



AGENDA
Bentley Town Council Regular Meeting
Tuesday January 11, 2022
6:45 pm

1. Call to Order

2. Indigenous Acknowledgement

“We acknowledge that we are meeting on Treaty 6 Territory and Home of Metis Nation Region 3, on land that is part of a historic agreement involving mutuality and respect. We recognize all the many First Nations, Metis, Inuit and non-First Nations whose footsteps have marked these lands.”

3. Amendments & Acceptance of Agenda

4. Adoption of Previous Minutes:

- a) Regular Meeting of Council December 14, 2021

5. Financial:

- a) Prepaid Cheque Listing – Cheques No. 20210912 to 20220008
- b) Mayor and Council Remuneration Listing

6. New Business

- a) 2022 Annual Recreation, Cultural, Historical and Tourism Funding Support
- b) DEM Compensation

7. Correspondence:

- a) Lacombe Regional Waste Services Commission October 13 Meeting Minutes
- b) Lacombe County December 16, 2021, Council Highlights
- c) MGA Amendments for Unpaid Oil and Gas Property Tax

8. Other Business/Council Question Period:

9. Council Reports

- a) Mayor Rathjen
- b) Deputy Mayor Valiquette
- c) Lenore Eastman
- d) Dale Grimsdale
- e) Pam Hansen

10. Adjournment



**Minutes of the Regular Meeting of the Council of the Town of Bentley
December 14, 2021**

Date & Place: Minutes of the Regular Meeting of the Council of the Town of Bentley held Tuesday, December 14, 2021, at 6:45 pm, in the Bentley Municipal Office.

In Attendance: Mayor Greg Rathjen
Deputy Brenda Valiquette
Councillor Pam Hansen
Councillor Lenore Eastman
Councillor Dale Grimsdale
CAO, Marc Fortais

Call to Order: Mayor Greg Rathjen called the meeting to order at 6:45 p.m.

Agenda: **Motion 212/2021** Moved by Councillor Eastman, "THAT the Agenda of the December 14, 2021, Regular Meeting of Council be accepted."

Carried

Previous Minutes:

Motion 213/2021 Moved by Councillor Grimsdale, "THAT the minutes of the November 9, 2021, Regular Meeting of Council, be confirmed."

Carried

Financial: **Prepaid Cheque Listing - Cheques No. 20210825 to 20210911**

Motion 214/2021 Moved by Councillor Grimsdale, "THAT the Prepaid Cheque Listing – Cheques #20210825 to #20210911, be received for information."

Carried

Motion 215/2021 Moved by Councillor Hansen, “That the Mayor and Council Remuneration Listing be received for information.”

Carried

New Business:

a) 2022 Operating and Capital Budgets

CAO Marc Fortais presented the detailed summary of the 2022 Operating and Capital Budgets, along with the 2021 third quarter financial variance and projection report. The presentation included a summary of progress regarding 2021 goals and a summary of 2022 goals along with the corresponding budget to implement those goals.

Motion 216/2021 Moved by Councillor Valiquette, “THAT the 2022 Operating and Capital Budgets be approved as presented by CAO Marc Fortais.” And

THAT the 2021 3rd quarter financial variance and projection report be accepted as information.”

Carried

b) Bylaw 230/2021 – 2022 Water and Sewer Rates Amending Bylaw

Motion 217/2021 Moved by Councillor Hansen, “THAT Bylaw No. 230/2021 being a bylaw of the Town of Bentley, in the Province of Alberta to amend Schedule A of the Water and Sewer Bylaw No. 207/2018 to establish rates of charges for the provision of water and sewage collection for the 2022 year, be read a first time this 14th Day of December 2021.”

Carried

Motion 218/2021 Moved by Councillor Valiquette, “THAT Bylaw No.230/2021 be read a second time this 14th Day of December 2021.”

Carried

Motion 219/2021 Moved by Councillor Hansen, “THAT Bylaw No. 230/2021 be presented and considered for third reading this 14th Day of December 2021.”

Carried Unanimously

Motion 220/2021 Moved by Councillor Grimsdale, “THAT Bylaw No. 230/2021 be read a third and final time and passed this 14th Day of December 2021.”

Carried

c) Bylaw 231/2021 – 2022 Garbage Collection Rates Amending Bylaw

Motion 221/2021 Moved by Councillor Grimsdale, “THAT Bylaw No. 231/2021 being a bylaw of the Town of Bentley, in the Province of Alberta to amend Schedule A of the Garbage and Collection and Disposal Bylaw No. 100/06 to establish rates of charges for the provision of garbage collection and disposal for the 2022 year, be read a first time this 14th Day of December 2021.”

Carried

Motion 222/2021 Moved by Councillor Eastman, “THAT Bylaw No. 231/2021 be read a second time this 14th Day of December 2021.”

Carried

Motion 223/2021 Moved by Councillor Hansen, “THAT Bylaw No. 231/2021 be presented and considered for third reading this 14th Day of December 2021.”

Carried Unanimously

Motion 224/2021 Moved by Councillor Valiquette, “THAT Bylaw No. 231/2021 be read a third and final time and passed this 14th Day of December 2021.”

Carried

d) Indigenous Acknowledgement

Motion 225/2021 Moved by Councillor Hansen, “THAT mayor and council approve an indigenous land acknowledgement to be read before each meeting of council as follows:

“We acknowledge that we are meeting on Treaty 6 Territory and the homeland of Metis Region #3, on land that is part of a historic agreement involving mutuality and respect. We recognize all the many First Nations, Metis, Inuit, and non- First Nations, whose footsteps have marked these lands.”

Carried

Correspondence: None

Other Business

a) Reminder of Office Closure for Christmas Break

Municipal Town Office and operations will be closed from 1:00pm December 24, 2021, to 8:00am Monday January 3, 2022. Town administration will process all postmarked payments, electronic payments, and any payments received in our drop box dated December 31, 2021, as if they were received on December 31, 2021, upon our return to the office on January 3rd, 2022. Regular Garbage Pickup and any emergency services or snow removal will continue during this time.

Motion 220/2021 Moved by Councillor Hansen, “THAT Mayor and Council receive correspondence item a) as information.”

Carried

b) Arena Rental Rates Comparison and Rate Freeze for 2021 to 2022 season.

Arena rental rates continue to be frozen for the 2021 to 2022 season ending in April/2022 at the 2019 rates. This information was provided to Mayor and Council and to remind the public there will be no rate change in the spring of 2022.

Motion 221/2021 Moved by Councillor Eastman, “THAT Mayor and Council receive correspondence b) as information.”

Carried

Council Reports

- a) Mayor Rathjen
- b) Deputy Mayor Valiquette
- c) Councillor Eastman
- d) Councillor Grimsdale
- e) Councillor Hansen

Motion 222/2021 Moved by Councillor Hansen, “THAT the Council Reports be accepted as information. “

Carried

Adjournment

Motion 223/2021 Moved by Councillor Eastman, “THAT the regular meeting of council be adjourned at 9:41 p.m.”

Carried

Mayor Greg Rathjen

CAO Marc Fortais



TOWN OF BENTLEY

Cheque Listing For Council

2022-Jan-5
10:31:24AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20210912	2021-12-15	CARSON, BARBARA J				
20210913	2021-12-15	JENSEN, DARREN J				
20210914	2021-12-15	MEREDITH, SANDRA L				
20210915	2021-12-15	GIBSON, COLE C				
20210916	2021-12-15	DENNEHY, NATHAN				
20210917	2021-12-15	GREAVES, LORYANNE				
20210918	2021-12-15	FORTAIS, MARC C				
20210919	2021-12-15	KIKSTRA, ROBERT B				
20210920	2021-12-14	327241 ALBERTA LTD.	965	PAYMENT ANIMAL CONTROL SERVICES FC	981.75	981.75
20210921	2021-12-14	ACCESS GAS SERVICES	202111-AB1163	PAYMENT NATURAL GAS BILL FOR NOVEM	2,824.67	2,824.67
20210922	2021-12-14	BENTLEY ESSO	30112021	PAYMENT VEHICLE/EQUIPMENT GAS/DIES	1,172.45	1,172.45
20210923	2021-12-14	BLACK PRESS GROUP LTD.	34179685	PAYMENT RIMBEY REVIEW REMEMBRANC	68.51	68.51
20210924	2021-12-14	CAMPUS ENERGY PARTNERS LP	1000894-202111 1000895-202111	PAYMENT ELECTICITY BILL FOR NOVEMBE ELECTRICITY BILL FOR STREET	10,289.75 5,315.18	15,604.93
20210925	2021-12-14	CARSON, BARB	28112022	PAYMENT GOODIES FOR XMAS KIDS GIFT	360.29	360.29
20210926	2021-12-14	CLEARTECH INDUSTRIES INC.	INV1006791	PAYMENT CHEMICALS & CONTAINER DEPC	828.66	828.66
20210927	2021-12-14	EASTMAN, LENORE	30112021	PAYMENT MILEAGE AND AUMA REIMBURSI	393.54	393.54
20210928	2021-12-14	FEDERATION OF CANADIAN MUNICIPALITIES	INV29205-D9P5	PAYMENT MEMBERSHIP FOR 2022-2023	451.52	451.52
20210929	2021-12-14	G.L.D.C. GAS CO-OP LTD.	01122021	PAYMENT BENTLEY FIRE HALL GAS BILL F	723.89	723.89
20210930	2021-12-14	GO SERVICES INC.	15153430	PAYMENT PORTABLE TOILET AT THE DROF	149.63	149.63
20210931	2021-12-14	GREGG DISTRIBUTORS LP	059-412248 059-414998	PAYMENT P.W. SHOP AND GARBAGE SUPP P.W. SHOP SUPPLIES	387.50 168.53	556.03
20210932	2021-12-14	HANSEN; , PAMELA DAWN	30112021	PAYMENT REIMBURSEMENT FROM AUMA I	609.23	609.23
20210933	2021-12-14	HHID	01122021	PAYMENT DIRECTOR OF EMERGENCY DE(C	420.00	420.00
20210934	2021-12-14	KAIZEN LAB INC.	INV0066446	PAYMENT WASTEWATER ANALYSIS	1,010.36	1,010.36
20210935	2021-12-14	MCLAREN, CAROLYN	118	PAYMENT FAMILY PROGRAMMING PLAY GI	225.00	225.00
20210936	2021-12-14	OUTLAW ELECTRIC LTD.	9123	PAYMENT ARENA BUILDING MAINTENANC	935.03	935.03
20210937	2021-12-14	PARKLAND COMMUNITY PLANNING SERVICES	21570	PAYMENT DAY TO DAY PROFESSIONAL SE	2,969.26	2,969.26
20210938	2021-12-14	PITNEYWORKS	03122021	PAYMENT POSTAGE	540.00	540.00



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2022-Jan-5
10:31:24AM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20210939	2021-12-14	RATHJEN, GREG	30112021	PAYMENT REIMBURSEMENT AUMA CONVE	589.28	589.28
20210940	2021-12-14	RIMBEY EXPRESS	1777	PAYMENT WATER SAMPLES AND RETURN	79.89	79.89
20210941	2021-12-14	SYLVAN LAKE SUMMER HOCKEY CAMP LTD	15122021	PAYMENT ARENA CARETAKER CONTRACT	10,500.00	10,500.00
20210942	2021-12-14	TELUS COMMUNICATIONS INC.	04122021 04122021 Dec042021	PAYMENT TELUS COMMUNICATIONS BILL I INTERAC LINE ARENA WIFI	757.48 37.41 68.25	863.14
20210943	2021-12-14	WASTE CONNECTIONS OF CANADA INC.	7425-000023768	PAYMENT COMMERCIAL WASTE PICKUP	955.83	955.83
20210944	2021-12-14	WASTE MANAGEMENT	1131970-0613-4	PAYMENT RECYCLING FOR NOVEMBER 20	6,728.34	6,728.34
20210945	2021-12-14	WILD ROSE ASSESSMENT SERVICES	8447	PAYMENT PROGRESS PAYMENT FOR DECI	1,330.88	1,330.88
20210946	2021-12-14	WOLF CREEK BUILDING SUPPLIES	359348 362499 362597	PAYMENT ARENA MAINTENANCE ARENA MAINTENANCE ARENA BUILDING MAINTENANCE	33.57 4.18 27.08	64.83
20210947	2021-12-14	KMS TOOLS AND EQUIPMENT	10104343	PAYMENT P.W. SHOP SMALL TOOLS	157.43	157.43
20210948	2021-12-14	OLDS CONCRETE SERVICES (2014) LTD.	2494	PAYMENT 2021 CONCRETE REPLACEMENT	24,086.92	24,086.92
20210949	2021-12-17	SERVUS CREDIT UNION	30112021	PAYMENT MASTERCARD BILL FOR NOVEM	3,729.11	3,729.11
20210950	2021-12-17	NEW WEST TRUCK CENTRES	R108002102	PAYMENT GARBAGE TRUCK REPAIR	1,350.58	1,350.58
20210951	2021-12-17	BLESSING PANTRY	06152021	PAYMENT DONATION FROM NUTRIEN AG	261.42	261.42
20210952	2021-12-29	CARSON, BARBARA J				
20210953	2021-12-29	JENSEN, DARREN J				
20210954	2021-12-29	MEREDITH, SANDRA L				
20210955	2021-12-29	GIBSON, COLE C				
20210956	2021-12-29	DENNEHY, NATHAN				
20210957	2021-12-29	GREAVES, LORYANNE				
20210958	2021-12-29	FORTAIS, MARC C				
20210959	2021-12-29	KIKSTRA, ROBERT B				
20210960	2021-12-31	RATHJEN, ARTHUR M				
20210961	2021-12-31	VALIQUETTE, BRENDA C				
20210962	2021-12-31	HANSEN, PAMELA				
20210963	2021-12-31	GRIMSDALE, DALE A				
20210964	2021-12-31	EASTMAN, LENORE M				
20210965	2021-12-22	CALMONT EQUIPMENT LTD	E00291	PAYMENT BOBCAT CHANGEOUT	7,875.00	7,875.00
20210966	2021-12-22	CARSON, BARB	14122021	PAYMENT VOLUNTEER CHRISTMAS GIFT	50.00	50.00



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2022-Jan-5
10:31:24AM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20210967	2021-12-22	GOVERNMENT OF ALBERTA - LAND TITLES	30112021	PAYMENT LAND TITLES SEARCH FEES	20.40	20.40
20210968	2021-12-22	HANSEN; , PAMELA DAWN	1122021	PAYMENT MILEAGE TO LRWSC MEETING C	46.02	46.02
20210969	2021-12-22	HOLDEN, KARI	22122021	PAYMENT DECEMBER JANITORIAL - BASE	255.00	255.00
20210970	2021-12-22	INNOV8, DIGITAL SOLUTIONS INC.	IN316145 IN316550	PAYMENT FCSS PHOTOCOPIER OFFICE PHOTOCOPIER FEE FOF	7.50 960.77	968.27
20210971	2021-12-22	LACOMBE REGIONAL WASTE SERVICES COMM	36766	PAYMENT 2021 RECYCLING BIN AGREEME	6,217.85	6,217.85
20210972	2021-12-22	MY TECH ONSITE	INV 1881	PAYMENT IT SUPPORT TIME BLOCK	2,677.50	2,677.50
20210973	2021-12-22	RED DEER HEATING & REFRIGERATION	30338	PAYMENT ARENA START UP MAINTENANCI	348.60	348.60
20210974	2021-12-22	SELECT AG FOODS	07122021	PAYMENT WATER FOR THE OFFICE	5.66	5.66
20210975	2021-12-22	STANTEC CONSULTING LTD.	1667591	PAYMENT NEW BEGINNINGS FEASIBILITY :	1,935.45	1,935.45
20210976	2021-12-22	TELUS MOBILITY INC.	09122021	PAYMENT TELUS MOBILITY BILL FOR P.W. /	73.89	73.89
20210977	2021-12-22	WOLF CREEK BUILDING SUPPLIES	366880 368026 368422	PAYMENT ARENA JANITORIAL SUPPLIES ARENA MAINTENANCE P.W. MAINTENANCE MATERIALS	15.74 56.64 185.83	258.21
20210978	2021-12-22	MARISSA TRITES	22122021	PAYMENT REIMBURSEMENT FOR OVERPA	10.00	10.00
20210979	2021-12-22	WOLF'S BOTANICAL	80015524	PAYMENT FLOWERS SUPPLIED AND PLAN	1,496.25	1,496.25
20210980	2021-12-23	RURAL MUNICIPALITIES ASSOC. INSURANCE	INS00045084	PAYMENT ENVIRONMENTAL LIABILITY INSL	6,323.17	6,323.17
20220001	2022-01-05	EDGE MARKETING & DESIGN INC.	7100	PAYMENT WEBSITE SUPPORT	174.56	174.56
20220002	2022-01-05	GREGG DISTRIBUTORS LP	059-417726	PAYMENT PARKS & RECREATION EQUIPME	215.66	215.66
20220003	2022-01-05	HOLDEN, KARI	31122021	PAYMENT JANITORIAL FOR DECEMBER 29	90.00	90.00
20220004	2022-01-05	LACOMBE REGIONAL WASTE SERVICES COMM	36790	PAYMENT LRWSC FOURTH QUARTER REQ	17,517.50	17,517.50
20220005	2022-01-05	RECEIVER GENERAL	31122021 31122021.	PAYMENT REDUCED EMPLOYMENT INSUR REGULAR EMPLOYMENT INSUR	11,618.80 836.86	12,455.66
20220006	2022-01-05	RIMBEY EXPRESS	1831	PAYMENT WATER SAMPLES & RETURN FO	133.15	133.15
20220007	2022-01-05	SHAW CABLE	12122021	PAYMENT FCSS INTERNET	131.25	131.25
20220008	2022-01-05	STANTEC CONSULTING LTD.	1670124	PAYMENT SOUTHEAST ASP SERVICING ST	9,649.26	9,649.26



TOWN OF BENTLEY

Cheque Listing For Council

2022-Jan-5
10:31:24AM

Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
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Total 184,735.14

*** End of Report ***



TOWN OF BENTLEY

Cheque Register

2021-Dec-21
12:18:27PM

Pay Period M202112 Batch # 14474

Cheque #	Cheque Date	CEO	CAO	Employee	Amount
20210960	2021-12-31			17 RATHJEN,ARTHUR	690.98 ✓
20210961	2021-12-31			84 VALIQUETTE,BRENDA	544.01 ✓
20210962	2021-12-31			85 HANSEN,PAMELA	575.72 ✓
20210963	2021-12-31			86 GRIMSDALE,DALE	470.41 ✓
20210964	2021-12-31			87 EASTMAN,LENORE	470.41 ✓
				Totals	2,751.53

*** End of Report ***



Agenda Date: January 11, 2022

Agenda Item: **New Business:**
**Annual Recreation, Cultural, Historical, and Tourism Funding Support
2022 Applications**

ADMINISTRATIVE RECOMMENDATIONS

THAT Mayor and Council review applications received and determine funding allocations in accordance with the Annual Recreation, Cultural, Historical, and Tourism Funding Support Policy 52/2015; AND

THAT Mayor and Council authorize the CAO to carry over any unspent grant funds from the 2021 year, where an extension request has been formally received from the organization that received the grant funds for the 2020 year and had carried into the 2021 year.

SUMMARY

Each year the Town of Bentley receives applications to the Annual Recreation, Cultural, Historical and Tourism Funding Support Program in accordance with the guidelines outlined in Policy 52/2015 (Attachment #1).

Mayor and Council are required to review and approve the applications based on budget availability and if organizations have submitted the required reporting from any previous year funding as well as meeting other requirements outlined in the Policy.

Administration has prepared this report, including all applications received for the 2022 year and is seeking a decision from Mayor and Council regarding the provision of funding.

BACKGROUND

Policy 52/2015 includes the following policy statement:

“Bentley Town Council is committed to strengthening the quality of life of its residents, fostering civic pride, and building a healthy community. Town Council acknowledges the value of community organizations and volunteers whose time and effort contribute to the strength and pride felt by the Community. Annually, Bentley Town Council will include in the Town of Bentley’s Operating Budget a Recreational, Cultural, Historical, Tourism fund that non-profit community organizations may apply for, in support of their organization’s goals and objectives. The amount of funds allocated to the Recreational, Cultural, Historical, and Tourism Fund will be determined by Bentley Town Council, based on its annual budgetary considerations.”

Pursuant to Policy 52/2015 all applications for the 2022 year must be received by December 31, 2021, and Mayor and Council will review and consider applications by January 31, 2022.

Also, any organization that was provided funding support for the 2021 year, pursuant to the policy, shall be accountable for the expenditure of funds provided and shall submit a financial report to the Town of Bentley on or before December 31, 2021. Any such applicant that received funds in 2021 has provided the required report or has requested an extension of funds if they have been unspent in accordance with the attached summary. (Attachment #2)

For 2022 the amount budgeted and approved by council for allocation is \$21,000. Also, and any additional grant amounts not utilized in 2021 but requested to be carried forward are as follows:

- Bentley District Ag. Society Fun Zone activity expenses held
During the Town & County Fair Days \$ 2,500
- Total Grants requesting carried forward as prepaid \$ 2,500**

The following applications for consideration of 2022 funding (Attachment #3) have been received and meet all guidelines of the policy and are presented for Council's consideration:

Medicine Lodge Ski Club	Uniforms (jackets) for the hill staff & Volunteers	\$ 3,800
Bentley Museum Society	Tourism Information Centre Staffing Costs	\$ 3,245
Bentley Municipal Library	Bentley Museum Summer Student Funding	\$ 1,500
Bentley Farmers Market	Operating Costs related to COVID-19 Enhanced security, fencing, cleaning	\$ 5,000
Bentley Minor Hockey	Canuck Room Renovation and Expansion	\$16,000*
	Total Grant Funds Requested meeting policy guidelines	\$29,545

*** Recommend 50% of Bentley Minor Hockey Requested Budget as this will keep the Town of Bentley within 2022 Budget**

BUDGET AND FINANCIAL CONSIDERATIONS

Full Funding Provided

- | | |
|---|-------------------|
| <u>2022 approved budget</u> | \$21,000 |
| • Total Original Grant Requests meeting policy guidelines | <u>\$29,545</u> |
| 2021 Funds Surplus (Deficit) | (\$ 8,545) |

Partial Funding Provided to Minor Hockey

- | | |
|--|-----------------|
| <u>2022 approved budget</u> | \$21,000 |
| • Grant requests with revised 50% funding for Minor Hockey | <u>\$21,545</u> |
| 2021 Funds Surplus (Deficit) | (\$ 545) |

- | | |
|--|-----------------|
| <u>2020 approved budget carry over requested</u> | \$ 2,500 |
| • Total Carry Over Grant Requests received | <u>\$ 2,500</u> |
| 2020 Funds Surplus (Deficit) | \$ 0 |

ATTACHMENTS

- 1) Policy 52/2015 - Annual Recreation, Cultural, Historical and Tourism Funding Support Program
- 2) 2021 Grant Funding Summary
- 3) 2022 Grant Funding Request Summary

Marc Fortais, CAO



Policy No. 52 / 2015

Policy Title: Annual Recreational, Cultural, Historical, Tourism Funding Support

Date Adopted: September 8, 2015

Purpose: To establish guidelines and procedures for financial support for community non-profit groups whose focus is recreational, cultural, historical, tourism services, programs, events, activities and facilities.

Policy Statement: Bentley Town Council is committed to strengthening the quality of life of its residents, fostering civic pride and building a healthy community. Town Council acknowledges the value of community organizations and volunteers whose time and effort contribute to the strength and pride felt by the Community.

Annually, Bentley Town Council will include in the Town of Bentley's Operating Budget a Recreational, Cultural, Historical, Tourism Fund that non-profit community organizations may apply for, in support of their organizations goals and objectives. The amount of funds allocated to the Recreational, Cultural, Historical, Tourism Fund will be determined by Bentley Town Council, based on its annual budgetary considerations.

Policy Guidelines & Procedures:

A. Eligibility Criteria:

1. Non-profit community organizations that offer programs, events, activities or facility operations that benefit the citizens of the Town of Bentley through the strengthening of the quality of life, fostering of civic pride and the building of a healthy community by using recreational, cultural, historical, tourism pursuits to achieve their goals.

B. Application Procedure:

1. Annually, no later than December 31, non-profit community organizations must submit to the Town of Bentley, their funding application for the following year on the Application Form, identified as "Schedule A".

Initial

2. Bentley Town Council will review and consider the applications by January 31 of each year.
3. Bentley Town Council shall be the deciding body on all applications.
4. Applicants will be notified by March 1 of each year of the status of their application.
5. Non-profits organizations may only apply for support of one program, event or activity per year.
6. The Town will advance its financial support upon approval of the application.

C. Assessment Criteria:

Applications will be assessed using the following criteria;

1. The application must meet the eligibility criteria
2. The application must demonstrate a need for financial support from the Town
3. The application must set out clear and credible goals and objectives of the proposal that reflect the purpose of this policy.
4. The application must demonstrate the outcome of the proposal will be of direct benefit to the community in accordance with the purpose of this policy.
5. The application must demonstrate the stability of the non-profit group or organization

D. Accountability of Funds

1. Organizations that are provided financial support pursuant to this policy shall be accountable for the expenditure of the funds provided and shall submit a financial report to the Town of Bentley on or before December 31 in the year the funding was provided.
2. The entire amount of financial support provided must be used exclusively for the program, event, or activity identified in the application.
3. The program, event or activity must be conducted in the year in which the support was requested for.

4. If the organization is unable to conduct the program, event or activity in the year in which they have requested funds, a written letter of request for an extension must be submitted. If an extension request is not received or if an extension is not granted, the organization shall return the funds provided by the Town.
5. Organizations receiving support pursuant to this policy must repay the Town any unexpended portion of the funds provided, or any amounts expended for purposes other than those specified in the application.
6. The Town's support must be recognized during the program, event or activity.
7. If the Organization does not comply with the requirements of Clauses D-1 to D-6 of this policy, future financial support from the Town of Bentley, pursuant to this policy, will not be considered.
8. Programs, events and activities receiving support pursuant to this policy must be conducted in accordance with all applicable laws, statutes and regulations.

E. General

1. Town Council, may, at its discretion, provide grants to non-profit organizations under special circumstances in additional to the annual budgeted funds for this policy and may approve other conditions regulating the expenditures of grant funds.

Mayor

Chief Administrative Officer

Schedule A

Town of Bentley

**Annual Recreational, Cultural, Historical, Tourism Funding Support
Application Form**

Name of the Organization: _____

Mailing Address: _____

Contact Person: _____

Phone/Cel Number: _____ email address: _____

Amount of Funding Request: \$ _____

Describe the program, event or activity for which funding is being requested. Identify what is to be done and how. The more information you provide, the better Town Council will be able to assess your application. Add a sheet if enough room is not provided.

How will the outcomes of the program, event or activity for which funding is being requested strengthen the quality of life, foster civic pride and help to build a healthy community?

Provide a clear, detailed budget of income and expenditures for the program, event or activity for which funding is being requested.

Provide the schedule or target dates for the program, event or activity

If approved for partial funding only, are you prepared to undertake all or part of the program, event or activity described above. If yes, identify which part you would be prepared to undertake with reduced funding.

Acceptance: If approved, _____ hereby agrees, by the signature of our appointed representative(s), to comply with the policy guidelines and accountability criteria as set out in the Town of Bentley Recreational, Cultural, Historical, Tourism Funding Policy.

Date: _____ Representative: _____

Town of Bentley

Annual Recreation, Cultural, Historical, Tourism Funding

2021 Grant Funding - Summary

Organization Name	Grant Description	Grant Amount	Chq #	Grant Funds Utilized in 2021	Reporting Received	Extension Letter	Need to set as prepaid
Medicine Lodge Ski Club	Uniforms for the hill - staff and volunteer jackets	\$ 4,000.00			Y		
Bentley Museum Society	Tourism Information Centre Costs	\$ 2,745.00			Y		
Rev Masters Car Club	2021 Fireworks during the Celebrate Bentley and Canada Day Weekend in August (Carried forward from 2020)	\$ 2,000.00	20200032 issued then cancelled new chq issued 20200864	Y	Y		
Bentley District Ag Society	Fun Zone activity expenses During the Town & County Fair Days and Rodeo (Carried forward from 2020)	\$ 2,500.00	20200011	N	Grant Carried to 2022	Received	Y
Bentley Municipal Library	Mini Libraries (Carried forward from 2020)	\$ 1,200.00	20200014	Y	Y		
Bentley Municipal Library	Bentley Library Mural Project	\$ 6,000.00		Y	Y		
Bentley Farmers Market	Operating Costs related to COVID-19 enhanced security and fencing	\$ 5,000.00		Y	Y		
Canada Day Grant	Grant for Canada Day Fireworks Carried forward from 2020	\$ 2,500.00	JE 13607	Y	Y		
	Total Grant Funding issued	\$ 25,945.00					
	Less Carryforward funding	\$ 8,200.00					
	Net Grant Funding 2021	\$ 17,745.00					

Town of Bentley

Annual Recreation, Cultural, Historical, Tourism Funding

2022 Grant Funding - Request Summary

Organization Name	Grant Description	Requested Grant Amount	Comments
Medicine Lodge Ski Club	Rental Equipment for the hill - the rental business has been gifted to the Ski Club and they need to replenish equipment	\$ 3,800.00	Price includes: 10 pairs adults ski boots, 10 kids ski boots, 10 kids sets ski poles, 5 pairs adult skis, 5 pairs kids skis (all equipment ordered from Rossignal directly and is quoted at dealer pricing (wholesale)
Bentley Museum Society	Tourism Information Centre Costs	\$ 3,245.00	funding for second part time student
Bentley Minor Hockey*	Funding Request for renovations to the Canuck Room - Materials only (labour covered by Minor Hockey)	\$ 16,000.00	Renovations will allow two teams to simultaneously use the room for change rooms. Will clean up the back area, add a second washroom and provide additional space for teams for years to come. - This will also help when there is transition between youth and adult teams at the rink and keep separation between the two groups. (important during the pandemic)
Bentley District Ag Society	Fun Zone activity expenses During the Town & County Fair Days and Rodeo	\$ -	No request carry forward from 2020 (\$2,500 carry forward)
Bentley Municipal Library	Mini Libraries 2022	\$ 1,500.00	To run the 2022 mini libraries project in the summer villages
Bentley Farmers Market	Ongoing additional operational costs related to COVID-19 as well as rebuilding the temporary stairs and ramp between the curling rink and the concession for safety.	\$ 5,000.00	Funding is for fencing, additional staffing, cleaning and sanitizing supplies
Total Grant Funding Requested 2021		\$ 29,545.00	
Amount Budgeted for 2022 Grant Funding		\$ 21,000.00	
Shortfall from Budget		\$ 8,545.00	
* Bentley Minor Hockey	Recoomend funding of	\$ 8,000.00	
Revised Grant Total with Decreased BMH Funding		\$ 21,545.00	

Provide a clear, detailed budget of income and expenditures for the program, event or activity for which funding is being requested.

All prices are based on this year what Bud
Ordered. 10 Adult ski Boots @ 100 1000.-
10 Kids ski Boots @ 80 800.-
5 Adult skies @ 250 1250.-
5 Kids skies @ 150 750.-
equipment comes from Rossignol and is dealer priced.
total requested is \$ 3800.00

Provide the schedule or target dates for the program, event or activity

We would probably order new skies - ski boots
and snow boards towards the end of the season
because of our budget and it's usually a better time to buy.

If approved for partial funding only, are you prepared to undertake all or part of the program, event or activity described above. If yes, identify which part you would be prepared to undertake with reduced funding.

If our budget allows it we will do our best
to keep it up to date.

Acceptance: If approved, Michael Roseboom hereby agrees, by the signature of our appointed representative(s), to comply with the policy guidelines and accountability criteria as set out in the Town of Bentley Recreational, Cultural, Historical, Tourism Funding Policy.

Date: Dec 22 2021 Representative: Michael Roseboom
treasurer

Schedule A

Town of Bentley

Annual Recreational, Cultural, Historical, Tourism Funding Support
Application Form

Name of the Organization: Bentley Museum Society

Mailing Address: Box 620

Contact Person: Lana Knutson

Phone/Cel Number: 403-506-2696 email address: knutsonl@telus.net

Amount of Funding Request: \$ 3,244.80

Describe the program, event or activity for which funding is being requested. Identify what is to be done and how. The more information you provide, the better Town Council will be able to assess your application. Add a sheet if enough room is not provided.

We require funding for a part-time summer student for the Bentley Tourist Information as well as an additional host student for the Bentley Museum for July & August 2022. We also require this student to help during Bentley's Snow & Race. We will be applying to Canada Summer Job for a full-time student hostess as well.

How will the outcomes of the program, event or activity for which funding is being requested strengthen the quality of life, foster civic pride and help to build a healthy community?

Having a second student allow us to tour visitors around our three buildings. By having more than one student we are able to follow Government health regulations for the summer months. The last year before the pandemic, Bentley Museum had a visitor total of 700. Most come during July & August.

Provide a clear, detailed budget of income and expenditures for the program, event or activity for which funding is being requested.

We expect to pay wages of approximately \$3,244.80 for the second part time student. This is the amount that we humbly request from the RCHT funding program. (This is the exact amount (gross) that we paid our second student in 2020) (\$15.00 per hour) We received in 2021, 100% funding from Canada Summer jobs for our 1st student.

Provide the schedule or target dates for the program, event or activity

Our student employment program runs from July 1, 2022 to August 31, 2022 each summer.

If approved for partial funding only, are you prepared to undertake all or part of the program, event or activity described above. If yes, identify which part you would be prepared to undertake with reduced funding.

We are very hopeful we will not be denied either of these grants. However, if we are we will hope that the community will support us, as it is imperative that we hire summer students/employees for the job.

Acceptance: If approved, Bentley Museum Society hereby agrees, by the signature of our appointed representative(s), to comply with the policy guidelines and accountability criteria as set out in the Town of Bentley Recreational, Cultural, Historical, Tourism Funding Policy.

Date: Dec 21, 2021

Representative: Cora Krutson

Chairperson
Bentley Museum Society

Schedule A

Town of Bentley

Phase 1- Bathroom Renovation

**Annual Recreational, Cultural, Historical, Tourism Funding Support
Application Form**

Name of the Organization: Bentley Minor Hockey Association

Mailing Address: Box 413, Bentley, Alberta T0C0J0

Contact Person: Chad Kimmel

Phone/Cel Number: 403-505-1628 email address: presidentbmh@gmail.com

Amount of Funding Request: \$16,000.00 (material costs)

Describe the program, event or activity for which funding is being requested. Identify what is to be done and how. The more information you provide, the better Town Council will be able to assess your application. Add a sheet if enough room is not provided.

Bentley Minor Hockey Association has grown again this year adding another team to a total of 10 teams. We have continued to use the Canucks Room (old Generals room) for home games and practices. Every team gets to use it and the teams are always excited to utilize the larger changeroom. However, the Canucks room has started to show its age and is not being used to its full potential. A renovation is in drastic need and will allow two teams the ability to use the room. It would clean up the back area, add a second washroom, and provide additional space for all teams for years to come.

How will the outcomes of the program, event or activity for which funding is being requested strengthen the quality of life, foster civic pride and help to build a healthy community?

This past year we had an influx of young families join Bentley Minor Hockey. We believe the Town of Bentley is growing and in turn so is the Hockey program. The Canucks room has always felt like a place for kids of any age group to feel special and gives them a strong sense of self-image. A renovation to this back room wouldn't just benefit teams in the short term but also all the future young families just starting their hockey journey. Bentley Minor Hockey has always been community driven and so will the renovation, with the bulk of it being completed by skilled trades from within our organization and town.

Provide a clear, detailed budget of income and expenditures for the program, event or activity for which funding is being requested.

Phase 1- Bathroom Renovation (see attached pages with price breakdown)

- Currently the bathroom in the Canucks room is outdated with some underlying issues. The showers are a communal style and not ideal for a youth program. The current setup only allows for one user at a time. We would split the washroom into two spaces and update the fixtures.

Phase 2- Changeroom reno (see attached pages with price breakdown)

- We would like to split the space into two changerooms, coaches room, and storage space.
- We will update the flooring to rubber matting throughout and update the electrical.

Provide the schedule or target dates for the program, event or activity

Phase 1 will start immediately after the 2021/2022 season and will be complete prior to end of September. Depending on funding and as time allows Phase 2 will coincide with Phase 1 or will be pushed to the following summer.

If approved for partial funding only, are you prepared to undertake all or part of the program, event or activity described above. If yes, identify which part you would be prepared to undertake with reduced funding.

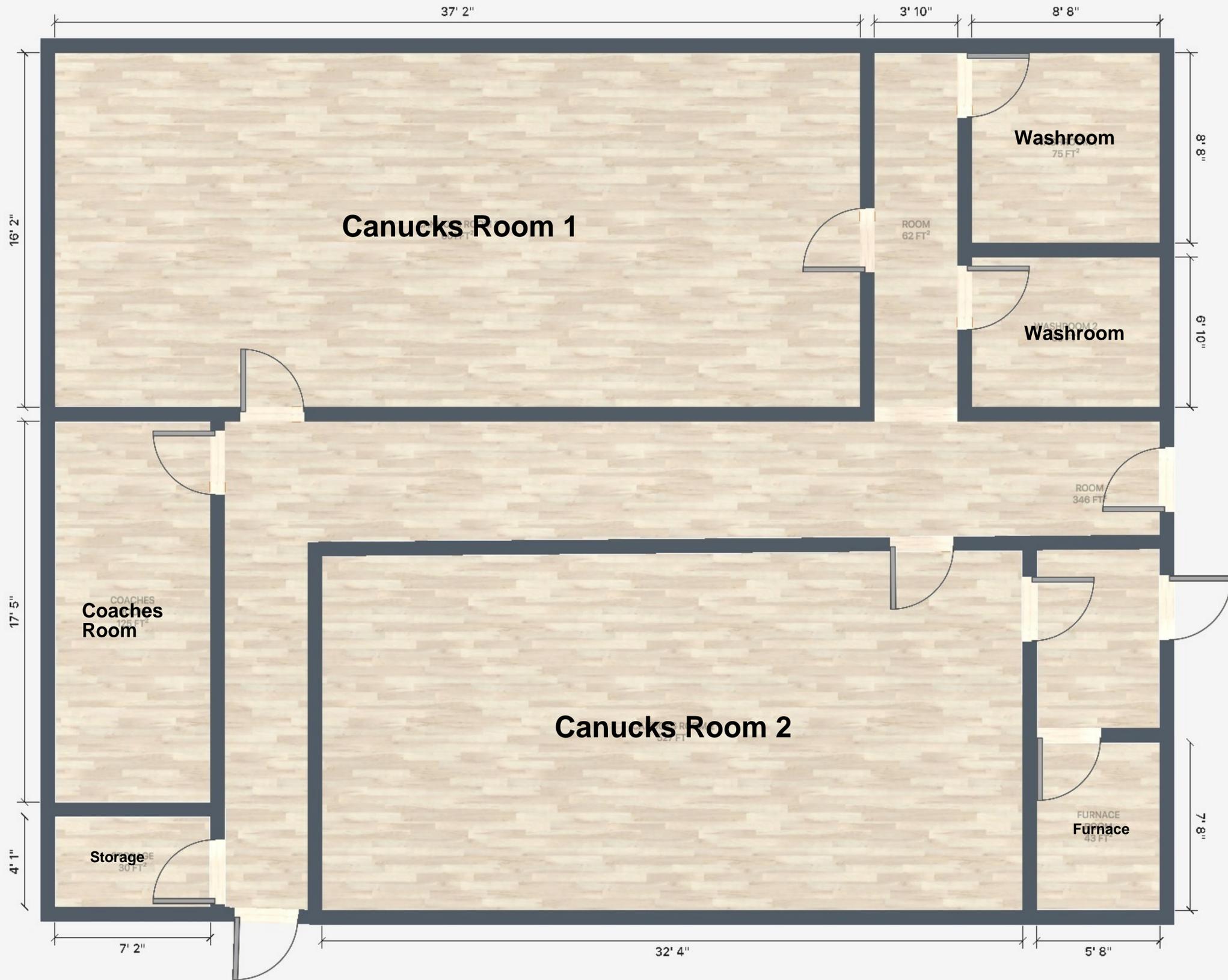
As stated above the renovation will be done by parents and volunteers within the organization.

With that being said the labor portion can be contributed on a gratuitous basis with the possibility of Bentley Minor Hockey Association giving those who volunteer their time reduced fees. If the time and total cost isn't achievable this summer then we will only complete Phase 1 with Phase 2 to follow.

Acceptance: If approved, Bentley Minor Hockey Association hereby agrees, by the signature of our appointed representative(s), to comply with the policy guidelines and accountability criteria as set out in the Town of Bentley Recreational, Cultural, Historical, Tourism Funding Policy.

Date: 12-29-21 Representative: Chad Kimmel, President







Re: Town of Bentley- Annual Recreation Funding Support

Bentley Minor Hockey and its Board of Directors would like to thank you for considering our application as well and included is our budgetary estimated costs:

Description	Contractor Budgets	Cost
Plumbing and HVAC upgrades	Ruttan Mechanical	\$8200.00
Electrical Upgrades	Highline Electrical Constructors Ltd.	\$4400.00
General Construction	Bentley Contracting	\$19,500.00
	<i>Total:</i>	<i>\$32,100.00</i>
	<i>Provisional- Rubber Matting (TBD)</i>	<i>\$8000.00</i>

These numbers are all budgets numbers may change depending on final design considerations. As well these prices reflect all labor and material. Thank you for your time.

Regards,

Bentley Minor Hockey Board of Directors

Chad Kimmel
 President
 Bentley Minor Hockey
presidentbmh@gmail.com
 403-505-1628

Ruttan Mechanical

QUOTE

Contact
Bentley Minor Hockey

Date
30 Dec 2021

Expiry
29 Jan 2022

Ruttan Mechanical
Attention: Scott Ruttan
PO Box 901
BENTLEY AB T0C 0J0
CANADA

Account Number

Quote Number
QU-0098

Reference

GST
806881934

Description	Quantity	Unit Price	Tax	Amount CAD
Canucks Room				
Plumbing				
-demo existing plumbing				
-rough in for the 2 bathrooms with each having a toilet, sink and tiled shower.				
-water lines, drainage and venting ran to fixture locations.				
-Moen shower valves installed for showers.				
-jackhammer drains into new locations.				
-floor drain installed in each bathroom.				
-Toto Entrada toilets supplied and installed				
-drop in bathroom sinks with chrome single handle faucets installed.				
-chrome shower valve trim installed.				
HVAC				
-extend return air duct into main hallway.				
-add grills to each room off of the main hallway.				
-extend supply air ducts into rooms with no diffusers.				
-new exhaust fan installed in each bathroom.				
			Subtotal	8,200.00

Description	Quantity	Unit Price	Tax	Amount CAD
			Total GST 5%	410.00
			TOTAL CAD	8,610.00

Terms

Bentley Minor Hockey- Canucks Room Reno

Date: December 18, 2021

Supply and install all new electrical as per below

Total Bid Price- \$4400.00

Included:

2x Vapour proof LED 4' bathroom fixtures
20x 4' Led fixtures with cages
1x bathroom fan
2x Exterior LED wallpacks
2x LED exits signs
Modification and reusing existing circuitry
Supply of all material and equipment to complete tasks.

Not Included:

GST

Chad Kimmel, CME



Acceptance period is 30 days

Central Office – 18 Schenk Industrial Road, Sylvan Lake AB T4S 2J9

P 587.457.2540

Main Office – Suite 200 2304–119 Avenue NE Edmonton AB T6S 1B3

P 780.452.8900



Company Address

PO Box 1013, Bentley AB, T0C 0J0
 Phone: 403-352-3804 Email: bentleycontracting19@gmail.com

Date 2021-12-31

Quotation #

Customer ID

Quotation For

Bentley Minor Hockey/Town of Bentley

Quotation valid until: 2022-01-30

Prepared by: Bobby McKinlay

Comments or Special Instructions

All Discounts are already applied to this price

Quantity	Description	Unit Price	Taxable?	Amount
1	DEMOLITION: Remove all materials, walls not being reused and dispose of waste. Discount \$600.00 (20% labor)		Yes	\$ 3,000.00
1	DOORS: Re-use and install 5 existing doors with new hardware. Install 5 new doors with new hardware Discount \$ 400.00 (20% off labor)		Yes	\$ 3,200.00
1	NEW WALL CONSTRUCTION: Supply & install. All materials to construct new walls to match existing. Includes plywood both sides, framing, paint, fasteners, cove base and labor to complete. Discount \$ 1,080.00 (20% off labor)		Yes	\$ 11,320.00
1	LOCKER STYLE BENCHES: Supply, install and construct new bench/lockers to match existing, includes labor Discount \$ 360.00 (20% off labor)		Yes	\$ 3,040.00

50% Deposit required to book work

If you have any questions concerning this quotation, please contact:
 Bobby McKinlay
 403-352-3804
 bentleycontracting19@gmail.com

Thank you for your business!

Subtotal	\$ 20,560.00
Sales Tax 5%	\$ 1,028.00
Other	
TOTAL	\$ 21,588.00

Bentley & District
Agricultural
Society
bentleyagsociety@gmail.com

Box 611
Bentley, AB
T0C 0J0

May 6, 2021

Town of Bentley
Box 179
Bentley, AB T0C 0J0



RE: Annual Recreational, Cultural, Historical, Tourism Funding Support

Dear Marc,

The Bentley & District Ag Society thanks the Town of Bentley for the support that we receive every year for the Fun Zone during the Fair and Rodeo.

With the cancellation of the Fair & Rodeo for the 2021 year, the Bentley & District Ag Society would like an another extension for the sponsorship that was received for the Fun Zone. The Bentley & District Ag Society would like to ask for an extension. We would like to retained the sponsorship and apply it to the 2022 Fair and Rodeo Fun Zone.

We await the response of the Town of Bentley.

Yours truly,

A handwritten signature in black ink, appearing to be "Stephanie Smith".

Stephanie Smith
Treasurer, Bentley & District Ag Society

Town of Bentley
Annual Recreational, Cultural, Historical, Tourism Funding Support
Application Form

Name of the Organization: Bentley Municipal Library
Mailing Address: Box 361, Bentley AB, T0C 0J0
Contact Person: Vera Boettger (Manager) and/or Joan Dickau (Chair of the Board)
Phone/Cell Number: 403-748-4626 (library) 403-391-9129 (Vera's cell)
Email Address: bentleylibrary@prl.ab.ca
Amount of Funding Requested: \$1500

Describe the program, event or activity for which funding is being requested. Identify what is to be done and how. The more information you provide, the better Town Council will be able to assess your application. Add a sheet if enough room is not provided.

Bentley Library currently provides ""mini-libraries"" to four summer villages & campgrounds in the Bentley area and we are always looking to add more, where they are wanted. The ""mini-libraries"" are created from old newspaper boxes generously donated from area newspapers and filled with a variety of adult, junior and children's books, magazines and more. The products are available for free for people to take, return if they wish, or replace with something different. To keep it fresh and interesting Bentley Library staff routinely switch out the materials in the boxes, which are gathered from donations made to the library.

Bentley Library's ""mini-library"" program is the brain child of long-time staff member Vera Boettger. Her vision was to provide reading material for families while they are visiting our small summer communities, and to help create awareness of our library and community businesses and programs. In 2017 Bentley Library started the ""mini-libraries"" program with boxes at Summerland RV Park and the community of Birch Bay and expanded in 2018 with two additional boxes at Aspen Beach and Lakeview Campground. In 2019 Sandy Point was added. I want to thank the Town of Bentley for rolling over our operational grant from 2020 for the 2021 year. This program ran 13 weeks out of a possible 18 weeks in 2021 (after book quarantines were lifted) starting June 20th to September 9, 2021. After a long year of Covid restrictions and unsuredness it was great to be back in the parks and see all the happy faces! I also want to thank Megan Lacoste with Alberta Parks for her assistance in the placement of our minis in the parks for 2021.

The total items taken from ""mini-libraries"" was 892 that were taken home! plus approximately 165 patron added items! I have spent 53.5 hours running this program from June to September with a total of 761 kilometers being travelled this year.

The Bentley Municipal Library would like to continue running our ""mini-libraries"" program for a sixth year in 2022, but without additional funding for staff hours and mileage, this may not be possible.

Some of the comments this year:

"I enjoy this mini library so much! Donna Stettler"

"Irricana "Love it!" Christian fiction?"

"Thank you! Blake & Spencer Schmidt"

"Thanks from Edmonton"

"This is a great idea! Thank you! From Edmonton"

"I found some cool books here"

"I read 1001 horrible facts and some of them I learnt lots about. I would totally come back and finish the book. Sincerely a fellow camper"

"Thanks you so very much! This is awesome! Elementary Teacher from Edmonton"

"Thank you for having these books out! From: Ella to: you"

"Ella takes the cake is a great book in my opinion & my brother took the book because he saw my hand was on it!"

"This is so fun that we can read all this!"

"Thank you for providing this!"

"I read non-stop out here"

"Good Please add a little more kid books"

"This is a great idea! From Lacombe"

How will the outcomes of the program, event or activity for which funding is being requested strengthen the quality of life, foster civic pride and help to build a healthy community?

Benefits of our “mini-libraries”:

1. *Supporting Literacy: “mini-libraries” improve literacy access and availability to those who are not making a trip to the library on a particular day. They make it possible for adults, children and families to share literacy at times and in places that are convenient to them.*

2. *Demonstrating a Reading Lifestyle: Our “mini-libraries are filled with collections for all ages on a variety of subjects that will attract all types of patrons from the summer villages that surround our community. Participation by a range of users, from little kids to seniors, shows the value that our community places on literacy and encourages good reading habits.*

3. *Community Awareness: Our “mini-libraries have been a great way to engage with people in the summer villages about what is happening at the Library as well the Town of Bentley. With the Town map this would be a great opportunity to advertise for local businesses and groups.*

4. *Promotion of our Community: We are always looking for new places and ways to promote the Library and Community of Bentley businesses by having a town map installed on all of our “mini-libraries”. These maps were updated by library staff in 2019 & 2021 to include as many businesses found in town as possible with current phone numbers so that campers or visitors may find what they may need locally.*

Provide a clear, detailed budget of income and expenditures for the program, event or activity for which funding is being requested.

<i>2021 Mini Libraries Cost</i>	<i>Total</i>
<i>Wages (Including salary and benefits)</i>	<i>996.00</i>
<i>Mileage</i>	<i>448.88</i>
<i>“mini-libraries Total</i>	<i>1455.86</i>

Provide the schedule or target dates for the program, event or activity.

<i>Begin/continue collection of materials (books, magazines)</i>	<i>Throughout the year</i>
<i>Get materials organized</i>	<i>April-May 2022</i>
<i>Ensure site approval for 2021</i>	<i>April 2022</i>
<i>Placement of all boxes</i>	<i>May 2022</i>
<i>Replenish all sites weekly</i>	<i>May-September 2022</i>
<i>Collect all boxes</i>	<i>September 2022</i>
<i>Perform cleaning and maintenance on all boxes</i>	<i>September-October 2022</i>
<i>Arrange indoor storage for boxes</i>	<i>October 2022</i>
<i>Continue collection of materials</i>	<i>Throughout the year</i>

If approved for partial funding only, are you prepared to undertake all or part of the program, event or activity described above. If yes, identify which part you would be prepared to undertake with reduced funding.

We currently would have to ask the Library Society to fund this project if the funding isn't approved from the Town, however this would take away from desperately needed programming funds.

Acceptance: If approved, Vera Boettger hereby agrees, by the signature of our appointed representative(s), to comply with the policy guidelines and accountability criteria as set out in the Town of Bentley Recreational, Cultural, Historical, Tourism Funding Policy.

Date: November 12, 2021

Representative: Vera Boettger



Bentley Municipal Library

Marc Fortais TOB

From: Wendy Buyar <bentleymarketmanager@gmail.com>
Sent: December 23, 2021 8:46 AM
To: Marc Fortais TOB
Subject: 2022 Grant Application

Good morning Marc,

Please find attached our 2022 grant application. I will forward the 2021 grant reporting by the end of the day today.

Schedule A

Town of Bentley

Annual Recreational, Cultural, Historical, Tourism Funding Support Application Form

Name of the Organization: Bentley & District Farmers' Market
Mailing Address: Box 618 Bentley, Ab TOC 0J0
Contact Person: Wendy Buyar
Phone/Cel Number: 403-748-4809 email address bentleymarketmanager@gmail.com
Amount of Funding Request: \$ 5,000.00

Describe the program, event or activity for which funding is being requested. Identify what is to be done and how. The more information you provide, the better Town Council will be able to assess your application. Add a sheet if enough room is not provided.

The Bentley Farmers' Market is making this request for funding for our 2022 season. We are anticipating ongoing additional costs related to our Covid-19 precautions, as well as having the temporary stairs & ramp between the curling rink and the concession area rebuilt for safety reasons. Additional costs could also include fencing, additional staffing, cleaning/sanitizing supplies, and other items/services that we implement to keep our team, vendors, shoppers & the community of Bentley safe.

How will the outcomes of the program, event or activity for which funding is being requested strengthen the quality of life, foster civic pride and help to build a healthy community?

During our 2021 season we continued to see up to 1700 market attendees each week, with an average of 90% being non residents of Bentley. That means that weekly as many as 1,530 people from outside of Bentley attended our farmers' market. The Bentley Farmers' Market is more than just a Farmers' market, it is a destination market that creates a strong flow of tourism dollars throughout Bentley every Saturday from May long weekend to September long weekend.

Provide a clear, detailed budget of income and expenditures for the program, event or activity for which funding is being requested.

Fencing \$2500

Staffing \$4800 (total for weekly additional staffing)

Cleaning/sanitizing Supplies \$1200 (total for weekly supplies/equipment)

Cleaning/Sanitizing services \$2000 (total for extra cleaning/sanitizing services)

Stairs and ramp (\$2500 for new stairs and ramp to replace aging/precarious stairs and ramp from curling rink to concession area)

Provide the schedule or target dates for the program, event or activity

Our market intends to run a regular season in 2022. The season begins

May long weekend to September long weekend, & includes a Christmas

Market on the second Saturday of December.

If approved for partial funding only, are you prepared to undertake all or part of the program, event or activity described above. If yes, identify which part you would be prepared to undertake with reduced funding.

Our board works hard to set a standard of not only meeting but also exceeding minimum requirements laid out by the Alberta Government & it's CMHO. If for only partial funding we would need to seek additional funding elsewhere, as we believe that not only our vendors but many business in town would suffer notable loss of income if we were not able to operate.

Acceptance: If approved, Bentley & District Farmers' Market, hereby agrees, by the signature of our appointed representative(s), to comply with the policy guidelines and accountability criteria as set out in the Town of Bentley Recreational, Cultural, Historical, Tourism Funding Policy.

Date: December 23, 2021 Representative: Wendy Buyar
Market Manager

Kind Regards,



Wendy Buyar
Bentley Farmers' Market
Market Manager
403.748.4809
<https://bentleyfarmersmarket.org>
Bentley, Alberta



A great attitude does much more than turn on the lights in our worlds; it seems to magically connect us to all sorts of serendipitous opportunities that were somehow absent before the change. ~ Earl Nightingale ~



Agenda Date: January 11, 2022

Agenda Item: **New Business:**
Director of Emergency Management Compensation

ADMINISTRATIVE RECOMMENDATION

THAT the monthly compensation for the DEM be revised to \$750 per month beginning in March 2022 inclusive of all costs and mileage in alignment with the amounts reimbursed by other communities and with a minimum requirement of 15 hours per month.

SUMMARY AND BACKGROUND

On January 1, 2020, Julien Veuger accepted the responsibility of DEM (Director of Emergency Management) for the Town of Bentley. Through negotiations with the CAO at the time (Elizabeth Smart) it was concluded that 6-8 hours a month would be required to represent Bentley in the Lacombe Regional Emergency Management Partnership (LREMP). The position would also be responsible for the Emergency Plan and any Emergency Response on behalf of the Town of Bentley Administration and Mayor and Council. The position of DEM in most cases should be separated from Town Administration as the operations of the Town must continue throughout an Emergency, as well as a coordinated response.

On March 12, 2020, the Town of Bentley activated the Emergency Response Plan to support the COVID-19 Federal, Provincial and Municipal Response. Over 16 months, the position of DEM for the Town of Bentley was active and worked collaboratively with Town administration to connect with multiple levels of government, disseminate information to the community and coordinate a response locally to the COVID-19 pandemic. The interactions included liaising with the Federal and Provincial Governments, connecting into Alberta Emergency Management – Provincial Operations Centre, Coordinating activities with LREMP, AHS and numerous local organizations and Sports Groups. For many weeks this included daily monitoring of activity and information flow. Accumulated hours and time over this 16-month period were as follows:

March 12 – December 31, 2020,	247 hours
January 1 – July 31, 2021,	<u>93 hours</u>
Total Combined Hours	340 hours

Original Agreement (16months * 8hrs)	<u>128 hours</u>
Excess Hours Over Agreement	212 hours

It should also be noted that administration researched DEM positions in other towns and municipalities and discovered the following information regarding these positions and compensation.

Alix	DEM Role and Responsibilities – Paid Staff
Blackfalds	DEM Role and Responsibilities – Paid Staff

City of Lacombe	DEM Role and Responsibilities – Paid Staff
Lacombe County	DEM Role and Responsibilities – Paid Staff
Eckville	DEM Role and Responsibilities – Outsourced \$750 month
Bentley	DEM Role and Responsibilities – Outsourced \$400 month
SV Gull Lake	DEM Role and Responsibilities – Paid Staff
SV around Sylvan	DEM Role and Responsibilities – Paid Staff (5 individuals one for ea. Summer Village)

The position of DEM is a significant role for the municipality and aligns with the requirements as outlined through the Alberta Emergency Management Act Revised Statutes of Alberta 2000 Chapter E-6.8 Current as of September 1, 2020 (Attachment 1). The Town of Bentley

RATIONALE FOR RECOMMENDATION

- The Town of Bentley has a minimal staff compliment with 1 CAO, 1 Full Time Office Staff and 2 Part Time Staff as well as 5 Full Time Public Works Staff including the foreman. In the summer there will be two full time summer students
- The role of DEM being independent from Town Staff is in alignment with best practices and Lessons Learned from previous disasters such as the 2016 Horse River Wildfire. In some municipalities the DEM role is paid staff based on capacity. There is no right or wrong, but our current system is working well.
- The Town must assign accountability for emergency management to a local agency and have an approved emergency management plan and program. As part of this, the Town must also designate someone as the Director of Emergency Management to work on behalf of that local agency and to coordinate all emergency services and resources during an escalated emergency event.
- Bylaw 147/2011 (Attachment #2) Municipal Emergency Management Bylaw requires the appointment of a DEM, Julian Veuger was appointed as DEM through the annual organizational meeting on October 26, 2021, for the 2022 year

BUDGET AND FINANCIAL CONSIDERATIONS

Current Contract and Reimbursement

Current DEM contract per annum \$400.00 per month X 16 months	\$ 6,400.00
DEM mileage reimbursed in 2020	\$ 3,017.10
DEM mileage reimbursed in 2021	<u>\$ 672.04</u>
Total Contract and Mileage	\$10,089.14

Total average monthly reimbursement \$10,089.14 / 16 months = \$630.57 (including mileage)
 Contract based on 8 hrs. per month @ \$50.00 per hour = \$400.00 per month + Mileage

\$630.57 * 12 months = \$ 7567.00 per annum

Proposed Contract and Reimbursement

\$750.00 * 12 months = \$ 9,000.00 per annum
Difference \$ 1,433.00 increase

Actual Hours Worked 2020 & 2021

- Total hours worked 340 * 50 = \$17,000.00 for response & DEM
 - Less Original Agreement and Mileage = \$ 10,089.14 reimbursed
- Additional Time reimbursed 2021*** = **\$ 6,910.86***

****Note: additional time was reimbursed by Mayor and Council and approved through motion 137/2021 in the amount of \$6,910.86 due to the considerable time spent in response to COVID-19 throughout 2020 and 2021***

ALTERNATIVES

1. Adjust DEM compensation in accordance with this report and recommendation to \$750 per month inclusive of all reimbursement and mileage. The rate to be more reflective of rates paid in other communities and actual work being undertaken to meet legislative requirements
2. Do nothing and do not adjust DEM compensation and leave at current rate of \$400 per month plus mileage.

ATTACHMENTS:

1. Alberta Emergency Management Act Revised Statutes of Alberta 2000 Chapter E-6.8 Current as of September 1, 2020
2. Bylaw 147/2011 Municipal Emergency Management Bylaw

Marc Fortais, CAO



Province of Alberta

EMERGENCY MANAGEMENT ACT

Revised Statutes of Alberta 2000
Chapter E-6.8

Current as of September 1, 2020

Office Consolidation

© Published by Alberta Queen's Printer

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*The year of first publication of the legal materials is to be completed.

Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

Regulations

The following is a list of the regulations made under the *Emergency Management Act* that are filed as Alberta Regulations under the Regulations Act

	Alta. Reg.	<i>Amendments</i>
Emergency Management Act		
Disaster Recovery	51/94	196/2006
Government Emergency Management	248/2007	112/2012, 18/2017, 216/2017, 202/2018
Local Authority Emergency Management	203/2018	

EMERGENCY MANAGEMENT ACT

Chapter E-6.8

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HER MAJESTY, by and with the advice and consent of the
Legislative Assembly of Alberta, enacts as follows:

Definitions

1(1) In this Act,

- (a) "Agency" means the Alberta Emergency Management Agency referred to in section 3.1(1);
- (a.1) "Cabinet Committee" means the committee of the Executive Council appointed under section 4;
- (b) "declaration of a state of emergency" means an order of the Lieutenant Governor in Council under section 18;
- (c) "declaration of a state of local emergency" means a resolution or order of a local authority under section 21;
- (d) repealed 2007 c12 s3;
- (e) "disaster" means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property or the environment;
- (f) "emergency" means an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property or the environment;
- (f.1) "evacuation order" means an evacuation order made under section 19(1)(g) or section 24(1)(b);
- (g) "local authority" means

- (i) where a municipality has a council within the meaning of the *Municipal Government Act*, that council,
 - (ii) in the case of an improvement district, the Minister responsible for the *Municipal Government Act*,
 - (iii) in the case of a special area, the Minister responsible for the *Special Areas Act*,
 - (iv) the settlement council of a settlement under the *Metis Settlements Act*,
 - (v) the park superintendent of a national park or the superintendent's delegate where an agreement is entered into with the Government of Canada under section 9(b) in which it is agreed that the park superintendent is a local authority for the purposes of this Act, or
 - (vi) the band council of an Indian band where an agreement is entered into with the Government of Canada under section 9(b) in which it is agreed that the band council is a local authority for the purposes of this Act;
- (g.1) "Managing Director" means the person designated under section 3.1(2), and includes any person acting in the capacity of the Managing Director;
- (h) "Minister" means the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for this Act;
- (i) "municipality" means the area comprising a municipality within the meaning of the *Municipal Government Act* or an improvement district or special area and includes
- (i) the settlement area of a settlement under the *Metis Settlements Act*,
 - (ii) the area comprising a national park where an agreement is entered into with the Government of Canada under section 9(b) in which it is agreed that the park superintendent is a local authority for the purposes of this Act, and

(iii) the area comprising an Indian reserve where an agreement is entered into with the Government of Canada under section 9(b) in which it is agreed that the band council is a local authority for the purposes of this Act.

(2) For greater certainty, a reference in this Act to an order

- (a) made under section 19(1) or (1.1) includes an order made by the Managing Director or any other person authorized to make that order under section 19(7), and
- (b) made under section 24(1)(b) includes an order made by a person authorized by a local authority to make that order under section 24(1)(c).

RSA 2000 cD-13 s1;2002 c32 s5;2004 c30 s2;
2007 c12 s3;2018 c14 s2;2020 c7 s2

Crown bound

2 This Act binds the Crown.

1992 c31 s3

Proof of authorization

3(1) If the Minister authorizes a person to carry out a power or duty of the Minister under this Act as the Minister responsible for this Act or as a local authority and the authorization

- (a) is made in writing,
- (b) purports to be signed by the Minister responsible for the *Municipal Government Act* or the Minister responsible for the *Special Areas Act*, and
- (c) states that the person named in it is authorized under this section to carry out the power or duty set out in the written authorization,

that written authorization or a copy of it shall be admitted in evidence as proof, in the absence of evidence to the contrary, of that person's authorization to carry out the power or duty without proof of the signature or official character of the Minister.

(2) In a proceeding under this Act in which proof is required as to the existence and contents of a declaration or order made under this Act, a certified or notarized copy of the declaration or order is admissible in evidence as proof of the statements contained in the declaration or order, and proof of the signature of the Minister or members of the local authority is not required.

RSA 2000 cD-13 s3;2007 c12 s4;2010 c5 s2;2018 c14 s3

Part 1 Administration

Alberta Emergency Management Agency

3.1(1) There shall be a part of the public service of Alberta known as the “Alberta Emergency Management Agency”.

(2) The Minister shall designate a person employed in the Minister’s department as the Managing Director of the Agency.

(3) In accordance with the *Public Service Act*, there may be appointed such officers and employees that the Minister considers are required for the administration of the business and affairs of the Agency.

2007 c12 s5;2018 c14 s4

Cabinet Committee

4 The Lieutenant Governor in Council may appoint a committee consisting of those members of the Executive Council whom the Lieutenant Governor in Council designates to advise on matters relating to emergencies and disasters.

RSA 1980 cD-36 s3

Advisory committees

5(1) The Minister may appoint committees as the Minister considers necessary or desirable to advise or assist the Minister, the Cabinet Committee or the Managing Director.

(2) The members of committees appointed under subsection (1) who are not officers or employees of the Crown, or officers or employees of an agency of the Crown, may be paid remuneration for their services and expenses at a rate or rates fixed by the Minister.

RSA 2000 cD-13 s5;2007 c12 s6

Regulations

6 The Lieutenant Governor in Council may make regulations

- (a) assigning responsibility to departments, boards, commissions or Crown agencies for the preparation or implementation of plans or arrangements or parts of plans or arrangements to deal with emergencies;
- (b) repealed 2018 c14 s5;
- (c) governing the assessment of damage or loss caused by a disaster and the payment of compensation for the damage or loss;
- (c.1) respecting the providing of funding for the reimbursement of costs incurred by local authorities and individuals in

- connection with measures taken to reduce or mitigate potential flood hazards, including, without limitation, regulations
- (i) prescribing or describing the measures to be taken to reduce or mitigate potential flood hazards that are eligible for the reimbursement of costs, and
 - (ii) governing the procedures applicable to and the proof required for the reimbursement of costs;
- (c.2) respecting the filing and removal of caveats against titles to land in a flood fringe or floodway, as those terms are defined in the regulations, for which funding has been provided pursuant to a disaster recovery program administered under the regulations;
- (d) governing the sharing of costs incurred by the Government of Alberta or by a local authority in conducting emergency operations;
- (e) requiring persons
- (i) who are engaged or may be engaged in any operation,
 - (ii) who are utilizing or may be utilizing any process,
 - (iii) who are using any property in any manner, or
 - (iv) on whose real property there exists or may exist any condition,
- that may be or may create a hazard to persons or property, whether independently or as a result of some other event, to develop plans and programs in conjunction with local authorities to remedy or alleviate the hazard and to meet any emergency that might arise from the hazard;
- (f) governing the administration of the Disaster Relief Fund;
- (g) concerning any other matter or thing necessary for the administration of this Act and for which no specific provision is made in this Act.

RSA 2000 cD-13 s6;2002 c32 s5;2007 c12 s7;
2010 c5 s3;2013 c21 s1;2018 c14 s5

Subrogation regulations

7(1) The Lieutenant Governor in Council may make regulations establishing that Her Majesty in right of Alberta has a right of subrogation with respect to

- (a) payments of compensation made by Her Majesty in right of Alberta for damage or loss caused by a disaster, or
 - (b) payments made by Her Majesty in right of Alberta for the purpose of sharing costs incurred by a local authority in conducting emergency operations.
- (2) The regulations under this section may define and describe the right of subrogation and may deal with any matter respecting the enforcement of or procedures relating to the right of subrogation.
- (3) The regulations under this section may provide that the right of subrogation applies to payments made before November 15, 1993.

1993 c23 s3

Local authority emergency management regulations

7.1 The Lieutenant Governor in Council may make regulations

- (a) respecting the powers, duties and functions of local authorities under this Act;
- (b) respecting the establishment of emergency advisory committees referred to in section 11.1, including the duties and functions of the committees;
- (c) respecting the establishment of emergency management agencies referred to in section 11.2, including the duties and functions of the agencies;
- (d) respecting the delegation of a local authority's powers or duties under this Act and the regulations;
- (e) respecting training requirements for persons designated by the regulations;
- (f) respecting the preparation, approval, maintenance and co-ordination of local authority emergency plans and programs;
- (g) respecting the conduct of exercises relating to emergency plans.

2018 c14 s6

8 Repealed 2011 c13 s3.

Powers of Minister

9 The Minister may

- (a) review and approve or require the modification of provincial and municipal emergency plans and programs;

- (b) enter into agreements with the Government of Canada or of any other province or territory or any agency of such a government, dealing with emergency plans and programs;
- (c) make surveys and studies of resources and facilities to maintain and provide information necessary for the effective preparation of emergency plans and programs;
- (d) make surveys and studies to identify and record actual and potential hazards that may cause emergencies;
- (e) make payments and grants, subject to any terms or conditions that the Minister may prescribe, to local authorities for the purposes of assisting in emergency preparedness and the provision of public safety programs;
- (f) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs;
- (g) conduct public information programs relating to emergency preparedness for and the mitigation of disasters.

RSA 1980 cD-36 s6;1985 c22 s7;1992 c31 s5;1995 c34 s13

Ministerial orders

10(1) The Minister may, by order,

- (a) divide Alberta into various subdivisions for the purpose of organizing integrated emergency planning, training, assistance and emergency operations programs;
- (b) require local authorities of those municipalities located within a subdivision referred to in clause (a) to prepare integrated plans, procedures and mutual assistance programs to deal with emergencies and to submit them to the Managing Director for review;
- (c) establish procedures required for the prompt and efficient implementation of plans and programs to meet emergencies;
- (d) require a person to whom the order is directed and
 - (i) who is engaged or may be engaged in any operation,
 - (ii) who is utilizing or may be utilizing any process,
 - (iii) who is using any property in any manner, or

- (iv) on whose real property there exists or may exist any condition,

that may be or may create a hazard to persons or property, whether independently or as a result of some other event, to develop plans and programs in conjunction with one or more local authorities to remedy or alleviate the hazard and to meet any emergency that might arise from the hazard.

- (2) The *Regulations Act* does not apply to an order made under subsection (1).

RSA 2000 cD-13 s10;2002 c32 s5;2007 c12 s8

Municipal emergency organization

11 A local authority

- (a) shall, at all times, be responsible for the direction and control of the local authority's emergency response unless the Government assumes direction and control under section 19(5.1) or 22(3.1);
- (b) shall approve emergency plans and programs, subject to the regulations;
- (c) may enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs.

RSA 2000 cD-13 s11;2007 c12 s9;2010 c5 s4;2018 c14 s7;
2020 c2 s2

Emergency advisory committee

11.1(1) A local authority shall appoint, subject to the regulations, an emergency advisory committee consisting of a member or members of the local authority or, in the case of an improvement district, a special area or a national park, a person or persons the local authority designates, to advise on the development of emergency plans and programs, and to exercise any powers delegated to the committee under section 11.3(1)(a).

- (2) The local authority shall provide for the payment of expenses of the members of the committee.

2010 c5 s4;2018 c14 s8

Emergency management agency

11.2(1) A local authority shall establish and maintain, subject to the regulations, an emergency management agency to act as the agent of the local authority in exercising the local authority's powers and duties under this Act.

- (2) There shall be a director of the emergency management agency, who shall
- (a) prepare and co-ordinate emergency plans and programs for the municipality,
 - (b) act as director of emergency operations on behalf of the emergency management agency,
 - (c) co-ordinate all emergency services and other resources used in an emergency, and
 - (d) perform other duties as prescribed by the local authority.
- (3) A local authority, except an improvement district, special area, national park or Indian reserve, may by bylaw that is not advertised borrow, levy, appropriate and expend all sums required for the operation of the emergency management agency.
- (4) For greater certainty, an emergency management agency may be maintained by and may act as the agent of more than one local authority.

2010 c5 s4;2018 c14 s9

Delegation by local authority

- 11.3(1)** A local authority may delegate some or all of the local authority's powers or duties under this Act to
- (a) a committee composed of a member or members of the local authority, including an emergency advisory committee appointed under section 11.1(1), and
 - (b) subject to the regulations, one or more of the following:
 - (i) a regional services commission established under the *Municipal Government Act* representing 2 or more local authorities if the regional services commission is authorized by its bylaws to exercise that power or duty;
 - (ii) if authorized by order of the Minister, a joint committee representing 2 or more local authorities that is composed of one or more members appointed by each of the local authorities;
 - (iii) in the case of a summer village and if authorized by order of the Minister, another local authority.
- (1.1) Where, under subsection (1)(b)(iii), a summer village has delegated its powers or duties under this Act to a local authority, the local authority may subdelegate those powers or duties to a

committee composed of a member or members of that local authority, including an emergency advisory committee appointed under section 11.1(1).

(2) Despite sections 21(1) and 23(1), a delegate of a local authority under subsection (1) that declares or terminates a local state of emergency shall do so by resolution.

2010 c5 s4;2018 c14 s10;2020 c25 s3

Disaster Relief Fund

12(1) There is hereby established a Disaster Relief Fund into which may be deposited public donations for disaster relief in areas inside or outside Alberta.

(2) The Disaster Relief Fund shall be administered in accordance with the regulations by a committee called the “Disaster Relief Committee” consisting of those persons who are appointed to the committee by the Lieutenant Governor in Council.

(3) Members of the Disaster Relief Committee who are not officers or employees of the Crown, or officers or employees of an agency of the Crown, may be paid remuneration for their services and expense allowances at the rate fixed by the Lieutenant Governor in Council.

RSA 1980 cD-36 s10

Recovery of expenditures

13 When an expenditure with respect to a disaster is made by the Government within or for the benefit of a municipality, the local authority, other than a park superintendent or an Indian band council, shall, if so required by the Lieutenant Governor in Council, pay to the Minister the amount of the expenditure or the portion of it as may be specified in the order, at the times and on the terms as to the payment of interest and otherwise that the order may require.

RSA 2000 cD-13 s13;2006 c23 s23

Fees

14 The Minister may charge fees for any services or materials that are provided and any research that is carried out in respect of matters to which this Act pertains.

1985 c22 s12

15 and 16 Repealed 2010 c5 s5.

Offence

17 Any person who

(a) contravenes this Act or the regulations,

- (b) fails to comply with an evacuation order, or
 - (b.1) fails to comply with an order made
 - (i) under section 19(1)(d), (e), (f), (j) or (k) or 24(1)(b) with respect to the matters referred to in section 19(1)(d), (e), (f), (j) or (k), or
 - (ii) under section 19(1.1),
- or
- (c) interferes with or obstructs any person in the carrying out of a power or duty under this Act or the regulations

is guilty of an offence and liable to imprisonment for a term of not more than one year or to a fine of not more than \$10 000 or to both imprisonment and a fine.

RSA 2000 cD-13 s17;2010 c5 s6;2018 c14 s11;2020 c7 s3

Confidentiality

17.1(1) Terms used in this section have the same meaning as is assigned to them in the *Freedom of Information and Protection of Privacy Act*.

(2) The *Freedom of Information and Protection of Privacy Act* does not apply in respect of information in a record that is in the possession of a public body where the information

- (a) is used or to be used for the purpose of preparing or administering a consequence management plan for human-induced intentional threats under a regulation under this Act, or
- (b) forms part of a consequence management plan for human-induced intentional threats under a regulation under this Act.

2002 c32 s5;2018 c14 s12

Part 2 State of Emergency

Declaration of state of emergency

18(1) The Lieutenant Governor in Council may, at any time when the Lieutenant Governor in Council is satisfied that an emergency exists or may exist, make an order for a declaration of a state of emergency relating to all or any part of Alberta.

- (2) A declaration of a state of emergency under subsection (1) must identify the nature of the emergency and the area of Alberta in which it exists.
- (3) Immediately after the making of an order for a declaration of a state of emergency, the Minister shall cause the details of the declaration to be published by any means of communication that the Minister considers is most likely to make known to the majority of the population of the area affected the contents of the declaration.
- (4) Unless continued by a resolution of the Legislative Assembly, an order under subsection (1) expires at the earlier of the following:
- (a) at the end of 28 days, but if the order is in respect of a pandemic, at the end of 90 days;
 - (b) when the order is terminated by the Lieutenant Governor in Council.
- (5) Repealed 2010 c5 s7.
- (5.1) Unless otherwise provided for in the order for a declaration of a state of emergency, where
- (a) an order for a declaration of a state of emergency is made, and
 - (b) there is a conflict between this Act or a regulation made under this Act and any other Act or regulation, other than the *Alberta Bill of Rights* or the *Alberta Human Rights Act* or a regulation made under either of those Acts,
- during the time that the order is in effect, this Act and the regulations made under this Act shall prevail in Alberta or that part of Alberta in respect of which the order was made.
- (6) The *Regulations Act* does not apply to an order made under subsection (1).

RSA 2000 cD-13 s18;2007 c23 s1;2009 c26 s34;2010 c5 s7;
2011 c13 s3;2013 c21 s1;2020 c7 s4

Powers of Minister in emergency

- 19(1)** On the making of the declaration and for the duration of the state of emergency, the Minister may do all acts and take all necessary proceedings including the following:
- (a) put into operation an emergency plan or program;

- (b) authorize or require a local authority to put into effect an emergency plan or program for the municipality;
 - (c) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
 - (d) authorize or require or make an order to authorize or require any qualified person to render aid of a type the person is qualified to provide;
 - (e) control or prohibit or make an order to control or prohibit travel to or from any area of Alberta;
 - (f) provide for or make an order to provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and co-ordinate or make an order to provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of Alberta;
 - (g) order the evacuation of persons and the removal of livestock and personal property from any area of Alberta that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
 - (h) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
 - (i) cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
 - (j) procure or fix prices or make an order to procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within any part of Alberta for the duration of the state of emergency;
 - (k) authorize the conscription or make an order for the conscription of persons needed to meet an emergency.
- (1.1)** In addition to any other orders the Minister is authorized to make under this Act, the Minister may make any order necessary, in the Minister's opinion, to lessen the impact of the emergency.

- (2) As it relates to the acquisition of real property, subsection (1)(c) does not apply to real property located within a national park or an Indian reserve.
- (3) If the Minister acquires or utilizes real or personal property under subsection (1) or if any real or personal property is damaged or destroyed due to an action of the Minister in preventing, combating or alleviating the effects of an emergency or disaster, the Minister shall cause compensation to be paid for it.
- (4) The Lieutenant Governor in Council may make regulations in respect of any matter mentioned in subsection (1).
- (5) Subject to subsection (5.1), on the making of an order under section 18(1) respecting an emergency in respect of which a state of local emergency has been declared, the local authority is responsible in the municipality for the co-ordination and implementation of the necessary plans or programs prepared pursuant to this Act.
- (5.1) If the Minister authorizes the Managing Director or another person under subsection (6), the Managing Director or the other person authorized by the Minister is responsible for the co-ordination and implementation of the necessary plans or programs prepared pursuant to this Act and all persons and agencies involved in the implementation are subject to the control and direction of the Managing Director or the other authorized person.
- (6) The Minister may, by order, authorize another person to be responsible for the co-ordination and implementation of the necessary plans or programs prepared pursuant to this Act and all persons and agencies involved in the implementation are subject to the control and direction of that person.
- (7) On the making of an order under section 18(1), the Minister may, by order, authorize the Managing Director or any other person to exercise some or all of the powers given to the Minister under subsection (1) or (1.1).
- (8) The *Regulations Act* does not apply to an order made under subsection (1)(d), (e), (f), (g), (j) or (k) or (1.1).

RSA 2000 cD-13 s19;2007 c12 s11;2010 c5 s8;2018 c14 s13;
2020 c2 s3;2020 c7 s5

Compliance with evacuation order

19.1(1) If an evacuation order is made, every person within the area that is the subject of the evacuation order must leave the area

- (a) immediately, or

(b) if a deadline for evacuation is specified in the evacuation order, by that deadline.

(2) Subsection (1) does not apply to a person acting under the direction of a person exercising powers under section 19(1) or 24(1)(b), as the case may be, so long as there is a plan for safely evacuating that person in a timely manner and the means available to carry out the plan.

2018 c14 s14

Termination of state of emergency

20(1) When, in the opinion of the Lieutenant Governor in Council, an emergency no longer exists in an area in relation to which a declaration of a state of emergency was made, the Lieutenant Governor in Council shall make an order terminating the declaration of a state of emergency in respect of that area.

(2) Immediately after an order is made under subsection (1), the Minister shall cause the details of the termination to be published by any means of communication that the Minister considers is most likely to make known to the majority of the population of the area affected the contents of the termination order.

RSA 1980 cD-36 s17

Declaration of state of local emergency

21(1) A local authority may, at any time when it is satisfied that an emergency exists or may exist in its municipality, by resolution or, in the case of the Minister responsible for the *Municipal Government Act*, the Minister responsible for the *Special Areas Act* or a park superintendent of a national park, by order, make a declaration of a state of local emergency relating to all or any part of the municipality.

(2) A declaration of a state of local emergency under subsection (1) must identify the nature of the emergency and the area of the municipality in which it exists.

(3) Immediately after the making of a resolution for a declaration of a state of local emergency, the local authority shall cause the details of the declaration to be published by any means of communication that it considers is most likely to make known to the population of the area of the municipality affected the contents of the declaration.

(4) Repealed 2010 c5 s9.

RSA 2000 cE-6.8 s21;2010 c5 s9

Cancellation of declaration of state of local emergency

22(1) The local authority shall forthwith on making a declaration of a state of local emergency forward a copy of the declaration to the Minister.

(2) The Minister may cancel the declaration of a state of local emergency at any time the Minister considers appropriate in the circumstances.

(3) Where a declaration of a state of local emergency has been made and the Lieutenant Governor in Council makes an order for a state of emergency relating to the same area of the municipality, if there is any conflict between the direction of the Managing Director or another person authorized by the Minister under section 19(6) and the local authority, the direction of the Managing Director or the other authorized person prevails.

(3.1) If a declaration of a state of local emergency has been made, an order under section 18(1) for a state of emergency by the Lieutenant Governor in Council relating to the same area of the municipality may provide that the declaration of a state of local emergency ceases to be of any force or effect.

(4) A declaration of a state of local emergency lapses at the end of 7 days, or at the end of 90 days if the declaration is in respect of a pandemic, after its making by the local authority unless it is earlier cancelled by the Minister or terminated by the local authority or unless it is renewed by the local authority.

(5) This section and section 21(3) apply to any renewal of a state of local emergency.

RSA 2000 cE-6.8 s22;2020 c2 s4;2020 c7 s6

Termination of declaration of state of local emergency

23(1) When, in the opinion of the local authority, an emergency no longer exists in an area of the municipality in relation to which a declaration of a state of local emergency was made, it shall by resolution or, in the case of the Minister responsible for the *Municipal Government Act*, the Minister responsible for the *Special Areas Act* or a park superintendent of a national park, by order, terminate the declaration of a state of local emergency in respect of that area.

(2) Immediately after

- (a) the passage of a resolution or order terminating a declaration under subsection (1),

- (b) the cancellation by the Minister of a declaration of a state of local emergency, or
- (c) the termination by lapse of time of a declaration of a state of local emergency,

the local authority shall cause the details of the declaration or cancellation or the fact of the termination by lapse of time to be published by any means of communication that it considers is most likely to make known to the majority of the population of the area affected the contents of the declaration or cancellation or the fact of the termination.

RSA 1980 cD-36 s20;1985 c22 s18

Notice provisions do not apply

23.1 Where the sole purpose of a meeting of a local authority is to pass a resolution referred to in section 21(1) or 23(1), the notice requirements in sections 194 to 196 and 199 of the *Municipal Government Act* do not apply.

2002 c32 s5;2020 c7 s7

Powers of local authority

24(1) On the making of a declaration of a state of local emergency and for the duration of the state of local emergency, the local authority may do all acts and take all necessary proceedings including the following:

- (a) cause any emergency plan or program to be put into operation;
- (b) exercise any power given to the Minister under section 19(1) in relation to the part of the municipality affected by the declaration;
- (c) authorize any persons at any time to exercise, in the operation of an emergency plan or program, any power given to the Minister under section 19(1) in relation to any part of the municipality affected by a declaration of a state of local emergency.

(1.01) Despite subsection (1)(b) and (c), the Minister may, by order, restrict, prohibit or terminate the exercise

- (a) by a local authority of any power given to the Minister under section 19(1) in relation to the part of the municipality affected by the declaration of a state of local emergency, or
- (b) by a person authorized by a local authority to exercise, in the operation of an emergency plan or program, any power given to the Minister under section 19(1) in relation to any

part of the municipality affected by a declaration of a state of local emergency.

(1.02) The Minister may, by order, rescind, cancel or modify any bylaw enacted, resolution passed, action taken, order made or direction given by a local authority during a state of local emergency.

(1.03) The *Regulations Act* does not apply to an order made under subsection (1.01) or (1.02).

(1.1) If the local authority acquires or utilizes real or personal property under subsection (1) or if any real or personal property is damaged or destroyed due to an action of the local authority in preventing, combating or alleviating the effects of an emergency or disaster, the local authority shall cause compensation to be paid for it.

(2) A local authority, except the local authority of an improvement district, special area, national park or Indian reserve, may, during or within 60 days after the state of local emergency, by bylaw that is not advertised but is approved by the Minister responsible for the *Municipal Government Act*, borrow any money necessary to pay expenses caused by the emergency including payment for services provided by the Government of Alberta or by the Government of Canada when the services were provided at the request of the local authority.

(3) In the case of an improvement district, the Minister responsible for the *Municipal Government Act* and in the case of a special area, the Minister responsible for the *Special Areas Act* may, during or within 60 days after the state of local emergency, borrow any money necessary to pay expenses caused by the emergency including payment for services provided by the Government of Alberta or by the Government of Canada when the services were provided at the request of the Minister responsible for the *Municipal Government Act* or the Minister responsible for the *Special Areas Act*, as the case may be.

RSA 2000 cE-6.8 s24;2010 c5 s10;2020 c7 s8

Dispute re compensation amount

25(1) If any dispute arises concerning the amount of compensation payable under section 19(3) or 24(1.1), the matter shall be determined by arbitration and the *Arbitration Act* applies.

(2) For greater certainty, arbitration is not available to contest eligibility for compensation under this Act or the regulations.

RSA 2000 cD-13 s25;2018 c14 s15

Conscript's employment

26 A person's employment shall not be terminated by reason only that the person is conscripted pursuant to section 19(1) or 24(1).

1992 c31 s10

Part 3

Liability Protection for Emergency Service Providers

Minister

27 No action lies against the Minister or a person acting under the Minister's direction or authorization for anything done or omitted to be done in good faith while carrying out a power or duty under this Act or the regulations, including a power or duty under section 19(1)(d), (e), (f), (g), (j) or (k) or (1.1) or 19.1 of this Act.

2010 c5 s11;2018 c14 s16;2020 c7 s9

Local authority

28 No action lies against a local authority or a person acting under the local authority's direction or authorization for anything done or omitted to be done in good faith while carrying out a power or duty under this Act or the regulations including a power or duty under section 19(1)(d), (e), (f), (g), (j) or (k) or 19.1 or the exercise of the powers under section 24(1)(b) of this Act, during a state of local emergency.

2010 c5 s11;2018 c14 s17;2020 c7 s10

Search and rescue organization

29 No action in negligence lies against a search and rescue organization, the directors of that organization or a person acting under the direction or authorization of that organization for anything done or omitted to be done in good faith while acting under an agreement between that organization and the Minister.

2010 c5 s11

BYLAW NO. 147 / 2011

**A BYLAW OF THE TOWN OF BENTLEY
IN THE PROVINCE OF ALBERTA FOR THE ADOPTION OF A
MUNICIPAL EMERGENCY MANAGEMENT BYLAW**

WHEREAS the Council of the Town of Bentley is responsible for the direction and control of its emergency response and is required, under the Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8, to appoint a Municipal Emergency Advisory Committee and to establish and maintain a Municipal Emergency Management Agency;

WHEREAS it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said Emergency Management Act;

WHEREAS it is recognized that an emergency or disaster of a jurisdictional or multi-jurisdictional nature could affect any or all of the municipalities within the geographical boundaries of Lacombe County to such a degree that local resources would be inadequate to cope with the situation; and

WHEREAS Council wishes to enter into a regional emergency management partnership with other municipalities within the geographical boundaries of Lacombe County for the purpose of integrated emergency management planning and operations.

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

1. This Bylaw may be cited as the Bentley Municipal Emergency Management Bylaw.

2. In this Bylaw,

- (a) "Act" means the Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8;
- (b) "Council" means the Council of the Town of Bentley;
- (c) "Disaster" means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property;
- (d) "Emergency" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property;
- (e) "Lacombe Regional Emergency Management Partnership" means those municipalities who have entered into a joint agreement for the purpose of organizing integrated emergency planning, training, assistance and emergency operations programs;
- (f) "Lacombe Regional Emergency Advisory Committee" means a regional committee comprised of a Councillor, or designate, from each of the partnering municipalities of the Lacombe Regional Emergency Management Partnership
- (g) "Lacombe Regional Emergency Management Agency" means the Directors of Emergency Management, or designate, from each of the partnering municipalities of the Lacombe Regional Emergency Management Partnership;
- (h) "Lacombe Regional Emergency Management Plan" means the integrated emergency management plan prepared by the Lacombe Regional Emergency Management Agency to coordinate response to an emergency or disaster within the geographic boundaries of Lacombe County.
- (i) "Minister" means the Minister responsible for the Emergency Management Act;

- (j) "Bentley Municipal Emergency Advisory Committee" means the committee established under this Bylaw; and
- (k) "Bentley Municipal Emergency Management Agency" means the agency established under this Bylaw;

3. There is hereby established a Bentley Municipal Emergency Advisory Committee to advise Council on the development of emergency plans and programs.

4. There is hereby established a Bentley Municipal Emergency Management Agency to act as the agent of Council to carry out its statutory powers and obligations under the Act. This does not include the power to declare, renew, or terminate a state of local emergency, or the powers contained in Section 12 of this Bylaw.

5. Council shall

- (a) by resolution, appoint all members of Council to serve on the Municipal Emergency Advisory Committee;
- (b) provide for the payment of expenses of the members of the Municipal Emergency Advisory Committee;
- (c) by resolution, on the recommendation of the Municipal Emergency Advisory Committee, appoint a Director of Emergency Management and Deputy Director(s) of Emergency Management who shall do those things required of the Director of Emergency Management in that person's absence;
- (d) ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town of Bentley;
- (e) approve the Town of Bentley's emergency plans and programs; and
- (f) review the status of the Regional Emergency Management Plan and related plans and programs at least once each year.

6. Council may
 - (a) by By-law borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Municipal Emergency Management Agency; and
 - (b) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.

7. The Bentley Emergency Advisory Committee shall
 - (a) review the Regional Emergency Management Plan and related plans and programs on a regular basis; and
 - (b) advise Council, duly assembled, on the status of the Regional Emergency Management Plan and related plans and programs at least once each year.

8. The Municipal Emergency Management Agency shall be comprised of one or more of the following:
 - (a) the Director of Emergency Management;
 - (b) the Deputy Director(s) of Emergency Management;
 - (c) the Chief Administrative Officer or designate;
 - (d) the Fire Chief or designate;
 - (e) the Public Works Foreman or designate;
 - (f) the Family and Community Support Services Manager or designate;

- 8.A In addition, the following public and private organizations may be invited to provide representative(s) to the Municipal Emergency Management Agency:
 - (a) the NCO in Charge, Local RCMP Detachment or designate;
 - (b) the Ambulance Service Manager or designate;
 - (c) the School Division Superintendent or designate;
 - (d) representative(s) from Alberta Health Services;

- (e) representative(s) from adjacent communities which have entered into mutual aid agreements;
 - (f) representative(s) from local business or business associations (e.g. Chamber of Commerce);
 - (g) representative(s) from local industry or industrial associations;
 - (h) representative(s) from Municipal Affairs, Alberta Emergency Management Agency;
 - (i) representative(s) from Alberta Environment;
 - (j) representative(s) from Alberta Transportation; and
 - (k) anybody else who might serve a useful purpose in the preparation or implementation of the Regional Emergency Management Plan.
9. The Director of Emergency Management shall
- (a) assist in the preparation and coordination of the Regional Emergency Management Plan and prepare and coordinate related plans and programs for the Town of Bentley;
 - (b) act as director of emergency operations, or ensure that someone is designated under the Regional Emergency Management Plan to so act, on behalf of the Municipal Emergency Management Agency; and
 - (c) coordinate all emergency services and other resources used in an emergency; and/or
 - (d) ensure that someone is designated to discharge the responsibilities specified in paragraphs (a), (b), and (c).
10. The power to declare, terminate or renew a state of local emergency under the Act, the powers specified in Section 12 of this Bylaw, and the requirement specified in Section 15 of this Bylaw, are hereby delegated to a committee comprised of the Mayor, or the Deputy Mayor, alone, or in their absence, any two members of Council. This committee may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.

11. When a state of local emergency is declared, the person or persons making the declaration shall
 - (a) ensure that the declaration identifies the nature of the emergency and the area of the Town of Bentley in which it exists;
 - (b) cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
 - (c) forward a copy of the declaration to the Minister forthwith.

12. Subject to Section 13, when a state of local emergency is declared, the person or persons making the declaration may
 - (a) cause the Lacombe Regional Emergency Management Plan or any related plans or programs to be put into operation;
 - (b) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
 - (c) authorize or require any qualified person to render aid of a type the person is qualified to provide;
 - (d) control or prohibit travel to or from any area of the Town of Bentley;
 - (e) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of the Town of Bentley;
 - (f) cause the evacuation of persons and the removal of livestock and personal property from any area of the Town of Bentley that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
 - (g) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
 - (h) cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the

scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;

- (i) procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within the Town of Bentley for the duration of the state of local emergency;
- (j) authorize the conscription of persons needed to meet an emergency; and
- (k) authorize any persons at any time to exercise, in the operation of the Regional Emergency Management Plan and related plans or programs, any power specified in Paragraphs (b) through (j) in relation to any part of the municipality affected by a declaration of a state of local emergency.

13. When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.

14. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when

- (a) a resolution is passed under Section 13;
- (b) a period of seven days has lapsed since it was declared, unless it is renewed by resolution;
- (c) the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
- (d) the Minister cancels the state of local emergency.

15. When a declaration of a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

- (c) the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
- (d) the Minister cancels the state of local emergency.

15. When a declaration of a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

16. No action lies against the Town of Bentley or a person acting under the Town of Bentley's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the Emergency Management Act or the regulations during a state of local emergency.

17. Bylaw No. 131/2009 passed on March 24, 2009, dealing with the establishment of a Disaster Services/Emergency Management Committee and/or Agency is hereby rescinded.

This Bylaw comes into force and effect on the day it is finally passed.

Read a first time this 8th day of February , 2011.

Read a second time this 8th day of February, 2011.

Read a third time and finally passed this 8th day of February, 2011.



Mayor



Municipal Administrator

APPROVED MINUTES OF THE LACOMBE REGIONAL WASTE SERVICES COMMISSION BOARD OCTOBER 13, 2021

The meeting of the Lacombe Regional Waste Services Commission was called to order by Chairperson Grant Creasey at 1:18 p.m. in the Boardroom of the Lacombe Regional Waste Services Commission Administration office on Wednesday October 13, 2021.

Present

Commission Members:

Present:

Village of Alix	Barb Gilliat
Town of Bentley	Neil Maki
Lacombe County	Barb Shepherd
	John Ireland
City of Lacombe	Grant Creasey
	Thalia Hibbs
Town of Eckville	Colleen Ebden
Village of Clive	Luci Henry

Others:

Jay Hohn	LRWSC Commission Manager
Alissa Lundie	Recording Secretary
Colin Campbell	Ultimate Services Ltd.

Welcome

Chairman Creasey welcomed the Commission Board to the fifth LRWSC meeting of 2021 in Council Chambers at the Lacombe County Office.

**RWS/51/21
Agenda**

Mr. Creasey asked the Board if there were any additions to the agenda.

3a. Ultimate Services

Moved by Ms. Gilliat to approve the agenda as amended.

Carried Unanimously.

**RWS/52/21
Minutes**

Moved by Ms. Ebden that the minutes of August 25, 2021 Regular Meeting be approved.

Carried Unanimously.

RESOURCE RESOLUTION RWS/40/21

**RWS/53/21
Ultimate
Services
Presentation**

Mr. Campbell of Ultimate Services Ltd. addressed the LRWSC Commission Board in regards to the status of his request to sublease approximately 18 acres from the Commission for the installation of a compost facility on the southeast corner of the LRWSC Prentiss transfer site.

Mr. Campbell reiterated that this would be a sublease of land only, and not a partnership in the actual compost facility, so there would be no risk to the LRWSC if the project was not successful. Approval for the sublease is required before any applications for the facility could proceed.

Mr. Campbell asked the Commission Board if there were any questions and Mr. Creasey responded that this was a great time for the Board members to do so.

Mr. Campbell clarified what material would be utilized at the facility. Anything biodegradable is eligible to be composted and approximately 60% of a standard load of MSW could be diverted to compost. MSW would go to compost facility first for sorting and all MSW not used or rejected at the facility would be hauled to WDML by Ultimate Services, not brought to LRWSC. All wood collected by LRWSC would be ground and utilized by Ultimate Services at no charge to the Commission.

Ultimate Services would be responsible for an additional scale and scale house attendant. There would be no change to current LRWSC operations

All liability in regards to the construction and operations of the compost facility would belong to Ultimate Services. Ultimate Services would be responsible for all applications, permits and approvals from the provincial and/or federal government and regulatory reviews. The Commission would be responsible for the sublease of land application only.

Ms. Hibbs asked if the Commission should put the project out to tender. Mr. Hohn stated that putting the project out for tender would not be necessary as Ultimate Services approached the Commission first in regards to this project, the Commission was not a partner in the facility and the Commission would not be purchasing anything.

Mr. Hohn stated that Administration would apply for the sublease to Ultimate Services only, and would ensure that that lease would be null and void if Ultimate Services does not proceed with the compost facility.

Ms. Gilliat and Ms. Henry felt that this would be a great way to see if a compost facility would be successful endeavor without making any significant investment into the project and Ms. Shepherd felt we would be missing an opportunity if we did not proceed.

Moved by Ms. Henry that Administration submit a sublease application to sublease a portion of land to Ultimate Services Ltd. located at the Prentiss Transfer site.

Carried Unanimously.

1:53 p.m.

Mr. Campbell withdraws from the meeting.

***RWS/54/21
Waste Haul
Summaries***

Administration reviewed the Waste Haul summaries for the months of August and September 2021. Clarification was given in the following areas:

- Mr. Hohn reviewed the current dry rubble totals and wood totals and they are on pace to be about the same as last year.

Moved by Ms. Ebden that the Waste Haul Summaries for the months of August and September 2021 be received as information by the Commission.

Carried Unanimously.

***RWS/55/21
Accounts Paid
YTD Budget
Comparative List
Acct. Payable
Cheque Listing***

Administration reported on the following with the Commission:

- Year to Date Budget Report September 30, 2021.
- Accounts Payable Cheque Listing from August 1 – September 30, 2021.

Moved by Mr. Ireland that the YTD Budget Comparative to September 30, 2021, be received as information by the Commission.

Carried Unanimously.

Moved by Mr. Ireland that the Accounts Payable Cheque Listing from August 1- September 30, 2021 be received as information by the Commission.

Carried Unanimously.

**RWS/56/21
Budget Highlights**

We are presenting a budget with a 0% change in the per capita requisition rate for 2022.

Revenues:

We have increased the revenues for Dry Rubble Disposal Fees from \$300,000.00 to \$330,000.00 to reflect past trends, and from the increase in tipping fees to \$45.00/MT.

Shingle Disposal Fees decreased from \$20,000.00 to \$15,000.00 based on recent volumes.

The interest on investments has decreased by \$7000.00 due to maturity dates.

Recycled waste has increased by \$16,000.00 to reflect past trends.

Other revenue has increased due to the carryover from the DOW Canada Mattress grant of \$13,000.00.

Expenses:

Wages have increased by \$42,970.00 from 2021 mainly due to adding a part time position, a 2.0% COLA increase, and employee yearly increments. This also translates to a slight increase of \$8166.00 in the employer contributions.

Site Disposal Contract (WDML) has increased by \$6900 to \$256,500 as per our contract starting January 1, 2022 and is based on 9500MT at \$27.00/MT. This is now what the rate will be for the remaining three years of the contract.

Repair and Maintenance for equipment has increased by \$10,000 to reflect past/current spending.

Insurance, taxes, and advertising has increased by \$2500.00 due to higher insurance costs.

Fuels and Lubricants has decreased by \$11,067.00 to reflect past trends.

Tires has increased by \$5150.00 due to higher tire costs, timing on tire replacements on our tri-drive trucks and trailers.

Equipment, Vehicle Parts has decreased by \$8,000.00 to reflect past trends.

Site Maintenance Supplies has increased by \$15,000.00 due to needing to have 4 windscreens constructed for around the Rubble area to collect litter.

Bank Charges and Interest has increased by \$3100.00 due to more Visa and Mastercard transactions on the debit machine.

Transfer to Capital Fund has increased by \$3000.00 to cover the cost of the skid steer exchange program.

Capital expenditures from the Capital replacement Reserve include:

Replace 2013 Dodge 3500 (\$30,000 plus trade in) - \$50,000.00

Purchase a flat deck trailer to haul Excavator (\$14,000 plus trade in - \$22,000

Moved by Ms. Gilliat that the Commission Board approves the 2021 Operating and Capital Budget with a 0% increase in requisitions and a 2% COLA rate as presented.

Carried Unanimously.

**RWS/57/21
Auditor
Appointment**

Mr. Hohn reported that Lacombe Regional Waste Services Commission is required by Bylaw 2-2013 to retain the services of an accounting firm to complete our annual audit and prepare our financial statements and financial information return.

Moved by Ms. Hibbs that the Commission Board approve BDO Canada LLP as the appointed auditor for 2021.

Carried Unanimously.

**RWS/58/21
Commercial Mattress
Fee**

Mr. Hohn reported that the Commission has funded the Mattress Recycling program through our budget based on the costs of the first year collecting mattresses.

During this first year, we did not see any bulk commercial mattress loads coming to the Prentiss landfill, however, in previous years we have received them from dormitories, and hotels.

Administration would like to implement a Commercial Mattress charge of \$20.00/Mattress to cover the costs for the bulk loads should they come in, and to cover the cost of separating any mattresses that come in a rubble load from a commercial hauler.

The Commission Board felt an appropriate schedule of fees for any mattresses coming in with a commercial hauler or from a business or dormitory would be \$20.00 for a sorted mattress, and \$50.00 for any mattress that has to be removed from the rubble area.

Moved by Ms. Ebden that the Commission Board approve a Commercial Mattress Recycling fee of \$20.00 for a sorted mattress and \$50.00 for an unsorted mattress to be effective January 1, 2022.

Carried Unanimously.

**RWS/59/21
Change of Meeting
Date**

Due to some scheduling difficulties experienced by a couple of the Commission Board Members, the meeting scheduled for November 24, 2021 has been changed to December 1, 2021.

Moved by Ms. Shepherd that the next LRWSC Board Meeting be held on December 1, 2021.

Carried Unanimously.

**RWS/60/21
Manager's Report**

Mr. Hohn reported on the following Manager's Report to September 30, 2021. The highlights are as follows:

- Staff Training.
- Mattress Recycling Program – we have shipped nearly 2500 mattresses since the beginning of the program which started Oct. 5/20. Total weight of diverted mattresses is approximately 74MT. The volume saved in the landfill is approx.2100m3.
- Site Improvements – a loading ramp has been installed in the wood area at Prentiss to assist in loading wood chips. Chain link fencing is currently being installed at the sites.
- Compost Facility – Administration is currently waiting on our Disposition Renewal with Alberta Public Lands.

- Wood Recycling – 450MT of white and green wood were chipped at the end of September and it is being transported to Stickland Farms. The Commission will receive about \$2250.00 for the material depending on final tonnage. Mr. Hohn clarified the difference between green wood (branches) and white wood (pallets and lumber).
- Metal Recycling – All of the waste metal has been baled up and hauled on October 8th.

Moved by Ms. Henry that the Managers Report be received as information by the Commission.

Carried Unanimously.

Next Meeting

The next regular meeting of the Commission will be held December 1, 2021 at 1:15 p.m. in the LRWSC Administration Boardroom at Prentiss.

***RWS/61/21
Adjourn***

Moved by Ms. Gilliat that the meeting adjourns.

***Time: 3:03 p.m.
Carried Unanimously.***

Chairperson

Manager

**HIGHLIGHTS OF THE REGULAR COUNCIL MEETING
December 16, 2021**

COVID-19 UPDATE

Council was provided with an update on the latest COVID-19 restrictions, statistics and the Province's current vaccine statistics.

REDESIGNATION OF LAND – W1/234-39-02 W5M - PALM COVE

Representatives of Qualico Communities provided a presentation on their request to redesignate approximately 38.69 hectares (95.61 acres) on the W½ 34-39-02-W5M into a 59-lot clustered style residential development, known as Palm Cove. The presentation was received for information.

REDESIGNATION OF LAND – Pt. NW 21-39-03 W5M – ALBERTA VIEWS RV & GOLF COURSE

Alterra Engineering representatives and Bill McLean provided a presentation on behalf of 1949561 Alberta Ltd. (Bill and Carla McLean) regarding their request to redesignate approximately 61.95 hectares (153.07 acres) on Pt. NW 21-39-03-W5M to Recreation 'PR' District. The presentation was received for information.

LAND USE BYLAW AMENDMENT REQUEST – PT. SW 16-39-01 W5M – ADEARA RECOVERY CENTRE

Representatives of Work on That Inc., on behalf of Adeara, provided a presentation regarding their request to add a special discretionary use to the Agricultural 'A' District of the County's Land Use Bylaw to consider a "treatment centre" on Pt. SW 16-39-01-W5M. The presentation was received for information.

SOUTH OF HIGHWAY 11 (EAST OF HAYNES) ASP

The terms of reference and a background report on the proposed Highway 11 (East of Haynes) Area Structure Plan (ASP) were presented. The South of Highway 11 Area Multi-lot Country Residential Outline Plan (OP) was developed in 2001 and the intent of the proposed Highway 11 (East of Haynes) is to develop a new ASP with a boundary that represents the eastern portion of the OP plan area and to update the plan to reflect change to the County's Municipal Development Plan and Land Use Bylaw.

The Terms of Reference for the Highway 11 (East of Haynes) ASP were approved and the background report for the ASP was received for information.

LACOMBE COUNTY ECONOMIC DEVELOPMENT STRATEGY

The Terms of Reference for the Lacombe County Economic Development Strategy were approved as presented.

HIGHWAY 2/HIGHWAY 12 INTERCHANGE FUNCTIONAL PLANNING STUDY

A presentation by representatives of Alberta Transportation and Castleglen Consultants on the Highway 2/Highway 12 Interchange Function Planning Study was received for information.

2022 FCSS FUNDING ALLOCATIONS

Council approved funding for the following community programs in 2022 and ongoing annual funding, pending 1) the yearly review of each program to ensure that the program is operational and continues to be a valuable resource to the community and 2) there is sufficient funding available.

• Alix FCSS	\$ 1,500
• Alix Mirror Wellness Supports Society	\$ 2,600
• Bentley Community Services	\$ 10,248
• Big Brothers Big Sisters of Lacombe and District	\$ 5,000
• Blackfalds Camp Curious	\$ 3,600
• Blackfalds FCSS – Seniors Programs	\$ 3,000
• Youth Unlimited Central Alberta	\$ 6,000
• Eckville and Community Youth Society	\$ 2,500
• Eckville Recreation Board – Summer Camp	\$ 2,000
• Friends of the Mirror Library Society	\$ 5,100



WHERE PEOPLE ARE THE KEY

• Lacombe and District FCSS	\$ 24,128
• Lacombe FCSS (Clive, Mirror, Tees Playgroup)	<u>\$ 2,394</u>
Total	\$ 68,070

2021 UNEXPENDED FCSS FUNDING

After the annual year-end review for 2021 and projections for 2022, it was determined that the FCSS program will be underspent in the amount of \$ 13,000 for 2021.

Council approved funding, on a one-time basis, to the following community organizations:

• Alix FCSS	\$ 1,000
• Alix Mirror Wellness Supports Society	\$ 1,200
• Big Brothers Big Sisters	\$ 3,000
• Town of Blackfalds Camp Curious	\$ 1,200
• Lacombe and District FCSS	\$ 3,494
• Lacombe FCSS on behalf of Clive FCSS	\$ 1,606
• Youth Unlimited Central Alberta	<u>\$ 1,500</u>
	\$13,000

LAPA POLICY RC(1) FUNDING REQUEST

A second joint meeting with the City of Lacombe will be held virtually on January 18, 2022 at 9:00 a.m. to discuss a funding request from the Lacombe Athletic Park Association (LAPA) with regard to Phase Two of the Field House Project, which is the Track and Field Expansion.

POLICY AD(8) LAND SALES – HAMLET OF MIRROR

Council was presented with updated Policy AD(8) Land Sales – Hamlet of Mirror which established the process for the sale of vacant lots owned by Lacombe County. A clause has been added to the policy to require development of lots within a specific period. Policy AD(8) was approved as presented.

STRATEGIC PLAN OVERVIEW

By resolution of Council, Lacombe County will proceed with the development of a new Strategic Plan. A strategic planning workshop will be held on January 11 and 12, 2022 commencing at 9:00 am. in the Lacombe County Council Chambers.

COMMITTEE OF THE WHOLE

In addition to receiving the notes of the December 7, 2021 Committee of the Whole meeting for information, Council also reviewed the following items from that meeting:

PARKING FEES – SANDY POINT & SUNBREAKER COVE FACILITIES

The County Manager was directed to prepare a report with regard to the proposal to charge parking fees and boat launching fees at the Sandy Point and Sunbreaker Cove facilities and this report be presented at a future meeting.

ASSET MANAGEMENT

A presentation on the various aspects and the requirements of Asset Management was received for information.



WHERE PEOPLE ARE THE KEY

ROAD BANS ON ASPELUND AND WOODYNOOK ROAD

The County Manager was directed to prepare a report regarding the impacts of lifting road bans on the Aspelund and Woodynook Roads. This report will be presented at a future Council meeting.

COUNCILLOR CODE OF CONDUCT BYLAW

A presentation providing an overview of the Lacombe County Councillor Code of Conduct Bylaw as required by the Municipal Government Act, was received for information.

LAPA FUNDING REQUEST – CITY OF LACOMBE/LACOMBE COUNTY

A report regarding the Lacombe Athletic Park Association (LAPA) request for Lacombe County financial support of their Track and Field Expansion project was received for information. Consideration of this request will be deferred until after the second City of Lacombe – Lacombe County joint Council meeting as per the Community Groups – Facility Capital and Operating Funding Requests process, as required by the City of Lacombe/Lacombe County Operational Cost-sharing Agreement.

RURAL RED DEER RESTORATIVE JUSTICE PROGRAM BOARD

As per Council resolution Councillor Kreil was appointed as the Lacombe County representative to the Rural Red Deer Restorative Justice Program Board of Directors and Community Advisory Council.

BYLAW NO. 1352/21 – RATES AND FEES 2022

Bylaw No. 1352/21, a bylaw of Lacombe County to authorize the establishment of fees for various services, supplies, information, applications and appeals provided to the public was read a first, second and third time and so passed by Council.

UTILITY RATE BYLAWS

Council moved first, second and third readings of the following bylaws:

1. Bylaw 1354/21, a bylaw to establish 2022 water and wastewater rates for Aspelund Industrial Park;
2. Bylaw 1355, a bylaw to establish 2022 wastewater rates for the Sylvan Lake Subdivisions that are part of the Sylvan Lake Communal Sewer System;
3. Bylaw 1356/21, a bylaw to establish 2022 water rates for Lakeview Estates; and
4. Bylaw 1357/21, a bylaw to establish 2022 water, wastewater and solid waste rates for the Hamlet of Mirror.

These rates will be posted on the Lacombe County website.

Next Regular Council Meeting is
Thursday, January 13, 2022 - 9:00 a.m.

Next Committee of the Whole Meeting is
February 1, 2022 – 9:00 a.m.

Lacombe County Administration Building

****For more details from Lacombe County Council meetings, please refer to the meeting minutes. All meeting minutes are posted on the website (www.lacombecounty.com) after approval.**

Frequently Asked Questions:

Municipal Government Act Amendments for Unpaid Oil and Gas Property Taxes

The Municipal Government (Restoring Tax Accountability) Amendment Act, 2021, restores a special lien and clarifies other powers municipalities can use to require oil and gas companies to pay overdue property taxes. These changes build on the Provincial Education Requisition Credit (PERC) program that gives municipalities credit for education property taxes unpaid by oil and gas companies. Municipal Affairs will continue to support municipalities by extending the PERC program to include the 2023-24 fiscal year.

How do
municipalities
impose the special
lien on companies?

The amendments to the *Municipal Government Act (MGA)* restore the process used by municipalities prior to 2019.

The amendments clarify that the tax collection process is specific to the debtor's assessable property within the municipality's official boundaries.

The amendments also enable a 120-day redemption period to protect financially vulnerable oil and gas companies by allowing negotiation of payment arrangements.

Furthermore, the amendments allow municipalities to collect taxes from the operator or the owner of linear property or machinery and equipment.

This special lien, like the special lien under the existing section 348 of the MGA, arises by operation of provincial law, and not from a municipality 'placing' the lien on debtor property.

- Therefore, the special lien for linear property and machinery and equipment comes into existence automatically when the tax debt is not satisfied at the due date. The lien ceases to exist automatically when the tax debt is fully satisfied.

Because the special lien arises automatically, by the authority of provincial statute, smaller municipalities with fewer legal resources should not be limited in their ability to apply the special lien and to seek collection of arrears.

For more information on the tax recovery process, municipalities can review the tax recovery guide found at: <https://open.alberta.ca/publications/9781460136959>.

How quickly will
municipalities be
able to recoup their
unpaid taxes?

Restoring the special lien provision provides a much-needed tool for municipalities to recover unpaid property taxes in order to fund essential services.

Municipalities are encouraged to negotiate a payment plan with companies that have debts. The lien is likely to be more effective as an incentive to negotiate those plans than if invoked in a debt or insolvency proceeding that involves a company with limited remaining financial resources.

What happens if two different municipalities have a lien against the same company?

The special lien applies to the assessable property within the municipality. Municipalities are not competing for the same assets.

Are these liens expected to make more oil and gas companies become insolvent?

The vast majority of oil and gas companies in Alberta pay their property taxes. It is highly unlikely that restoring the special lien will increase the number of oil and gas company insolvencies.

The Licensee Management Program under the new liability management framework enables the Alberta Energy Regulator (AER) to work with struggling operators on a case-by-case basis on mitigations and actions that can help them manage their liabilities, maximize their assets, and maintain their operations.

What if a company goes under and they have a long list of creditors waiting for payment?

Restoring the special lien provision re-establishes the order of repayment for linear property, and machinery and equipment, to match other assessable properties.

The amendments restore the priority of municipalities ahead of other creditors but behind the Crown and environmental regulatory obligations.

Why should companies be able to drill new wells without first putting up some kind of collateral to be able to cover the problems they are causing down the road?

The government will continue to discuss stakeholder concerns on a number of challenges related to mature oil and gas sites, including possible royalty incentives for reclamation, reclamation certification process, and surface rights compensation review process.

The Alberta government is taking a proactive approach to managing liability through the Liability Management Framework, which came into effect in July 2020.

The Framework includes expansions to the Orphan Well Association (OWA)'s mandate to mitigate the risk of orphan sites.

The OWA is funded by industry to address 'orphan' properties, when the AER determines there is no longer a legally and financially responsible party able to deal with the environmental obligations.

The new liability framework will address the root, and not only the symptoms, of an issue that all energy-producing jurisdictions are facing.

During its multi-stage implementation, the new framework will shrink the inventory of inactive and orphaned wells across the province, accelerating the timely restoration of land.

The new framework sets clear expectations throughout the life cycle of oil and gas projects which will provide certainty for development while protecting future generations of Albertans from experiencing a backlog of these sites.

This improved system also enables the regulator to work with struggling operators on a case-by-case basis on mitigations and actions that can help them manage their liabilities, maximize their assets, and maintain their operations.

As part of this framework, the AER may now consider an applicant, licensee or approval holder's unpaid municipal taxes and surface lease payments when assessing licensee eligibility.

If the provincial government is extending the PERC program to help municipalities, doesn't that mean the government will have less in general revenue to give to municipalities to do things like build infrastructure?

The provincial government recognizes that municipalities continue to deal with the problem of uncollectable property taxes from oil and gas companies due to the economic downturn.

The government is extending the PERC program to help municipalities deal with the financial challenges caused by this issue.

The provision of education property tax credits under PERC will not impact municipal grant funding or education funding.

The extension of PERC without the requirement to cancel municipal taxes on affected properties provides municipalities with much needed cash flow while they are in the process of recovering unpaid taxes. If the uncollectable taxes are eventually recovered in whole or in part, the recovered amounts must be remitted to the province.

What is the long-term goal of this strategy? Will the tax relief for shallow gas wells and associated pipelines, as well as the PERC program, be continued in future years?

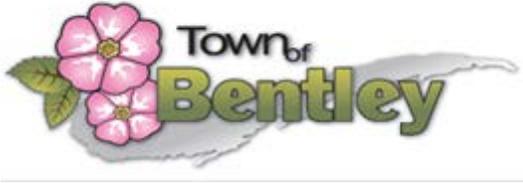
Shallow gas tax relief has been extended to the 2023 taxation year in order help shallow gas producers cut costs, project jobs and remain competitive in the face of economic pressures affecting the natural gas industry.

At the same time, the extension of the PERC program is a short-term solution meant to address the financial challenges municipalities may be facing.

Over the long term, the legislative changes restoring the special lien provides municipalities with a more effective mechanism to recover unpaid taxes from oil and gas companies.

Can municipalities provide proof of tax arrears on linear property and machinery and equipment if requested?

Section 350 of the *MGA* enables municipalities to provide, upon request, a tax certificate showing the address or legal description, the amount owing for the year, and tax arrears and any tax deferrals. Municipalities may charge a fee for this service. However, disclosure of names or any other identifying information without consent from the company would be contrary to Freedom of Information and Protection of Privacy requirements.



Greg Rathjen

REPORT FOR December 2021

- December 9, 2021 – Went over the strategic plan and our 2021 budget
- Completely printed binder – items to come up at council meeting
 - Thanks to CAO Marc Fortais for the incredible job done to present to council
- December 14, 2021 – Regular Council Meeting
- Budget presentation 2022 and vote – budget was approved
- December 16, 2021 – Presentation of the need, role, value and plans for Asset Management as Town and Council
- December 22, 2021 - Lunch with staff
- Office closed from December 24 to January 2 – reopened January 3



Deputy Mayor Valiquette

REPORT FOR December 2021

December 9, 2021 – Budget Workshop

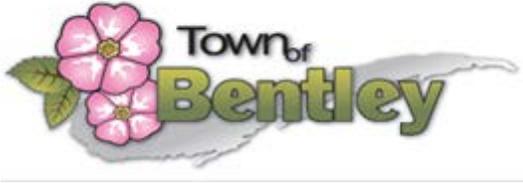
December 11, 2021,

- zoom meeting with EMG with Greg Teal, and members from all other towns, and districts in our areas of concern. Greg is head of strategic planning for towns like ours and will be helping

December 14, 2021 – Regular Council Meeting

- Garbage, Water, Sewer rates staying the same – bylaws passed
- Budget passed for 2022 with no increase to taxes other than police requisition increase
- Approval of Indigenous Acknowledgement

December 16, 2021 – Asset Management Orientation and Engagement with Council



Lenore Eastman

REPORT FOR December 2021

December 9, 2021 – Budget Workshop

December 14, 2021 – Regular Council Meeting

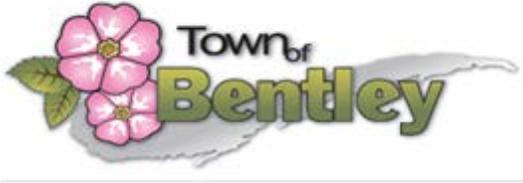
December 16, 2021 – Asset Meeting with Dorian Kuzek, Dallas Wandzura from Stantec



Dale Grimsdale

REPORT FOR December 2021

- December 9, 2021 – Budget Workshop – went through previous budget, goals and new budget and forecasting, went over the needs and wants of the community and how that fits into our budget and goals
- December 14, 2021 – Council meeting and budget approval for 2022
- December 16, 2021 – Asset Meeting with Stantec: Overview of what an asset management plan is, how it affects communities and how we fit into it and the benefits of using the plan



Pamela Hansen

REPORT FOR December 2021

- December 1, 2021 – attended a great meeting Lacombe Regional Waste very informative and I look forward to the next meeting
- December 14, 2021 – Regular Council Meeting as per meeting minutes
- December 16, 2021 – Asset Meeting at town office