



**AGENDA**  
**Bentley Town Council Regular Meeting**  
**Tuesday May 11, 2021**  
**6:45 pm**

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1. **Call to Order**
2. **Amendments & Acceptance of Agenda**
3. **Adoption of Previous Minutes:**
  - a) **Regular Meeting April 27, 2021**
4. **Financial:**
  - a) **Prepaid Cheque Listing – Cheques No. 20210292 to 20210318**
5. **New Business:**
  - a) **Business Coaching Report – Presentation from Pierre Cormier – Clear Think Inc**
  - b) **2021 General Election and Appointment of Returning Officer**
  - c) **Declaration for Seniors Week**
6. **Correspondence**
  - a) **Lacombe County Revised Ag Guide**
  - b) **Lacombe County April 22, 2021 Council Highlights**
  - c) **Lacombe Regional Waste Services Commission Feb 24, 2021 Minutes**
  - d) **Minutes December 16, 2020 Town of Bentley & Lacombe County IDP/ICF Committee Meeting**
  - e) **Parkland Regional Library Annual Report Infographic 2020**
7. **Other Business / Council Question Period**
8. **Council Reports**
  - a) **Mayor Rathjen**
  - b) **Deputy Mayor Dickau**
  - c) **Councillor Knutson**
  - d) **Councillor Talsma**
  - e) **Councillor Maki**
9. **Adjournment**



**Minutes of the Regular Meeting of the Council of the Town of Bentley  
April 27, 2021**

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**Date & Place:** Minutes of the Regular Meeting of the Council of the Town of Bentley, held beginning Tuesday, April 27, 2021 at 6:45am, in the Bentley Municipal Office.

**In Attendance** Mayor Greg Rathjen  
Deputy Mayor Joan Dickau  
Councillor Doug Talsma (attended via zoom)  
Councillor Cora Knutson  
Councillor Neil Maki  
CAO Marc Fortais

**In-Camera** Disclosure harmful to law enforcement – RCMP meeting with Staff Sgt McBeth  
In – Camera pursuant to section 20(1) of Freedom of Information and Protection of Privacy Act.

**Motion 70/2021** Moved by Mayor Rathjen, “THAT the in-camera portion of the April 27, 2021 council meeting be called to order at 6:00pm.”

**Carried**

**Motion 71/2021** Moved by Councillor Maki, “THAT the in-camera portion of the April 27, 2021 Council Meeting be adjourned at 6:30pm.”

**Carried**

**Call to Order** Mayor Greg Rathjen called the Regular Council Meeting to order at 6:45pm

**Agenda** **Motion 72/2021** Moved by Councillor Knutson, “THAT the agenda of the April 27, 2021 regular meeting be amended to include an additional item to discuss the Interpretation of the Council Remuneration Policy In-Camera as Other Business.”

**Carried**

**Motion 73/2021** Moved by Councillor Talsma, “THAT the amended agenda of the April 27, 2021, regular meeting be accepted.”

**Carried**

**Previous Minutes** **Motion 74/2021** Moved by Councillor Knutson, “THAT the minutes of the regular meeting held on April 13, 2021 be confirmed.”

**Carried**

**Financial**

**a) Prepaid Cheque Listing – Cheques 20210244 to 20210291**

**Motion 75/2021** Moved by Deputy Mayor Dickau, “THAT cheques numbered 20210244 to 20210291, be received as information.”

**Carried**

**Unfinished Business**

**a) Bylaw 226/2021 amendment to the Land Use Bylaw 189/2016 regarding Building Demolitions and Manufactured Homes outside of the Manufactured Home District**

**Motion 76/2021** Moved by Councillor Maki, “THAT Bylaw 226/2021 be amended by deleting item 2 and 3 of the original proposed bylaw from March 23, 2021 and adding the following in sequential order starting as item 2 and ending as item 5; AND

THAT all other components of the bylaw, which was proposed on March 23, 2021, remain unchanged for consideration of 2<sup>nd</sup> and 3<sup>rd</sup> reading.

Relation to Motion 58/2021: Changes the definitions by amalgamating ideas of modular and manufactured homes	
<p>2. THAT Part One, Section 1.8 Definitions is amended as follows:</p> <p style="padding-left: 40px;">(a) The text and graphic for the definition of “Manufactured Home” is replaced with:</p> <p style="padding-left: 80px;">“means a residential building containing one dwelling unit constructed off site in one or more sections and intended to be occupied in a place other than where it was manufactured”; and</p> <p style="padding-left: 40px;">(b) The text and graphic for the definition of “Modular Unit or Home” is deleted.</p>	<p>Revised definition regulates all forms of manufactured homes (modular, ready to move, factory-built housing, kit homes, park models) for the purpose of the Town’s Land Use Bylaw</p> <p>Alberta Building Code and applicable Safety Codes continue to apply to each form of manufacturing home and does not change based on the Town Land Use Bylaw – developments are subject to both approval processes.</p> <p>Distinction on how manufactured home is built (steel frame, wood frame, in a factory, on an industrial parcel) is not necessary for the purpose of the Town’s Land Use Bylaw</p>
Relation to Motion 58/2021: Revises the design requirements relating to the foundation and adds an age limit	
<p>3. THAT Schedule B: Supplementary Regulations is amended by adding the following as Section 6(18):</p> <p style="padding-left: 40px;">“6(18) <u>Manufactured Homes outside the Manufactured Home District (R3)</u></p> <p style="padding-left: 80px;">(a) A manufactured home and any additions to the manufactured home in a District other than the Manufactured Home District (R3)</p>	<p>No change to (a)</p>

<p>shall meet all the requirements that apply to a single family detached dwelling for that District.</p> <p>(b) In addition to the requirements that apply to a single family detached dwelling, a manufactured home, and any additions to the manufactured home in a District other than the Manufactured Home District (R3) shall have:</p> <p>(i) a minimum roof pitch of 4:12 (rise:run);</p> <p>(ii) a roof surface of wood or asphalt shingles, clay or concrete tiles, slate or wood shakes, or metal or composite material.</p> <p>(iii) a minimum roof overhang or eaves of 0.3m (1.0 ft) from each external wall surface;</p> <p>(iv) a permanent foundation consisting of a concrete basement or crawl space with footings;</p> <p>(v) a maximum length to width ratio of 3:1 (3 units of length to 1 unit of width);</p> <p>(vi) a minimum width of 6.1m (20 ft) measured from external wall surface to external wall surface; and</p> <p>(vii) a minimum floor area as required in the applicable District.</p> <p>(c) The maximum age of any manufactured home on a parcel in a District other than the Manufactured Home District (R3) shall be five (5) years. The age shall be measured from the date the manufactured home was created to the date that it is proposed to be developed on the parcel.”</p>	<p>No change to (b)</p> <p>No change to (i)</p> <p>No change to (ii)</p> <p>No change to (iii)</p> <p>Changed to identify concrete basement or crawlspace with footings as only acceptable forms of permanent foundation.</p> <p>No change to (v)</p> <p>No change to (vi) other than correcting typo for “width”</p> <p>No change to (vii)</p> <p>Added to limit age at time of development to no more than five (5) years. This clause will apply to any manufactured home outside the R3 District.</p>
<p>Relation to Motion 58/2021: Revises the age limit in R3 for consistency</p>	
<p>4. THAT Schedule C: Land Use District Regulations is amended by:</p> <p>(a) Replacing the text for “Maximum Manufactured Home Age” in the Manufactured Home Park</p>	

<p>Standards in the Manufactured Home District (R3) with:</p> <p>“The maximum age of any manufactured home shall be five (5) years. The age shall be measured from the date the manufactured home was created to the date that it is proposed to be developed on the parcel. Only the Municipal Planning Commission can vary the maximum age requirement through the development permit application process”; and</p> <p>(b) Adding the following to end of the table for Manufactured Home Individually Titled Lot Standards in the Manufactured Home District (R3):</p> <p>“Maximum Manufactured Home Age: The maximum age of any manufactured home shall be five (5) years. The age shall be measured from the date the manufactured home was created to the date that it is proposed to be developed on the parcel. Only the Municipal Planning Commission can vary the maximum age requirement through the development permit application process.”</p>	<p>This is the same 5 year maximum currently in the Land Use Bylaw that applies to Manufactured Home Parks. The wording has changed to have a consistent measuring of the age.</p> <p>The ability of MPC to relax or vary the maximum 5-year limit is retained for the R3 District only.</p> <p>This applies the same age requirements to individually titled lots in the R3 District outside of a Manufactured Home Park. It closes a gap in the current regulations.</p>
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Relation to Motion 58/2021: Prohibits new manufactured homes in the R1 District and makes manufacturing homes discretionary uses subject to the architecture and design requirements in all other residential Districts except the R3 District

<p>5. THAT Schedule C: Land Use District Regulations is amended by:</p> <p>(a) Removing “Existing Manufactured Home” from the list of Discretionary Uses in the Low-Density Residential District (R1) and replacing it with “Manufactured Home existing on site as of April 27, 2021” where it would appear in alphabetical order; and</p> <p>(b) Removing “Modular Homes” from the list of Permitted Uses in the Low-Density Residential District (R1A), the General Residential District (R2), the General Residential District (R2A), and the General Residential District (R2B); and</p> <p>(c) Adding “Manufactured Homes meeting the requirements of Schedule B, Section 6(18)” where it would appear in alphabetical order to the list of</p>	<p>Reworded to make it more expressly clear that the only manufactured homes allowed are those already on a site.</p> <p>This use is no longer defined and gets replaced by the definition of manufactured home.</p> <p>Manufactured homes that meet all the listed architecture and design requirements may be approved as a discretionary use. Including Section 6(18) requirement in the listed use means that a relaxation of the individual requirements in Section 6(18) cannot be granted.</p>
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<p>Discretionary Uses in the Low-Density Residential District (R1A), the General Residential District (R2), the General Residential District (R2A), and the General Residential District (R2B); and</p> <p>(d) Deleting the words “and Modular Homes” in the subheading under Parcel Development Regulations in the Low-Density Residential District (R1), the Low-Density Residential District (R1A), the General Residential District (R2), the General Residential District (R2A), and the General Residential District (R2B).</p>	<p>This is a clean-up as the term “modular homes” will no longer be used.</p>
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**Carried**

**Motion 77/2021** Moved by Councillor Talsma, “THAT the amended Bylaw 226/2021, amendment to the Land Use Bylaw 189/2016 regarding Building Demolitions and Manufactured Homes outside of the Manufactured Homes District be read a 2<sup>nd</sup> time this day of April 27, 2021.”

**Carried**

**Motion 78/2021** Moved by Deputy Mayor Dickau, “THAT the amended Bylaw 226/2021, amendment to the Land Use Bylaw 189/2016 regarding Building Demolitions and Manufactured Homes outside of the Manufactured Homes District be read a 3<sup>rd</sup> and final time this day of April 27, 2021.”

**Carried**

**New Business**

**a) Emergency Management COVID-19 Recap and Update**

**Motion 79/2021** Moved by Councillor Maki, “THAT the information presented by CAO Marc Fortas and the Director of Emergency Management Julian Veuger be accepted as information.”

**Carried**

**Correspondence**

- a) Lacombe County Lead Testing**
- b) Lacombe County April 8, 2021 Council Highlights**
- c) Letter from Morinville to Minister Madu regarding support for RCMP**
- d) RSM 2021 Canada Federal Budget Detailed Commentary**

**Motion 80/2021** Moved by Councillor Knutson, “THAT correspondence items a) to d) be accepted as information.”

**Carried**

## Other Business/Council Question Period

### a) Lions Club Tree Planting

CAO Marc Fortais provided an overview of the status of the tree donation from the Blindman Valley Lion's Club and that the Lion's Club had requested representation from Mayor and Council to attend the planting of the trees on Saturday May 15<sup>th</sup>, 2021. Mayor and Council agreed that Saturday May 15<sup>th</sup>, 2021 would work for most of them.

### b) In-Camera discussion regarding a discussion on the Interpretation of the Council Remuneration Policy In-Camera as Other Business

**Motion 81/2021** Moved by Mayor Rathjen, "THAT the regular meeting of Council be closed to the public at 7:42pm, pursuant to section 24(1) of the Freedom of Information and the Protection of Privacy Act – Advice from Officials to allow for a discussion regarding interpretation of the policy for Council Remuneration."

**Carried**

**Motion 82/2021** Moved by Deputy Mayor Dickau, "THAT the Regular Meeting of Council be resumed in public at 7:57pm."

**Carried**

## Adjournment

**Motion 83/2021** Moved by Councillor Maki, "THAT the regular meeting of Council be adjourned, Time 7:58 pm."

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Mayor Greg Rathjen

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Marc Fortais



# TOWN OF BENTLEY

## Cheque Listing For Council

2021-May-7  
10:36:33AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20210292	2021-04-30	CARSON, BARBARA J				
20210293	2021-04-30	JENSEN, DARREN J				
20210294	2021-04-30	MEREDITH, SANDRA L				
20210295	2021-04-30	GIBSON, COLE C				
20210296	2021-04-30	DENNEHY, NATHAN				
20210297	2021-04-30	GREAVES, LORYANNE				
20210298	2021-04-30	FORTAIS, MARC C				
20210299	2021-04-30	KIKSTRA, ROBERT B				
20210300	2021-04-28	STANTEC CONSULTING LTD.	1578290	PAYMENT 50TH STREET SOUTH REHABILITATI	14,284.73	14,284.73
20210301	2021-05-05	ADT SECURITY SERVICES CANADA INC.	21658596	PAYMENT ADT MONITORING FOR PUMPHOUSI	42.00	42.00
20210302	2021-05-05	BENTLEY I.D.A. PHARMACY	15042021 16042021	PAYMENT OFFICE SUPPLIES OFFICE SUPPLIES	23.16 5.02	28.18
20210303	2021-05-05	CENTRAL ALBERTA ECONOMIC PARTNERSHIP	122506	PAYMENT CAEP MEMBERSHIP FEES FOR APR	679.14	679.14
20210304	2021-05-05	FORTAIS, MARC	22042021	PAYMENT REIMBURSE FOR COFFEE IN OFFICI	39.99	39.99
20210305	2021-05-05	GREGG DISTRIBUTORS LP	059-358945 059-360711	PAYMENT OIL PRODUCTS FOR P.W. SPRING M SHOP SUPPLIES	66.34 65.10	131.44
20210306	2021-05-05	INNOV8, DIGITAL SOLUTIONS INC.	IN271032 IN276214 IN276418	PAYMENT OFFICE PHOTOCOPIER 2/22/2021 TC OFFICE PHOTOCOPIER 3/22/2021 TC NEW ACCOUNT SALES CREDIT FOR	500.98 462.30 (105.00)	858.28
20210307	2021-05-05	KEY AGVENTURES INC.	IR60711	PAYMENT P.W. OIL FILTER SPRING MAINTENA	16.18	16.18
20210308	2021-05-05	MCLAREN, CAROLYN	108	PAYMENT TEACHING & PREP OF HOME ALONE	375.00	375.00
20210309	2021-05-05	MUNICIPAL INFORMATION SYSTEMS INC.	20210317	PAYMENT MUNIWARE SQL SERVER INSTALL	315.00	315.00
20210310	2021-05-05	NAPA AUTO PARTS	578-686286	PAYMENT SWEEPER MAINTENANCE	204.18	204.18
20210311	2021-05-05	PARKLAND COMMUNITY PLANNING SERVICES	01042021	PAYMENT ANNUAL CONTRACT PAYMENT FOR	5,000.00	5,000.00
20210312	2021-05-05	RECEIVER GENERAL	30042021 30Apr2021	PAYMENT REDUCED EMPLOYMENT INSURANC REGULAR EMPLOYMENT INSURANC	26,187.27 272.26	26,459.53
20210313	2021-05-05	RURAL MUNICIPALITIES OF ALBERTA	AB056149	PAYMENT STAPLES OFFICE SUPPLIES	156.35	156.35
20210314	2021-05-05	SHAW CABLE	21052021	PAYMENT INTERNET AT FCSS	163.80	163.80
20210315	2021-05-05	STANTEC CONSULTING LTD.	1597174 1597178	PAYMENT CONCRETE REPLACEMENT 50TH STREET SOUTH REHABILITATI	1,536.96 1,137.47	2,674.43
20210316	2021-05-05	TAXSERVICE	3002021	PAYMENT TAXSERVICE FEES FOR APRIL 2021	1,000.65	1,000.65
20210317	2021-05-05	WOLF CREEK BUILDING SUPPLIES		PAYMENT		20.54





# TOWN OF BENTLEY

## Cheque Listing For Council

2021-May-7  
10:36:33AM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20210317	2021-05-05	WOLF CREEK BUILDING SUPPLIES	277792	PORTA POTTIES MATERIAL AT THE	20.54	20.54
20210318	2021-05-05	10 BRANDING	2021-01	PAYMENT PHOTOGRAPHY LAYOUT AND DESK	255.00	255.00

**Total 67,601.57**

\*\*\* End of Report \*\*\*



**Agenda Date: May 11, 2021**

**Agenda Item: Bentley Business Coaching Program Completion**

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## **SUMMARY AND BACKGROUND**

In January 2021, the Town of Bentley advertised and launched a Business Coaching Program available as a part of the Town's recovery strategy to support local business. The program, in partnership with The Clear Think Group Certified Management Consultants (CMC), was created to connect Town of Bentley Businesses with a professional Certified Management Consultant to provide customized one on one business coaching and advice to help the businesses navigate through these challenging times.

The Town of Bentley contacted local businesses to ensure that they were aware of the program and it was posted on the Town Website and Facebook. As a result, six local businesses signed up for the business coaching program and were matched with a CMC that was aligned with their specific needs. Each business received approximately 12 hours of dedicated support from a CMC. The program was 100% funded via a Municipal Operating Stimulus Grant Program from the Provincial Government to help Municipalities offset costs of the COVID-19 pandemic and undertake recovery efforts.

The intent of the program was to assist local businesses to become more resilient through understanding their unique issues and challenges, providing guidance, and coaching to empower business owners to find creative solutions to those challenges. The program has now concluded and attached is the final report prepared by The Clear Think Group, with feedback incorporated from the participants.

## **BUDGET AND FINANCIAL CONSIDERATIONS**

Total Cost of the Program was \$15,000 plus GST for a Total of \$15,750

## **RECOMMENDATION**

THAT Mayor and Council accept this report as information

## **ATTACHMENTS**

- 1) Clear Think Group – Bentley Business Coaching Final Report

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Marc Fortais, CAO

**ClearThink™ Coaching Program  
For  
Town of Bentley**

**FINAL Report**

**Prepared for:  
Marc Fortais, CAO  
Town of Bentley**

**Prepared by:**



**May 6th, 2021**

This summary report outlines the process and observations during execution of the ClearThink™ Coaching Program with business owners in the Town of Bentley. The report is divided into four (4) sections: the project introduction, the ClearThink™ coaching road map, conclusion and next steps.

## **Introduction**

### **Town of Bentley**

Overlooking the beautiful Blindman Valley and situated minutes between Gull Lake & Sylvan Lake, the Town of Bentley is a unique visitor destination in Central Alberta with popular café/restaurants, and several boutique shops offering outstanding clothing, jewelry, art, crafts, antiques & decor you won't find anywhere else. Both residents and visitors enjoy the town's friendly, safe and caring community appeal.

### **Purpose and Objectives of the ClearThink™ Coaching Program**

The purpose of our coaching program is to advise, in confidence, business owners in the Town, to support them through examining challenges and opportunities to maintain a successful business, as they adapt and economically recover from the Covid-19 pandemic.

A total of six (6) businesses participated in the coaching program:

- Benner's Billiards
- Bentley Family Dentistry
- Merry's Mercantile
- Queen Bea Clothing Marketplace
- The Boho Apothecary & Studio
- The Drop Coffee & Tea

The objectives of the ClearThink™ Coaching Program:

- Provide one-on-one coaching and advice from an experienced Certified Management Consultant (CMC) who takes the time to understand the participant's business, unique situation and current challenges.
- Have the CMC help the business owner define issues and set priorities as they economically recover from the Covid-19 pandemic.
- Together develop a tangible action plan with next steps based on the sound advice of their CMC-Coach.

### **Program Highlights and Outcomes**

- Business owners were carefully paired with a CMC who has the appropriate background and expertise to assist .
- Confidential one-on-one coaching sessions, with a trusted advisor, guiding business owners in making pivotal decisions while moving their business forward. All coaching appointments were held over the phone or via video conference.
- A minimum of 12 hours of support from the CMC (minimum 5 hours of one-on-one coaching to the business owner).
- Each business owner worked through challenges and opportunities with the CMC. Together, the coach and business owner designed an action plan to support individual business efforts and initiatives.
- Evaluate and report project impact with participating businesses to the Town of Bentley at project end.

## Key Areas for Coaching – “The Road Map”

The ClearThink™ Coaching Program is divided into three key activities: intake, engagement, and wrap-up (conclusion and reporting).

### Part 1: Intake

The following activities were undertaken during the Intake Phase:

- Develop and implement an intake process including coaching map, registry/intake form, consent to services documentation.
- Assessing intake forms, in-person interviews (2) and completing a SWOT analysis with each participant
- Select an appropriate CMC who has the experience, qualifications and expertise to assist the business owner
- Notification sent to business owner and Town of Bentley when a CMC has been successfully assigned
- Facilitate engagement start-up between the participant and the CMC

To best serve business leaders with their recovery efforts, we explored the six (6) key functional areas within their business:

**Strategy:** Determining viability of business going forward or re-thinking the business model; prioritizing business issues (short-term and long-term); advice to improve business management capacity & skills across all business functions; brainstorm & strategize for the future, succession planning

**Financial:** Financial analysis/management (short-term financing, cash flow management)

**Human Resources:** Managing people (general human resources); being a better manager to my staff

**Operations:** Making my business more efficient; reducing expenses; increase employee productivity

**Technology:** (managing current systems, determining future needs)

**Marketing:** Getting more business (business development, marketing, advertising); Business communications

During the Intake Process, each business owner ranked each functional area based on what they felt needed immediate attention during the coaching sessions.

These topic areas were further discussed with the project leader to assess/confirm where to focus coaching efforts with each participant. This important step maximized the coaching experience with each business owner.

Strategy was chosen by three (3) participants, meanwhile the remaining participants each chose Human Resources, Financial and Marketing areas as the primary focus for their coaching sessions. The coaches proceeded to focus on each participant's primary challenge during advisory sessions, follow-on homework and action plan development.

## **Part 2: Engagement**

**ClearThink™ Coaching Structure:** To set confidential one-on-one meetings which boosted brainstorming, strategy development and confidence around how the business owner can pivot to better perform in the future. Although the coaching program was short, it was paced effectively for the business owner to make changes in quick and real time. It was also flexible in providing knowledge, information and a safe environment to discuss challenges and opportunities with each business owner.

### Feedback:

- *"I learned more than I expected in the short time we worked together."*
- *"The timing of meetings were in perfect balance. We got more accomplished in a 1 hour session than 3hr meetings I've attended in the past."*
- *"Evaluated my circumstances and executed the plan before my coaching was finished"*
- *"It was great to have a coach who had owned a retail store in the past."*

**Engagement and Homework:** All the participants were engaged, attended the weekly meetings, did their homework. This allowed for effective brainstorming, increased opportunity to exchange ideas and adopt new businesses initiatives.

Survey – All participants liked the structure of the coaching program (i.e., virtual meetings, homework, follow-up brainstorming); meetings were spaced out appropriately to best help them.

### Feedback:

- *"I was able to get so much more accomplished with the coaching program than I would have if I was doing this alone."*
- *"It was a bit rushed, but it also didn't give me time to procrastinate but stayed on task (as easy to put off taking actions)."*
- *"Worked really well; I'm still working on my action plan"*

The tools used in the program were helpful and effective for a positive coaching experience. Tools such as: the Intake Process, SWOT, Action Plan, all helped to set the stage and provided written documents that can be reviewed as required while keeping on track. Based on individual needs, additional tools were introduced to the participants such as templates for strategy & goal planning, marketing & promotional planning, financial tracking, analysis & projections, customer database, HR development, training & compensation, social media planning, etc.

Survey – All participants feel they have an action plan that will meet their needs.

### Feedback:

- *"I have good tools on how to better relate to my staff; we're conducting performance reviews now"*
- *"Most action items have been implemented and we have a good plan that will be ongoing"*

**Communications:** Communication and developing trust are the most important features of any coaching process. From beginning to end, the quality, frequency and use of active listening skills brings the most value to the business owner. The CMC provided written and verbal reports and with such other information as requested by the business owner or recommended by the coach.

Survey - Participants indicated that their CMC-Coach had a good understanding of their business and its challenges/opportunities.

Feedback:

- *"Quite amazing how much the coaches learned in such a short period of time"*
- *"It was helpful to have a sounding board that knew my business. As a new business owner, I often feel like I need validation that what I am planning is actually worth doing."*

### **Part 3: Project Wrap-Up**

Once coaching assignments were completed, the Project Leader conducted follow-up interviews with each of the participants to gather feedback on their coaching experience. The following comments were shared by the business owners:

How was your experience with the coaching program?

- *Excellent – focused, efficient & pro-active. Good tools - How to better relate with staff. Conducting performance reviews now.*
- *Worked really well; still working on my action plan. Great to bounce different ideas with someone. Helpful to brainstorm to help me make decisions. It was a little rushed but helped stay on task (as easy to put off taking actions).*
- *Really liked it. Very good experience; good job. Helpful with my social media; clearer on how to do it.*
- *Really good; exactly what I needed to be a "businessperson". We worked on Goals & Tactics (to achieve goals). We worked on Financial tracking vs bookkeeping. I now understand profit margins on my products; surprised to see which products are making more than others. I was going to stop making a particular product but won't as it makes much better margin than I thought. My CMC-Coach was great; really good and was on top of things.*
- *This program was project based: needs assessment, specific topics, focus on fixing it. My previous coaching experience was more process based: to mold me for the long term (more a life coach).*
- *Good; definitely a lot to think about. Lots of irons in the fire. SMOOTH: Easy to talk to my CMC-Coach. Lots of ideas & feedback. If no answer to a query, she got back to me with one quickly.*

Suggestions on doing it differently.

- *I understand current situation – have 1 in-person meeting with my coach*
- *None... I know because of the pandemic, wished for in-person coaching*
- *None except, wish it was longer*

Participants were also invited to complete an online survey to evaluate project impact. Survey highlights (A summary of the survey is available on a separate attachment):

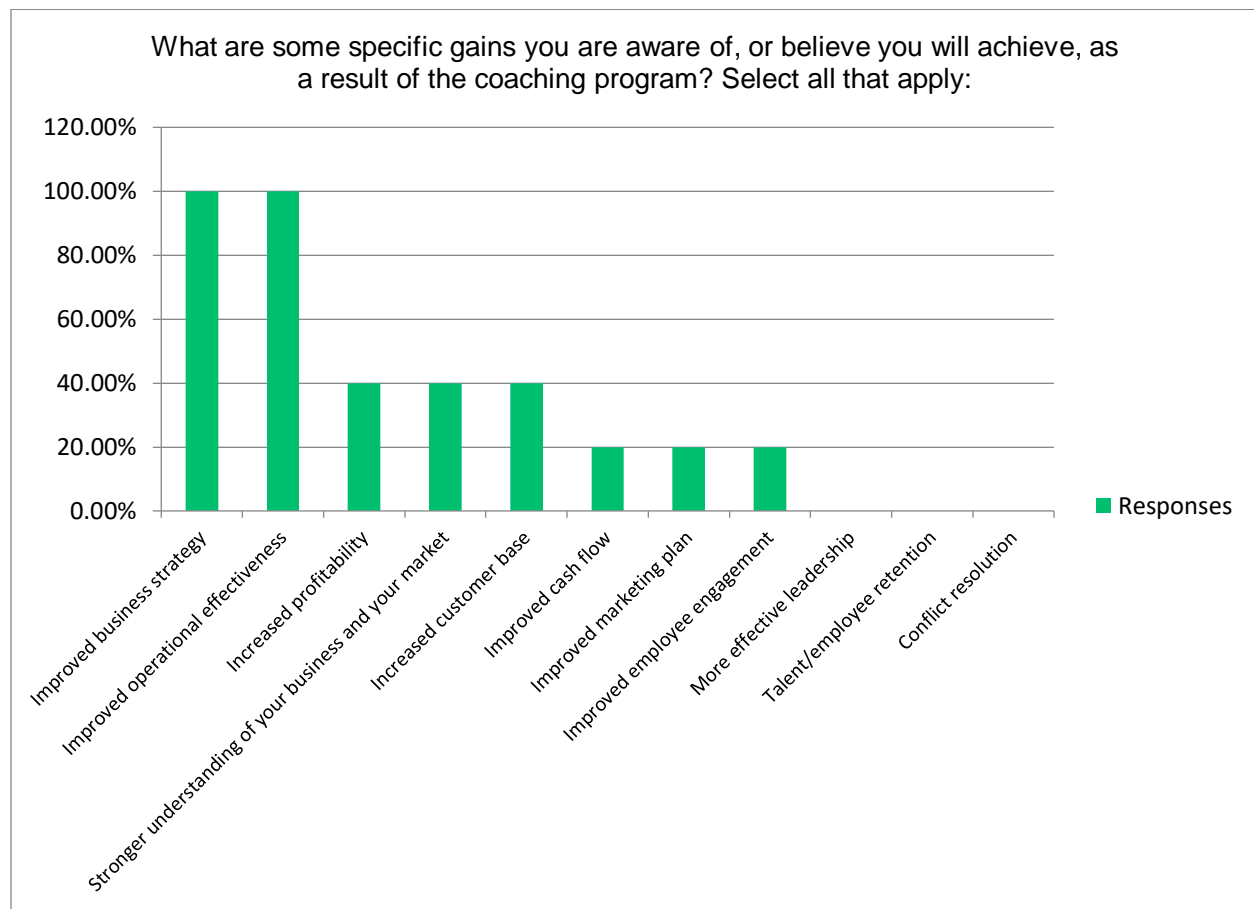
- Overall effectiveness to clients' needs was rated 4.6 out of 5;
- Quality of Advice was rated 4.6 out of 5;

- Meeting the objectives was rated 4.6 out of 5;
- Overall effectiveness of the coaching process was rated 4.6 out of 5;
- Professionalism and quality of service was rated 4.6 out of 5; and
- Likely to recommend the ClearThink™ Coaching Program to others was rated 5 out of 5.

## Conclusion and Next Steps

This summary report provides general insights and trends during the ClearThink™ Coaching Program based on the participants feedback from the online survey & follow-up interviews; and observations noted by the Project Leader in consultation with the coaching team. Information relating to specific participating businesses have been kept private due to confidentiality agreement between CMCs and Participants.

**Gains the Businesses Realized:** The biggest boost the businesses realized from the program were improvements in business strategy and operational effectiveness. See chart below for all gains that participants achieved.



**Future Outlook:** The business owners feel more positive about the future of their business after going through the coaching program. The fact of being held accountable helped to get things done and to move forward.

**Survey** - All participants feel more positive/confident about the future direction of their business since going through the coaching program.



#### Testimonials:

- *"This program helped me recognize my goals, create and execute my plan for the future of my business"*
- *"This program was very helpful in helping me understand how social media works and what it can do for my business and it gave me a better understanding of how I can grow my business."*
- *"Meeting with a business coach that knows your business niche can bring needed clarity to your business objectives."*
- *"Very effective and efficient advice"*

**Next Steps:** Several business owners indicated the desire to work with other Bentley businesses to attract more customers to Bentley. Now is a great time to consider collaboration initiatives to enhance the customer experience during their visit to Bentley. Cross promotion campaigns could take a lead in building these important relationships within the business community. The business owners can share responsibility in developing local connections and seasonal campaigns. Once these initiatives gain traction, they become easier to manage and attract more partners and sponsorships. Additional skills training may be required to achieve this goal.

The survey asked each participant about additional skills training:

#### For the business owners:

- *"I think we could look farther into how to grow the income in my business."*
- *"Marketing plans"*
- *"Expansion plans"*
- *"Finding grants and programs for small businesses"*
- *"Investing"*

#### For employees

- *"Specific job training to our admin processes"*
- *"I don't have employees"*

#### For other businesses in Bentley

- *"Marketing for main street businesses"*
- *"I think if we could work together as businesses and a town in looking at how to get more flow through our town, it would help the businesses"*
- *"I think all businesses should take this program"*
- *"How we can work together to bring people to the community"*

In conclusion, it was a true pleasure to work with all the participating business owners and to hopefully play a small part in achieving their desired dreams and goals. Their passion and commitment to their business, customers and community is heart-warming and we wish them continued success. We also appreciate the keen efforts by Town Council and Administration to provide valuable support and assistance to the business community during the current pandemic and resulting economic crisis. Thank you for "Making a Difference"!

We look forward to having an opportunity to discuss this final report with you and Town Council at your convenience  
Please call at 780-237-6004, with any clarification or questions.

Respectfully submitted,

**Pierre Cormier**

Pierre Cormier, CMC, CAC, CAFA  
Partner, ClearThink™ Group  
[www.clearthinkinc.com](http://www.clearthinkinc.com)

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The Certified Agricultural Consultant (CAC) designation represents experience, capability, adherence to ethical and professional standards relating to Canadian Agri-food businesses. For more information, please visit [www.cmc-canada.ca](http://www.cmc-canada.ca).

Member of CAFA ([Canadian Association of Farm Advisors](http://www.ca-farmadvisors.ca)), a non-profit, self-regulating organization for Canadian farm advisors. Its mission is to continually improve the quality of advice being given to farm producers, their families and agribusiness.

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**Agenda Date:** May 11, 2021

**Agenda Item:** New Business: 2021 General Election and Appointment of Returning Officer

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## **SUMMARY AND BACKGROUND**

The 2021 General Election will be held on October 18, 2021. Nominations for the general election will be open between January 1, 2021 and September 20, 2021. Council resolutions are required for the appointment of a returning officer and to provide for any special ballots, advance votes, incapacitated electors at home voting and institutional voting as well as the voting station location.

Also, the Wolf Creek School Division has requested that the Town conduct the election for School Board Trustee for Ward "C" of the School Division located within the boundaries of the Town of Bentley. It should be noted that 50% any costs of the election as it pertains to the Ward, upon being presented an invoice by the Municipality will be covered by the School Division.

Wolf Creek School Division does their own advertising and conducts their own nomination day. The Town will only conduct the election day process and election results.

### ***Appointment of Returning Officer***

Pursuant to the Local Authorities Election Act, the duties of a Returning Officer are:

- Must be independent and impartial when performing the duties of the returning officer.
- Appointing election workers, including presiding deputy, deputies, constables, and other persons are required.
- Establishing voting stations.
- Designating at least two clerks per voting station.
- Ordering all election supplies including, ballots, ballot boxes, voting screens, instructions for electors, all legislative forms, and stationary items and ensuring they are available at the voting stations.
- Giving notice of nominations.
- Receiving nomination papers for prospective candidates through the duration of the nomination period.
- Declaring acclamations
- Giving notice of Election Day; and

- Doing all things necessary for the conduct of an election and the reporting of the results of the election in accordance with the Local Authorities Elections Act.

Kathleen McMillin served as the Returning Officer for the 2019 Bi -Election and I have spoken with Kathleen regarding the position, and she is prepared to undertake the position for the 2021 General Election. Kathleen is knowledgeable regarding election process and will exercise her duties professionally, independently, and impartially to ensure that the 2021 General Election is a success.

### ***Advance Voting***

It is recommended that the advance voting be set for October 14, 2021.

### **RATIONALE FOR REQUEST**

- Kathleen successfully served in the position as the Returning Officer in the 2019 Bi-Election.
- The Returning Officer must be appointed by no later than June 30 in the year of the General Election.

### ***Voting Station Location***

The voting station location for the October 18, 2021 general election will be at the Senior's Drop-In located at the Bentley Town Hall 4918 50<sup>th</sup> Avenue in Bentley Alberta.

### **BUDGET AND FINANCIAL CONSIDERATIONS**

The Town of Bentley has sufficient budget to cover any elections costs for the 2021 Election.

### **RECOMMENDATION**

THAT Mayor and Council appoint Kathleen McMillin as the Returning Officer for the 2021 General Election; AND

THAT the Advance Vote be set for October 14, 2021 between the hours of 4pm to 8pm; AND

THAT the voting station location for the October 18, 2021 general election will be at the Senior's Drop-In, located at the Bentley Town Hall at 4918 50<sup>th</sup> Avenue in Bentley AB.

### **ATTACHMENTS**

None

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Marc Fortais, CAO

# Celebrate and support Alberta seniors

Let's recognize special days for seniors safely and responsibly

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Seniors are a vital part of our communities. As parents and grandparents, mentors and friends, employees and employers, they make a difference in our lives. It is important that we continue to recognize, celebrate and support seniors throughout the COVID-19 pandemic.

The Government of Alberta recognizes a number of special days dedicated to seniors throughout the year. This tip sheet provides suggestions on how Albertans can continue to celebrate, support, and keep seniors safe while respecting the current public health measures.

## Seniors' Week

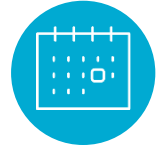
**June 7 to 13**

Seniors' Week has been celebrated since 1986 to celebrate and recognize seniors throughout the province. Seniors' Week is a great opportunity to honour and recognize all that seniors have contributed to making our families, communities and our province stronger.

## Intergenerational Day

**June 1**

Intergenerational Day began in Canada in 2010 and recognizes the backgrounds, experiences and contributions of all generations to help build greater understanding between generations.



## World Elder Abuse Awareness Day

**June 15**

World Elder Abuse Awareness Day was established in 2006 to bring global attention to the need for all citizens to take responsibility in preventing elder abuse.

## Day of Older Persons in Alberta

**October 1**

October 1 is a day to celebrate the contributions of older adults, recognize those who support them and raise awareness of the concerns of older adults.



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For more information visit [alberta.ca/seniors-events.aspx](https://alberta.ca/seniors-events.aspx)

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During these challenging times, there are many great and innovative opportunities to find new ways to connect with each other and support our seniors, while following all current public health guidance. Visit [alberta.ca/COVID19](http://alberta.ca/COVID19) for current information on public health orders.

## Keep connected and support seniors

There are so many great opportunities to stay connected with the older adults in your life, say thank you, make sure they are safe, and see if they need anything. To do so safely, here are some ways to stay connected:



- Make an audio or video call, email or send letters to check in
- Host a family dinner online
- Host a virtual games night with family and friends
- Write letters and send cards, drawings or photos to seniors in local continuing care facilities

## Offer assistance

This is a great time to support the emotional, mental and physical well-being of older adults and to spread good cheer throughout your community.

- Offer to assist with grocery and prescription purchases – online or delivery
- Drop off gift baskets with pre-packaged essentials at seniors' homes
- Volunteer with organizations that support seniors, like a telephone check-in program
- Recognize outstanding supports for seniors by nominating an individual, business or non-profit organization that has served seniors in your community for a Minister's Seniors Service Award at [www.alberta.ca/MSSA](http://www.alberta.ca/MSSA)

## Share your stories

- Virtually interview seniors and capture their stories and history
- Host a virtual music concert
- Host an online poetry reading
- Host a podcast with guest speakers
- Invite older adults you know to participate in online educational, activity or cooking classes
- Conduct a "drive-by" parade – make signs, honk your horns and wave
- Have a virtual story-telling evening

Be creative! Record your interactions (video or photos). Post on your favourite social media platform using

## #abseniors

Add your virtual celebration to our online calendar at

[www.seniors-housing.alberta.ca/events](http://www.seniors-housing.alberta.ca/events)

## Resources

Research what resources are available in your community:

- Healthy Aging Collaborative Online Resources and Education: <https://corealberta.ca/>
- Call 211 or visit [www.ab.211.ca](http://www.ab.211.ca) for local resources
- Talk2Nice offers friendly calls for seniors. Dial 1-844-529-7292 or complete the online form at [www.nicenet.ca/talk2nice](http://www.nicenet.ca/talk2nice)
- Call 811 for health information or visit [www.albertahealthservices.ca/healthlink](http://www.albertahealthservices.ca/healthlink)

If you believe a senior requires additional supports, call:

- 911 or local police if you suspect immediate danger
- Family Violence Info Line at 310-1818
- Mental Health Help Line at 1-877-303-2642
- Addiction Help Line at 1-866-332-2322



# DECLARATION

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In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 7 – 13, 2021 to be Seniors' Week in

\_\_\_\_\_  
**Community**

\_\_\_\_\_  
**Official Title**

\_\_\_\_\_  
**Official Signature**

A handwritten signature in black ink, appearing to be "Josephine Pon", written over a horizontal line.

**The Honourable Josephine Pon, Minister of Seniors and Housing**



## MEDIA RELEASE

**April 29, 2021**

### **Lacombe County relaunches Agricultural Guide**

***Updated, user-friendly Agricultural Guide emphasizes the importance of agriculture sustainability within Lacombe County***

*(Lacombe, Alberta, April 29, 2021)* – Lacombe County Council recently approved an updated Agricultural Guide to help Lacombe County producers, residents and other stakeholders easily find agriculture-specific information.

“Agriculture is part of life in Lacombe County,” said Paula Law, Lacombe County Reeve. “We want to make sure it stays in the forefront, today and in the future, and the Agricultural Guide is a living document that will help ensure that.”

The guide is organized to easily assist agricultural producers and the County’s rural community by collecting policies, bylaws, legislation and County programming directly related to Lacombe County’s agriculture industry. This information is separated into six priority areas:

- Development and Land Use
- Water and Environment
- Infrastructure
- Weeds, Pests and Disease Management
- Municipal Relations
- Community Engagement

The document was initially created in 2016 in consultation with County landowners and agriculture producers. Feedback indicated that it was too technical and policy-heavy, resulting in Lacombe updating the original Agricultural Guide to make it more user-friendly and helpful to readers.

“The Lacombe County Agricultural Guide reflects Council’s vision and support for a sustainable and vibrant agriculture industry,” said Dion Burlock, Manager of Agriculture & Environmental Services.

The guide is available on the Lacombe County website (<https://www.lacombecounty.com/index.php/agricultural-guide>) and at the County Office.

For more information, contact:

Dion Burlock  
Manager of Agriculture & Environmental Services  
(403) 782-8959  
[dburlock@lacombecounty.com](mailto:dburlock@lacombecounty.com)

Paula Law  
Lacombe County Reeve  
(403) 314-4331  
[plaw@lacombecounty.com](mailto:plaw@lacombecounty.com)





WHERE PEOPLE ARE THE KEY

## HIGHLIGHTS OF THE REGULAR COUNCIL MEETING APRIL 22, 2021

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### COVID-19 UPDATE

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

### OPERATING SURPLUS & RESERVE ALLOCATIONS

By resolution of Council, the 2020 operating budget surplus was allocated as follows:

<i>Bridge Reserve</i>	\$ 2,285,000
<i>Unrestricted Surplus</i>	\$ <u>      274</u>
<i>Total</i>	\$ 2,285,274

### LACOMBE COUNTY AGRICULTURAL GUIDE

The goal of the Lacombe County Agricultural Guide is to contribute to the sustainability of the Agricultural Industry and ensure that Agriculture is a consideration in future land use planning and policy development within the County. A recent review of Guide provided for a complete rewrite of the document to make it more user friendly. The Guide was endorsed by resolution of Council as presented.

### CORPORATE SERVICES POLICY REVIEW

Following a review of Lacombe County's current Corporate Services administrative policies, Council adopted the following policies as amended:

Policy AD(5)	Automated Payment Approvals
Policy AD(6)	Use of Lacombe County Credit Cards
Policy AD(8)	Land Sales – Hamlet of Mirror
Policy AD(26)	Risk Control
Policy AD(27)	Corporate Identity Guidelines

### LAND SALES – HAMLET OF MIRROR

The County Manager was directed to prepare a report regarding the incorporation within Policy AD(8) of a one-year building commitment on County-owned properties sold within the Hamlet of Mirror.

### ECONOMIC DEVELOPMENT OFFICER POSITION

The County Manager was directed to include provisions in the County's 2021 final operating budget for an Economic Development Program, including a full-time Economic Development Officer position, for Council's consideration at the time of budget deliberations.

### LACOMBE COUNTY 2020 FINANCIAL STATEMENTS

Council approved the Lacombe County 2020 Financial Statements, which reflect the 2020 surplus and reserve allocations.

### ROAD PLAN 2266EO – ROAD CLOSURE & CONSOLIDATION & SALE

By resolution of Council, the County Manager was directed to proceed with the process to close Road Plan 2266EO. This proposal will be circulated to interested parties for comment, and further, a report on the comments and cancellation request will be presented at the May 27, 2021 Council meeting.

### COMMITTEE OF THE WHOLE

In addition to receiving the notes of the April 6, 2021 Committee of the Whole meeting for information, Council also reviewed the following items from that meeting:



WHERE PEOPLE ARE THE KEY

**RCMP PRESENTATION**

The presentation provided by Staff Sgt. Martin, Sgt. Holliday, Superintendent Stewart, Staff Sgt. Meyers, and Sgt. Dueck was received for information.

**BILL 48 - Red Tape Reduction Implementation Act, 2020**

The discussion with regard to Bill 48 will be brought forward at a future meeting when further information is available.

**OIL & GAS TAXES**

The County Manager was directed to prepare a report identifying options for recovering taxes from operating oil and gas companies.

**CPO CODE OF CONDUCT**

The Peace Officer (Ministerial) Regulation sets out a minimum code of conduct required of authorized employers and these items must be included within the employer's policy. The amended CPO Services Policy EN(4) Code of Conduct was adopted by Council as presented.

**ENVIRONMENTAL STEWARDSHIP AWARD SELECTION COMMITTEE**

The Environmental Community Engagement Policy includes the Environmental Stewardship Award which awards \$1,500 to a Lacombe County resident who practices environmental conservation and sustainability on their property.

The successful nominee is selected by a Committee composed of the Environmental Coordinator, one Councillor, and one member of the public at large. By resolution of Council, Mrs. Kreil was appointed to the Selection Committee.

**RMA VIRTUAL ENGAGEMENT SESSION**

Council will attend the RMA District 2 Virtual Engagement Session being held on May 17, 2021.

**SYLVAN LAKE COMMUNAL SEWAGE PROJECT**

The Sylvan Lake Communal Sewage Project is scheduled for completion in the fall of 2021. A one-year extension for hook-up to the line was approved by Council in 2020, due to the COVID-19 pandemic.

Linda Shaw and Jane McCrudden provided a presentation with regard to requests from several residents of Kuusamo Krest that the requirement date for hook-up to the line be extended to the fall of 2022 or later. Ms. Shaw and Ms. McCrudden commented on the many hardships residents have encountered over the last year, resulting in economic hardship due to the COVID-19 pandemic.

The County Manager was directed to prepare a report regarding the request to extend the hook-up date to the fall of 2022 or later. This report will be presented for Council's consideration at a future Council meeting.

**SUMMER VILLAGE OF GULL LAKE RIPARIAN PROJECT**

Mayor Linda D'Angelo and Chris Simard provided a presentation on the Summer Village of Gull Lake Riparian Project. The County Manager was directed to prepare a report regarding the re-alignment of a road allowance to provide lake access as part of the Riparian Project. This report will be presented for Council's consideration at a future Council meeting.

**Next Regular Council Meeting is**  
**Thursday, May 13, 2021 - 9:00 a.m.**

**Next Committee of the Whole Meeting is**  
**Tuesday, June 1, 2021 - 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](http://www.lacombecounty.com)) after approval.**

APPROVED MINUTES OF THE LACOMBE REGIONAL WASTE SERVICES COMMISSION BOARD FEBRUARY 24, 2021

The meeting of the Lacombe Regional Waste Services Commission was called to order by Chairperson Grant Creasey at 1:15 p.m. in the Council Chambers of the Lacombe County office on Wednesday February 24, 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
Dan Luymes	BDO Canada LLP

Welcome

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

**RWS/01/21  
Agenda**

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

***Moved by Mr. Maki to approve the agenda as presented.***

***Carried Unanimously.***

**RWS/02/21  
Minutes**

***Moved by Ms. Hibbs that the minutes of November 25, 2020 Organizational Meeting be approved.***

***Moved by Ms. Ebden that the minutes of November 25, 2020 Regular Meeting be approved.***

***Carried Unanimously.***

**RWS/03/21  
BDO Engagement  
Partner Letter**

Mr. Luymes reported to the Commission the BDO Canada LLP letter stating the continuation being LRWSC auditors subject to the terms and conditions of their Agreement.

This agreement will remain in place and fully effective for future years until varied or replaced by another relevant written agreement. As Chartered Professional Accountants, the Engagement Partner includes:

- BDO's Role as Auditors
- Reporting
- Role of Management and those Charged with Governance
- Financial Statement Services
- Tax Services
- Additional Services BDO Provides
- Standard Terms and Conditions of the Agreement

***Moved by Ms. Gilliat that LRWSC Administration enter into an agreement with BDO Canada LLP of all the terms and conditions of the Engagement Partner Letter on behalf of the Commission. And furthermore, that the letter be received for information by the Commission.***

***Carried Unanimously.***

**RWS/04/21  
BDO Audit Planning  
Process**

Mr. Luymes reported to the Commission BDO Canada's audit plan for the audit of the LRWSC financial statements for the year ending December 31, 2020. Mr. Luymes also gave additional information on how the various processes work.

The report highlights and gives an explanation of key issues relevant to the audit as follows:

- Terms of Reference
  - Engagement Objectives
- Independence
- Audit Strategy Materiality:
  - Scoping
  - Identify and Assess Risk
  - Design Audit Response
  - Obtain Audit Evidence
  - Form Opinion
  - Report
- Risks and Planned Audit Response
- Fraud Discussion
- Independence Letter with respect to the Commission
  - Professional Conduct
  - Interpretations as per provincial institute/order
  - Safeguards required by BDO
- This year an Audit on the Pension Plan will also take place.

***Moved by Mr. Ireland that the Commission Members acknowledge and receive BDO Canada LLP letter of independence with respect to the LRWSC within the meaning of the Rules of Professional Conduct of the Institute of Chartered Accountants of Alberta be received for information by the Commission.***

***Carried Unanimously.***

**RWS/05/21  
Waste Haul  
Summaries**

Administration reviewed the Waste Haul summaries for the months of November and December 2020. Clarification was given in the following areas:

- Mr. Hohn reviewed the current dry rubble totals and wood totals how they compare to prior years.
- Mr. Hohn noted that annual tonnages are down at the Spruceville, Prentiss and Eckville locations and feels the implementation of checking for county residency is having an effect. Bentley numbers are up this year, most likely due to more residents cleaning up their properties this year, and some out of county garbage that came in before the proof of residency took effect.

***Moved by Ms. Henry that the Waste Haul Summaries for the months of November and December 2020 be received as information by the Commission.***

***Carried Unanimously.***

**RWS/06/21  
Accounts Paid  
YTD Budget  
Comparative List**

Administration reported on the following with the Commission:

- Year to Date Budget Report December 31, 2020.
- Clarification given in regards to the Vehicle Parts and Batteries.

**Acct. Payable  
Cheque Listing**

- Some of the categories that were over budget were connected to the insurance claim that the Commission was reimbursed for.
- Accounts Payable Cheque Listing from November 1 – December 31, 2020.

***Moved by Mr. Maki that the YTD Budget Comparative to December 31, 2020, be received as information by the Commission.***

***Carried Unanimously.***

***Moved by Mr. Ireland that the Accounts Payable Cheque Listing from November 1- December 31, 2020 be received as information by the Commission.***

***Carried Unanimously.***

**RWS/07/21  
Equipment Storage  
Building**

Mr. Hohn requested that the Commission Board approve funding to construct a two-bay addition onto the current equipment storage building located at the Prentiss site, to house both the mattresses collected for the mattress recycling program and the additional equipment that the Commission has acquired during the last year, as the existing shop space is too small.

Part of the grant that DOW Canada has generously provided the Commission was to be used to construct a building to house the mattresses, and that structure was originally planned was going to be a tarp structure with a lifespan of 8-10 years. With the success of the program, more of those grant funds will be required to fund the actual recycling of the mattresses.

Mr. Hohn proposed that the Commission install an addition onto our existing Equipment Storage Building to accommodate both purposes as it would be the most cost effective, and best long-term solution for the Commission. Mr. Hohn proposed constructing a two-bay addition, one bay being a 25'x40' for our equipment storage needs, and a second 30'x40' bay for the mattress storage.

Mr. Hohn received 3 quotes from different contractors to construct a pole shed style metal building, and the best option came in at \$76,105.00.

Kevin Bajema \$76,105.00 plus GST, insulation, and electrical  
Scott Builders \$101,165.00 plus GST, insulation, and electrical  
Tricon Builders \$99,723.00 plus GST, insulation, and electrical

Mr. Hohn requested a budgeted amount of \$100,000.00 to complete the construction of the addition. This amount would include the construction costs and leave a buffer for any unplanned costs that may come up. Construction could commence March 2021 if approved. Mr. Hohn requested that the construction of the addition be funded from the Unrestricted Surplus Reserve and it would leave a balance of approx. \$306,000.00 in the reserve after funding.

Mr. Hohn reported that he also contacted DOW Canada in regards to their funding of the Mattress program, and let them know that we will be using all the funds just on recycling alone, and will have to exclude the construction of a building from the funding. They have indicated that they will look at possibly providing funds for construction of a building separate from the actual recycle program, however, that decision may not be made until at least May 2021. If the additional funding is approved, we could potentially get reimbursed approximately \$43,000.00 for the mattress side of the building addition.

***Moved by Ms. Shepherd that the Commission Board approve constructing a permanent Equipment Storage/Mattress building addition to the current Equipment Storage Building at a***

**RWS/08/21  
Amend Policy WS(13)**

**cost up to \$100,000.00 to be funded from the Unrestricted Surplus Reserve.**

**Carried Unanimously.**

Mr. Hohn requested the Commission Board approve an update to Policy WS(13). Currently the Equipment Maintenance Reserve included in Policy WS(13) ensures that there are adequate funds in place to maintain the undercarriage on the tracked loader.

Mr. Hohn requested that the fund also allow for any non-warranty repairs to equipment like the Excavator and Tri-drive trucks.

The Commission board discussed the matter and felt the definition of the reserve should be expanded to encompass all of the Commissions equipment, not be solely designated to any particular unit like the Track Loader, Excavator or Tri-Drive truck and the policy should state that the funds are to be used for any non-warranty equipment repair. The reserve will also be funded as per the Commission Boards recommendation.

Mr. Hohn also requested that the maximum balance of the Equipment Maintenance Reserve be increased from \$50,000.00 to \$100,000.00.

Amended policy will read as follows:

**Equipment Maintenance Reserve**

Purpose: **To ensure adequate funds are available to complete any non-warranty equipment repairs that occur outside of regular maintenance on any of the equipment that is owned by the Commission.**

Source of Funding: Annual budgeted contribution approved by the Commission.

Maximum Balance: ~~\$50,000~~ **\$100,000**

**Moved by Ms. Gilliat that the Commission Board approve the amended description in Policy WS (13) Financial Reserves Terms of Reference, to include the updates to the Equipment Maintenance Reserve and to increase the maximum reserve amount to \$100,000.00.**

**Carried Unanimously.**

**RWS/09/21  
Amend Policy WS(14)**

Mr. Hohn requested that the Commission Board approve an update to Policy WS(14) as it specifically outlines that the Commission will subsidize the purchase of safety footwear and rain gear for employees of the Commission. Currently the annual allotment for safety footwear and raingear for the Commission employees is \$250.00.

Mr. Hohn requested that the policy definition be revised to be broader in nature so it can include any additional safety gear that employees may require for their specific needs for example, masks or high visibility clothing. Mr. Hohn proposed that Policy WS(14) be amended as follows:

1. The Commission will subsidize the purchase of **relevant approved personal protective safety equipment as a condition of employment.** ~~safety footwear and rain gear for employees who are required to wear protective footwear and rain gear as a condition of employment.~~ The maximum reimbursement is \$250 year and the request for reimbursement must be accompanied by a receipt and approved by the Commission Manager or his

designate. All safety footwear shall be Canadian Standards Association approved.

***Moved by Ms. Henry that the Commission Board approve the amended Policy WS (14) Personal Protective Equipment as presented.***

***Carried Unanimously.***

***RWS/10/21  
Manager's Report***

Mr. Hohn reported on the following Manager's Report to January 31, 2021. The highlights are as follows:

- Staff Update.
- Equipment Storage Shop Repairs – repairs to the damaged shop have now been completed.
- One Ton Truck update – truck repairs are complete, will be looking at upgrading it from a gas to a diesel engine unit as it is due to be replaced.
- Mattress Recycling Program – we have shipped 532 mattresses and diverted 600 mattresses since the start of the program.
- Cell 5 Excavation/Cell 3 & 4 Reclamation – Cell 3 is closed, Cell 4 is mostly closed and Cell 5 was put into use on January 11, 2021.
- Wood Stockpiling – 388MT of wood has been shredded and sold to Stickland farms. Cost for shredding, including the proceeds came to \$8,260.00
- Covid 19 Enhanced Protocols – protocols are going well.
- Cell 4 fire – Cell 4 started on fire on January 12, and it has been extinguished.

***Moved by Ms. Hibbs 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 April 28, 2021 at 1:15 p.m. in the LRWSC Administration Boardroom at Prentiss.

***RWS/11/21  
Adjourn***

***Moved by Ms. Gilliat that the meeting adjourns.***

***Time: 2:27 p.m.  
Carried Unanimously.***

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Manager



**Minutes Town of Bentley/Lacombe County  
IDP/ICF Committee Meeting  
December 16, 2020**

**Date & Place:** Minutes of the Town of Bentley/Lacombe County IDP/ICF Committee Meeting held virtually via Zoom December 16, 2020

**In Attendance** Joan Dickau (Deputy Mayor) Town of Bentley  
Doug Talsma (Councillor) Town of Bentley  
Keith Stephenson (Councillor) Lacombe County  
Ken Wigmore (Deputy Reeve) Lacombe County  
Marc Fortais (CAO) Town of Bentley  
Tim Timmons (CAO) Town of Bentley  
Craig Teal (Director) Parkland Community Planning Services  
Dale Freitag (Director) Planning Services Lacombe County

**Call to Order** Marc Fortais called the Bentley/Lacombe County IDP/ICF Committee meeting to order at 9:15 am

**Agenda** No additions to the proposed Agenda were made.

**Previous Minutes** This was the first meeting of the IDP/ICF Committee Meeting and therefore no previous minutes.

**New Business**

**a) Review of the Terms of Reference for IDP/ICF Committee**

The committee had the chance to review the proposed terms of reference. Tim Timmons CAO of Lacombe County proposed that the Terms of Reference be taken to both the Town of Bentley Council and Lacombe County for approval.

- Town of Bentley Town Council officially approved the Terms of Reference at the January 12, 2021 Regular Council Meeting
- Lacombe County Council officially approved the Terms of Reference at the January 14, 2021 Regular Council Meeting

**b) Lands to South East of Bentley (Commercial / Industrial Development)**

A general discussion took place regarding the lands under consideration and their future potential for commercial and industrial development.

- Dale Freitag Director of Planning Services cautioned the committee regarding the importance of public engagement and ensuring that all landowners in the vicinity would be contacted at some point to ensure they took part in the conversation regarding any proposed development.



- Mr. Freitag also asked that a Biophysical Assessment be undertaken for the area as well and to ensure that the budget reflected the cost associated to undertake such an assessment.

**c) ACP Grant Application**

- CAO Marc Fortais provided an overview of the ACP grant submission and was supported by Craig Teal from Parkland Community Planning Association.
- Parkland Community Planning Association would undertake the work associated to the grant application which included the following deliverables at an approximate budget and cost of \$200,000.:
  - Area Structure Plan
  - Servicing Study
  - Infrastructure Cost Estimates
  - Traffic Impact Assessment
  - Annexation Process and Agreements
  - Biophysical Assessment
- The Joint Application was supported by the Committee and due to the tight timelines requiring a submission by Jan 5, 2021, the Committee recommended the application be submitted in advance of the approval of the Terms of Reference by both Councils. This was clarified that if the councils did not approve the joint initiative that the application could be cancelled at any time. This was also confirmed by CAO Fortais with Municipal Affairs.

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CAO Marc Fortais

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CAO Tim Timmons

## Annual Report 2020

# Parkland Regional Library System

*Expanding opportunities for discovery, growth, and imagination for all Central Albertans*

The Parkland Library Board thanks our member municipalities and the Government of Alberta for continued funding. With your help we supported our 49 public libraries throughout the pandemic.

2020 was a challenging year for everyone; face masks and hand sanitizer became daily routines and libraries were mandated closed to the public along with many other services. Libraries responded and continue to adapt service to meet evolving community needs. Perimeter Wi-Fi access, curbside pickup, virtual programming, take-away craft kits, and increased digital content are some ways our libraries met the changing needs brought about by the COVID-19 pandemic.

## We Responded, We Innovated, We Adapted

Parkland stayed open to support our member libraries. We:



- Maintained all core services
- Increased eLibrary investment
- Increased communication
- Distributed masks for the GOA through libraries
- Installed 100+ computers
- Transitioned 37 libraries to SuperNet 2.0
- Increased digital collections by 20%
- Shared virtual resources for staff and patrons

## 2020 Impacts & Outcomes

- 25% increase in database use
- 47% increase in digital circulation
- 400% increase in remote support sessions
- Continued van deliveries to circulate library material
- 18 virtual meetings with libraries
- 59 updates delivered to stakeholders
- Website traffic increased by 7%



We delivered **59 email newsletters** to member municipalities and libraries between March and December.

*"The Parkland Updates were a lifeline!"* -PRLS library manager

We created a **COVID-19 Info** page on our website with current resources to support our members and the broader Alberta community. See it [here](#)

We reached out on **social media**, sharing online resources and supports for children, families, seniors, and workers. Followers increased by 25% and we averaged a **47% increase** in engagement.

*Strong Libraries, Strong Communities*

# Parkland Annual Report 2020



1st place winner

To keep people engaged with their libraries following physical closures, Parkland's Advocacy Committee held a **library card design contest** in July. We received over **100 submissions** from all ages across the whole region. The Advocacy Committee chose three winning designs through online, anonymized voting. These new cards were distributed to member libraries at the end of September.



3<sup>rd</sup> place winner



We cooperated with Yellowhead Regional Library, Peace Library System, and The

Alberta Library, to host our first **joint virtual conference**, *Stronger Together*, on October 1 & 2. A tremendous success, we encouraged and educated **1,155 international registrants**.



You can stay up-to-date by visiting our website, [www.prl.ab.ca](http://www.prl.ab.ca), or follow us on **Facebook**, **Twitter**, and **Instagram**

Parkland headquarters completed construction and moved into a **new building**, on time, within budget, and without service disruption, during a pandemic! Still located in the City of Lacombe, this is the first time Parkland has moved to a new site in in our 60-year history.

## Contact Us:

### Parkland Regional Library System

4565 46<sup>th</sup> Street  
Lacombe, AB T4L 0K2  
403-782-3850

**Board Chair** Debra Smith  
**Vice Chair** Janine Stannard

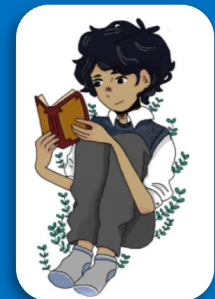
#### Executive Committee

Debra Smith (Chair)  
Janine Stannard (Vice Chair)  
Kevin Ferguson  
Bruce Gartside  
Philip Massier  
Ray Olfert  
Jas Payne  
Leonard Phillips  
Heather Ryan  
Cindy Trautman

#### Advocacy Committee

Gord Lawlor (Chair)  
Norma Penney (Vice Chair)  
Jeanny Fisher  
Barb Gilliat  
Cora Knutson  
Stephen Levy  
Bill Rock  
Debra Smith (ex officio)  
Janine Stannard  
Shannon Wilcox

**Director** - Ron Sheppard (ext. 230)  
**Manager of Library Services**  
Colleen Schalm (ext. 221)  
**Manager of Finance & Operations**  
Donna Williams (ext. 141)  
**Manager of Technology Infrastructure**  
Tim Spark (ext. 212)  
**IT Helpdesk** – (ext. 600)



2<sup>nd</sup> place winner

Complete Board and Municipality list [here](#).



*Parkland Regional Library System is a municipal co-operative that supports 49 public libraries across central Alberta, serving over 220,000 residents in 64 municipalities*

\*Statistics based on 2020 Annual Report to PLSB Municipal Affairs

*Strong Libraries, Strong Communities*



Report to Council  
April 2021  
Mayor Greg Rathjen

April 13 Council Meeting

April 14-16, 2021 Municipal Leaders' Caucus Spring 2021

April 22 PAMZ MEETING

April 27 Council Meeting and meeting with Sylvan Lake RCMP Staff Sgt McBeth

April 28 LREMP Advisory Committee

**AUMA Items of Interest**

**Wednesday Opening 9AM**

\*\*Mental Health Session

\*\*Scissors built for two: municipalities and businesses working together to cut red tape.

\*\*Economic Resiliency and Recovery Task Force Final Report •AUMA's Economic Resiliency and Recovery Task Force was created to address economic impacts of COVID-19 and low price of oil.

1: Recommendations as to the role municipalities can play in building a more resilient Alberta economy

2: Develop a platform to share promising practices to support economic resiliency with a focus on small communities in particular

3: Develop recommendations on innovative solutions to support local businesses

\*\*Municipal Finances and Reserves

Provincial government perspectives on municipal wealth “.

\*\*We have also seen municipal reserves come under the spotlight, where provincial leaders are suggesting that these reserves are a sign of wealth that they should be drained to avoid tax burdens on Albertans. •What is missing from the conversation is why municipalities have reserves. LOOK AT THIS

•Reserve levels change year-to-year. Need to consider a municipality's debt level. Age of infrastructure. Capacity to raise revenues. Not every municipality is the same.

Need to respect autonomy in planning & financial management.

Leader response: •Need to inform leaders about municipal finances.

•Purpose of reserves Debt limits Asset management practices Balanced budgets Long-term planning Impact of loss in funding.

### **Thurs 9:00 a.m. Sessions begin**

\*\*Mental Health Session

\*\*Remarks from Rachel Notley, Opposition Leader

9:30 a.m. 2021 Municipal Elections

10:45 a.m. Province-Wide Vote of Electors

•Municipalities also have the authority to pose questions to their residents •

•Like the province, municipalities have the authority to pose questions to their residents. •The Municipal Government Act does not use the term plebiscite or referendum but instead refers to the process as simply a question that is put to the electorate for a vote.

•If a Council wants to put a question before its electorate, they will need to consider a few factors:

\*The question must be on a matter over which the municipality has jurisdiction.

\*Once a Council has passed a resolution authorizing a vote, it must set the date for a vote in consultation with the Returning Officer and determine the wording of the question.

\*The question should be clear and concise and must be worded for the elector to choose "for" or "against" or "yes" or "no".

\*A vote must be conducted in accordance with the Local Authorities Election Act.

\*A vote of the electors is non-binding.

So, a vote "for" a matter does not obligate a Council to take any particular action.

Pros and Cons of holding a vote Municipal Vote of Electors

Pro's: •Gauge perspective of residents and involve them in the decision-making process

Increase participation, voter engagement and empowerment •Ensure that council's priorities are aligned with those of their residents

Cons: •Takes time and money •Potential to be divisive •Possibility for individuals without adequate information to make decisions on complex issues •Create a venue that could entice bad actors to provide false or misleading information

\*Future of Municipal Governance Project

•Monitoring the roll out of the Universal Broadband Fund • the federal government announce an additional \$750 million for the Universal Broadband Fund when it opened for applications in 2020. •To date, \$6.5 million worth of broadband projects expected to serve 14,000 households have been approved in Alberta.

11:15 a.m. President's Report

11:30 Noon member Requests for Decision

There were motions of Request from several Municipalities for AUMA Support these are online at AUMA.

That the AUMA advocate for the provincial government to amend Section 382(1) of the Municipal Government Act to allow municipalities to pass a special tax bylaw to raise revenue to pay for policing services

**Friday, April 15**

9:00 a.m. Sessions begin.

Mental Health Session 9:15 a.m.

Remarks from Jason Kenney, Premier 9:30 a.m.

Ministers' Dialogue Session 10:30 a.m. Ministers'

There were about ten Ministers to face questions in two sessions.

Dialogue Session 11:50 a.m.

Closing Remarks and Wrap Up

My Feed back:

It was a good time invested in inspiration, information, updates, and dialog.

Each day began with helpful Mental Health support:

1.  Understand what is charging and draining you.  Define mental fitness in relation to stress.  Learn micro-skills to charge your battery.
2.  Understand how coping skills are used to influence stress.  Identify and measure your go-to coping skills.  Gain insight on how your current behaviours link to your overall mental fitness.  Learn new micro-skills to cope better.
3.  Understand what you can and cannot control.  Learn the basics of cognitive hygiene.  Learn micro-skills to practice cognitive hygiene



## Town of Bentley

Box 179, 4918 - 50 Avenue  
Bentley, AB T0C 0J0  
403-748-4044 Fax: 403-748-3213

[www.townofbentley.ca](http://www.townofbentley.ca)

### Report to Council – April, 2021

April 13 Regular Council Meeting

April 14-16 AUMA Spring Caucus via Zoom

#### Upholding Principles of Local Democracy

-must disclose names of donors exceeding \$50.00; can self fund \$1250; must open bank account; any deficit must be eliminated within 60 days; Nomination Day is 4 weeks prior to election day; Returning Officer posts list of candidates 48 hours after nomination day.

#### Provincial Police Service

-there is a high level of support for keeping RCMP. AUMA is waiting for an additional report before developing a policy; Need accounting of where dollars were spent.

#### Request for Decisions

-All Albertans deserve access to justice (address backlogs, public inquiry, reform bail hearings: 96% in favour 4% opposed

-Local Government funding framework implementation (AUMA advocates for Gov't to implement LGFF; remove 50% limitation in revenue index factor calculations) 85% in favour

-Proposed amendment to MGA Div. 5 Special Tax (AUMA advocate for Prov. Gov't to amend Sec. 382 (1) of MGA to allow municipalities to pass a special tax bylaw to raise revenue to pay for policing services) 69% in favour 31% opposed

April 27 Meet with RCMP

Regular Council Meeting

Bentley Emergency Management Advisory Meeting

Joan Dickau



## Report to Council

April 2021

By Cora Knutson

April 13 - Reg Council Mtg  
April 14 AUMA Convention  
April 15 AUMA Convention  
April 16 AUMA Convention  
April 27 Reg Council Mtg

### **Lacombe Foundation**

Lacombe Foundation has had no COVID19 cases to date. Some families have removed their loved ones and placed them back into family homes. This has resulted in Lacombe Lodge having a higher vacancy than usual.

The provincial budget provided no new funding for Affordable Housing development other than what has already been committed. The need remains great. The Budget did provide for operating funding for maintenance on existing affordable housing.

The Budget failed to mention that they were increasing the rent of residents by 6% effective July 1, 2021.

### **Parkland Community Planning Services**

Board of Directors Meeting Thursday,

March 25, 2021

Virtual Meeting

ATTENDANCE: Sharolyn Sanchez, Chair Tracey Hallman – Vice-chair Debbie Bennett Cora Knutson Vicki Soltermann Craig Teal, Director Dionne Comeau, Recording Secretary REGRETS:

1. CALL TO ORDER – The Chair called the meeting to order at 9:33 a.m.
2. ADOPTION OF AGENDA – Vicki Soltermann moved adoption of the agenda CARRIED
3. ADOPTION OF MINUTES OF JANUARY 28, 2021 – Tracey Hallman moved adoption of the minutes of January 28, 2021 as presented. CARRIED
4. DIRECTOR'S REPORT – Craig provided the Board with an update of his activities since the last meeting, which included the Joint Use Planning Agreement's workshops held at the end of February, Clearwater MDP public review, Olds Annexation report to council, Lacombe day to day and LUB amendments, Bentley manufactured homes, Innisfail North Area Structure Plan, County of Stettler South Shore, Rocky Mountain House-Clearwater County ICF, and Olds day to day. Lacombe and White Sands are expected to join the Regional SDAB, which will bring it to 26 municipalities in total. Debbie Bennett moved to accept as information. CARRIED



5. FINANCIAL UPDATE – Craig reviewed the January financial statements indicating that it represented 83% of the fiscal year. He noted that the revenue was coming in 13% below budget due to the number of staff available to do work. The expenses are also lower due to staffing and a decrease in purchases. Overall the expenses are 72.2% of budget, providing a shortfall of a little over \$10,000.00. Vicki Soltermann moved to accept the financial update as presented. CARRIED

6. CAPITAL PLAN – APRIL 2021 – MARCH 2023 – Craig presented the Board with the 2 year capital plan, which includes the purchase of new computer workstations totalling \$5,500.00 in 2021 to replace the outdated ones and a new server totalling \$13,000.00 in 2022 to replace the current one, which will be used as a backup system. Tracey Hallman moved to approve the 2021-2023 capital plan as presented. CARRIED

7. 2021-2025 DRAFT BUDGET – Craig presented the 2021/2025 draft budget. He indicated that salaries and benefits represent the current staff complement and are majority of the expenses. He noted that the budgets have provided for a 1.1% COLA/year based on Stats Can plus merit for eligible staff as per the Director's discretion. Merit for the Director has not been added and if approved by the Board will have to be added to the presented budget. The revenue is based on billable time for staff at the current 2 complement. Overall the expenses are \$584,899 and the revenue is \$610,620 for the 2021/2022 year providing a surplus of \$25,721.00. Cora Knutson moved to accept as information and to bring the updated budget back to the next meeting with changes. CARRIED .

a. COLA – Craig indicated to the Board that the cost of living adjustment provided for in the budget was 1.1% as per the COLA from Stats Canada. b. Director's Merit – As per policy 5.1 the Director's salary may be increased for satisfactory performance by the Board.

Vicki Soltermann moved to go in camera at 10:17 a.m. CARRIED Debbie Bennett moved to come out of camera at 10:24 a.m. CARRIED

Vicki Soltermann moved to provide a 2% merit increase for the Director for the 2021/2022 year CARRIED

8. APPOINTMENT OF AUDITOR – Debbie Bennett moved to attain the services of RSM Canada for the 2020/2021 year-end financial requirements. CARRIED

9. POST-ELECTION PLANNING ORIENTATION – Craig was approached by Brownlee LLP about the possibility of being hired by PCPS to provide an orientation session to elected officials. This session would most likely take place in January 2022 and cost approximately \$290-\$300 per person, and hoping to have about 20-30 participants.

Cora Knutson moved to authorize the engagement of Brownlee LLP to assist with Planning 101 training following the municipal elections to an upset of \$6500. CARRIED

10. OTHER - NONE 11. NEXT MEETING – Thursday, June 10, 9:30 a.m. – Board of Directors Thursday, June 24, 9:30 a.m. – AGM

12. ADJOURNMENT – Debbie Bennett moved adjournment at 10:49 a.m. CARRIED

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### **Bentley Municipal Library**

We welcome our new managers Tammy IZquierdo and Vera Boettger.

Bentley Library is back on curbside service.

### **AUMA**

Every day the sessions began with a different speaker on Mental Health. Very refreshing.

They assured us as a result of the pandemic mental health is an issue for many Albertans. The speakers compared our brain to a battery that needs to be recharged by exercise, fresh air, rest, good nutrition, lots of fruits and vegetables and sleep.

**ASCHA (Alberta Seniors & Community Housing Assoc.)**

The federal budget introduced new funding for affordable housing.

The government extended COVID19 support for a variety of businesses.

Also \$90 million over 3 years that will support vulnerable seniors. A onetime payment of \$500 to OAS pensioners who will be 75 or over as of June 2022 and a permanent increase of 10 % for OAS for pensioners 75 and over beginning July 2022.

\$400 in 2021-22 for a recovery fund to help non-profits adapt and modernize economy recovery.

\$300 billion over 5 years for National Standards in Long Term Care starting in 2022-23. In Alberta we believe the DSL will be included. Over \$400 million for palliative, end of life care, and medical assistance in dying which are investments to improve access and training.

**Sylvan Lake Urgent Care**

Sylvan Lake Urgent Care will be supplying funding to the remodeling of the front entrance and sidewalk Curb.



Report to Council  
April 2021  
Councillor Talsma

April 13 - Regular Council Meeting

April 27 - Regular Council Meeting

Doug Talsma  
Town of Bentley



Report to Council  
April 2021  
Councillor Maki

April 13 Council meeting

April 27 Council meeting

April 28 LRWSC meeting held at Lacombe County office. Met with auditors.

Neal Maki  
Town of Bentley