



Agenda
Organizational Meeting of the Council of the Town of Bentley
to be held Tuesday, October 26, 2021, 5:30pm - before the Regular Meeting in the
Bentley Municipal Office

1. Oath of Office for Each New Member of Council

- **Prior to taking part in the Organizational Meeting or the Regular Meeting of Council you must swear or declare the following oath:**
- **“I (*state your name*) do solemnly declare that I will diligently, faithfully, and to the best of my ability, fulfill the duties of the office of (*Mayor or Council depending on what you have been elected to*) for the Town of Bentley.**

2. Call to Order

3. Amendments and Acceptance of Agenda

4. Code of Conduct for Elected Officials (Bylaw 1972018) (Attachment #1)

5. Procedures Bylaw (127/2008) (Attachment #2)

6. Elected Officials Attendance at AUMA Convention Policy 43-2013 (Attachment #3)

- Which 3 Council Members will attend this year's conference?

7. Council Remuneration Policy

- **40-2011 (Attachment #4a)**
- **40-2021 (Attachment #4b)**

8. Nominations and election of Deputy Mayor

9. Dates, Times, Location, and frequency of Regular Meetings

- Currently set to the 2nd and 4th Tuesday of each month to start at 6:45pm
- Summer Recess is the 4th Tuesday of July and the 2nd Tuesday of August
- Winter Recess is the 4th Tuesday of December
- See Attached Calendar for 2021 (**Attachment #5**)

10. Signing Authorities

The mayor, or in his absence, the Deputy Mayor, together with the Chief Administrative Officer, or in her absence, the Administrative Assistant.

11. Appointments to the following Boards, Committees and Commission:

A. Public Works Committee

- The committee meets quarterly and provides an overview of key activities of the operations of Public Works.
- **Meetings are typically held late morning or early afternoon**
- The intent is for Council to receive an update through their designated representative that provides a summary of operations for the quarter. Council representative should report back to Mayor and Council any significant and key items.
- *NOTE: any major expenditures – capital purchases etc., would be approved through the regular council meeting agenda – either through the budget process, and if outside of the budget process via separate request at a regular meeting and documented in the minutes of the Regular Council Meetings.*

2 Council Representatives	<u>Previously</u> Councillor Talsma Deputy Mayor Dickau
Chief Administrative Officer	Marc Fortais
Public Works Foreman	Darren Jensen

B. Bentley District Fire Department Liaison

- Attends the annual Fire Department Meeting and any other meetings as required with the Bentley District Fire Department
- **Meetings typically takes place in the evening**
- The Bentley Fire Department is comprised of 22 committed volunteers
- The Department provides emergency response from fighting fires, medical emergency response and motor vehicle accidents to the residents of Bentley as well as within 1000 sq km area between Gull Lake and Sylvan Lake within Lacombe County
- They receive more than 90 emergency calls per year

1 Member of Council	<u>Previously</u> Councillor Talsma
1 Alternate	Mayor Rathjen

C. Lacombe Regional Emergency Management Advisory Committee

- The advisory committee meets twice per year, dates determined by the committee (typically is an information sharing meeting)
- **Meetings usually takes place in the evening**
- Is a Regional Committee comprised of a councillor or designate from each of the partnering municipalities that are a party to the Lacombe Regional Emergency Management Partnership Agreement? The Lacombe Regional Emergency Management Advisory Committee are the Directors of Emergency Management (DEM) or the designate from each of the partnering municipalities of LREMP

- Members include City of Lacombe, Lacombe County, Town of Bentley, Blackfalds, Town of Eckville, Village of Alix, Village of Clive, Summer Village of Birchcliff, Summer Village of Sunbreaker Cove, Summer Village of Gull Lake
- | | |
|----------------------------|---------------------|
| | <u>Previously</u> |
| 1 Council Representative | Mayor Rathjen |
| 1 Alternate Representative | Deputy Mayor Dickau |

D. Lacombe Regional Fire Services Advisory Committee

- Annual Meeting
 - **Meetings are typically, in Evening**
 - Intent is to provide an annual overview of activities concerning regional fire protection, includes appointment of chair, review of previous minutes, year in review, training review, audit review and round table.
 - Mutual Aid discussions, Budget Discussions, Policy Manual
 - Majority of information is presented by the Lacombe County Fire Chief
 - Membership includes City of Lacombe, Village of Clive, Lacombe County, Town of Blackfalds, Village of Alix, Town of Bentley, Town of Eckville
- | | |
|----------------------------|-------------------|
| | <u>Previously</u> |
| 1 Council Representative | Councillor Talsma |
| 1 Alternate Representative | Mayor Rathjen |

E. Lacombe Regional Waste Services Commission

- Meetings are typically once every two months (6 per year)
 - **Meetings take place in the afternoons**
 - Made up of membership from municipalities within the boundaries of Lacombe County and includes City of Lacombe, Lacombe County, Eckville, Town of Bentley, Village of Clive, and Village of Alix
 - LRWSC owns and operates five solid waste management facilities within Lacombe County Boundaries. Transfer Sites are at or near: Eckville, Bentley, Alix/Mirror, Spruceville and a transfer site and class 3 landfill at Prentiss
 - Currently transport 10,000 Metric Tons of Municipal Solid Waste to the class 2 landfill at West Dried Meat Lake
 - They hold a license to landfill 10,000 Metric Tons of dry rubble annually at the prentice site but strive to reduce landfill volumes each year
- | | |
|----------------------------|---------------------|
| | <u>Previously</u> |
| 1 Council Representative | Councillor Maki |
| 1 Alternate Representative | Deputy Mayor Dickau |

F. Lacombe Foundation

- Meetings are typically once every two months (6 per year)
- **Meetings typically take place in the afternoon**
- Is a public management body, under the Province of Alberta with a mandate to provide affordable housing for seniors and low-income families in Lacombe County.
- Provides safe and affordable housing to seniors and families in Lacombe County. Holding the believe that everyone needs a home. Lacombe Foundation strives to provide housing to those who need it most.
- Lacombe Foundation partnered with the Bethany Group to assume functions for the Foundation while reporting to the Board of Directors
- Responsible for Seniors Subsidized housing in Bentley – Oxford Court (6 suites)

- Also provide Community Housing in Lacombe, affordable housing in Lacombe and Blackfalds, Rent Assistance programs in the Lacombe Area

1 Council Representative
1 Alternate Representative

Previously
Councillor Knutson
Deputy Mayor Dickau

G. Bentley Municipal Library Board

- The Bentley Municipal Library is governed by trustees appointed by the town of Bentley. The Library Board meets once every two months with a break over the summer.
- ***Meetings take place in the evening***
- Bylaw 123/2008 and amendment Bylaw 222/2020 (amendment set the minimum number of meetings to be in alignment with the libraries act) and extended the term of office of chair for more than two consecutive terms (Joan was on the Board prior to joining Council)
- The intent of the board is to connect the community to a world of imagination and discovery, promoting a love of reading, lifelong learning, and creative pursuits in a friendly and welcoming space
- Each library board in Alberta is required to file with the province a plan of service outlining service priorities, goals, and objectives (the last one was completed for 2017 to 2021)
- It is recommended that the Council Representative that serves on the Bentley Municipal Library Board also serves on the Parkland Regional Library Board for consistency and alignment between the two organizations

1 Council Representative
1 Alternate Representative

Previously
Councillor Knutson
Deputy Mayor Dickau

H. Parkland Regional Library Board

- Meetings are every 2 months
- ***Meetings are usually morning but sometimes afternoon in the daytime***
- Governed by a board appointed by the 64 member municipalities that meet four times per year
- There is also an Executive Committee is comprised of 10 board members and meets every 2 months to address ongoing business.
- The Vision of the Parkland Regional Library System is a leader in assisting its member libraries to achieve excellence in service
- Mission is expanding opportunities for discovery, growth, and imagination for all Central Albertans

1 Council Representative
1 Alternate Representative

Previously
Councillor Knutson
Councillor Talsma

I. Central Alberta Economic Partnership (CAEP)

- 2 annual meetings and 2 engagement sessions for a member
- ***Meetings typically take place in the daytime – late afternoon – AGM would be evening***
- CAEP is one of 9 Regional Economic Development Alliances across Alberta that work with members and stakeholders to advance regional economic prosperity. This collaborative approach enables investment and growth opportunities in

Central Alberta that communities may not otherwise be able to achieve on their own.

- Strategy includes – collaboration to focus on growing sustainable regional development, sharing knowledge to advance economic development tools, capacity building by creating training opportunities and identifying trends, representing regional interests through reflective collaboration and exemplifying opportunities, successes, and desired outcomes
- For a board member includes 5 additional meetings
- If you are on the executive committee additional work and requirements there

	<u>Previously</u>
1 Council Representative	Councillor Maki
1 Alternate Representative	Councillor Knutson
1 Business Representative	Merry Kuchle (Merry’s Mercantile)

J. Parkland Community Planning Services (PCPS)

- Meetings are every 2 months
- ***Meetings take place in the mornings***
- PCPS is a not-for-profit organization that provides a variety of planning consultation services to municipalities, both member and non-member and private sector clients. Specializes in municipal land use policy planning, site assessment, design, and subdivision services.
- Municipal members include Town of Bentley, Innisfail, Olds, Penhold, Ponoka, Alix, Big Valley, Clive, Gull Lake, Rochon Sands, Gadsby, Summer Village of Parkland Beach, Clearwater County, County of Stettler
- PCPS also manages the Regional Subdivision and Development Appeal Board administration – which is a quasi-judicial board established under the MGA by participating municipalities. (24 partnering municipalities)
- Town of Bentley has a contract with PCPS for additional planning expertise as required.
- Currently assisting the Town with ASP Bentley Southeast, New Beginnings Re-Design, Land Use Bylaw Consolidation, other specific planning questions as required.
- Municipalities that are members in PCPS are provided planning assistance and support at a reduced rate. (Contract negotiated to March 31, 2023)

	<u>Previously</u>
1 Council Representative	Councillor Knutson
1 Alternate Representative	Mayor Rathjen

K. Parkland Airshed Management Zone Committee (PAMZ)

- Approximately 2 meetings per year
- ***Meetings typically take place in the afternoon***
- PAMZ was established in 1997 and is a non-profit group who is responsible to identify air quality concerns within the zone and to implement management strategies to address those concerns.
- Dedicated to improving air quality that you and I breathe
- Bentley joined in relation to Kingdom Farms and the issued that arose from that Farm.

	<u>Previously</u>
1 Council Representative	Mayor Rathjen
1 Alternate Representative	Councillor Talsma

L. Red Deer River Watershed Alliance (RDRWA)

- Approximately 2-6 per year
- ***Meetings are typically in afternoon***
- Created in 2005 as a non-profit society
- Serves as the designated Watershed Planning and Advisory Council for the Red Deer River watershed, under the Government of Alberta Water for Life Strategy
- Act as a collaborative forum for stakeholders from across sectors to work together in support of healthy waters, landscapes, and communities

1 Council Representative
1 Alternate Representative

Previously
Councillor Maki
Mayor Rathjen

M. Sylvan Lake & Area Urgent Care Community Advisory Committee

- Meetings as required
- ***Meetings are usually during the day but sometimes evening***
- 21 members on the board mostly Sylvan Lake but also Eckville and Bentley
- Focuses on the provision of urgent care at the Sylvan Lake Community Health Care Centre
- Fundraising for equipment replacements etc.
- Lobby's levels of government to support Urgent Care Needs of the population growth of Sylvan Lake and outlying areas

1 Council Representative
1 Alternate

Previously
Councillor Knutson
None

N. Municipal Planning Commission (MPC)

All members of Council

- Meetings are held as required and scheduled the same night as Council meetings
- The MPC is referred decisions regarding discretionary or non-permitted uses in accordance with the Land Use Bylaw, or variances to the requirements of the bylaw. It can also be referred other controversial planning decisions

O. Director and Deputy Director of Emergency Management

- Assigned positions
- As per Bylaw 147/2011 Emergency Management Plan approved and issued under authority of the Emergency Management Act and the Local Authority Emergency Management Regulation of 2018. Required to Designate a Director of Emergency Management and a Deputy Director
- This cannot be a member of council as council is the advisory committee and is typically a member of staff or a contracted position. Julian is contracted, I am staff.
- Legislation requires that we have an emergency management plan, it is reviewed, proper training in emergency management is maintained and we exercise the plan

Director
Deputy Director

Previously
Julian Veuger
Marc Fortais

P. Bentley School Parent Advisory Council

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- **Meetings are in the evening**
- School councils are collective associations of parents, teachers, secondary students, principals and staff and community representatives who work together to effectively support and enhance student learning. They provide one means for members of the school community to provide advice and consult with the principal to advise the board or the charter board.

	<u>Previously</u>
1 Council Representative	Deputy Mayor Dickau

Q. Bentley Emergency Management Advisory Committee

- Meetings are to occur twice per year to be determined by Director of Emergency Management (Typically spring and fall)
- **Meetings are in evening in alignment with council meetings**
- Establishment of the Bentley Emergency Management Advisory Committee is required as per Bylaw 147/2011
- This is supported by active participation in the Lacombe Regional Emergency Management Partnership as outlined above
- On January 1, 2020, the new Emergency Management Act Regulation 203/2018 came into force. The new regulation required the Town of Bentley and other municipal authorities to meet the new requirements for emergency advisory committees, emergency management agencies, regional collaboration, and emergency management plans (part of this will require an update to Bylaw 147/2011) AEMA has allowed more time for municipalities and towns to update their bylaws because of the response to COVID-19.
- The Committee reviews work and provides feedback and guidance regarding activity of the Municipal Emergency Management Agency

	<u>Previously</u>
All members of Council	
Director	Julian Veuger
Deputy Director	Marc Fortais

R. Town of Bentley/Lacombe County Intermunicipal Development Plan and Intermunicipal Collaboration Framework Committee

- *Meetings as required when we progress to various stages of the project*
- **Meetings are typically during the day, but can work with CAO of County if evening works better to see if they can accommodate**
- *ICF Framework and Master Agreement was adopted in October 2019*
- *The committee provides a mechanism to work collaboratively regarding joint development that occurs at the border between the Town of Bentley and Lacombe County*
- *Currently we are working on an Area Structure Plan for the lands to the Southeast along the hwy 12 corridor*
- *The committee will meet at we progress through the analysis, including servicing studies, structure plan, transportation plan, cost sharing and revenue agreements and the potential adjustment of municipal boundaries.*
- *Will include public engagement*
- *Meetings as required when we progress to various stages of the project*
- *Terms of reference will be provided to participant*

Previously

2 Council Representatives

Deputy Mayor Dickau
Councillor Talsma

S. Appointment of Auditor for the 2021 Fiscal Year End

Recommendation:		RSM Chartered Accountants
2020 Audit	\$21,500.00	RSM Alberta
2019 Audit	\$20,616.75	RSM Alberta
2018 Audit	\$21,262.50	RSM Alberta

- Assigned Work
 - Grant Stange has overseen the audit of the Town of Bentley for the past 20 years (The audit has not been tendered in the last 20 years)
 - Technically RSM has only been the auditor for the past 3 years as the predecessor firm conducted the audit.
 - To ensure that they are independent they have regularly rotated staff and managers on the audit
 - All staff are in good standing with CPA Alberta
 - The firm brings value to the Town by being familiar with the Town's processes, accounting policies and they also offer additional services in areas of management expertise, economic and information technology consulting
- NOTE: the past few years have brought unique challenges to the accounting industry. The industry is experiencing an industry shortage and increased labour costs for hiring qualified and experience professionals. There are challenges to continue to hire adequate staff since the start of the pandemic. Wage costs have increased more than 15% for the past 2 years and RSM has continued to hold their fees for the Town of Bentley to roughly the same each year. It is anticipated that the fees will be higher for the 2021 year due to the continuation of cost increase for the firm. Anticipated at \$25,000 for 2021

T. Appointment of Assessor the 2021 Taxation Year

Recommendation		Kevin Bohiken Wild Rose Assessment Services
2020	\$15,970.56	Wild Rose Assessment
2019	\$15,970.56	Wild Rose Assessment
2018	\$15,970.56	Wild Rose Assessment

- Contract is from April 1, 2020, to March 31, 2025, contract amount frozen until 2025
- Wildrose Assessment is out of Red Deer and is local with local knowledge of Bentley
- Many other Assessment organizations are out of Edmonton or Calgary
- It is a specialty service therefore has not been tendered for many years (I found contracts going back to 1996) so more than 25 years they have been doing our assessments

12. Adjournment