effective and efficient user experience through maintaining and enhancing a secure, robust and reliable IT environment.
- Continue to enhance tools and software to ensure safe and efficient transportation.

Goal 3: A Culture of Excellence and Accountability

RESULTS

- 90% of parents are satisfied with the overall quality of basic education.
- 94% of certificated staff report professional learning is focused on the Division's priorities.
- 87% of certificated staff report professional learning contributed to their professional growth.
- 97% of employees agree professional learning's encouraged within the Division.

STRATEGIES 2021-22

- Build capacity related to staff competencies for leadership, teaching and support positions.
- Provide onboarding sessions for new hires.

Priority 3: Enhance Public Education Through Effective Engagement

Goal 1: Parents Engagement

RESULTS

- Parental Involvement scored a 77%.
- 87% of families report EIPS schools keep them informed about their child's progress and achievement.
- 79% of families are satisfied with engagement efforts on matters affecting public education.
- 85% of families feel there is open and honest communication within their child's school.
- 78% of families are satisfied with the opportunity to be involved in decisions at the school.
- Topics discussed at the Committee of School Councils meetings were shared with school council groups.
- The annual Assurance Reviews offered school communities a more holistic understanding of how schools are doing.
- Parent engagement focused on five key areas: early learning, health and wellness, Indigenous education, career pathways and online learning.

STRATEGIES 2021-22

- Build capacity for families to support their child in the areas of literacy, numeracy, career planning, and health and wellness.
- Implement the assurance framework.
- Disseminate timely information, internally and externally, to ensure everyone's well informed.
- Offer consistent experiences to ensure families learn about school results and provide input into school education plans, the *Four-Year Education Plan* and budget priorities.
- Build school council capacity.

Goal 2: Engaged and Effective Governance

RESULTS

- The Board worked diligently to ensure the Division's voice was heard on various topics impacting the Division, including:
 - education funding;
 - school re-entry planning;
 - early learning funding;
 - changes to the draft K-6 curriculum;
 - ageing infrastructure; and
 - autonomous school boards.
- 138 advocacy-related media articles, radio and television interviews.

STRATEGIES 2021-22

- Promote effective communication and build relationships with elected government officials.
- Develop and maintain focused advocacy plans.
- Strategically partner with organizations, levels of government, school boards and media to advance advocacy efforts.
- Develop new initiatives to continue to engage families and school communities.
- Utilize the Division's public engagement strategy to guide all consultation efforts.



School Fact Sheets 2020-21

Methodology

Capacity: The number of students a school facility can accommodate—obtained from the 2020-21 Area Capacity Utilization Report.

Capture Rate: The proportion of each school's total youth population that attends any EIPS school.

Enrolment: The number of students attending a school as of Sept. 30, 2020—the number often fluctuates throughout the year.

Enrolment Breakdown: The number of students attending a school by grade as of Sept. 30, 2020. When a student attends an alternative program, they are accounted for in the Alternative Program—regardless of the school's attendance boundary.

Enrolment Trends: The enrolment trend for the school using historical data and the following projection formulas:
 $\text{Births} + \text{Migration} + \text{Housing Yield} = \text{Population}$
 $\text{Population} \times \text{Participation Rate} = \text{Enrolment}$.

Facility Information: School details that include year the building was built, square metres and Facility Condition Index (FCI)—obtained from VFA Capital Planning software and used in capital reporting for Alberta Infrastructure.

Full-Time Equivalent (FTE): The number of staff full-time staff working at a school, certificated and classified staff, as of Sept. 30, 2020—the number often varies throughout the year.

Population Density in Attendance Area: The number of children living within the school attendance area—obtained using the current federal census, municipal census provincial birth registries, Canada Revenue Agency and student enrolment information.

Utilization Rate: A measure used to determine the relative occupancy level for a school—obtained from the 2020-21 Area Capacity Utilization Report.

Terminology

The Facility Condition Index (FCI): An industry-standard index that measures the relative condition of a facility by considering the costs of deferred maintenance, repairs and the value of the facility within a five-year window. Typically, Alberta Infrastructure audits government facilities on a five-year cycle.

- Good: 0.00-0.15
- Fair: 0.16-0.4
- Poor: 0.5-1.00

Alternative Programs: As per Alberta Education's definition, alternative programs emphasize a particular language, culture, religion, subject matter, or use a particular teaching philosophy—different from special education programs.

System Programs: Alberta Education's Standards for Special Education describes special education as the education of students with mild, moderate or severe disabilities and those gifted and talented.



Lamont Elementary

FACT SHEET 2020-21

f @lamontelementary

t @LamontLions

i @lamont_lions

4723 50 Ave., Lamont, AB T0B 2R0 | 780-895-2269

lamontelementary.ca

★ Lamont Elementary

Attendance area includes the Town of Lamont, the Village of Chipman and the rural surrounding areas

ATTENDANCE AREA GROWTH: **Stable**



For a detailed map visit eips.ca/schools/boundaries



Built in 1954

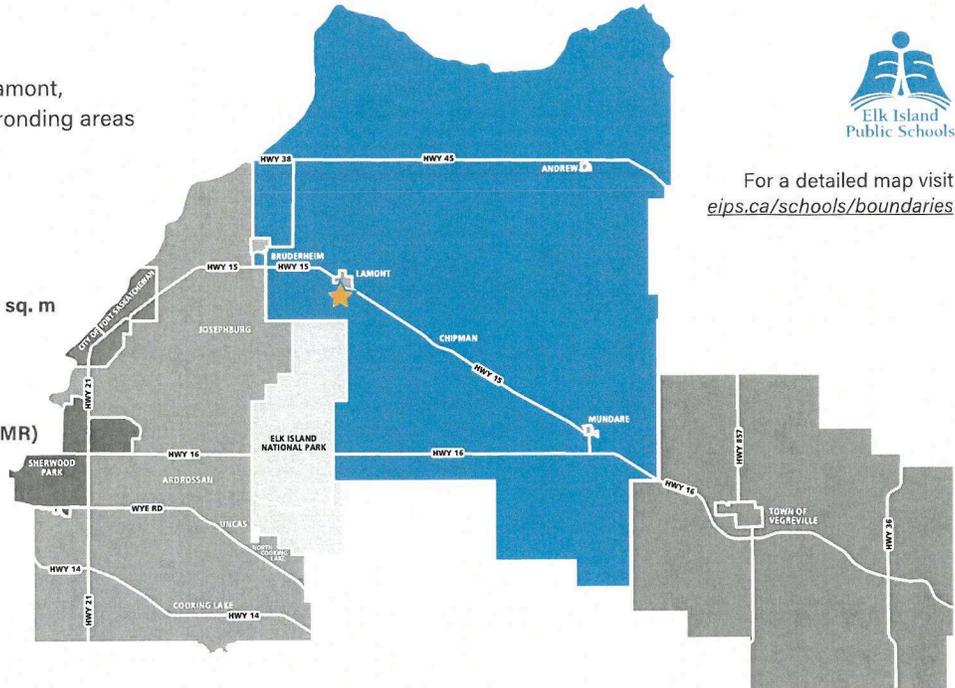
GROSS AREA: 3,848 sq. m

Facility Condition Index (FCI)

FCI VALUE: **0.2002** FCI RATING: Fair

Infrastructure Maintenance and Renewal (IMR)

MOST RECENT IMR EXPENDITURE: 2019



Grades K-6



34

FULL-TIME EQUIVALENT STAFF

(Sept. 30, 2020)

Programming

In addition to the regular program, Lamont Elementary offers:

SYSTEM PROGRAMS: **Play and Learn at School (PALS)**

PRINCIPAL: **Kari Huk**

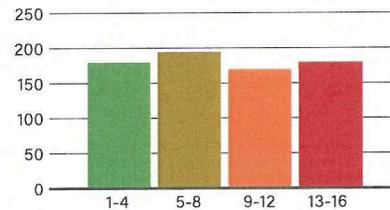
ASSISTANT PRINCIPAL: **Tami Richert***

SCHOOL TRUSTEE: **Colleen Holowaychuck**

(*New appointment for 2021-22)

Population Density in Attendance Area 2020

■ Ages 1-4	180
■ Ages 5-8	195
■ Ages 9-12	170
■ Ages 13-16	180



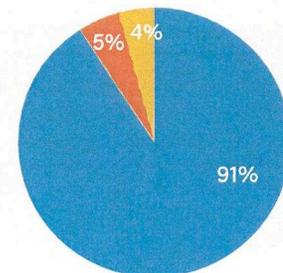
297

TOTAL ENROLMENT

(Sept. 30, 2020)

Enrolment Breakdown 2020-21

■ Regular program in boundary students	271
■ Regular program out of boundary students	13
■ Alternative program students	0
■ System program students	13



61 ECS

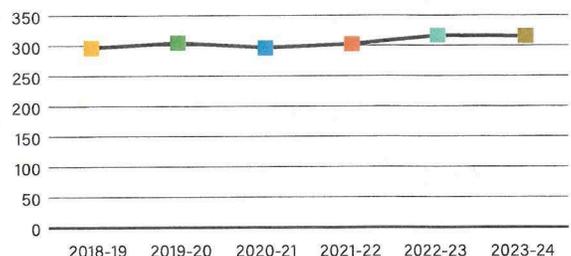
126 Grades 1-3

110 Grades 4-6



Enrolment Trends

■ 2018-19 actual	297
■ 2019-20 actual	305
■ 2020-21 actual	297
■ 2021-22 projected	303
■ 2022-23 projected	317
■ 2023-24 projected	316





Lamont High

FACT SHEET 2020-21

f @lamonthighlakers

t @lamonthigh

@lamontlakers

4811 50 Ave., Lamont, AB T0B 2R0 | 780-895-2228

lamonthigh.ca

★ Lamont High

Attendance area includes the Town of Lamont, the Town of Bruderheim, the Village of Andrew, the Village of Chipman and the rural surrounding areas

ATTENDANCE AREA GROWTH: **Stable**



For a detailed map visit eips.ca/schools/boundaries



Built in 1957

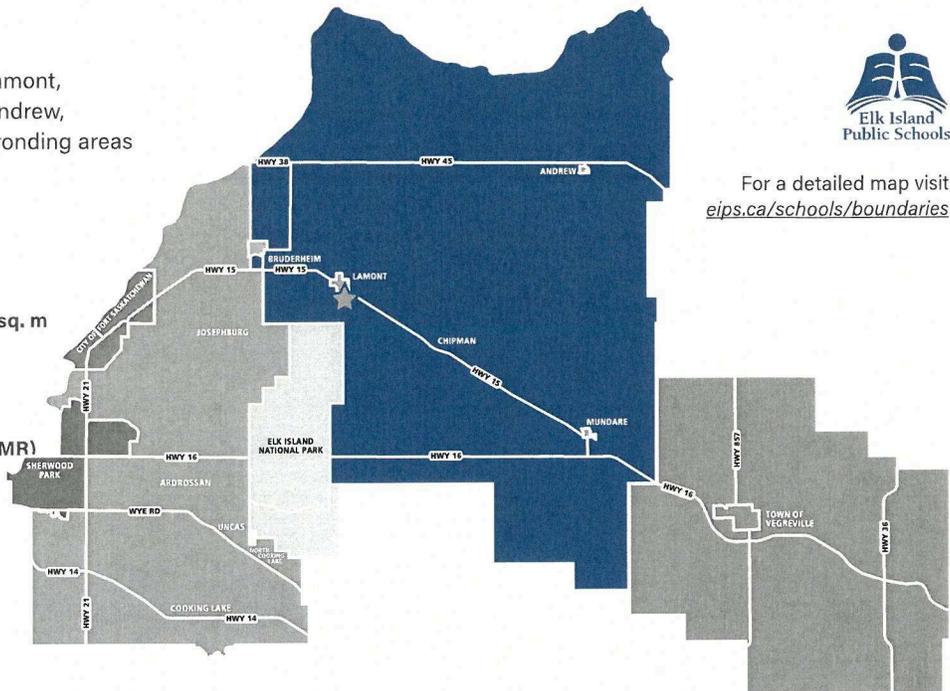
GROSS AREA: 4,199 sq. m

Facility Condition Index (FCI)

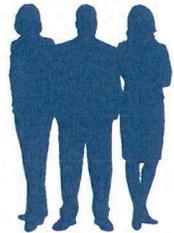
FCI VALUE: 0.1379 FCI RATING: **Good**

Infrastructure Maintenance and Renewal (IMR)

MOST RECENT IMR EXPENDITURE: 2019



Grades 7-12



28

FULL-TIME EQUIVALENT STAFF
(Sept. 30, 2020)

Programming

In addition to the regular program, Lamont High offers:

SYSTEM PROGRAMS: **Learning - Individual Needs, Knowledge and Skills (LINKS)**

PRINCIPAL: **Greg Cruikshank***

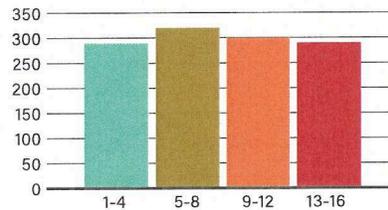
ASSISTANT PRINCIPAL: **Brendt Sonnenberg (acting)***

SCHOOL TRUSTEE: **Colleen Holowaychuk**

(*New appointment for 2021-22)

Population Density in Attendance Area 2020

Ages 1-4	290
Ages 5-8	320
Ages 9-12	300
Ages 13-16	290



284

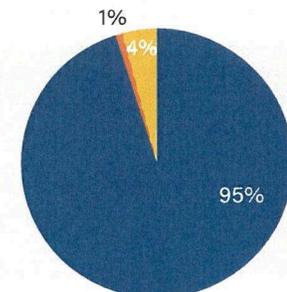
TOTAL ENROLMENT
(Sept. 30, 2020)

144 Grades 7-9

140 Grades 10-12

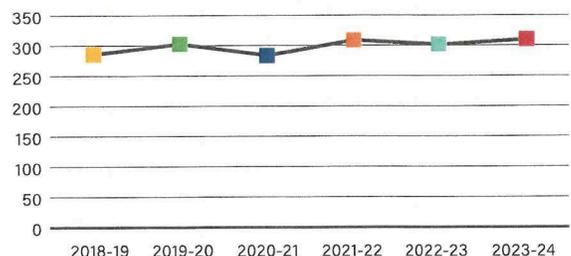
Enrolment Breakdown 2020-21

Regular program in boundary students	270
Regular program out of boundary students	4
Alternative program students	0
System program students	10



Enrolment Trends

2018-19 actual	286
2019-20 actual	303
2020-21 actual	284
2021-22 projected	309
2022-23 projected	302
2023-24 projected	310





October 18, 2021

Alberta One-Call Corporation is now Utility Safety Partners

Early this year, Alberta One-Call Corporation unified services with the Alberta Common Ground Alliance and absorbed the *Where's the Line* campaign. This amalgamation of services created a need to re-evaluate our brand to better reflect the new single hub approach for all above-ground and below-ground infrastructure locates in Alberta.

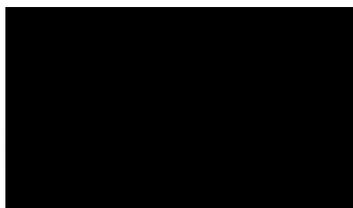
After almost 40 years as Alberta One-Call and more than 20 million line-locate requests completed for Albertans, we will now be known as Utility Safety Partners.

As a single hub line-locate and safety awareness service provider, we will continue to provide awareness, education and locates to prevent contact with overhead and underground lines across Alberta. Call and Click Before You Dig services will continue through 1-800-242-3447 and the UtilitySafety.ca website; and, albertaonecall.com will continue to be accessible while Albertans become familiar with Utility Safety Partners.

Additionally, we will continue to move forward with our Proposed Damage Prevention Legislation for Alberta that aims to enact a provincial energy and utility infrastructure system that encompasses all above and below ground infrastructure in Alberta. While the legislation has been delayed during to the Covid-19 pandemic, we are aiming to bring it back to the Alberta Legislature in the coming months. If your community has not registered its utility infrastructure with Utility Safety Partners and wants to do so, please email us at info@utilityafety.ca and we'd be happy to assist.

For more information on our rebrand, the unification of Alberta's utility locate and safety awareness organizations and the Proposed Damage Prevention Legislation for Alberta, please see the accompanying attachments. Should you have any questions or require additional information, please don't hesitate to contact us.

Sincerely,



Mike Sullivan
President, Utility Safety Partners

www.UtilitySafety.ca

Phone: (800) 242-3447 option 6

Email: info@UtilitySafety.ca

Twitter: @Utility_Safety

Proposed Damage Prevention Legislation for ALBERTA

SUMMARY

This enactment creates a provincial energy and utility infrastructure notification system that requires, among other things:



- A** operators of underground and aboveground energy & utility infrastructure that is provincially regulated, located on provincial land or within a public right-of-way, to register that infrastructure with Utility Safety Partners and provide information on it;
- B** persons planning to undertake a ground disturbance or work in the vicinity of an overhead powerline to make a locate request to Utility Safety Partners; and
- C** operators of registered underground and aboveground infrastructure or their agents to respond to the notification of proposed activity

FOR UNDERGROUND INFRASTRUCTURE

- I** mark the location of the underground infrastructure on the ground within 5 working days;
- II** provide in writing, within 3 working days, an accurate description of the location of the underground infrastructure; or,
- III** indicate, within 3 working days, that the ground disturbance is not likely to cause damage to the underground infrastructure.

FOR ABOVEGROUND INFRASTRUCTURE

- I** provide in writing an accurate and clear description of the location of the aboveground infrastructure;
- II** provide contact information to the requester should additional information or action from the aboveground utility owner or operator be required.



Definitions

The following definitions apply in this Act.

UTILITY SAFETY PARTNERS, and any of its successors, means the non-profit Notification Centre for Alberta that since October 1st 1984 has provided a communication service between the digging community and the owners of buried facilities to arrange for the marking of the location of buried facilities prior to a ground disturbance.

DAMAGE PREVENTION ADVISORY COUNCIL means a blend of damage prevention stakeholders and subject matter experts authorized to resolve non-compliances and non-conformances, which are not suitable to be addressed by civil penalties or Orders of the Court, by mediation.

ENTITY means a body corporate, a partnership, a trust, a joint venture or an unincorporated association or organization.

EMERGENCY means any situation where there is an immediate threat to human health or the safety of persons or underground infrastructure or to prevent serious damage to the environment.

PROVINCIAL LANDS means land of the Crown in right of Alberta;

GROUND DISTURBANCE means any work, operation or activity that results in a disturbance of the earth, including excavating, digging, trenching, plowing, drilling, tunneling, augering, backfilling, blasting, pulverizing, post pounding, scarifying, topsoil stripping, land levelling, peat harvesting, quarrying, deforestation and earthworks. It does not include a disturbance of the earth caused by any of the following:

- a) cultivation to a depth of less than 45 cm below the surface of the ground;
- b) routine, minor road maintenance
- c) any other activity to a depth of less than 30 cm that does not result in a reduction of the cover over any underground infrastructure to a depth that is less than the cover provided when the underground infrastructure was constructed; or

LOCATE REQUEST means a request referred to in subsection 5.

NOTIFICATION CENTRE means the non-profit corporation called Utility Safety Partners that transmits a notification to registered members with underground infrastructure and aboveground powerlines in the vicinity of proposed ground disturbance(s) or aboveground activity(ies) following receipt of a locate request from a person who intends to disturb the ground or conduct aboveground activities near aerial powerlines.

BOARD OF DIRECTORS: The affairs of the Corporation shall be governed and managed by its Board of Directors.

MEMBERS OF THE BOARD: On the day this Act comes into force, the members of the board of the Corporation shall be the members of the board who held office immediately before that day.

POWERS: The Corporation has the capacity and the rights, powers and privileges of a natural person, subject to the limitations set out in this Act.

OBJECTS: The following are the objects of the Corporation:

- a) To operate a system and service capable of receiving requests for the location of registered underground infrastructure and aboveground powerlines within Alberta 24hrs/day, 7 days/wk.
- b) To identify whether underground infrastructure and aboveground powerlines are located in the vicinity of a proposed ground disturbance or aboveground activity.
- c) To notify registered members of the Corporation of proposed ground disturbances or aboveground activities that may affect registered underground infrastructure or aboveground powerlines.
- d) To promote public awareness of the Corporation and the need for safe work (example: DigSafe, Where's the Line?).

NON-PROFIT CORPORATION: The business and affairs of the Corporation shall be carried on without the purpose of financial gain and any profits shall be used by the Corporation for the purpose of carrying out its objects.

MEMBERS: A person or entity described in one or more of the following paragraphs is a member of the Corporation if the person or entity owns or operates underground infrastructure or aboveground powerlines:

- 1) Every municipality in Alberta.
- 2) Every gas distributor and every gas transmitter
- 3) Every operator of a distribution system
- 4) Every person or entity that owns or operates underground infrastructure within a public right-of-way or that crosses a public right-of-way
- 5) Every electricity distributor and every electricity transmitter

OPERATOR means a person or a group of persons that operates underground infrastructure or aboveground powerlines.

PERSON means an individual or an entity.

PIPELINE means a line that is used or to be used for the transmission of oil, gas or any other commodity in the province of Alberta, and includes all branches, extensions, tanks, reservoirs, storage facilities, pumps, racks, compressors, loading facilities, interstation systems of communication by telephone, telegraph or radio and real and personal property, or immovable and movable, and works connected to them, but does not include a sewer or water pipeline that is used or proposed to be used solely for municipal purposes.

OVERHEAD POWERLINE means a cable carrying electrical power or telecommunications services supported by pylons or poles

POSITIVE RESPONSE means notification to an excavator either by a completed locate or written / electronic notice indicating there is no underground infrastructure affected by the ground disturbance

PROVINCE means Alberta

UNDERGROUND INFRASTRUCTURE means cables, ducts, equipment, pipes, pipelines, power lines, energy and utility lines and networks and vaults that are buried in the ground and that are located on provincial lands or regulated by any of the following statutes: (list required)

UTILITY LINE means any wire, cable, pipeline or other like means of enabling the transmission of goods or energy or the provision of services.

WORKING DAY means a day other than a Saturday, Sunday or a statutory holiday in the province of Alberta.

WORKING HOURS means 8am to 4:30pm Monday to Friday



Alberta Recreation and Parks Association

December 6, 2021

Dear Mayor and elected Councillors,

On behalf of the Alberta Recreation and Parks Association (ARPA), I would like to extend my congratulations on your recent election to your municipal council! You should be proud of the passion and dedication you have to making your communities better places to live, work and play.

I would also like to take this opportunity to introduce you to our Association. ARPA is a non-profit, volunteer run organization whose purpose is to collaboratively support our members and partners to (re)create healthy citizens, communities and environments, enhancing the wellbeing of all Albertans. The majority of municipalities in Alberta are members with ARPA, especially those that have recreation and parks within their planning and services.

Recreation and parks are the heart of our communities and often serve as the hubs for communities to gather and connect. In a recent study ARPA undertook, 77% of Albertans surveyed strongly agree that public recreation services are essential to their community and over 95% believe that recreation and parks make a community a desirable place to live.

Over the past 18 months, Albertans have reconnected with nature and the outdoors. This has led to both opportunities and challenges. Over this same period the pandemic and changing restrictions has made it difficult to provide consistent, equitable and quality recreation programs in our indoor spaces.

ARPA is here to help our municipal members more than ever to support our citizens and communities to recover and re-engage with the activities they have always loved, or maybe just recently discovered. We are here to support your staff, volunteers and community leaders. We are also here to help you as elected officials.

I would also like to highlight the important role you have as a member of council to ensuring everyone in your community has access to affordable, quality recreation and park experiences. If you and your council would like to learn more about providing leadership to the recreation and parks in your own communities please contact us in regards to the Recreation and Parks for Elected Officials training we have available for both virtual and in-person. We would also love to host you at our annual Conference next October in Jasper. We will send you all invitations next summer once we have the program finalized.

Once again, my sincere congratulations on your appointment to council. We value the work you are doing to support the quality of life in your community, and we encourage you to reach out at any time with questions or simply to connect. You can contact our Executive Director, Steve Allan at 780-415-1745 ext. 102 or sallan@arpaonline.ca

Warmest regards,

Heather Cowie
President

11759 Groat Road NW • Edmonton • Alberta • T5M 3K6
ph: 780-415-1745 • fax: 780-451-7915 • arpa@arpaonline.ca • www.arpaonline.ca



Loans to Local Authorities – Loan Pricing Announcement

Historically, loans have been provided to local authorities with low interest rates and generous other terms by the government, directly or through a provincial corporation. Unfortunately, Alberta can no longer afford to continue lending money to local authorities below market interest rates. Starting in December 2021, the interest rates charged on new loans to local authorities will be revised to better reflect the market cost of borrowing for local authorities, using rates for large municipalities in the bond market as the proxy for municipal costs. As a result of this change, lending rates will increase by approximately 0.50 per cent to 0.75 per cent over what rates were in the past. The indicative interest rates table on the local authorities loan web page (<https://acfa.gov.ab.ca/loan-form-script/rates.html>) has shown the new rates since October 15, 2021.

Alberta will continue to lend money to local authorities. For most borrowers, the rates and other terms, such as being able to borrow at fixed rates for periods beyond five years, will continue to be attractive when compared to other methods of borrowing.

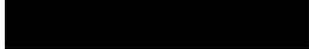
As a result of the pandemic and other fiscal and economic impacts over the past several years, Alberta's debt has grown substantially, and Alberta's Loans to Local Authorities program is funded by provincial borrowing. This change will help ensure the program is sustainable going forward.

My contact information is provided below. Please contact me if you have any questions.

Lowell Epp, Assistant Deputy Minister

Treasury Board and Finance

Phone: 

Email: 



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

AGENDA ITEM: 4.1

COUNCIL MEETING DATE:
December 14th, 2021

ITEM DESCRIPTION OR TITLE

2022 November Financial Statement and Over Budget Analysis

RECOMMENDATION

THAT Council receive the 2022 November financial statement and over budget analysis as information and THAT Council approve the current over-budget expenditures.

BACKGROUND

In accordance with Policy # 12-17, titled Unbudgeted or Over-Budgeted Expenditures Approval, if a budgeted expenditure is over-budget and does not exceed 10% of the budgeted allocation amount to a maximum of \$5,000, the Chief Administrative Officer (CAO) or designate may approve the expenditure, otherwise, all other unbudgeted or over-budgeted situations must be approved by Council.

The Section 5 of the Policy further states that the CAO can only approve unbudgeted or over-budget expenditures to a combined total maximum of \$8,000 within each department annually.

During the preparation of November Financial Statement, the administration notes that the below accounts were over-budget and needed to be presented to Council for an approval.

	2021 Budget	2021 Actual Nov.	Over-Budget Amt	% of Over- Budget	Explanation
Municipal Election	3,050	3,810	(760)	25%	Note 1
Fire Department - Water	750	1,544	(794)	106%	Note 2
Water Dept - Salaries - Overtime	2,000	2,887	(887)	44%	Note 3
Hall Dept - Employers Contribution	11,303	14,820	(3,517)	31%	Note 4
Arena Dept - Overtime	1,500	2,383	(883)	59%	Note 5
Curling Rink - Electricity	8,100	11,242	(3,142)	39%	Note 6
Curling Rink - Natural Gas	6,700	7,960	(1,260)	19%	Note 6
Curling Rink - Water	1,800	2,698	(898)	50%	Note 6
	35,203	47,343	(12,140)		

- Note 1 – the election expenses of \$3,810 includes the expenses incurred for both elections, the Town election and an election of nominees for Canada’s Senate, as well as a referendum. No expense and revenue were budgeted for the Senate and referendum voting in the 2021 budget. However, Alberta municipal affair issued a payment of \$3,548 to offset the Senate and referendum voting cost for the Town.



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

- Note 2 – Water was used to seasonal temperatures and challenges in accessing hydrants.
- Note 3 – overtime at Water Department. The overtime was for the water break in February and the November water breach caused by a private contractor. \$828.92 of overtime related expenses was billed to the private contractor on December 2nd, 2021, to offset the overtime cost incurred.
- Note 4 – employer contribution. This is due to the staff's reallocation in the end of April 2021. Will be adjusted in future years to avoid issue.
- Note 5 – staffing shortages.
- Note 6 –this was addressed by Motion: 266/21. As per the Motion, a max of \$13,000 can be transferred from Council Event and Council Goods and Supplies budget to fund the increased Curling Rink expenses in 2021.

COMMUNICATIONS

N/A

IMPLICATIONS OF DECISION

The motion ensures necessary budget approvals are in place.

FINANCIAL IMPLICATIONS

There is no additional funding required at this time. As per below summary each of the department are within the budget.

Description	2021 Budget	Targeted Amount		2021 Actual	Variance	% of Completion
		Nov.	Nov.			
EXPENSE						
Council	140,633	117,194	98,520	42,113	70%	
Administration	727,789	606,491	565,760	162,029	78%	
Fire	32,878	27,398	22,418	10,460	68%	
Disaster Service	1,500	1,250	60	1,440	4%	
By-Law	65,176	54,313	24,140	41,036	37%	
Public Work	225,939	188,283	163,870	62,069	73%	
Street & Road	414,900	345,750	311,060	103,840	75%	
Storm Sewer	11,400	9,500	526	10,874	5%	
Water	667,896	556,580	533,819	134,077	80%	
Sewer	65,265	54,388	32,601	32,664	50%	
Garbage	399,763	351,303	345,111	54,652	86%	
Family Community & Cemetery	23,375	19,479	15,484	7,891	66%	
Town Beautification	17,500	14,583	16,247	1,253	93%	
Planning & Subdivision	108,300	90,250	63,952	44,348	59%	
Hall	136,546	113,788	111,061	25,485	81%	
Arena	304,580	253,817	203,522	101,058	67%	
Park	107,613	89,678	84,598	23,015	79%	
Curling Rink	42,813	35,678	39,432	3,381	92%	
FCSS & School Fund	548,077	456,731	440,574	107,503	80%	
Total Expense	4,041,943	3,386,453	3,072,754	969,189	76%	



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

POLICY AND/OR LEGISLATIVE REFERENCES

- Policy# 12-17 – Unbudgeted or Over-Budgeted Expenditures Approval.

ATTACHMENTS

- 2021 monthly PL reports- November.

Report Prepared By: Robert Mu, Finance Officer

Approved by CAO: 

Description	2021 Budget	Targeted Amount Nov.	2021 Actual Nov.	Variance	% of Completion	2021 - Nov.	2020 - Nov.	Increase/ (Decrease)	Percentage	Note
REVENUE										
General Revenue	(2,713,173)	(2,652,923)	(2,662,956)	(50,217)	98%	(19,444)	(16,745)	(2,699)		
Administration	(344,348)	(286,957)	(323,009)	(21,339)	94%	(425)	(5,113)	4,687		
By Law	(4,200)	(3,500)	(4,609)	409	110%	(768)	(120)	(648)		
Strs. & Road	(514,919)	(429,099)	(511,247)	(3,672)	99%	0	0	0		
Storm Sewer	0	0	(55)	55	0%	0	0	0		
Water	(580,049)	(483,374)	(465,883)	(114,166)	80%	(95,233)	(90,581)	(4,652)		
Sewer	(278,184)	(231,820)	(344,801)	66,617	124%	(28,175)	(26,750)	(1,425)		
Garbage	(344,417)	(287,014)	(291,473)	(52,944)	85%	(58,299)	(57,124)	(1,174)		
Cemetery	(2,037)	(1,698)	(1,600)	(437)	79%	(800)	0	(800)		
Planning & Subdivision	(2,537)	(2,114)	(1,923)	(614)	76%	(329)	(447)	119		
Hall	(10,000)	(8,333)	(8,584)	(1,416)	86%	(609)	0	(609)		
Arena	(47,887)	(39,906)	(78,207)	30,320	163%	(461)	0	(461)		
Park	(211,347)	(176,123)	(140,305)	(71,042)	66%	0	0	0		
Curling Rink	(500)	(417)	0	(500)	0%	0	0	0		
FCSS	0	0	0	0	0%	0	0	0		
TOTAL REVENUE	(5,073,398)	(3,454,613)	(4,847,431)	(225,967)	96%	(208,840)	(196,880)	(11,959)		
EXPENSE										
Council	140,633	117,194	98,520	42,113	70%	10,775	6,573	4,202		
Administration	727,789	606,491	565,760	162,029	78%	50,462	41,112	9,350		
Fire	32,878	27,398	22,418	10,460	68%	1,394	1,147	246		
Disaster Service	1,500	1,250	60	1,440	4%	0	0	0		
By-Law	65,176	54,313	24,140	41,036	37%	2,110	1,531	579		
Public Work	225,939	188,283	163,870	62,069	73%	12,600	35,062	(22,463)		
Street & Road	414,900	345,750	311,060	103,840	75%	33,333	10,144	23,189		
Storm Sewer	11,400	9,500	526	10,874	5%	0	14,254	(14,254)		
Water	667,896	556,580	533,819	134,077	80%	39,020	21,347	19,702		
Sewer	65,265	54,388	32,601	32,664	50%	10,654	19,797	(9,143)		
Garbage	399,763	351,303	345,111	54,652	86%	23,642	23,491	151		
Family Community & Cemetery	23,375	19,479	15,484	7,891	66%	0	0	0		
Town Beautification	17,500	14,583	16,247	1,253	93%	11,880	0	11,880		
Planning & Subdivision	108,300	90,250	63,952	44,348	59%	2,955	8,899	(5,944)		
Hall	136,546	113,788	111,061	25,485	81%	8,035	10,828	(2,793)		
Arena	289,580	241,317	193,875	95,705	67%	29,838	25,361	4,477		
Park	107,613	89,678	84,598	23,015	79%	6,207	970	5,237		
Curling Rink	42,813	35,678	39,432	3,381	92%	4,109	84	4,025		
FCSS & School Fund	548,077	456,731	440,574	107,503	80%	0	0	0		
Total Expense	4,026,943	3,373,953	3,063,107	963,836	76%	247,013	220,602	28,441		

Description	2021 Budget	Targeted Amount		2021 Actual		Variance	% of Completion	2021 - Nov.	2020 - Nov.	Increase/ (Decrease)	Percentage	Note
		Nov.	Nov.	Nov.	Nov.							
Capital Programs												
Administration	0	0	0	0	0	0%	0	0	0	0	0%	
Fire	0	0	0	0	0	0%	0	0	0	0	0%	
Public Work	0	0	0	0	0	0%	0	0	0	0	0%	
Street and Road	46,340	38,617	25,518	20,822	55%	0	6,992	(6,992)	-100%			
storm Sewer	32,500	27,083	8,250	24,250	25%	2,250	0	2,250	0%			
Water	0	0	0	0	0%	0	0	0	0%			
Sewer	1,045,625	871,354	308,865	736,760	30%	13,475	0	13,475	0%			
Planning & Subdivision	0	0	0	0	0%	0	0	0	0%			
Hall	0	0	0	0	0%	0	0	0	0%			
Arena	146,800	122,333	119,467	27,333	81%	0	0	0	0%			
Park	136,255	113,546	102,158	34,097	75%	70,189	0	70,189	0%			
Curling Rink	0	0	0	0	0%	0	0	0	0%			
Total Capital Programs	1,407,520	1,172,933	564,258	843,262	40%	85,914	6,992					



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

AGENDA ITEM: 4.2

COUNCIL MEETING DATE:
December 14, 2021

ITEM DESCRIPTION OR TITLE

Unused Vacation

RECOMMENDATION

THAT Council direct Administration to pay \$9701.16 to compensate staff for unused vacation, with cost to be reflected in the 2021 Administration- salaries line item.

BACKGROUND

In August 2021, the Town of Lamont approved its Employee Handbook. The handbook requires vacation entitlements to not be carried over from year to year, subject to statutory requirements.

Employees are encouraged to use their available time each year. In special circumstances, an agreement may be made to carry over the unused vacation based on operational needs. Exceptions to this policy must be approved by management.

As of December 7, 2021, two members of staff have excess time remaining. This accounts for 14 days and 80 days respectfully. It is advisable to payout a portion of unused vacation days. This would be 14 days for staff member A and 25 days for staff member B. Administration will work with Staff member B to use remaining vacation days.

In 2021 the Town is forecasted to spend \$315,137.24 of its \$379,113.00 budget for salaries (Administration Budget). The savings are primarily attributed to a three-month absence of a fulltime CAO and other staffing vacancies. The vacancies are a contributing factor to unused 2021 vacation days.

COMMUNICATIONS

N/A

IMPLICATIONS OF DECISION

Reduces financial considerations going forwards.

FINANCIAL IMPLICATIONS

Authorizes an additional \$9701.16 to be spent. The expense will not increase the 2021 budget.



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

POLICY AND/OR LEGISLATIVE REFERENCES

Employee Handbook

ATTACHMENTS

N/A

Report Prepared By: Rick Bastow, Chief Administrative Officer

Approved by CAO:

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



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

AGENDA ITEM: 4.3

COUNCIL MEETING DATE:
December 14, 2021

ITEM DESCRIPTION OR TITLE

Bylaw 06-21, 2022 Fees and Charges

RECOMMENDATION

1. THAT Council give first reading to Bylaw 06-21, 2022 Fees and Charges.
2. THAT Council give second reading to Bylaw 06-21, 2022 Fees and Charges.
3. THAT Council give unanimous consent to proceed to third reading of Bylaw 06-21, 2022 Fees and Charges.
4. THAT Council give third reading to Bylaw 06-21, 2022 Fees and Charges.

BACKGROUND

User fees are a critical element of a municipality’s revenue source. Together with government transfers and property taxation, they represent a portion of the Town’s revenue stream. The Fees and Charges Bylaw establishes rates, fees, and charges payable for municipal services provided by the Town.

Administration reviews the fees and charges annually. There were some clerical updates completed to enhance transparency and reflect current operational practices and some items have been removed as they are no longer used. Water consumption and Garbage Collection rates remain unchanged.

Adjustments to the attached Schedule “A” Fees & Charges 2022 are identified highlighted in yellow and summarized as follows:

- Bylaw Enforcement Administration Fee; cost to the ratepayer to administer bylaw enforcement orders.
- Ice Rental fees have been re-worded for clarification, no change in price has occurred.
- Party Pack Ice Rental and Meeting Room; this type of rental has been requested in the past.
- Arena Surface No Ice (Sports); this will allow sports to be played on the surface when the ice is out.
- Hall Rental fees have been re-worded to reflect service levels, no change in price has occurred.
- Additional Cleaning Charge; if determined by the Town as per rental agreement.



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

- Additional Cleaning Charges upon request; if the renter wants cleaning done between the evening event and next day booking, the extra charge applies as this is not included in the weekend incentive.
- Hall Lobby Furniture Removal upon request; if renter asks for furniture to be removed from the Hall Lobby as per rental agreement.
- Subdivision Plan Cancellation Bylaw; if request received for subdivision plan cancellation.
- Lifetime dog licensing; this is offered by other municipalities, based on 8 years.
- Extra residential container delivery charge and collection; cost to provide an extra roll cart.
- Fixed rate water charges added for Capital Investment and Cost Recovery; approved by Council at the November 23, 2021 Council meeting.

Administration recommends approval of Bylaw 06-21 2022 Fees & Charges as presented.

COMMUNICATIONS

2022 Fees and Charges Bylaw will be posted on the website.

IMPLICATIONS OF DECISION

The 2022 Fees and Charges will take effect on January 1, 2022.

FINANCIAL IMPLICATIONS

Revenue projections will be brought forward within the 2022 Operating Budget.

POLICY AND/OR LEGISLATIVE REFERENCES

MGA Section 8

ATTACHMENTS

1. Bylaw 06-21, 2022 Fees and Charges
2. Schedule "A" Fees & Charges 2022 Changes
3. Schedule "A" Fees & Charges 2022

Report Prepared By: Dawn Nielsen, Deputy CAO

Approved by CAO:



Town of Lamont

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

BYLAW 06/21

**BEING A BYLAW OF THE TOWN OF LAMONT IN THE PROVINCE OF
ALBERTA, TO ESTABLISH FEES, RATES AND CHARGES FOR SERVICES
PROVIDED BY THE MUNICIPALITY**

WHEREAS pursuant to the *Municipal Government Act*, R.S.A. 2000, c.M-26 as amended, authorizes that Council may pass a Bylaw for the purpose of establishing fees, rates, and charges for services provided by the Municipality;

WHEREAS, the *Municipal Government Act*, RSA 2000, c.M-26 as amended, provides for the provision of municipal utility services subject to the terms, costs or charges established by Council; and

AND WHEREAS the Safety Codes Act, R. S. A. 2000, Chapter S-i, as amended from time to time, authorizes an accredited municipality to make bylaws respecting fees for services provided pursuant to the Safety Codes Act; and

WHEREAS, the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25 (“the FOIP Act”), as amended from time to time, authorizes a local public body to, by bylaw, set any fees the local public body requires to be paid under the FOIP Act, which must not exceed the fees provided for in the regulations;

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

BYLAW TITLE

1. This Bylaw is to be cited as the “2022 Fees and Charges Bylaw”.

GENERAL

2. The fees, rates and charges contained in the attached Schedule “A” and forming part of this Bylaw, shall be the fees, rates and charges in effect for the provision of goods and services as stated.
3. Where this bylaw establishes a fee that also exists in another Bylaw or policy that predates the effective date of this bylaw, the fee in this Bylaw shall be the applicable fee and the other Bylaw or policy is hereby effectively amended.



Town of Lamont

Schedule "A"

Bylaw 06/21 Schedule "A"
FEES, RATES AND CHARGES

DESCRIPTION	2022 RATE	UNIT OF MEASURE	GST TAXABLE (T) EXEMPT (E) INCLUDED (I)	
ADMINISTRATION FEES				
Official FOIP Request	\$25.00	Per Request	E	
Tax Certificate	\$50.00	Per Request	E	
Verbal Tax Search	\$20.00	Per Request	E	
Letter of Compliance (<i>Single Family Residential</i>)	\$100.00	Per Roll Number	E	
Letter of Compliance (<i>Commercial, Industrial, institutional Multi-Family</i>)	\$200.00	Per Roll Number	E	
Assessment Roll	\$10.00	Per Roll Number	E	
Tax Recovery Administration Fee (<i>All costs for tax recovery notifications will be automatically applied to the tax roll) Additional costs subject to GST as applicable.</i>)	\$100 + any additional expenses to complete the recovery process	Per Roll Number	E	
Bylaw Enforcement Administration Fee	\$100.00	Per order	E	
Tax Assessment Appeal	\$50.00	Per Complaint/Tax Roll Number	E	
Photocopying Charges (Town Paper)				
	Non-Profit	\$0.35	Per Page	E
	All Others	\$1.00	Per Page	E
Fax Services				
	In Province	\$2.00	Per Page	E
	Out of Province	\$4.00	Per Page	E
NSF – Returned Cheque	\$35.00	Per Cheque	E	
PUBLIC WORKS				
Labour	\$110.00	Per Hour/ Per Person	T	
Tractor with Blower/Operator	\$330.00	Per Hour	T	
Sweeper/Operator	\$345.00	Per Hour	T	
Gravel Truck/Operator (Tandem Axle)	\$250.00	Per Hour	T	
Water Tank with Trailer/Truck/Operator	\$240.00	Per Hour	T	
One-Ton Truck/Operator	\$170.00	Per Hour	T	
Bobcat/Operator	\$175.00	Per Hour	T	
Backhoe/Operator	\$175.00	Per Hour	T	
Tandem with Plow, Sander and Operator	\$295.00	Per Hour	T	
Sand	\$55.00	Per Yard	T	
Frost Plate	\$20.00	Per Plate	T	
Frost Plate - Installation	\$55.00	Per Installation	T	
Smart Water Meter and Head Installed (<i>if new development, damaged or tampered with</i>)	\$420.00	Per Meter	T	
Smart Water Meter Head Only	\$250.00	Per Meter	T	
Labour for Replacing Meter Head	\$60.00	Per Hour	T	
Check Water Meters (readings only)	\$35.00	Per Meter	T	
Opening Sewer lines with Steamer	\$180.00	Per Hour	T	
Service Call to Open Sewer Lines (minimum 2 hours)	\$120.00	Per Hour / Per Person	T	
After Hours Service Call (minimum 2 hours)	\$240.00	Per Hour / Per Person	T	
Camera Sewer Lines/Operator	Contracted Service fee plus 10% Administration fee	Per Service	T	
Manual Snake Rental	\$55.00	Per Day	T	
Unightly Grass Cutting	\$500.00	Per Lot	T	

DESCRIPTION	2022 RATE	UNIT OF MEASURE	GST TAXABLE (T) EXEMPT (E) INCLUDED (I)
LAMONT ARENA - ICE RENTAL			
<i>Prime or Non-Prime time rates (one rate for all times) **To receive tournament rates, the facility must be booked for a minimum of seven (7) hours per one day or for fourteen (14) hours on a weekend (Friday to Sunday). ** Games are billed from thirty (30) minutes before the game to thirty (30) minutes after the game.</i>			
Youth Local	\$110.00	Per Hour	T
Youth Non-Local	\$135.00	Per Hour	T
Figure Skating	\$110.00	Per Hour	T
Adults - Local	\$135.00	Per Hour	T
Adult - Non-Local (Outside of Lamont County)	\$145.00	Per Hour	T
Tournaments - Ice Rental			
Minor Sports - Local	\$110.00	Per Hour	T
Minor Sports - Non-Local (Outside of Lamont County)	\$135.00	Per Hour	T
Adult - Local	\$135.00	Per Hour	T
Adult - Non-Local (Outside of Lamont County)	\$145.00	Per Hour	T
Other			
Party Pack Ice Rental and Meeting Room	\$125.00	1 hour Ice & 1 hour Meeting Room	T
Arena Surface No Ice (Sports)	\$35.00	Per Hour	T
Arena Surface No Ice (Sports)	\$350.00	Per Day	T
Arena Surface No Ice (Event, includes tables and chairs)	\$750.00	Per Day	T
Curling Rink Area No Ice	\$750.00	Per Day	T
LAMONT RECREATION FACILITIES			
<i>All Facility rentals must enter into a facility rental agreement with Town.</i>			
Hall			
Capacity: Standing - 1085 People Non fixed seats (no tables) - 545 People Non fixed seats (with Tables) - 430 People Includes podium, microphone and stand			
Hall Deposit	\$500.00	Per Agreement	E
Hall (4 hours)	\$225.00	1/2 day rental (Meetings)	T
Hall (4 to 9 hours daytime)	\$425.00	1-day rental	T
Hall (11 hours Noon - 3 am)	\$575.00	1 day rental (Dinner/Dance)	T
Hall (15 hours)	\$775.00	2-day rental	T
Hall (20 hours) Weekend Incentive	\$975.00	3-day rental	T
Additional Time	\$30.00	Per Hour	T
Hall Overtime Charges (past 3 am)	\$100.00	Per Hour	T
Catering Deposit (payable to Lamont Catering Club)	\$600.00	Per Agreement	E
Kitchen (unavailable - exclusivity agreement with Lamont Catering Club)	n/a	n/a	n/a
Meeting Room			
Capacity: Standing - 320 People Non fixed seats (no tables) - 175 People Non fixed seats (with Tables) - 135 People			
Meeting Room Rental Fees	\$150.00	Per Day	T
Meeting Room Rental Fees	\$60.00	4 Hours	T
Arena Concession - Under Contract		October 1 - April 15	

DESCRIPTION	2022 RATE	UNIT OF MEASURE	GST TAXABLE (T) EXEMPT (E) INCLUDED (I)
Curling Rink (Upstairs Lounge)			
Capacity: 125			
Curling Rink Lounge Rental Fees	\$200.00	Per Day	T
Supply Purchase or Rental (applicable to all venues)			
Screen and Projector: Individual Unit	\$10.00	Each	T
Corkage – Includes Ice, Pop and Glasses	\$1.75	Per person	T
Glasses - Wine and Water	\$0.80	Each	T
Glasses - Replacement	\$6.00	Each	T
Table Cloths - Large (rectangular), White Only	\$4.00	Each	T
Table Cloths -Small (round) White/Black/Red /Beige	\$3.00	Each	T
Napkins	\$0.50	Each	T
Additional Cleaning Charge	\$100.00	Per Hour If Required	T
Additional Cleaning Charge upon request	\$100.00	Per Hour	T
Hall Lobby Furniture Removal upon request	\$100.00	one time	T
Ball Diamonds			
Minor Ball League	\$300.00	Season	T
Adult Ball League	\$200.00	Per Team/ Per Season	T
3 Diamonds (Tournaments)	\$300.00	Weekend Rental	T
1 Diamond	\$100.00	Per Day	T
1 Game	\$25.00	Per Diamond	T
Weekend RV parking (<i>Tournaments Only</i>)	\$20.00	Per Unit/Per Night	T
Hillside Park Picnic Pavilion	\$100.00	Per Day	T
Damage Deposit	\$200.00	Damage Deposit	T
Additional Cleaning Charge	\$100.00	Per Hour If Required	T

DESCRIPTION	2022 RATE	UNIT OF MEASURE	GST TAXABLE (T) EXEMPT (E) INCLUDED (I)
DEVELOPMENT PERMITS AND FEES			
<i>All Development requires a permit. Failure to obtain a permit prior to commencement of work will result in the assessment of double fees, where fees apply.</i>			
Residential			
Single Family Dwelling, including Modular Homes and Semi-Detached	\$125.00	Per Permit	E
Additions/Renovations – Structural (increase in useable floor area.)	\$75.00	Per Permit	E
Multi-Family Dwellings, includes row housing, apartments, etc.	\$200.00 plus \$50.00	Per Dwelling Unit (to a maximum of \$5,000.00)	E
Accessory Buildings (Garage/Shop)	\$75.00	Per Permit	E
Accessory Building (Movable Sheds) One Hundred (100) sq. ft or greater	\$25.00	Per Permit	E
Decks (Two (2) feet or higher)	\$25.00	Per Permit	E
Home Occupation, Minor (as per Land Use Bylaw)	\$50.00	Per Permit	E
Home Occupation, Major (as per Land Use Bylaw)	\$100.00	Per Permit	E
Interior Renovations: Non-structural / Maintenance and/or repair (no increase in useable floor area)	Safety Code permits as required		
Exterior renovations: Non-structural/ Maintenance and/or repair	Safety Code permits as required		
Demolition (Residential)	\$100.00 plus security fee \$1,000.00		E
To Leave as Sited - Dwelling	\$75.00	Per Roll Number	E
To Leave as Sited - Multi-Family	\$100.00	Per Roll Number	E
Variances, Dwelling	\$50.00	Per Roll Number	E
Variances, Accessory	\$25.00	Per Roll Number	E
Commercial, Industrial, Institutional			
Commercial, Industrial, Institutional (includes Accessory Structures) Permitted Uses	\$200.00 Application Fee plus \$1.00/m ² (to the maximum of \$7,500.00)		E
Commercial, Industrial, Institutional (includes Accessory Structures) Discretionary Uses	\$300.00 Application Fee plus \$1.00/m ² (to the maximum of \$7,500.00)		E
Additions/Alterations/Renovations	\$200.00 Application Fee plus \$1.00/m ² (to the maximum of \$7,500.00)		E
New Tenant in Existing Building (Permitted Uses)	\$100.00	Per Permit	E
New Tenant in Existing Building (Discretionary Uses)	\$200.00	Per Permit	E
Change in tenancy (no change in use)	\$100.00	Per Permit	E
Demolition (Non-Residential)	\$100.00 plus security fee \$1,000.00		E
To Leave as Sited - Commercial, Industrial, Institutional	\$100.00	Per Roll Number	E
Variances (Commercial, Industrial, Institutional, Multi-Family)	\$75.00	Per Roll Number	E
Dwelling Unit within Commercial Building (Discretionary Use)	\$150.00	Per Permit	E

DESCRIPTION	2022 RATE	UNIT OF MEASURE	GST TAXABLE (T) EXEMPT (E) INCLUDED (I)
Signs			
Permanent (determined by Development Officer)	\$75.00	Per Permit	E
Temporary (greater than two (2) weeks)	\$25.00	Per Permit	E
Freestanding Billboards	Fee to be determined by Development Authority		
Other Planning and Development			
Land Use Bylaw Text Copy	Online Only		
Municipal Development Plan Text Copy	Online Only		
Land Use Bylaw Search (Confirmation of Zoning)	\$50.00	Per Roll Number	E
General File Search	\$125.00	Per Roll Number	E
Subdivision Plan Cancellation Bylaw	\$500.00 plus advertising costs		E
Land Use Bylaw Amendment	\$500.00 plus advertising costs		E
Subdivision Application Fees	As per fees established by Subdivision Authority		E
Subdivision and Development Appeal Board – Application Fee (non-refundable)	\$200.00	Per Application	E
Development Agreement	\$1,500 plus any legal costs incurred in preparation of agreement		T
Encroachment Agreement, Minor (e.g. fence, retaining wall)	\$100.00	Per Roll Number	E
Encroachment Agreement, Major (e.g. building structure)	\$250.00	Per Roll Number	E
Area Structure Plan	TBD		
Development Bond (Refundable) – Collected at the time of Development Permit as a damage deposit against damages to municipal road and sidewalk infrastructure	\$2,000 minimum, or as determined by Development Authority		T
Landscaping Bond (Refundable) – To ensure completion of landscaping projects	\$1,000 minimum, or as determined by Development Authority		T
Advertising and Notification - Single Family residential uses (in addition to applicable development fees)	\$50.00	Per Application	T
Advertising and Notification - Multi-Family residential uses (in addition to applicable development fees)	\$100.00	Per Application	T
Advertising and Notification - Commercial/Industrial/Institutional (in addition to applicable development fees)	\$150.00	Per Application	T
LICENSING			
Hawker/Peddler	\$35.00	Per Day	E
	\$50.00	Per Week	E
	\$100.00	Seasonal (May - October)	E
Dog Licensing:			
Spayed/Neutered (Unable to reproduce)	\$15.00	Per Year	E
Unaltered	\$25.00	Per Year	E
Lifetime Spayed/Neutered	\$120.00	Lifetime	E
Lifetime Unaltered	\$200.00	Lifetime	E
CEMETERY			
Plot	\$400.00	Per Plot	T
Veteran/Social Service Plot (as per <i>Cemetery Act</i>)	Per plot at 50% off original cost		T

DESCRIPTION	2022 RATE	UNIT OF MEASURE	GST TAXABLE (T) EXEMPT (E) INCLUDED (I)
UTILITIES			
Garbage Collection Rates			
Residential Container (roll cart)	\$60.87	Per Residence	E
Commercial Garbage Bin	\$98.91	Per Business	E
Restaurants - Garbage Bin	\$177.15	Per Business	E
Replacement Fee for lost or stolen container (as per GFL)	\$100.00	Per Occurrence	E
Extra residential container delivery charge (as per GFL)	\$25.00	One time fee per extra container	T
Extra residential container collection charge (as per GFL)	as per GFL Rates	Monthly	T
Garbage Bins - Front Load			
2 yard	\$223.71	Per Bin	E
4 yard	\$355.00	Per Bin	E
6 yard	\$520.94	Per Bin	E
8 yard	\$694.23	Per Bin	E
Water Charges			
Minimum rate for 3000 gallons	\$65.58	Bi-monthly Flat Rate	E
Each additional 1000 gallons	\$17.14	Per 1000 gallons	E
Capital Investment	\$7.40	Bi-monthly Flat Rate	E
Cost Recovery	\$6.60	Bi-monthly Flat Rate	E
Water Meter Bench Test	\$150.00 deposit plus a \$25.00 removal fee of the existing meter		E
Construction Water			
Deposit - payable upon request	\$950.00	Per New Development	E
Breakdown as follows:			
<i>Town Satisfaction</i>	\$600.00	<i>Refundable</i>	<i>E</i>
<i>Three (3) months construction water prior to meter being installed</i>	\$250.00	<i>First 3 months</i>	<i>E</i>
<i>Labour installation of meter and inspection of service installation</i>	\$100.00	<i>Per Unit</i>	<i>E</i>
<i>If not completed after 3 months the CAO has the authority to charge a monthly fee thereafter or request that a meter be installed immediately to ensure accurate usage.</i>	\$75.00	<i>Per Month</i>	<i>E</i>
Sewer Charges			
Properties connected to both water and sewer system	30%	of the water consumption billing	E
Properties that are only connected to the sewer system	\$39.00	Flat Rate	E
Utility Penalties			
Disconnection and/or Reconnection Fee	\$100.00	Per Each Occurrence	T
Any utility invoice amount outstanding after the date fixed for payment shall incur a penalty	2.50%	Per Month	E
Any utility service invoice amount outstanding after the date fixed for payment shall incur a penalty	2.50%	Per Month	E

**Bylaw 06/21 Schedule "A"
FEES, RATES AND CHARGES**

DESCRIPTION	2022 RATE	UNIT OF MEASURE	GST TAXABLE (T) EXEMPT (E) INCLUDED (I)	
ADMINISTRATION FEES				
Official FOIP Request	\$25.00	Per Request	E	
Tax Certificate	\$50.00	Per Request	E	
Verbal Tax Search	\$20.00	Per Request	E	
Letter of Compliance (<i>Single Family Residential</i>)	\$100.00	Per Roll Number	E	
Letter of Compliance (<i>Commercial, Industrial, institutional Multi-Family</i>)	\$200.00	Per Roll Number	E	
Assessment Roll	\$10.00	Per Roll Number	E	
Tax Recovery Administration Fee (<i>All costs for tax recovery notifications will be automatically applied to the tax roll) Additional costs subject to GST as applicable.</i>)	\$100 + any additional expenses to complete the recovery process	Per Roll Number	E	
Bylaw Enforcement Administration Fee	\$100.00	Per order	E	
Tax Assessment Appeal	\$50.00	Per Complaint/Tax Roll Number	E	
Photocopying Charges (Town Paper)				
	Non-Profit	\$0.35	Per Page	E
	All Others	\$1.00	Per Page	E
Fax Services				
	In Province	\$2.00	Per Page	E
	Out of Province	\$4.00	Per Page	E
NSF – Returned Cheque	\$35.00	Per Cheque	E	
PUBLIC WORKS				
Labour	\$110.00	Per Hour/ Per Person	T	
Tractor with Blower/Operator	\$330.00	Per Hour	T	
Sweeper/Operator	\$345.00	Per Hour	T	
Frost Plate	\$20.00	Per Plate	T	
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Smart Water Meter and Head Installed (<i>if new development, damaged or tampered with</i>)	\$420.00	Per Meter	T	
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Check Water Meters (readings only)	\$35.00	Per Meter	T	
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Service Call to Open Sewer Lines (minimum 2 hours)	\$120.00	Per Hour / Per Person	T	
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Manual Snake Rental	\$55.00	Per Day	T	
Unightly Grass Cutting	\$500.00	Per Lot	T	

DESCRIPTION	2022 RATE	UNIT OF MEASURE	GST TAXABLE (T) EXEMPT (E) INCLUDED (I)
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Adults - Local	\$135.00	Per Hour	T
Adult - Non-Local (Outside of Lamont County)	\$145.00	Per Hour	T
Other			
Party Pack Ice Rental and Meeting Room	\$125.00	1 hour Ice & 1 hour Meeting Room	T
Arena Surface No Ice (Sports)	\$35.00	Per Hour	T
Arena Surface No Ice (Sports)	\$350.00	Per Day	T
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Curling Rink Area No Ice	\$750.00	Per Day	T
LAMONT RECREATION FACILITIES			
<i>All Facility rentals must enter into a facility rental agreement with Town.</i>			
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Hall (4 to 9 hours daytime)	\$425.00	1-day rental	T
Hall (11 hours Noon - 3 am)	\$575.00	1 day rental (Dinner/Dance)	T
Hall (15 hours)	\$775.00	2-day rental	T
Hall (20 hours) Weekend Incentive	\$975.00	3-day rental	T
Additional Time	\$30.00	Per Hour	T
Hall Overtime Charges (past 3 am)	\$100.00	Per Hour	T
Catering Deposit (payable to Lamont Catering Club)	\$600.00	Per Agreement	E
Kitchen <i>(unavailable - exclusivity agreement with Lamont Catering Club)</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
Meeting Room			
Capacity: Standing - 320 People Non fixed seats (no tables) - 175 People Non fixed seats (with Tables) - 135 People			
Meeting Room Rental Fees	\$150.00	Per Day	T
Meeting Room Rental Fees	\$60.00	4 Hours	T
Arena Concession - Under Contract	October 1 - April 15		

DESCRIPTION	2022 RATE	UNIT OF MEASURE	GST TAXABLE (T) EXEMPT (E) INCLUDED (I)
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Capacity: 125			
Curling Rink Lounge Rental Fees	\$200.00	Per Day	T
Supply Purchase or Rental (applicable to all venues)			
Screen and Projector: Individual Unit	\$10.00	Each	T
Corkage – Includes Ice, Pop and Glasses	\$1.75	Per person	T
Glasses - Wine and Water	\$0.80	Each	T
Glasses - Replacement	\$6.00	Each	T
Table Cloths - Large (rectangular), White Only	\$4.00	Each	T
Table Cloths -Small (round) White/Black/Red /Beige	\$3.00	Each	T
Napkins	\$0.50	Each	T
Additional Cleaning Charge	\$100.00	Per Hour If Required	T
Additional Cleaning Charge upon request	\$100.00	Per Hour	T
Hall Lobby Furniture Removal upon request	\$100.00	one time	T
Ball Diamonds			
Minor Ball League	\$300.00	Season	T
Adult Ball League	\$200.00	Per Team/ Per Season	T
3 Diamonds (Tournaments)	\$300.00	Weekend Rental	T
1 Diamond	\$100.00	Per Day	T
1 Game	\$25.00	Per Diamond	T
Weekend RV parking (<i>Tournaments Only</i>)	\$20.00	Per Unit/Per Night	T
Hillside Park Picnic Pavilion	\$100.00	Per Day	T
Damage Deposit	\$200.00	Damage Deposit	T
Additional Cleaning Charge	\$100.00	Per Hour If Required	T

DESCRIPTION	2022 RATE	UNIT OF MEASURE	GST TAXABLE (T) EXEMPT (E) INCLUDED (I)
DEVELOPMENT PERMITS AND FEES			
<i>All Development requires a permit. Failure to obtain a permit prior to commencement of work will result in the assessment of double fees, where fees apply.</i>			
Residential			
Single Family Dwelling, including Modular Homes and Semi-Detached	\$125.00	Per Permit	E
Additions/Renovations – Structural (increase in useable floor area.)	\$75.00	Per Permit	E
Multi-Family Dwellings, includes row housing, apartments, etc.	\$200.00 plus \$50.00	Per Dwelling Unit (to a maximum of \$5,000.00)	E
Accessory Buildings (Garage/Shop)	\$75.00	Per Permit	E
Accessory Building (Movable Sheds) One Hundred (100) sq. ft or greater	\$25.00	Per Permit	E
Decks (Two (2) feet or higher)	\$25.00	Per Permit	E
Home Occupation, Minor (as per Land Use Bylaw)	\$50.00	Per Permit	E
Home Occupation, Major (as per Land Use Bylaw)	\$100.00	Per Permit	E
Interior Renovations: Non-structural / Maintenance and/or repair (no increase in useable floor area)	Safety Code permits as required		
Exterior renovations: Non-structural/ Maintenance and/or repair	Safety Code permits as required		
Demolition (Residential)	\$100.00 plus security fee \$1,000.00		E
To Leave as Sited - Dwelling	\$75.00	Per Roll Number	E
To Leave as Sited - Multi-Family	\$100.00	Per Roll Number	E
Variances, Dwelling	\$50.00	Per Roll Number	E
Variances, Accessory	\$25.00	Per Roll Number	E
Commercial, Industrial, Institutional			
Commercial, Industrial, Institutional (includes Accessory Structures) Permitted Uses	\$200.00 Application Fee plus \$1.00/m ² (to the maximum of \$7,500.00)		E
Commercial, Industrial, Institutional (includes Accessory Structures) Discretionary Uses	\$300.00 Application Fee plus \$1.00/m ² (to the maximum of \$7,500.00)		E
Additions/Alterations/Renovations	\$200.00 Application Fee plus \$1.00/m ² (to the maximum of \$7,500.00)		E
New Tenant in Existing Building (Permitted Uses)	\$100.00	Per Permit	E
New Tenant in Existing Building (Discretionary Uses)	\$200.00	Per Permit	E
Change in tenancy (no change in use)	\$100.00	Per Permit	E
Demolition (Non-Residential)	\$100.00 plus security fee \$1,000.00		E
To Leave as Sited - Commercial, Industrial, Institutional	\$100.00	Per Roll Number	E
Variances (Commercial, Industrial, Institutional, Multi-Family)	\$75.00	Per Roll Number	E
Dwelling Unit within Commercial Building (Discretionary Use)	\$150.00	Per Permit	E

DESCRIPTION	2022 RATE	UNIT OF MEASURE	GST TAXABLE (T) EXEMPT (E) INCLUDED (I)
Signs			
Permanent (determined by Development Officer)	\$75.00	Per Permit	E
Temporary (greater than two (2) weeks)	\$25.00	Per Permit	E
Other Planning and Development			
Land Use Bylaw Text Copy	Online Only		
Municipal Development Plan Text Copy	Online Only		
Land Use Bylaw Search (Confirmation of Zoning)	\$50.00	Per Roll Number	E
General File Search	\$125.00	Per Roll Number	E
Subdivision Plan Cancellation Bylaw	\$500.00 plus advertising costs		E
Land Use Bylaw Amendment	\$500.00 plus advertising costs		E
Subdivision Application Fees	As per fees established by Subdivision Authority		E
Subdivision and Development Appeal Board – Application Fee (non-refundable)	\$200.00	Per Application	E
Development Agreement	\$1,500 plus any legal costs incurred in preparation of agreement		T
Encroachment Agreement, Minor (e.g. fence, retaining wall)	\$100.00	Per Roll Number	E
Encroachment Agreement, Major (e.g. building structure)	\$250.00	Per Roll Number	E
Area Structure Plan	TBD		
Development Bond (Refundable) – Collected at the time of Development Permit as a damage deposit against damages to municipal road and sidewalk infrastructure	\$2,000 minimum, or as determined by Development Authority		T
Landscaping Bond (Refundable) – To ensure completion of landscaping projects	\$1,000 minimum, or as determined by Development Authority		T
Advertising and Notification - Single Family residential uses (in addition to applicable development fees)	\$50.00	Per Application	T
Advertising and Notification - Multi-Family residential uses (in addition to applicable development fees)	\$100.00	Per Application	T
Advertising and Notification - Commercial/Industrial/Institutional (in addition to applicable development fees)	\$150.00	Per Application	T
LICENSING			
Hawker/Peddler	\$35.00	Per Day	E
	\$50.00	Per Week	E
	\$100.00	Seasonal (May - October)	E
Dog Licensing: Spayed/Neutered (Unable to reproduce)	\$15.00	Per Year	E
Unaltered	\$25.00	Per Year	E
Lifetime Spayed/Neutered	\$120.00	Lifetime	E
Lifetime Unaltered	\$200.00	Lifetime	E
CEMETERY			
Plot	\$400.00	Per Plot	T
Veteran/Social Service Plot (as per <i>Cemetery Act</i>)	Per plot at 50% off original cost		T

DESCRIPTION	2022 RATE	UNIT OF MEASURE	GST TAXABLE (T) EXEMPT (E) INCLUDED (I)
UTILITIES			
Garbage Collection Rates			
Residential Container (roll cart)	\$60.87	Per Residence	E
Commercial Garbage Bin	\$98.91	Per Business	E
Restaurants - Garbage Bin	\$177.15	Per Business	E
Replacement Fee for lost or stolen container (as per GFL)	\$100.00	Per Occurrence	E
Extra residential container delivery charge (as per GFL)	\$25.00	One time fee per extra container	T
Extra residential container collection charge (as per GFL)	as per GFL Rates	Monthly	T
Garbage Bins - Front Load			
2 yard	\$223.71	Per Bin	E
4 yard	\$355.00	Per Bin	E
6 yard	\$520.94	Per Bin	E
8 yard	\$694.23	Per Bin	E
Water Charges			
Minimum rate for 3000 gallons	\$65.58	Bi-monthly Flat Rate	E
Each additional 1000 gallons	\$17.14	Per 1000 gallons	E
Capital Investment	\$7.40	Bi-monthly Flat Rate	E
Cost Recovery	\$6.60	Bi-monthly Flat Rate	E
Water Meter Bench Test	\$150.00 deposit plus a \$25.00 removal fee of the existing meter		E
Construction Water			
Deposit - payable upon request	\$950.00	Per New Development	E
Breakdown as follows:			
<i>Town Satisfaction</i>	\$600.00	<i>Refundable</i>	<i>E</i>
<i>Three (3) months construction water prior to meter being installed</i>	\$250.00	<i>First 3 months</i>	<i>E</i>
<i>Labour installation of meter and inspection of service installation</i>	\$100.00	<i>Per Unit</i>	<i>E</i>
<i>If not completed after 3 months the CAO has the authority to charge a monthly fee thereafter or request that a meter be installed immediately to ensure accurate usage.</i>	\$75.00	<i>Per Month</i>	<i>E</i>
Sewer Charges			
Properties connected to both water and sewer system	30%	of the water consumption billing	E
Properties that are only connected to the sewer system	\$39.00	Flat Rate	E
Utility Penalties			
Disconnection and/or Reconnection Fee	\$100.00	Per Each Occurrence	T
Any utility invoice amount outstanding after the date fixed for payment shall incur a penalty	2.50%	Per Month	E
Any utility service invoice amount outstanding after the date fixed for payment shall incur a penalty	2.50%	Per Month	E



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM:

4.4

COUNCIL MEETING DATE:
December 14th, 2021

ITEM DESCRIPTION OR TITLE

Bylaw 07-21, Capital Debenture Borrowing Bylaw

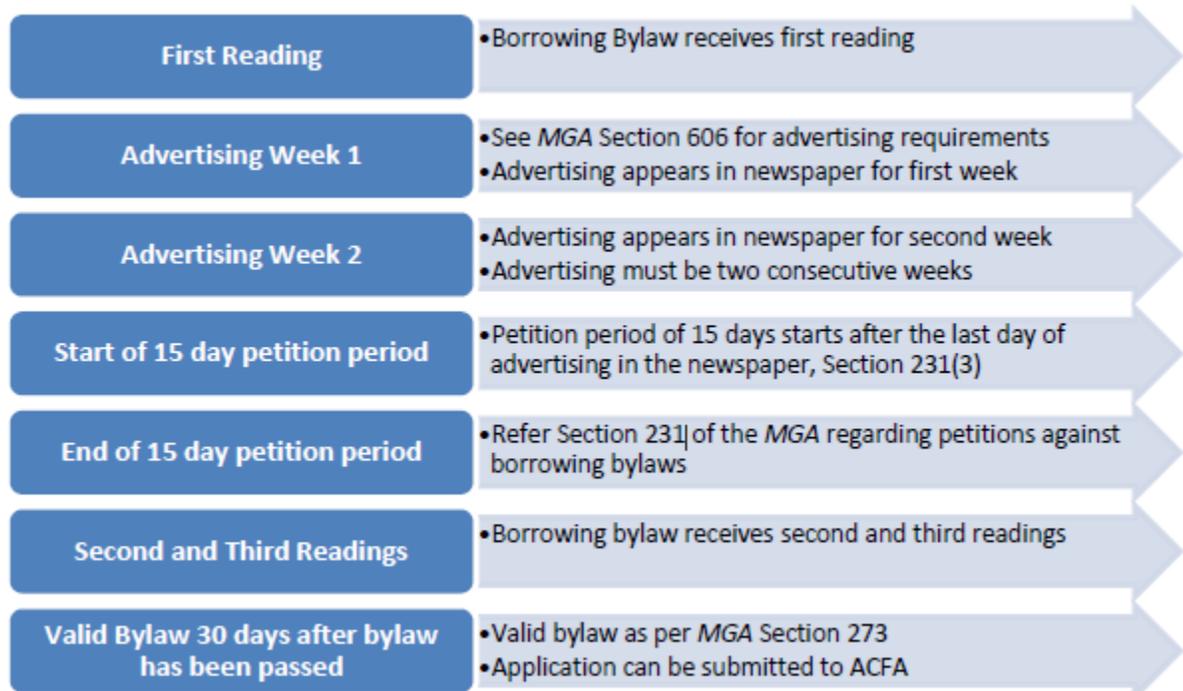
RECOMMENDATION

THAT Council give first reading to Bylaw 07-21, Capital Debenture Borrowing Bylaw

BACKGROUND

As approved during the November 23rd Council meeting, the Administration is preparing the required documents for the debenture application.

- The Subsection of 251(1) of the Municipal Government Act (MGA) states that a municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.
- Timeline for Passing a Borrowing Bylaw:



- The upcoming loan application deadline is January 31, 2022 and the Loan issue date is March 15, 2022.

As such, the Administration recommends Council give the 1st reading at the December 14th Council meeting and give the 2nd and 3rd readings at the second Council meeting in January 2022 in order for the administration to submit the application before the deadline.



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

COMMUNICATIONS

The Bylaw 07-21, Capital Debenture Borrowing Bylaw with the first reading will be posted on the Town's website and local newspaper as well.

IMPLICATIONS OF DECISION

N/A

FINANCIAL IMPLICATIONS

Although the 20-year term interest rate as of December 1st, 2021 is 3.25%, the Administration recommends Council to include below statement at the Capital Debenture Borrowing Bylaw to minimize the risk due to the changes on interest rate.

*"The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments not to exceed **twenty (20) years** calculated at a rate not exceeding the interest rate fixed by the Province of Alberta, or another authorized financial institution, on the date of the borrowing, and not to exceed **four (4) percent.**"*

POLICY AND/OR LEGISLATIVE REFERENCES

- Section 251 of the MGA,
- Section 606 of the MGA,
- Subsection 231(3) of the MGA and,
- Section 273 of the MGA

ATTACHMENTS

- Bylaw 07-21, Capital Debenture Borrowing Bylaw

Report Prepared By: Robert Mu, Finance Officer

Approved by CAO:

BYLAW NO. 07-21

OF THE Town OF Lamont

(hereinafter referred to as "the Municipality")
IN THE PROVINCE OF ALBERTA

This bylaw authorizes the Council of the Municipality to incur indebtedness by the issuance of debenture(s) in the amount of \$1,536,063.00 for the purpose of Campbell Improvement (Phase 1), 57 Avenue/45 Street, and 55 Street Road Reconstruction projects.

WHEREAS:

The Council of the Municipality has decided to issue a bylaw pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and completion of the Campbell Improvement (Phase 1), 57 Avenue/45 Street, and 55 Street Road Reconstruction projects.

Plans and specifications have been prepared and the total cost of the project is estimated to be \$1,558,151.00 and the Municipality estimates the following grants and contributions will be applied to the project:

Capital Reserves	<u>\$0.00</u>
Provincial Grants	<u>\$22,088.00</u>
Debentures	<u>\$1,536,063.00</u>
Total Costs	<u>\$1,558,151.00</u>

In order to complete the project it will be necessary for the Municipality to borrow the sum of \$1,536,063.00, for a period not to exceed twenty (20) years, from the Province of Alberta or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this bylaw is equal to, or in excess of twenty (20) years.

The principal amount of the outstanding debt of the Municipality at December 31, 2020 is \$1,143,022.00 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. That for the purpose of constructing the Campbell Improvement (Phase 1), 57 Avenue/45 Street, and 55 Street Road Reconstruction projects the sum of one million five hundred thirty six thousand and sixty three DOLLARS (\$1,536,063.00) be borrowed from the Province of Alberta or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of \$1,536,063.00 is to be paid by the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the Campbell Improvement (Phase 1), 57 Avenue/45 Street, and 55 Street Road Reconstruction projects .
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments not to exceed twenty (20) years calculated at a rate not exceeding the interest rate fixed by the Province of Alberta, or another authorized financial institution, on the date of the borrowing, and not to exceed four (4) percent.
4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
7. This bylaw comes into force on the date it is passed.

READ A FIRST TIME THIS 14 DAY OF December , 20 21 .

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

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

Chief Elected Official

Chief Administrative Officer

SEAL

Note: This document has no legal effect and is intended as a sample format only. The relevant provincial legislation and regulations should be consulted for certainty.



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 4.5

COUNCIL MEETING DATE:
December 14th, 2021

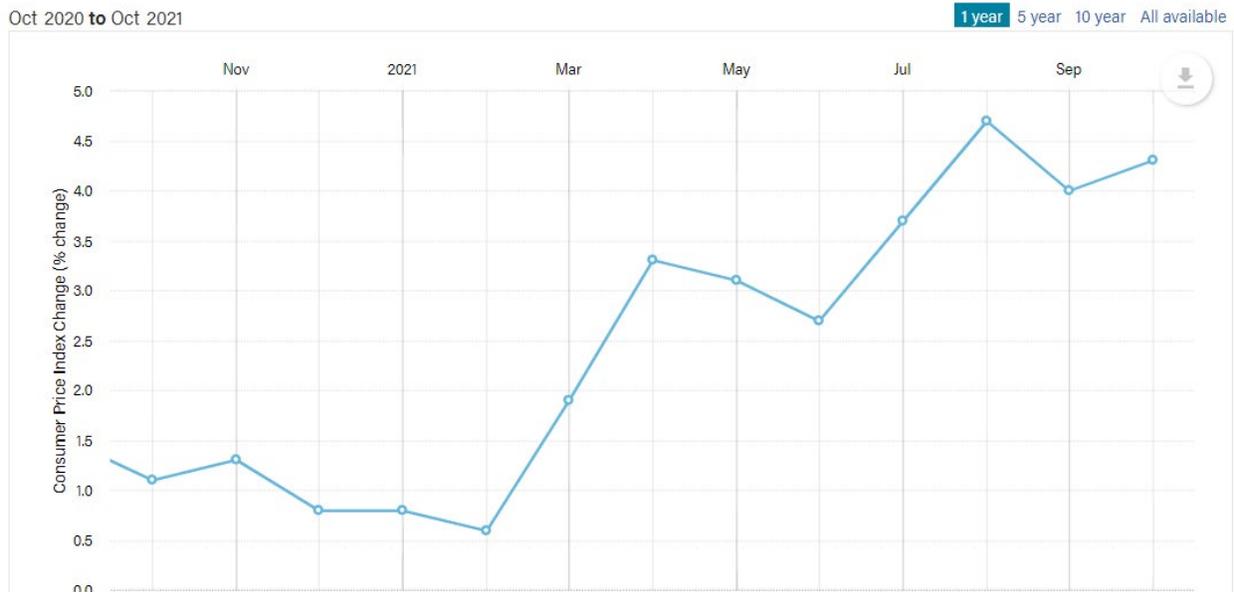
ITEM DESCRIPTION OR TITLE
2022 Salary and Wage Increase

RECOMMENDATION
THAT Council approve the Option – I of an increase of 2% for staff’s compensation effective on January 1st, 2022.

BACKGROUND

Administration proposes a wage increase to the Town staff in 2022 for Council’s consideration based on the below two factors:

- There was no increase in 2021 for all the Town’s staff.
- As per below chart from Alberta.ca, the Consumer Price Index (CPI) has been increased near 4.5% in October 2021 and the inflation rate seems will be continue in 2022 as well.



Consumer Price Index Change (alberta.ca)

Neighbouring municipalities have indicated they will be considering increases ranging between 1.5% and 2.0%.

COMMUNICATIONS

Staff will be advised of Council’s decision. Update will be included in Town’s web postings.



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

IMPLICATIONS OF DECISION

- Cost-of-living adjustment (COLA) in the region
- Recognition of staff contributions.

FINANCIAL IMPLICATIONS

The Administration prepared below four options for Council’s consideration and listed the potential increased cost for each option as well.

Full - Time Staff	2021 Wage	Option I 2% of Increase	Option II 0% of Increase	Option III 1.75% of Increase	Option IV 2.25% of Increase
Administration	371,326	7,427	-	6,498	9,283
P.W.	90,145	1,803	-	1,578	2,254
Street and Road	146,942	2,939	-	2,571	3,674
Water	166,148	3,323	-	2,908	4,154
Hall	50,237	1,005	-	879	1,256
Arena	89,692	1,794	-	1,570	2,242
Park	52,790	1,056	-	924	1,320
Total	967,280	19,346	-	16,927	24,182

Casual Staff and Seasonal Staff	2021 Budget	Option I 2% of Increase	Option II 0% of Increase	Option III 1.75% of Increase	Option IV 2.25% of Increase
P.W.	5,000	100	-	88	125
Hall	4,000	80	-	70	100
Arena	15,000	300	-	263	375
Park	14,648	293	-	256	366
Total	38,648	773	-	676	966
Grand Total	1,005,928	20,119	-	17,604	25,148

As illustrated above, the financial implication of the increased wage cost will be \$20,119, \$0, \$17,604, or \$25,148 for Option I, II, III, or IV respectively.

POLICY AND/OR LEGISLATIVE REFERENCES

Employee Handbook

ATTACHMENTS

N/A

Report Prepared By: Robert MU, Finance Officer

Approved by CAO:



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 4.6

COUNCIL MEETING DATE:
December 14, 2021

ITEM DESCRIPTION OR TITLE

Policy Update – Council Remuneration and Expense Policy

RECOMMENDATION

THAT Council approve the revisions to Policy #11-06, Council Remuneration and Expense Policy.

BACKGROUND

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

The Council Remuneration and Expense Policy was identified as needing updates. The following updates were made:

1. Paragraph 1(a) to read “Mayor and Council will receive a **flat rate** monthly honorarium as approved in the annual budget for attending regular and special approved meetings **as well as all Appointments, Boards, Commissions and external committee meetings.**
2. The removal of the following committees from paragraph 1(b):
 - Corporate Services Committee
 - Public Services Committee
 - Protection of Persons and Property Committee
 - Emergency Advisory Committee
 - Municipal Planning Commission
 - Subdivision and Development Appeal Board
 - Lamont County Regional Economic Development Initiative
 - Lamont County Oil and Gas Exploration, Extraction and Transportation Committee
 - Capital Region Board
 - Educational Liaison
 - Lamont & District Chamber of Commerce Liaison
3. The additions of the following committees to paragraph 1(b):
 - Governance and Priorities Committee
 - Emergency Management Committee
 - Weed Control Act Appeal Committee
 - Agricultural Pest Act Appeal Committee



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

- Economic Development Board
 - Lamont County Inter-Municipal FCSS Regional Board
 - Education Liaison Elementary
 - Education Liaison Secondary
 - Fort Saskatchewan & District Chamber of Commerce Liaison
 - Alberta HUB
 - Regional Emergency Management Committee
4. Remove paragraphs 1(c), 1(d) and 1(e).
 5. Add paragraph 2(c).
 6. The responsible committee be changed from Corporate Services Committee to Governance and Priorities Committee.

COMMUNICATIONS

This policy once approved would be circulated to all staff.

IMPLICATIONS OF DECISION

N/A

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

Policy #11-06

ATTACHMENTS

1. Council Remuneration and Expense Policy #11-06, Original
2. Council Remuneration and Expense Policy #11-06, Edits
3. Council Remuneration and Expense Policy #11-06, Final

Report Prepared By: Jackii Ponto, Executive Assistant

Approved by CAO:



11-06 Council Remuneration and Expense policy

1. Honorariums

- a) Mayor and Council will receive a monthly honorarium as approved in the annual budget for attending regular and special approved meetings.
- b) Members of Council attend meetings of the following Committees of Council:
 - Corporate Services Committee (including sub-committees)
 - Public Services Committee (including sub-committees)
 - Protection of Persons and Property Committee (including sub-committees)
 - Parks and Recreation Committee (including sub-committees)
 - Emergency Advisory Committee (including sub-committees)
 - Municipal Planning Commission
 - Subdivision and Development Appeal Board

And External Committees:

- Lamont Catering Club
 - Lamont County Housing Foundation
 - Lamont Public Library System Board
 - Northern Lights Library System Board
 - St. Michael Regional Solid Waste Commission
 - John S. Batiuk Regional Water Commission
 - Lamont County Regional Mayors & Administrators Committee
 - Lamont County Regional Economic Development Initiative
 - Lamont County Oil and Gas Exploration, Extraction and Transportation Committee
 - Capital Regional Board
 - Educational Liaison
 - Lamont & District Chamber of Commerce Liaison
- and any other committees that may be established to assist in managing the execution of town business.
- c) Members of Council attending meetings outside Committees of Council (excluding multi-day meetings, workshops, seminars, conventions and conferences), with prior approval from Council, will be paid at the same rate. Meetings attended must be reported on at the next Regular Meeting of Council.
 - d) Members of Council will not be paid honorariums or associated expenses when Boards, Commissions or external committees pay them directly.



Town Of Lamont Policy Manual

Council Remuneration and Expense Policy
Policy # 11-06
Corporate Services Committee
April 25/2017

- e) Members of Council will be remunerated for a maximum of twelve (12) meetings (Committees of Council or external committees) per calendar year.

2. Travel and Accommodation Expenses

- a) Members of Council will be paid mileage as per Canada Revenue Agency automobile allowance rates when utilizing privately owned vehicles or the cost of economy airfare for Town business outside of Town.
- b) Members of Council will be reimbursed for accommodations and meal expenses at approved cost recovery with receipts for multi-day meetings, workshops, seminars, conventions, conferences and Town duties.

3. Convention and Conference Registration

- a) Members of Council attending Council approved workshops, seminars, conventions and conferences shall be reimbursed for all registration fees and materials required for such events.

Adopted by Council:	April 25/2017	Initials:
Motion Number:	58/17	
Supersedes:		



Town Of Lamont Policy Manual

Council Remuneration and Expense Policy
Policy # 11-06

~~Corporate Services~~ Governance and Priorities Committee
April 25/2017 December XX/2021

11-06 Council Remuneration and Expense policy

1. Honorariums

a) Mayor and Council will receive a flat rate monthly honorarium as approved in the annual budget for attending regular and special approved meetings as well as all Appointments, Boards, Commissions and external committee meetings.

b) Members of Council attend meetings of the following Committees of Council:

- ~~• Corporate Services Committee (including sub-committees)~~
- ~~• Public Services Committee (including sub-committees)~~
- ~~• Protection of Persons and Property Committee (including sub-committees)~~
- Parks and Recreation Committee (including sub-committees)
- Governance and Priorities Committee
- Emergency Management Committee
- Weed Control Act Appeal Committee
- Agricultural Pest Act Appeal Committee
- Economic Development Board
- ~~• Emergency Advisory Committee (including sub-committees)~~
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- Education Liaison Elementary
- Education Liaison Secondary
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- Alberta HUB
- Regional Emergency management Committee
- ~~• Lamont County Regional Economic Development Initiative~~
- ~~• Lamont County Oil and Gas Exploration, Extraction and Transportation Committee~~
- ~~• Capital Regional Board~~
- ~~• Educational Liaison~~



Town Of Lamont Policy Manual

Council Remuneration and Expense Policy
Policy # 11-06

~~Corporate Services~~ Governance and Priorities Committee
April 25/2017 December XX/2021

~~◆ Lamont & District Chamber of Commerce Liaison~~
and any other committees that may be established to assist in managing the execution of town business.

- ~~e) Members of Council attending meetings outside Committees of Council (excluding multi-day meetings, workshops, seminars, conventions and conferences), with prior approval from Council, will be paid at the same rate. Meetings attended must be reported on at the next Regular Meeting of Council.~~
- ~~d) Members of Council will not be paid honorariums or associated expenses when Boards, Commissions or external committees pay them directly.~~
- ~~e) Members of Council will be remunerated for a maximum of twelve (12) meetings (Committees of Council or external committees) per calendar year.~~

2. Travel and Accommodation Expenses

- a) Members of Council will be paid mileage as per Canada Revenue Agency automobile allowance rates when utilizing privately owned vehicles or the cost of economy airfare for Town business outside of Town.
- b) Members of Council will be reimbursed for accommodations and meal expenses at approved cost recovery with receipts for multi-day meetings, workshops, seminars, conventions, conferences and Town duties.
- b)c) Members of Council will be reimbursed for taxi, ride share or vehicle rental costs incurred while attending events and/or performing Town duties outside of the Town of Lamont.

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3. Convention and Conference Registration

- a) Members of Council attending Council approved workshops, seminars, conventions and conferences shall be reimbursed for all registration fees and materials required for such events.



Town Of Lamont Policy Manual

Council Remuneration and Expense Policy
Policy # 11-06

~~Corporate Services~~ Governance and Priorities Committee
~~April 25/2017~~ December XX/2021

Adopted by Council:	April 25/2017 <u>November XX/2021</u>	Initials:
Motion Number:	58/17	
Supersedes:		



11-06 Council Remuneration and Expense policy

1. Honorariums

- a) Mayor and Council will receive a flat rate monthly honorarium as approved in the annual budget for attending regular and special approved meetings as well as all Appointments, Boards, Commissions and external committee meetings.
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 - Governance and Priorities Committee
 - Emergency Management Committee
 - Weed Control Act Appeal Committee
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 - Economic Development Board

And External Committees:

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2. Travel and Accommodation Expenses

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Town Of Lamont Policy Manual

Council Remuneration and Expense Policy
Policy # 11-06
Governance and Priorities Committee
December XX/2021

- b) Members of Council will be reimbursed for accommodations and meal expenses at approved cost recovery with receipts for multi-day meetings, workshops, seminars, conventions, conferences and Town duties.
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3. Convention and Conference Registration

- a) Members of Council attending Council approved workshops, seminars, conventions and conferences shall be reimbursed for all registration fees and materials required for such events.

Adopted by Council:	December XX/2021	Initials:
Motion Number:		
Supersedes:		



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

AGENDA ITEM:

4.7

**COUNCIL MEETING DATE:
December 14th, 2021**

**ITEM DESCRIPTION OR TITLE
2022 Interim Operating Budget**

RECOMMENDATION

THAT Council authorize an Interim Operating Budget in the amount of approximately 40% of the 2021 Operating Budget until such time that the 2022 Budget is approved.

BACKGROUND

As proposed and approved during the July 13th and August 24th Council meeting (MOTION: 171/21), the 2022 operating budget plan is to pass an interim budget in December 2021 and the final 2022 budget in the spring 2022.

COMMUNICATIONS

Notice will be prepared announcing the approval of an Interim Operating Budget.

IMPLICATIONS OF DECISION

Administration is seeking budget approval for the period from January 1, 2022 to April 30, 2022 in amount up to \$1,813,525. The proposed interim budget amount was calculated as approximately 40% of 2021 approved operating budget with a combination of other full amounts of the expenses identified, such as insurance and audit expenses that need to be paid in full in the beginning of the period, and an estimated two (2) percent increase for the salary and wage as well. The budgets for each department are listed as below:



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

2022 Interim Operating Budget (January 1, 2022 - April 30, 2022)			
Accounts	2021 Budget	2022 Interim Budget	% of 2021 Budget
Expenses:			
Administration:	727,789	312,273	43%
Fire	32,878	17,657	54%
Public Works:			
Public Works:	225,939	96,057	43%
Roads/Streets:	414,900	169,429	41%
Storm Sewer	11,400	4,560	40%
Water	667,896	278,588	42%
Sewer	65,265	27,014	41%
Others (Garbage):	399,763	225,654	56%
Total:	1,785,163	801,303	45%
Recreation:			
Hall	136,546	64,103	47%
Arena	304,580	136,077	45%
Park	107,613	44,120	41%
Curling Rink	42,813	26,557	62%
Total:	591,552	270,856	46%
Others:			
Council	140,633	56,602	40%
Disaster Services	1,500	600	40%
By-Law	65,176	26,070	40%
Cemetery	23,375	9,350	40%
Town Beautification	17,500	7,000	40%
Planning & Subdivision	108,300	43,320	40%
FCSS & School Fund	548,077	268,492	49%
Total:	904,561	411,435	45%
Total Expenses:	4,041,943	1,813,525	45%

FINANCIAL IMPLICATIONS

If the Interim Operating Budget is approved as presented, Administration is authorized to spend up to \$1,813,525 in operating expenses for the period from January 1, 2022 to April 30, 2022.



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

POLICY AND/OR LEGISLATIVE REFERENCES

- Subsection 242(1) of the Municipal Government Act (MGA) states each council must adopt an operating budget for each calendar year.
- Subsection 242(2) of the MGA states a council may adopt an interim operating budget for part of a calendar year.

ATTACHMENTS

N/A

Report Prepared By: Robert Mu, Finance Officer

Approved by CAO: 



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

AGENDA ITEM: 4.8

COUNCIL MEETING DATE:
December 14, 2021

ITEM DESCRIPTION OR TITLE

Transfer of Tax Recovery Costs to Tax Rolls

RECOMMENDATION

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

BACKGROUND

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

COMMUNICATIONS

N/A

IMPLICATIONS OF DECISION

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

FINANCIAL IMPLICATIONS

Reimbursement of costs to the Town.

POLICY AND/OR LEGISLATIVE REFERENCES

MGA Section 553 (1)(f)

ATTACHMENTS

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

Report Prepared By: Betty Malica, Tax Clerk

Approved by CAO:



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

Schedule "A"			
Transfer of Tax Recovery Costs to Tax Rolls			
Roll Number		Total	
15600		\$1671.10	
26500		\$1544.65	
72000		\$1634.30	
103500		\$2000.75	
TOTAL		\$6850.80	



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

AGENDA ITEM:

4.9

**COUNCIL MEETING DATE:
December 14, 2021**

ITEM DESCRIPTION OR TITLE

Transfer of Utilities to Property Taxes

RECOMMENDATION

That Council authorize the transfer of outstanding utilities over 90-days to their individual tax rolls. As per schedule "A"

BACKGROUND

As per Section 553 of the MGA, the transfer of unpaid utilities to the tax rolls on any outstanding accounts over 90-days should be completed on a regular basis. This is a recommended practice as identified by our Auditors. A list of utility accounts and the associated roll numbers has been attached as Schedule "A".

COMMUNICATIONS

Notification is provided to the affected account holders.

IMPLICATIONS OF DECISION

N/A

FINANCIAL IMPLICATIONS

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

POLICY AND/OR LEGISLATIVE REFERENCES

MGA Section 42(1)
MGA Section 553 (1)

ATTACHMENTS

Schedule "A" - Utilities to Tax Roll as of December 3, 2021

Report Prepared By: Betty Malica, Utility Clerk

Approved by Interim CAO:



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

**Schedule "A"
Utilities to Tax Roll
As of December 3, 2021
90 > days**

<u>Acct. Number</u>	<u>Amount</u>	<u>Roll Number</u>
36 - 003	426.85	26500
99 - 000	303.19	15600
119 - 003	382.12	45100
164 - 000	447.45	3300
182 - 002	389.88	21800
186 - 006	302.25	21000
203 - 002	606.66	5900
221 - 000	308.83	13800
262 - 003	319.92	11400
356 - 002	681.22	43500
367 - 005	582.49	36500
374 - 007	459.87	16800
376 - 009	343.92	35600
411 - 011	202.00	40400
422 - 008	577.86	66900
445 - 002	442.88	62400
469 - 006	323.59	60700
471 - 002	415.99	60900
635 - 003	303.19	84700
735 - 001	303.19	91000
749 - 002	382.25	1600
912 - 001	534.42	221
9378 - 015	343.92	17000



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

AGENDA ITEM: 4.10

COUNCIL MEETING DATE:
December 14, 2021

ITEM DESCRIPTION OR TITLE

Utility Write-Offs

RECOMMENDATION

THAT Council authorize the utility bill write-offs in the amount of \$823.21, as per the presented list.

BACKGROUND

Administration reviews uncollectable utility accounts periodically and have identified that there are accounts that the municipality will not be able to collect on. Every effort was made to contact the owners while they still owned the property to pay their account. Even after the property was sold attempts were made but to no avail. The accounts were sent to collections, and they were unable to collect.

In this instance, there are a total of three (3) properties which have all been sold and the final utility bills have not been paid. Tax certificates were issued on all the properties to the law firms. Notices were sent to the previous owner and were returned due to no forwarding address.

COMMUNICATIONS

N/A

IMPLICATIONS OF DECISION

N/A

FINANCIAL IMPLICATIONS

The Town would not receive \$823.21 in revenue for the Utility bills.

POLICY AND/OR LEGISLATIVE REFERENCES

N/A

ATTACHMENTS

Attachment #1- Utility Write-Off List, December 6, 2021

Report Prepared By: Betty Malica, Utility Clerk

Approved by CAO:



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

**ATTACHMENT #1
UTILITY WRITE- OFF
AS of December 6, 2021**

<u>Acct. Number</u>	<u>Amount</u>
997 – 003	324.25
9148 – 001	72.53
9328 - 000	426.43
<hr/>	
	\$823.21



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 4.11

COUNCIL MEETING DATE:
December 14, 2021

ITEM DESCRIPTION OR TITLE

Capital Region Assessment Services Commission

RECOMMENDATION

THAT Council accept the 2022-2024 Memorandum of agreement and direct administration to enter into the 3-year agreement.

BACKGROUND

The Capital Region Assessment Services Commission (CRASC) provides the Town of Lamont with necessary support to complete Local Assessment Review Board (LARB) and Composite Assessment Review Board (CARB) functions as required.

CRASC has provided the Town with LARB and CARB services for more than 10 years. CRASC provides both panellists and an assessment clerk.

COMMUNICATIONS

Notify CRASC of Council's decision.

IMPLICATIONS OF DECISION

The Town is required to have a process to field and respond to LARB and CARB inquiries.

FINANCIAL IMPLICATIONS

Funds associated with CARB and LARB expenses are accounted for in Administration - contracted services. In 2021, the Town set aside \$76,000 for varied contract services expenses. No LARB or CARB expenses, outside of the Core Fee, were incurred in 2021.

- Core fee of \$800 remains the same.
Costs only incurred if hearing is scheduled:
- Hearing fee increased from \$400 to \$800.
- Panellist compensation increased, not exceeding 4 hours, from \$175 to \$200.
- Added Panellist compensation increased, greater than 4 hours and not exceeding 8 hours of \$300.
- Added Panellist compensation increased, exceeding 8 hours of \$450.
- Added \$225 per Presiding Officer for each hearing day or part of hearing day and associated travel time that do not exceed 4 hours.



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

- Added \$400 per Presiding Officer for each hearing day or part of hearing day and associated travel time that exceed 4 hours and do not exceed 8 hours.
- Added \$600 per Presiding Officer for each hearing day or part of hearing day and associated travel time that exceed 8 hours.
- Assessment Clerk fee increased from \$650 to \$800 for each hearing day or part day.

POLICY AND/OR LEGISLATIVE REFERENCES

Part 11 of the *Municipal Government Act*

ATTACHMENTS

Draft 2022-2024 Memorandum of agreement

Report Prepared By: Rick Bastow, Chief Administrative Officer

Approved by CAO:

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

Capital Region Assessment Services Commission



**PARTICIPANT
MEMORANDUM OF AGREEMENT
2022 - 2024**

**LOCAL ASSESSMENT REVIEW BOARDS
and
COMPOSITE ASSESSMENT REVIEW BOARDS**

1 January 2022

MEMORANDUM OF AGREEMENT

made between

CAPITAL REGION ASSESSMENT SERVICES COMMISSION
(the “**Commission**”)

and

(the “**Participant**”)

WHEREAS the Commission will provide specific administrative and financial services relating to Assessment Review Boards to the Participant;

AND WHEREAS the Commission and the Participant have reached agreement with respect to the terms and conditions under which the Commission will provide such administrative and financial services to the Participant;

NOW THEREFORE the Commission and the Participant agree as follows:

1. DEFINITIONS

- a. “**Board**” means the Board of Directors of the Capital Region Assessment Services Commission.
- b. “**Commission**” means the Capital Region Assessment Services Commission.
- c. “**Fiscal Year**” means 1st of January to 31st of December.
- d. “**Participant**” and “**Municipality**” mean a municipal authority NOT listed in the Appendix to Alberta Regulation 77/96, as amended from time to time; and which has engaged the services of the Commission to provide specific administrative and financial services relating to Assessment Review Boards.

- e. **“Panellist”** means an individual who is accredited by the Alberta Land & Property Rights Tribunal (“LPRT”) to hear Assessment Complaints.
- f. **“Assessment Review Board”** and **“ARB”** mean either the Local Assessment Review Board (“**LARB**”) or the Composite Assessment Review Board (“**CARB**”).
- g. **“Assessment Clerk”** means an individual who is accredited by the Alberta LPRT to perform assessment clerk services.
- h. **“Term”** means the term of this agreement as set forth in Section 2.

2. **TERM**

The term of this agreement is as specified in Schedule “A” hereto. The Term may be extended by an agreement in writing between the parties hereto before the end of the Term, failing which the agreement shall terminate at the end of the Term without notice by either party to the other and without additional compensation from the Participant to the Commission.

3. **OBLIGATIONS of the COMMISSION**

The Commission will provide a full ARB administration service from receipt of Complaint forms through to distribution of the hearing decisions, including, but not limited to:

- a. receiving Complaint forms from the Participant, acknowledging their receipt, setting up hearings, preparing and distributing Notices of Hearings, attending each hearing and distributing the decision.
- b. maintaining a Panellist pool sufficient to respond to the Participant’s requirements for Assessment Review Board hearings.
- c. annually providing the Participant with:
 - i. a list of Commission approved Panellists from which the Commission can draw to fill its hearing needs;
 - ii. the name of the chair of the LARB and CARB;
 - iii. the name of the Assessment Clerk of the LARB and CARB.

- d. apprising the Participant of such information relevant and necessary for the performance of its legislated duties and responsibilities with respect to Assessment Review Boards.
- e. providing an Assessment Clerk at Assessment Review Board hearings, unless the Participant informs the Commission of its wish to provide its own Assessment Clerk.
- f. assisting the Panellists to prepare a written decision from each hearing and distributing the decision to the appropriate parties. *NOTE - The decisions, reasons therefore and the writing of the decision are the responsibility of the hearing panellists. The clerk will provide only administrative and clerical assistance to this function.*
- g. preparing, and distributing to the Participant, appropriate administrative and operating policies and procedures relating to Assessment Review Boards.
- h. annually meeting with the Panellists to review activities and ensure that the Panellists are current with respect to Assessment Review Board hearing information.

Panellist Nominations:

While it is the policy of the Commission to, wherever possible, draw its pool of panellists only from its members; from time to time the Commission may contact Participants seeking nominations of suitable individuals who may be appointed as potential Panellists so that an acceptable pool of accredited Panellists can be maintained. The determination of the Panellist pool rests solely with the Commission.

Should the Commission decide to accept the Participant's nominee, the Commission will contact the Participant's nominee to outline the requirements for being considered as a Panellist and inform the nominee of pending training and accreditation requirements and opportunities. Upon successful accreditation, the nominee will be entered on the Commission's Panellist pool registry as maintained by the Commission.

4. OBLIGATIONS of the PARTICIPANT

The Participant will cooperate with the Commission to ensure the smooth running of the Commission's ARB practices and procedures, including, but not limited to:

- a. at the commencement of each year of this agreement (and no later than the 15th of February of each year), the Participant will provide to the Commission its total parcel count as at the 1st of January of each year. *NOTE - This parcel count will be used to calculate the total per parcel fees due in accordance with Schedule "A" to this agreement.*
- b. annually appointing to the LARB and CARB the list of Commission Panellists, the name of the chair and the name of the Assessment Clerk, provided to the Participant by the Commission each year. *NOTE - The Commission draws from only its own designated pool of Panellists to sit on Commission administered hearings.*
- c. providing the Commission with immediate notification by email when an Assessment Review Board Complaint has been filed with the Participant.
- d. for each complaint, promptly scanning and emailing the following to the Commission: *(IMPORTANT - Where the following documentation contains colour, the document should be scanned in colour.)*
 - Assessment Review Board Complaint form
 - Assessment Complaints Agent Authorization form - if appropriate
 - Proof of payment of applicable complaint fee
 - All other documentation provided by the complainant accompanying the ARB Complaint form
 - Copy of the assessment notice or combined assessment/tax notice that is the subject of the complaint
 - Confirmation of the date that the complaint was received by the Participant and that the complaint was received within the deadline for submission of complaints.
- e. when requested by the Commission, providing a suitable meeting room or other means of facilitating a hearing (e.g. setting up, providing and hosting suitable videoconference and/or teleconference facilities) for the Assessment Review Board hearing without charge to the Commission. The decision regarding how the hearing will take place, e.g in person, by video/teleconference or by other means will be at the sole discretion of the Commission.

5. FEES and EXPENSES

Each year the Board will review the budget for Assessment Review Board services and will establish such fees as it deems appropriate. Annually, the Participant will

be informed as to what the forthcoming year's fees will be. Effective at the commencement of this Agreement, these approved fees and expenses are as shown in Schedule "A" and they will remain in effect for the remaining years of this agreement unless changed by the Board.

The Commission will invoice each Participant for the applicable fees and expenses listed in Schedule "A" and the Participant will pay those invoices in a timely manner.

Should the Board change the fees in Schedule "A", the Participant has the option to withdraw from this agreement within 30 days from the latter of the date of the change(s) coming into effect and the Participant being informed of the change(s).

6. PARTICIPANT INFORMATION

All Participant information relating to the Assessment Review Board complaints is deemed the property of the Participant.

Other than for the proper functioning of the Assessment Review Board process, the Commission will not disclose or make known to any person the Participant information or any matter or thing which comes to the knowledge of or is disclosed to the Commission by reason of this Agreement and shall retain all such knowledge as confidential, unless the Commission is required by law, or is expressly authorized by the Participant in writing, to disclose or make known the knowledge.

Where Participant information, whether paper or electronic, is in the temporary possession or control of the Commission, the Commission will ensure the security and safety of all data and allow only authorized access to the Participant information.

7. TERMINATION

A Participant shall be entitled to terminate this agreement upon six (6) months written notice together with payment of the annual fees for the balance of the Term.

The Commission reserves the right to terminate this agreement upon six (6) months written notice to the Participant.

8. SURVIVAL

The provisions of this agreement, which by their context are meant to survive the expiry or earlier termination of this agreement, shall so survive for the benefit of the party relying upon the same.

9. NOTICE

Whether or not so stipulated herein, all notices, communication, requests and statements required or permitted hereunder shall be in writing.

10. ASSIGNMENT

This agreement or any rights arising out of this agreement shall not be assigned by either party hereto without the other party's prior written consent, which consent shall not be arbitrarily withheld.

11. ENTIRE AGREEMENT

This agreement represents the entire agreement between the parties with respect to the subject matter hereof.

12. AMENDMENTS

This agreement can be modified, amended or assigned only by a written instrument duly executed by the parties.

IN WITNESS WHEREOF the parties hereto have executed this agreement by the hands of their respective, properly authorized officers, on their behalf.

THE COMMISSION: CAPITAL REGION ASSESSMENT SERVICES
COMMISSION

Per: _____, 202
Authorized Signature Name Date

THE PARTICIPANT: _____
Name of Participant

Per: _____, 202
Authorized Signature Name Date

SCHEDULE “A”

TERM of AGREEMENT

The Term of this agreement is for the period from 1 January 2022 to 31 December 2024.

FEES and EXPENSES

The compensation payable by the Participant to the Commission for its performance of this agreement is as follows:

1. Annual Fees per Participant - Per Fiscal Year

- a. Core fee of \$800, plus;
- b. Per parcel fee of \$0.30, based on the total number of the Participant’s parcels that are eligible to have a LARB or CARB complaint filed on them, as at 1 January of each year of the agreement. *(Do not include DIP, Linear, Exempt, Muncipal Owned and similar parcels)*

2. Hearing Fees - Per Hearing

Assessment Review Board Hearing Fees are chargeable to the Participant for each hearing day or part day and depend on the services provided to the Participant for each hearing. Not all fees may be chargeable for every hearing.

- a. **Hearing:** \$800 for each LARB hearing day or part day.
\$800 for each CARB hearing day or part day.
- b. **Panellist:** \$175 per Panellist for each hearing day or part day and associated travel time that do not exceed four (4) hours.
\$300 per Panellist for each hearing day or part day and associated travel time that exceed four (4) hours and do not exceed eight (8) hours.

\$450 per Panellist for each hearing day or part day and associated travel time that exceed eight (8) hours.

- c. **Presiding Officer:** \$225 per Presiding Officer for each hearing day or part day and associated travel time that do not exceed four (4) hours.

\$400 per Presiding Officer for each hearing day or part day and associated travel time that exceed four (4) hours and do not exceed eight (8) hours.

\$600 per Presiding Officer for each hearing day or part day and associated travel time that exceed eight (8) hours.

- d. **Assessment Clerk:** \$800 for each hearing day or part day where the Commission provides an Assessment Clerk.

3. **Hearing Expenses**

Travel and subsistence expenses are chargeable to the Participant for each hearing. These are based on the rates established from time to time by the Government of Alberta for its Boards, Agencies and Commissions.

COMMISSION’S SERVICE ADDRESS

The Commission's address for service of notices is:

Capital Region Assessment Services Commission
11810 Kingsway
Edmonton, Alberta T5G 0X5

Telephone: 780-451-4191

Email: info@crasc.ca

PARTICIPANT’S SERVICE ADDRESS

The Participant’s address for service of notices is:

Name of municipality_____

Contact name_____

Address 1_____

Address 2_____

City_____

Postal Code_____

Telephone: _____

Email: _____



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

AGENDA ITEM: 4.12

COUNCIL MEETING DATE:
December 14, 2021

ITEM DESCRIPTION OR TITLE

Committee Member Appointment – Parks and Recreation

RECOMMENDATION

THAT Council appoint Krista Skinner and Matthew Levicki to the Parks and Recreation Committee for a two year term expiring December 31, 2023.

BACKGROUND

As per the Council Committee Bylaw 08/19, appointments for any vacancies on committees are required annually for January. At this time, there are two positions available on the Parks and Recreation Committee.

There were two applications received for these positions.

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 appointments for 2022.

COMMUNICATIONS

The Committee and the applicants will be advised of the appointments 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 seperately as per section 17 of FOIP*)
2. Terms of Reference
3. Bylaw 08/19, Council Committee

Report Prepared By: Jackii Ponto, Executive Assistant

Approved by CAO:

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

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

ESTABLISHMENT

3. Council hereby establishes the following committees:

- a. Governance and Priorities Committee
Serves as an advisory body to Council. Meetings serve as an opportunity for Council to be provided with information on governance and policy matters and as an opportunity for Council to seek clarification on matters relating to Council business.
- b. Parks and Recreation Committee
Recommending body to Council relating to planning and design of parks and recreation use areas within the municipality.
- c. Emergency Management Committee
Under the terms of the provincial Emergency Management Act, a municipality is responsible for the direction and control of its emergency response and is required to appoint an Emergency Management Committee. Bylaw No. 09-15, Town of Lamont's Municipal Emergency Management Bylaw establishes this committee as well as including provisions for the other requirements as noted in the Emergency Management Act.
- d. Economic Development Board
Serves as an advisory body to Council and Administration of policies and potential actions or advice related to strategic goals and objectives of public services in the municipality.
- e. Town Wide Clean-up
Recommending body to Council relating to planning and coordination of the annual Town Wide Clean-up.
- f. Weed Control Act Appeal Committee
To hear and make decisions on an appeal concerning a notice issued against any land and/or personal property for the destruction or control of the named weed.
- g. Agricultural Pest Act Appeal Committee
To hear and make decisions on an appeal concerning a notice issued against the land, property, or livestock that contains or is likely to contain a pest or should be protected against a pest.

AUTHORITY OF COMMITTEES

- 4. A Committee shall have the authority to form ad hoc committees and task forces from among its members, to assist in carrying out its objectives and responsibilities under this Bylaw.
- 5. Ad hoc committees and task forces established by a Committee shall report to the Committee in a manner determined by the Committee.
- 6. A Committee shall not have the power to pledge credit of the Town of Lamont, to pass bylaws or to enter into any contractual agreements.

MEMBERSHIP

- 7. Committees shall be comprised of a number of participants, both Councillors and Members at Large, as indicated in the Committee Terms of Reference and approved by resolution of Council.
- 8. All Members of a Committee shall be appointed by Council, unless otherwise provided in the Committees Terms of Reference, shall be a resident in the Town of Lamont.

Initials



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.

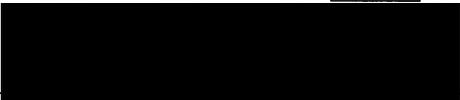
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EFFECTIVE DATE

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, 20 19 A.D.



Mayor



Chief Administrative Officer

READ A SECOND TIME THIS 8 DAY OF October, 20 19 A.D.



Mayor



Chief Administrative Officer

READ A THIRD TIME THIS 8 DAY OF October, 20 19 A.D.



Mayor



Chief Administrative Officer

Initials 



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

AGENDA ITEM: 4.13

COUNCIL MEETING DATE:
December 14, 2021

ITEM DESCRIPTION OR TITLE

Lamont Catering Club Request

RECOMMENDATION

THAT Council approve the Lamont Catering Club’s request for the Town to waive the License Fee of \$5000.00 for 2021.

BACKGROUND

According to the agreement the Catering Club is to pay the Town a \$5000.00 license fee annually for the use of the facility.

Due to COVID the Town of Lamont shut down the hall due to restrictions implemented by the province. Due to this shutdown the Catering Club experienced significant financial losses in 2021 & 2020.

The Catering Club has provided service to the community since 1980. Over the past 41 years the club has reinvested back into facility upgrades of over \$88,000.00.

To ensure they have the financial resources to resume operations in the future once restrictions have lifted or the Town has reopened the facility the Catering Club is asking Council to approve their request to waive the annual fee for 2021.

COMMUNICATIONS

Provide the decision to the Lamont Catering Club.

IMPLICATIONS OF DECISION

Further financial losses to the Lamont Catering Club may impact their ability to operate in the future.

FINANCIAL IMPLICATIONS

\$5000.00 annually

POLICY AND/OR LEGISLATIVE REFERENCES

N/A



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

ATTACHMENTS

1. Letter of Request Dated Dec 1, 2021

Report Prepared By: CAO Rick Bastow

Approved by CAO:

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



Lamont Catering Club

P.O. Box 1173, Lamont, AB. T0B 2R0

December 1, 2021

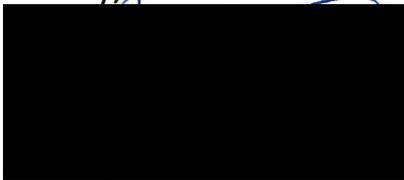
Town of Lamont
PO Box 330
Lamont, AB
T0B 2R0

Mayor, Council and CAO

There were 3 weddings booked for 2021, however when the restrictions came down in September, 2 of the weddings cancelled their bookings, which impacted the financial income for the club. It is unknown how much longer the current COVID situation will continue to impact us financially.

The Catering Club is asking the Town to consider waiving the annual license fee of \$5000.00 for 2021. The Catering Club would like to thank you in advance for your consideration.

Sincerely,



Perry Koroluk
Chairman
Lamont Catering Club



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

AGENDA ITEM: 4.14

COUNCIL MEETING DATE:
December 14, 2021

ITEM DESCRIPTION OR TITLE

Lamont High School Christmas Dinner

RECOMMENDATION

THAT Council approve a donation of \$150.00 to Lamont High School Parent Advisory Council to be put towards a Christmas dinner for the students.

BACKGROUND

A request has been received to consider a donation to help provide a Christmas dinner for the students of Lamont High School.

COMMUNICATIONS

Provide the decision to the Lamont High School Parent Advisory Council.

IMPLICATIONS OF DECISION

N/A

FINANCIAL IMPLICATIONS

One time cost of \$150.00. Funds to be sourced from Council budget item: public relations/donations. Council has approximately \$2,000. Remaining in the budget.

POLICY AND/OR LEGISLATIVE REFERENCES

N/A

ATTACHMENTS

1. Letter from Lamont High School Parent Advisory Council

Report Prepared By: Jackii Ponto, Executive Assistant

Approved by CAO:



Lamont High School Parent Advisory Council
4811 - 50 Avenue
Lamont, Alberta T0B 2R0

November 16, 2021

Community Business
Lamont

Dear Community Business Owner,

The Lamont High School Parent Advisory Council is providing a Christmas dinner for the students on December 21st.

The Lamont High School Parent Advisory Council is seeking community business support for the meal. Ideas for donations include hams, mixed vegetables, buns, butter, juice, cups, plates and cutlery. Monetary donations are also appreciated.

Please consider a donation to our event and kindly respond by December 4th by calling Sylvia McDonald [REDACTED]

Best regards,

[REDACTED]
Sylvia McDonald
Vice Chair, Lamont High School Parent Advisory Council



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

AGENDA ITEM: 4.15

COUNCIL MEETING DATE:
December 14, 2021

ITEM DESCRIPTION OR TITLE

COVID-19 Public Health Measures

RECOMMENDATION

THAT Council accept the COVID-19 Public Health Measures report as information on how administration has researched and implemented changes to follow current Alberta Health restrictions.

BACKGROUND

Administration has continued conversing with Alberta Health Services (AHS) regarding public health orders 44-2021 and 45-2021. Supported by AHS clarification, information provided by the COVID-19 municipal governance panel, Information released at alberta.ca/covid-19, and the restriction exemption program, the Town of Lamont is adhering to public health restrictions outlined in the public health orders. Ensuring residents participate in their activities safely and in line with the Provincial COVID-19 restrictions.

The Town of Lamont is currently operating under the public health orders 44-2021 and 45-2021 for youth sport, fitness, and performance activities permitted under the Alberta health orders. This includes operating at one third capacity, social distancing measures, and masking requirements. Working with our groups, Lamont has implemented protocols to ensure public health orders are followed including a separate entrance for players, enhanced cleaning protocols, and additional signage to reinforce the current restrictions. Groups have taken a lead role ensuring restrictions are followed, and to date the protocols put in place have been well received.

Adult groups will be given the opportunity in partnership with the Town of Lamont to implement the restriction exemption program. As the program host, adult groups will be responsible for obtaining proof of vaccination or negative test result from their participants, including visiting teams. The group will then provide the Town of Lamont a copy of their confirmed vaccinated roster. No medical records or personal information will be placed on file by the Town of Lamont.

COMMUNICATIONS

Work with groups to ensure Provincial health orders and restrictions are followed and assist with the implementation of the restriction exemption program for our adult groups who wish to participate.



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

IMPLICATIONS OF DECISION

Recreation opportunities for the community can operate with the current measures in place. Implementation of the restriction exemption program may exclude some participants.

FINANCIAL IMPLICATIONS

The arena is currently able to operate creating revenue as per the Town of Lamont fees schedule that will assist in offsetting facility operating costs.

Enhanced cleaning measures requires extended staffing that is currently within the operational budget.

POLICY AND/OR LEGISLATIVE REFERENCES

Public Health Order 44-2021.
Public Health Order 45-2021.

ATTACHMENTS

N/A

Report Prepared By: Rick Bastow, Chief Administrative Officer

Approved by CAO:



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

AGENDA ITEM: 4.16

COUNCIL MEETING DATE:
December 14, 2021

ITEM DESCRIPTION OR TITLE

Bylaw Enforcement

RECOMMENDATION

THAT Council receive the update on bylaw enforcement as information.

BACKGROUND

The Town of Lamont's community peace officer (CPO) has been repeatedly contacted by a resident concerned about his neighbour's dog. After completing a thorough investigation, the CPO determined the complaint to be unfounded. The matter is a dispute between neighbours and bylaw infraction is not an issue at this time.

Administration and CPO will continue to monitor to ensure bylaws are being upheld.

COMMUNICATIONS

N/A

IMPLICATIONS OF DECISION

N/A

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

N/A

ATTACHMENTS

N/A

Report Prepared By: Rick Bastow, Chief Administrative Officer
Approved by CAO: 



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

AGENDA ITEM: 4.17

COUNCIL MEETING DATE:
December 14, 2021

ITEM DESCRIPTION OR TITLE

Service Recognition

RECOMMENDATION

THAT Council accept the report as information.

BACKGROUND

At the November 9, 2021 Council Meeting, Council agreed to recognize former Mayor Bill Skinner for his years of service in an amount not to exceed \$1,000.00.

Staff inquired with family and friends of Mr. Skinner concerning their advice on a meaningful way to recognize the former mayor. It was decided that the former mayor would be recognized with a commemorative engraved clock, a gift card to Best Buy to be put towards the purchase of a camera along with a bouquet of flowers.

Prices

Commemorative engraved clock - \$168.00

Best Buy Gift Card - \$500.00

Flowers - \$80.00

Total cost: \$748.00

Mr. Skinner and his wife along with Council will be invited to the Town Administration Office on December 21, 2021 at 2:00 p.m.

COMMUNICATIONS

A congratulations of achievement and thank you will be added to the Town website and social media.

IMPLICATIONS OF DECISION

N/A

FINANCIAL IMPLICATIONS

Costs funded from GL Goods & Supplies.

POLICY AND/OR LEGISLATIVE REFERENCES



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

Council does not have an existing policy concerning recognition of elected officials.

The Town’s Employee Handbook policy includes: The Council of the Town recognizes the efforts and commitment of staff and makes efforts to acknowledge this appreciation when permitted by the Town budget. For example, Town employees may receive a gift card from a business of their choice in the Town of Lamont as a holiday gift. Such recognition is determined annually at the sole discretion of the CAO.

Service Awards - Employees shall be recognized for their years of service to the Town and their safe work practices. Years of Service Employees shall be recognized for their years of service to the Town commencing after five (5) years of service and in five (5) year increments thereafter. The service award shall be presented annually by the Mayor or CAO.

Long - Service Awards:

<u>Years of Service Rendered</u>	<u>Value of the Awards</u>	
5 years	\$	100.00
10 Years	\$	200.00
15 Years	\$	300.00
20 Years	\$	400.00
25 Years	\$	500.00
30 Years	\$	600.00
35 Years	\$	700.00
40 Years	\$	800.00
45 Years	\$	900.00
50 Years, or more	\$	1,000.00

Note: if the value of the award equal to or less than \$500 is a non-taxable benefit, any amount over the \$500 is a taxable benefit.

ATTACHMENTS

N/A

Report Prepared By: Jackii Ponto, Executive Assistant

Approved by CAO: 



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

AGENDA ITEM: 4.18

**COUNCIL MEETING DATE:
December 14, 2021**

ITEM DESCRIPTION OR TITLE

Planting for the Future Project

RECOMMENDATION

THAT Council direct Administration to draft a letter of support for the Planting for the Future project.

BACKGROUND

The Agroforestry and Woodlot Extension Society (AWES) is developing a new project, *Community Resiliency: Planting for the Future*, to support environmental and social governance (ESG) in communities through the restoration of riparian lands. Each project will provide the opportunity for community members to participate in discussions, planning, planting and monitoring of the project.

The AWES believes Lamont's Hillside Park offers an excellent opportunity for community involvement in riparian enhancement.

COMMUNICATIONS

Letter of support for the Planting for the Future project.

IMPLICATIONS OF DECISION

N/A

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

N/A

ATTACHMENTS

Letter from Agroforestry & Woodlot Extension Society (AWES)



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

Report Prepared By: Jackii Ponto, Executive Assistant

Approved by CAO: 

From: Bob Underschultz <b.underschultz@awes-ab.ca>
Sent: Friday, November 26, 2021 10:40 AM
To: Rick Bastow <Rick.B@lamont.ca>
Cc: Megan Andre <m.andre@awes-ab.ca>
Subject: AWES Planting for the Future, Letter of Support

Hello Rick,

The Agroforestry and Woodlot Extension Society (AWES) is developing a new project, *Community Resiliency: Planting for the Future*, to support environmental and social governance (ESG) in communities through the restoration of riparian lands. By building capacity in rural communities to better understand and manage ESG, the *Planting for the Future* project aims to create a shared sense of community around environmental restoration, conservation, and ecosystem service provisioning. Through 9 projects and over 18 workshops hosted on private or public land in rural Alberta, development of capacity in both ESG policy and project delivery will be achieved at a community level. Each project consists of a riparian-buffer planted by the community with the opportunity for community leaders and community members to participate in policy discussions, planning, planting, and monitoring of the hands-on project. The end result will be strengthened community capacity, leadership, and knowledge to support ESG goals and public benefit as well as the opportunity for rural communities to gather and engage with a valuable piece of green infrastructure for generations to come.

AWES would like to extend an invitation to the Town of Lamont to provide a letter of support for the *Planting for the Future* project. AWES is looking for municipalities to participate in the project and believes Lamont's Hillside Park offers an excellent opportunity for community involvement in riparian enhancement. Thank you for your time and consideration.

Cheers,

--

Bob Underschultz
Environmental Technician
Agroforestry & Woodlot Extension Society (AWES)



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

AGENDA ITEM: 4.19

COUNCIL MEETING DATE:
December 14, 2021

ITEM DESCRIPTION OR TITLE
Council Code of Conduct Bylaw

RECOMMENDATION

THAT Council accept the Council Code of Conduct Bylaw review for information.

BACKGROUND

- Municipalities must establish a code of conduct bylaw that governs the conduct of councillors. s. 146.1(1)
- The code must apply to all councillors equally. s.146.1(2)
- The council may establish a code of conduct to govern the conduct of members of council committees and other boards established by the council who are not councillors. S.146.1(3)
- The code must not allow councils to remove councillors from office. s.146.1(4)

COMMUNICATIONS

N/A

IMPLICATIONS OF DECISION

N/A

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

Municipal Government Act (MGA)s. 146, s. 153

ATTACHMENTS

Town of Lamont Bylaw 11/18 – Council Code of Conduct

Report Prepared By: Rick Bastow, Chief Administrative Officer

Approved by CAO: 



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

BYLAW 11/18

A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL

WHEREAS, pursuant to section 146.1(1) of the Municipal Government Act, a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

AND WHEREAS, pursuant to section 153 of the Municipal Government Act, councillors have a duty to adhere to the code of conduct established by the council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Town of Lamont;

AND WHEREAS the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

NOW THEREFORE the Council of the Town of Lamont, in the Province of Alberta, duly assembled, enacts as follows:

1. This Bylaw may be referred to as the "Council Code of Conduct Bylaw".
2. In this Bylaw, words have the meanings set out in the Act, except that:
 - (a) "Act" means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;
 - (b) "Administration" means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the CAO;
 - (c) CAO means the chief administrative officer of the Municipality, or their delegate;
 - (d) "FOIP" means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
 - (e) "Gift" means any real or personal property given, including, but not limited to:
 - (e.1) gifts provided to Councillors by the Municipality;
 - (e.2) food, beverages, mementoes, gift certificates, gift cards, artwork or other gifts or benefits which are provided to a Councillor as suitable incidents of protocol, including but not limited to:
 - (i) those received as a result of performing his or her duties as Council's appointee to any body or from a body to which Council appoints any of its members;
 - (ii) those received at a function honouring the Councillor or which the Councillor attends in his or her capacity either as a Councillor or as Council's appointee to any body;
 - (iii) those provided by federal, provincial, local governments, or subdivisions thereof, or by a provincial or national municipal association, or by a foreign government within a foreign country;
 - (e.3) passes or tickets for parking, or for entertainment or sporting events.
 - (f) "Investigator" means Council;
 - (g) "Member" means a member of Council and includes a councillor or the Mayor and includes members of council committees or other bodies established by Council who are not councillors or the Mayor;
 - (h) "Municipality" means the municipal corporation of the Town of Lamont.



**3. Purpose and Application**

3.1. The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

4. Representing the Municipality**4.1. Members shall:**

- (a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
- (b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- (c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
- (d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

5. Communicating on Behalf of the Municipality

5.1. A Member must not claim to speak on behalf of Council unless authorized to do so.

5.2. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.

5.3. In the event that both the Mayor and Deputy Mayor are absent, another councillor may become the official spokesperson.

5.4. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.

5.5. No Member shall make a statement when they know that statement is false.

5.6. No Member shall make a statement with the intent to mislead Council or members of the public.

6. Respecting the Decision-Making Process

6.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.

6.2. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.

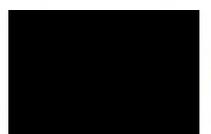
6.3. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

7. Adherence to Policies, Procedures and Bylaws

7.1. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.

7.2. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.

7.3. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.





8. Respectful Interactions with Council Members, Staff, the Public and Others

8.1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.

8.2. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.

8.3. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.

8.4. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, or age.

9. Confidential Information

9.1. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.

9.2. In the course of their duties, Members may also become privy to confidential information received outside of an "in-camera" meeting. Members must not:

- (a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;
- (b) access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member's duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;
- (c) use confidential information for personal benefit or for the benefit of any other individual or organization.

9.3. Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:

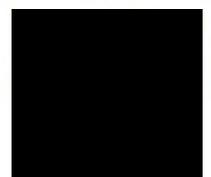
- (a) the security of the property of the Municipality;
- (b) a proposed or pending acquisition or disposition of land or other property;
- (c) a tender that has or will be issued but has not been awarded;
- (d) contract negotiations;
- (e) employment and labour relations;
- (f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
- (g) law enforcement matters;
- (h) litigation or potential litigation, including matters before administrative tribunals; and
- (i) advice that is subject to solicitor-client privilege.

10. Conflicts of Interest

10.1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.

10.2. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.

10.3. Members shall approach decision-making with an open mind that is capable of persuasion.





11. Improper Use of Influence

11.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.

11.2. No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.

11.3. Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.

11.4. Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for one year after leaving office.

12. Use of Municipal Assets and Services

12.1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:

(a) municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;

(b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

13. Orientation/Training and Other Provisions

13.1. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.

13.2. Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.

13.3. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.

13.4. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

13.5. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.

13.6. Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed \$500.

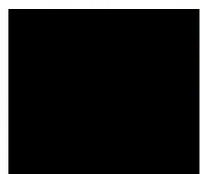
13.7. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

14. Formal Complaint Process

14.1. Any person who has identified or witnessed conduct by a Member that the person reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:

(a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;

(b) All complaints shall be addressed to Investigator;

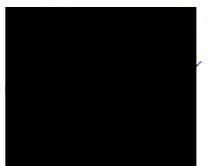




- (c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
- (d) All complaints are to be received by the Mayor or the Deputy Mayor if the complaint is about the Mayor
- (e) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;
- (f) The member who has been named in a complaint regarding a breach of this bylaw shall recuse themselves from the investigation.
- (g) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;
- (h) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
- (i) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;
- (j) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
- (k) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

15. Compliance and Enforcement

- 15.1. Members shall uphold the letter and the spirit and intent of this Bylaw.
- 15.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 15.3. No Member shall:
 - (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
 - (b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 15.4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:
 - (a) a letter of reprimand addressed to the Member;
 - (b) requesting the Member to issue a letter of apology;
 - (c) publication of a letter of reprimand or request for apology and the Member's response;
 - (d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
 - (e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
 - (f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
 - (g) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;
 - (h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;





(i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

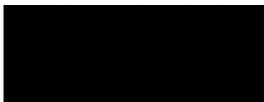
16. Review

16.1. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

THAT this Bylaw shall remain in force from the time of passing until repealed.

READ A FIRST TIME THIS 9 DAY OF October 2018



Mayor


Chief Administrative Officer

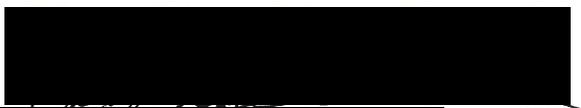
READ A SECOND TIME THIS 23 DAY OF October 2018

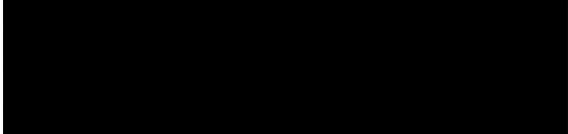




Chief Administrative Officer

READ A THIRD TIME AND PASSED ON THIS 23 DAY OF October 2018





Mayor


Chief Administrative Officer

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MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: December 14, 2021

ELECTED OFFICIAL: Kirk Perrin

REPORT PERIOD: November 17, 2021 to December 8, 2021

Boards and Committees:

- N/A

Town of Lamont Business:

- November 29, 2021 - Christmas Light Up Video

Professional Development (Workshops & Conferences):

- November 17, 2021 to November 19, 2021 Alberta Municipalities Conference in Edmonton
- November 25, 2021 Brownlee LLP Council Orientation

Lamont Functions and Events:

- N/A



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: December 14,2021

ELECTED OFFICIAL: Al Harvey

REPORT PERIOD: November 17 to December 6, 2021

Boards and Committees:

- **GO East AGM – Nov. 30,2021**

Items for Council Discussion:

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

none

Town of Lamont Business:

- **Lamont Town Council meeting – November 23, 2021**

Professional Development (Workshops & Conferences):

- **AUMA Convention, now the AMA Convention.**
- **Indigenous Cultural Awareness Training**
- **Brownlee LLP – Council Orientation**

Lamont Functions and Events:

- **N/A**



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: December 14, 2021

ELECTED OFFICIAL: Jody Foulds

REPORT PERIOD: November 17, 2021 to December 8, 2021

Boards and Committees:

- N/A

Town of Lamont Business:

- N/A

Professional Development (Workshops & Conferences):

- November 17, 2021 to November 19, 2021 Alberta Municipalities Conference in Edmonton
- November 25, 2021 Brownlee LLP Council Orientation

Lamont Functions and Events:

- N/A



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: December 14, 2021

ELECTED OFFICIAL: Colleen Holowaychuk

REPORT PERIOD: November 17-December 8, 2021

Boards and Committees:

- **November 27, 2021**

- Northern Lights Library Board Meeting
 - Over 70% turnover in Board Members.
 - New executive and committee members elected.
 - Approved the 2022 Budget with secondary motion that the executive review COLA and benefit options.
 - Approved an omnibus of new and updated policies.

- **November 30, 2021**

- Lamont Elementary School Council Meeting
 - The administration attended the Elk Island Public Schools Assurance Review at the end of November to share greatest strengths, challenges, and opportunities for growth.
 - Students showing growth in areas of numeracy and literacy through leveraging their Collaborative Response Model. Numeracy needs some work in the areas of number sense strands, and they have a plan to deal with that.
 - Many struggling families and students in the area, has been a heavy load for the Family School Liaison Worker (FSLW). The FSLW is key to success for both elementary and high school.
 - Winter Clothing Drive to help families
 - Continue to recognize how important the school nutrition program has been to the school. It is a govt grant that EIPS has placed in Lamont Elementary with service to Bruderheim School as well.
 - Working on increasing parent engagement in the school.



- School has received some dollars for students in grade 2 and 3 from the Government of Alberta Learning Disruption Funding to help address learning disruptions due to the pandemic. Targeted intervention programming will be supported for identified students with the funds. \$490.00/student.
- Virtual Christmas Concert will be posted to school website on December 17, 2021.
- Collecting donations for food bank until December 17, 2021.
- The fundraising group, The Friends Society has been working very hard to reach their goal for the new playground.
-
- **December 6, 2021**
 - Lamont Public Library Meeting
 - See attached minutes from November's meeting
 - Minutes from this meeting will be sent after approval in January but a few key points are:
 - Library will be open for Christmas, regular evening hours on December 28, 29, 30, 2021.
 - FCSS Youth Group has started on Thursday evenings.
 - The executive has received the template for the bylaw, they are working on it and plan to approve in early 2022 and then present to the Town.
 - The January meeting has been moved to January 10, 2021, the second Monday of the month.

Town of Lamont Business:

- N/A

Professional Development (Workshops & Conferences):

- **November 17-19, 2021**
 - Alberta Municipalities Convention
 - Sessions
 - Building Indigenous Relations in Your Community
 - Setting the Table for Success: How to Start Your Council's Term off Right



- How to Implement a Community-Focused Strategic Plan That Works
- **November 23, 2021**
 - SevGen's Indigenous Cultural Awareness Training for Elected Officials
- **November 25, 2021**
 - Brownlee LLP - Council Orientation Legal Session

Lamont Functions and Events:

- N/A



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: December 14,2021

ELECTED OFFICIAL: Linda Sieker

REPORT PERIOD: November 18 – December 8,2021

Boards and Committees:

- **Nov 29 Lamont County Housing Foundation – summary attached**
- **Organizational Meeting**
- **Regular Meeting**

Town of Lamont Business:

- **Nov 24 Recognition Gift Purchasing**

Professional Development (Workshops & Conferences):

- **Nov 17,18,19 AUMA Conference**
 - **Session-Building Indigenous Relations in your Community**
 - **Session-Starting Your Councils Term off Right**
 - **Session -Top Tips for Working with Your Municipality**
 - **Address from Leader of the Opposition**
 - **AUMA Annual General Meeting & Resolutions**
 - **Networking with Municipalities**
 - **Premiers Address**
 - **Dialogue with Provincial Ministers**
- **Nov 23 Indigenous Cultural Awareness Training**
 - **All Day Event explored key issues facing indigenous peoples today from the historical and critical perspective highlighting national and local relations. An insight into culture and how we can move towards better relations in our communities with education and acknowledgement.**



- **Nov 25 Brownlee LLP – Council Orientation**

Lamont Functions and Events:

- **Nov 27 Virtual Lamont Christmas Light Up**
- **Dec 3 Lamont Christmas Light Up – preparing Decorating Kits for Lamont Elementary Students**

Lamont County Housing Foundation of Board of Directors Nov 29, 2021

Organizational Meeting – Agenda Items

Election of Officers

Board Chair – Deputy Mayor Town of Bruderheim - Judy Schueler

Vice -Chair –County of Lamont Councillor - Neil Woitas

Designation of Board Committees

Finance

Town of Lamont -Councillor Linda Sieker

Village of Chipman – Councillor Shana McIntyre

Building & Grounds

County of Lamont - Councillor Roy Anaka

Town of Mundare – Councillor Glen Rozumniak

Personnel

County of Lamont –Councillor Neil Woitas

Village of Andrew – Councillor Tammy Pickett

Designation of Signing Authority

Review of Board Indemnity / Expenses

Regular Meeting – Agenda Items

COVID Update

Managers Reports / Maintenance Reports

Review of Accounts Payables

Review / Approval of Revenue & Expenses Statement ending Nov 26, 2021

Board Concerns

Community News

CAO REPORT

FOR THE PERIOD ENDING DECEMBER 8, 2021

HIGHLIGHTS:

November 24, 2021

- Office safety meeting.
- Weekly meeting with Deputy Chief Administrative Officer.
- COVID-19 update for municipalities.

November 25, 2021

- Brownlee LLP – Council orientation.
- Weekly Operations and Infrastructure meeting.
- Capital Budget review.
- Utility Cost Recovery Analysis.

November 29, 2021

- Weekly finance meeting, analysis of year to date.
- Municipal Affairs Virtual Grant Funding Meeting (virtual).

November 29, 2021

- Preliminary audit

December 2, 2021

- Office safety meeting.
- Weekly meeting with Deputy Chief Administrative Officer.
- Interim budget review.

December 6, 2021

- Economic development meeting.
- Weekly finance meeting, analysis of year to date.

December 7, 2021

- Lamont Community Services Health Awareness Meeting
- Weekly meeting with Deputy Chief Administrative Officer.
- Realty – confirmation proponent will not proceed with purchase of land.

December 8, 2021

- COVID-19 update for municipalities.
- Possible project with MacEwan University.

MEETINGS/EVENTS & PROFESSIONAL DEVELOPMENT:

- N/A

OPERATIONS & INFRASTRUCTURE REPORT

FOR THE PERIOD ENDING December 14, 2021

HIGHLIGHTS

STAFF

- 3 staff completed COVID-19 Conflict Management for Alberta Workers training.
- Operations staff have been continued personal safety, and increased sanitizing measures due to COVID-19.

Facilities

- Facility Operations has been modified to accommodate the public health orders, including sanitizing, capacity limits, and operational measures.
- Operations has been working with groups to ensure public health orders and restrictions are implemented smoothly, to keep recreational facilities open.
- Performed Formal inspections on utility building, administration building, and recreation facilities.
- Met with Curling Club to perform walkthrough and facility handover.

Transportation Maintenance

- First major snow fall event of the season, crews completed the street clearing in line with priorities identified in the snow clearing Policy.
- The snowfall was followed by rain snow mix creating icy conditions requiring a different approach to road clearing.
- Regular maintenance and snow removal of annexed roads will be done internally. Lamont County has agreed to support on an as needed basis.
- Snow fence has been erected at 2 sites including 54 St and Hillside Park on a trial basis to determine the effectiveness of reducing drifting.

Parks & Recreation

- Outdoor rink development has started, completion will be determined by weather.
- Stump Grinding has completed for the season.
- Met with Can Skate organizer about bringing a skating program to Lamont.

Utilities

- New garbage collection agreement will be finalized by year end.
- Water break on 50 Ave caused by contractor was repaired.
- The waterline repair could not be fully isolated as one valve failed upon turning and after inspection found 2 valves were bypassing. This resulted in the immediate need to replace 2 valves. This will allow us to isolate 50th Ave in the case of future need, reducing risk to the Town of Lamont. The remaining valve has been identified for future replacement.

Projects & Requests:

- Trail Lighting Project- work scheduled to start in December.
- Quonset Repair- Work Completed under budget.

OPERATIONS & INFRASTRUCTURE REPORT

FOR THE PERIOD ENDING December 14, 2021

- AV Upgrade Project- further av upgrades have been identified and equipment have been ordered, installation has started.
- Sanitary Trunk Line Project- Relining work will begin January 2022.
- Snow clearing policy review has started, finding will be presented to council January 2022.

Description	2021 Budget	Targeted Amount Nov.	2021 Actual Nov.	Variance	% of Completion	2021 - Nov.	2020 - Nov.	Increase/ (Decrease)	Percentage	Note
REVENUE										
General Revenue	(2,713,173)	(2,652,923)	(2,662,956)	(50,217)	98%	(19,444)	(16,745)	(2,699)		
Administration	(344,348)	(286,957)	(323,009)	(21,339)	94%	(425)	(5,113)	4,687		
By Law	(4,200)	(3,500)	(4,609)	409	110%	(768)	(120)	(648)		
Strs. & Road	(514,919)	(429,099)	(511,247)	(3,672)	99%	0	0	0		
Storm Sewer	0	0	(55)	55	0%	0	0	0		
Water	(580,049)	(483,374)	(465,883)	(114,166)	80%	(95,233)	(90,581)	(4,652)		
Sewer	(278,184)	(231,820)	(344,801)	66,617	124%	(28,175)	(26,750)	(1,425)		
Garbage	(344,417)	(287,014)	(291,473)	(52,944)	85%	(58,299)	(57,124)	(1,174)		
Cemetery	(2,037)	(1,698)	(1,600)	(437)	79%	(800)	0	(800)		
Planning & Subdivision	(2,537)	(2,114)	(1,923)	(614)	76%	(329)	(447)	119		
Hall	(10,000)	(8,333)	(8,584)	(1,416)	86%	(609)	0	(609)		
Arena	(47,887)	(39,906)	(78,207)	30,320	163%	(461)	0	(461)		
Park	(211,347)	(176,123)	(140,305)	(71,042)	66%	0	0	0		
Curling Rink	(500)	(417)	0	(500)	0%	0	0	0		
FCSS	0	0	0	0	0%	0	0	0		
TOTAL REVENUE	(5,073,398)	(3,454,613)	(4,847,431)	(225,967)	96%	(208,840)	(196,880)	(11,959)		
EXPENSE										
Council	140,633	117,194	98,520	42,113	70%	10,775	6,573	4,202		
Administration	727,789	606,491	565,760	162,029	78%	50,462	41,112	9,350		
Fire	32,878	27,398	22,418	10,460	68%	1,394	1,147	246		
Disaster Service	1,500	1,250	60	1,440	4%	0	0	0		
By-Law	65,176	54,313	24,140	41,036	37%	2,110	1,531	579		
Public Work	225,939	188,283	163,870	62,069	73%	12,600	35,062	(22,463)		
Street & Road	414,900	345,750	311,060	103,840	75%	33,333	10,144	23,189		
Storm Sewer	11,400	9,500	526	10,874	5%	0	14,254	(14,254)		
Water	667,896	556,580	533,819	134,077	80%	39,020	21,347	19,702		
Sewer	65,265	54,388	32,601	32,664	50%	10,654	19,797	(9,143)		
Garbage	399,763	351,303	345,111	54,652	86%	23,642	23,491	151		
Family Community & Cemetery	23,375	19,479	15,484	7,891	66%	0	0	0		
Town Beautification	17,500	14,583	16,247	1,253	93%	11,880	0	11,880		
Planning & Subdivision	108,300	90,250	63,952	44,348	59%	2,955	8,899	(5,944)		
Hall	136,546	113,788	111,061	25,485	81%	8,035	10,828	(2,793)		
Arena	289,580	241,317	193,875	95,705	67%	29,838	25,361	4,477		
Park	107,613	89,678	84,598	23,015	79%	6,207	970	5,237		
Curling Rink	42,813	35,678	39,432	3,381	92%	4,109	84	4,025		
FCSS & School Fund	548,077	456,731	440,574	107,503	80%	0	0	0		
Total Expense	4,026,943	3,373,953	3,063,107	963,836	76%	247,013	220,602	28,441		

Description	2021 Budget	Targeted Amount		2021 Actual		Variance	% of Completion	2021 - Nov.	2020 - Nov.	Increase/	
		Nov.	Nov.	Nov.	Nov.					(Decrease)	Percentage
Capital Programs											
Administration	0	0	0	0	0	0%	0	0	0	0	0%
Fire	0	0	0	0	0	0%	0	0	0	0	0%
Public Work	0	0	0	0	0	0%	0	0	0	0	0%
Street and Road	46,340	38,617	25,518	20,822	20,822	55%	0	6,992	(6,992)	-100%	
storm Sewer	32,500	27,083	8,250	24,250	24,250	25%	2,250	0	2,250	0%	
Water	0	0	0	0	0	0%	0	0	0	0%	
Sewer	1,045,625	871,354	308,865	736,760	736,760	30%	13,475	0	0	0%	
Planning & Subdivision	0	0	0	0	0	0%	0	0	0	0%	
Hall	0	0	0	0	0	0%	0	0	0	0%	
Arena	146,800	122,333	119,467	27,333	27,333	81%	0	0	0	0%	
Park	136,255	113,546	102,158	34,097	34,097	75%	70,189	0	70,189	0%	
Curling Rink	0	0	0	0	0	0%	0	0	0	0%	
Total Capital Programs	1,407,520	1,172,933	564,258	843,262	843,262	40%	85,914	6,992			



Lamont County Emergency Services 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,

CLOSED SESSION NOTICE

December 14, 2021

Tax Recovery

- *FOIP Section 17(1) – Disclosure Harmful to Personal Privacy*