



AGENDA
Bentley Town Council Regular Meeting
Tuesday February 8, 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 January 25, 2022**

5. Financial:

- a) Prepaid Cheque Listing – Cheques No. 20220050 to 20220070**

6. New Business

- a) Delegation (6:50pm) - Lacombe Regional Waste Services Presentation
- Jay Hohn Manager**
- b) Joint Use Planning Agreements Overview – Parkland Community Planning Services presentation by Craig Teal**
- c) Community Standards Bylaw 165/2013 (presented for information as requested)**
- d) Consumer Price Index Increases 2022 Town Staff and Mayor and Council**

7. Correspondence

- b) Lacombe County January 13, 2022, Council Highlights**

8. Other Business/Council Question Period

- a) **In-Camera Land Matter – Intermunicipal Development Plan, Intermunicipal Collaboration Framework Discussion. Advice from officials 24(1) Freedom of Information and the Protection of Privacy.** The head of a public body may refuse to disclose information to an applicant if the disclosure could reasonably be expected to reveal (a) advice, proposals, recommendations, analyses or policy options developed by or for a public body or a member of the Executive Council”

9. Council Reports

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

10. Adjournment



Minutes of the Regular Meeting of the Council of the Town of Bentley

January 25, 2022

Date and Place Minutes of the Regular Meeting of the Council of the Town of Bentley held Tuesday, January 25, 2022, at 6:45 p.m., in the Bentley Municipal Office

In Attendance Mayor Greg Rathjen
Deputy Mayor Brenda Valiquette
Councillor Pamela Hansen
Councillor Lenore Eastman
Councillor Dale Grimsdale
CAO, Marc Fortais
Recording Secretary Sandi Meredith

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

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"

Read by Mayor Rathjen

Agenda

Motion 17/2022 Moved by Councillor Hansen "THAT" the agenda be amended to include the following items under

New Business:

- b) Cancellation and reschedule of delegation – Lacombe Regional Waste Services presentation. Cancelled due to illness and rescheduled for February 2022.
- c) Community Electronic Sign Discussion

Carried

Motion 18/2022 Moved by Councillor Eastman, “THAT the agenda also be amended to include the following items as other business:

- a) Review of Bylaws and Policies
- b) Review of Strategic Plan
- c) Discussion regarding avenues to be researched for the purpose of a doctor and/or nurse practitioner
- d) In Camera Session potential business opportunity – Advice from officials 24(1) The head of a public body may refuse to disclose information to an applicant if the disclosure could reasonably be expected to reveal (a) advice, proposals, recommendations, analyses or policy options developed by or for a public body or a member of the Executive Council”

Carried

Motion 19/2022 Moved by Deputy Mayor Valiquette, “THAT the amended Agenda, of the January 25, 2022, Regular Meeting of Council be accepted.”

Carried

Previous Minutes

Motion 20/2022 Moved by Councillor Dale Grimsdale, “THAT the minutes of the January 11, 2022, Regular Meeting of Council be confirmed.”

Carried

Financial

Prepaid Cheque Listing Cheques No. 20220009 to 20220049

Motion 21/2022 Moved by Councillor Eastman, “THAT the Prepaid Cheque Listing – Cheques No. 20220009 to 20220049, excluding Cheque No. 20220009, be received for information.”

Carried

It should be noted that Cheque No. 20220009 was excluded due to Councillor Grimsdale declaring and acknowledging a potential conflict of interest.

Motion 22/2022 Moved by Councillor Hansen, “THAT Cheque No. 20220009 be received for information.”

Carried

It should be noted that Councillor Grimsdale did not vote on this Motion.

New Business

- a). **Delegation – Lacombe Regional Tourism Presentation and request for increased membership fee.**
: **Executive Director – Austin Weaver**
: **Board President – Merry Kuchle**

Austin Weaver, Executive Director of Lacombe Regional Tourism and Merry Kuchle, Board President, gave an overview of the Lacombe Regional Tourism 2022 Town of Bentley Proposal.

They outlined the Proposal, their Mission and Vision and goals. For Bentley and Lacombe County, success is incumbent upon effective and productive partnerships

Lacombe Regional Tourism asked that the Town of Bentley consider joining the LRT as a full member of the association, and that the membership increase to a scaled amount of \$ 4,500.00. This would allow LRT to operate in Bentley at an elevated capacity providing access to more programs and contribute to the managed growth of the Visitor Economy

The delegation exited at 7:13 p.m. Mayor and Council advised them that they would reflect on the ask and decide later. No motion was made after the presentation.

: **b) Delegation (7:15pm) Lacombe Regional Waste Services Presentation**

- Jay Hohn Manager

- **This presentation was postponed due to illness of the presenter; it will be rescheduled as per the amended agenda.**

c) Electronic Community Sign

Discussion only with regards to the electronic sign. Councillor Hansen proposed that consideration should be given to either repairing the sign or taking it down. CAO Marc Fortais, shared with Council the previous quote for sign replacement from the previous CAO was approximately \$28,000. He also indicated that times had changed, and we are in a digital era, with planned updates to our website. He also indicated that the sign had not been taken down, until a suitable alternative through the website redesign was up and running. Once that was completed the intention was to remove the sign. A motion was contemplated to explore the repair or replacement of the sign or tear it down, however no Motion was made, to allow time for implementation of the updated town website - this was discussed only to provide additional clarity why the sign remained inoperable and not replaced.

Correspondence

- a). Emerging Trends in Municipal Law Virtual Conference

Motion 23/2022 Moved by Deputy Mayor Valiquette, “THAT Mayor Rathjen, Councillor Eastman and Deputy Mayor Valiquette take part in the Emerging Trends in Municipal Law Virtual Conference, February 10, 2022, or/ February 17, 2022.”

Carried

- b). Lacombe County January 13, 2022, Council Highlights.
c). Letter to Blaine Calkins regarding Canada Community Revitalization Fund.

Motion 24/2022 Moved by Councillor Hansen, “THAT correspondence items b) to c) be received for information.”

Carried

Other Business / Council Question Period

- a). **Dale Grimsdale replaces Brenda Valiquette as Deputy Mayor from January 27,2022 to April 26, 2022.**

Motion 25/2022 Moved by Deputy Mayor Valiquette, “THAT Dale Grimsdale be appointed as Deputy Mayor to replace Brenda Valiquette for the next three-month term for the period covering January 27, 2022, to April 26, 2022, and further, signing authority be changed to reflect same.

Carried

- b). **Review Bylaws and Policies**

Councillor Eastman requested that one Bylaw and/or Policy be presented at each council meeting for review and to educate members of council regarding Bylaws and Policies. The intent is to read them but not to conduct a formal review/best practices comparison, which will be done by administration as and when required.

Motion 26/2022 Motion by Councillor Eastman, “THAT one Bylaw and/or Policy be added to the Agenda for each Council meeting, for review by Council”.

Carried

- c). **Review of Strategic Plan**

Councillor Eastman asked for clarity on where Council was at with review of the Strategic Plan from an understanding perspective. The CAO reminded Council that they had completed a working session with Parkland Community Planning Services and the CAO during the budget process. Also, each Councillor has a copy of the Strategic Plan in their binders, should they wish to review it. The intention has always been to bring the

feedback received from Mayor and Council back to another working session in March, once budget, year end and audit are completed. Administration is on target to bring that session back to council in March. No motion was made for this item.

d) Research Doctor and/or Nurse Practitioner for Care Centre

Mayor Rathjen and CAO, Marc Fortais spoke to the matter, and will undertake to investigate this matter further. It should be noted that at the last meeting with Main Street Medical in October of 2021, the Town was advised that due to a doctor shortage they were unable to provide additional appointment service at the Bentley Care Centre.

No motion made. Mayor Rathjen, Councillor Eastman and CAO Fortais will pursue further research into this matter including meeting with Care Centre Staff and AHS regarding pursuing a doctor or Nurse Care Practitioner for the community.

Motion to Break

Motion 27/2022 Moved by Councillor Grimsdale, "THAT Mayor and Council take a short recess at 7:45pm for 10 minutes and return at 7:55pm for the in-camera portion of the meeting."

Carried

Call to Order

Mayor Rathjen called the meeting to order after the short 10 minutes break at 7:55pm

e) In Camera Item – Potential Business Opportunity for discussion and Advice from officials 24(1) Freedom of Information and the Protection of Privacy. The head of a public body may refuse to disclose information to an applicant if the disclosure could reasonably be expected to reveal (a) advice, proposals, recommendations, analyses or policy options developed by or for a public body or a member of the Executive Council"

Motion 28/2022 Moved by Councillor Grimsdale, "THAT the Regular Meeting of Council be closed to the public for a discussion regarding a business proposal at 7:56 p.m.

Carried

Motion 29/2022 Moved by Deputy Mayor Valiquette, "THAT the Regular Meeting of Council be resumed in public at 9:02 p.m.

Carried

f) Councillor Hansen, wished for Mayor and Council to decide on the funding support for Lacombe Tourism, which was discussed as New Business item a. She stated that there was no point in them waiting on a decision until the next meeting and therefore she made the following motion.

Motion 30/2022 Moved by Councillor Hansen, "THAT Council approve the increase of membership cost to Lacombe Regional Tourism to \$ 4,500.00 (four thousand five hundred dollars), and request that a member of Bentley Town Council be a voting member of their Board.

Carried

Adjournment

Motion 31/2022 Moved by Deputy Mayor Valiquette, "THAT the meeting be adjourned at 9:04 p.m.

Carried



TOWN OF BENTLEY

Cheque Listing For Council

2022-Feb-2
12:10:15PM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20220051	2022-01-20	SERVUS CREDIT UNION		PAYMENT		1,489.32
			31122021	SERVUS MASTERCARD BILL FOR DE	1,489.32	
20220052	2022-01-21	BENTLEY DISTRICT FIRE DEPARTMENT		PAYMENT		360.00
			31DEC2021	REIMBURSEMENT JANITORIAL RECI	360.00	
20220053	2022-01-21	SHAW CABLE		PAYMENT		98.18
			05012022	FCSS INTERNET	98.18	
20220054	2022-01-26	BENTLEY MUNICIPAL LIBRARY		PAYMENT		1,000.00
			2021.	COMMUNITY VAN RENT FOR 2021	1,000.00	
20220055	2022-01-26	LACOMBE COUNTY		PAYMENT		43,267.41
			IVC00041646	PEACE OFFICER 2021 - 392.50 HOUF	36,836.13	
			IVC00041656	BENTLEY FIRE DEPT 4TH QUARTER	6,431.28	
20220056	2022-01-30	CARSON, BARBARA J				
20220057	2022-01-30	JENSEN, DARREN J				
20220058	2022-01-30	MEREDITH, SANDRA L				
20220059	2022-01-30	GIBSON, COLE C				
20220060	2022-01-30	DENNEHY, NATHAN				
20220061	2022-01-30	GREAVES, LORYANNE				
20220062	2022-01-30	FORTAIS, MARC C				
20220063	2022-01-30	KIKSTRA, ROBERT B				
20220064	2022-01-26	ADT SECURITY SERVICES CANADA INC.		PAYMENT		42.00
			25643778	PUMPHOUSE ADT SECURITY	42.00	
20220065	2022-01-26	BIG HILL SERVICES		PAYMENT		4,200.00
			28969	OLYMPIA GAS EDGER FOR ARENA	4,200.00	
20220066	2022-01-26	BUNZL CLEANING & HYGIENE		PAYMENT		298.24
			129316	JANITORIAL FOR ARENA	298.24	
20220067	2022-01-26	LACOMBE FOUNDATION		PAYMENT		6,558.00
			C-515586	MUNICIPAL REQUISITION EQUALIZE	6,558.00	
20220068	2022-01-26	MCLAREN, CAROLYN		PAYMENT		300.00
			121	FCSS FAMILY PROGRAMING HOUR€	300.00	
20220069	2022-01-26	PARKLAND COMMUNITY PLANNING SERVICES		PAYMENT		504.00
			10012022	REGIONAL SDAB ANNUAL SERVICE	504.00	
20220070	2022-01-26	SEEVIRTUAL		PAYMENT		135.45
			122005	CO ANNUAL HOSTING RENEWAL	135.45	

Total 73,220.31

*** End of Report ***



Overview of LRWSC



Lacombe Regional Waste Services Commission

Implementation of the Commission

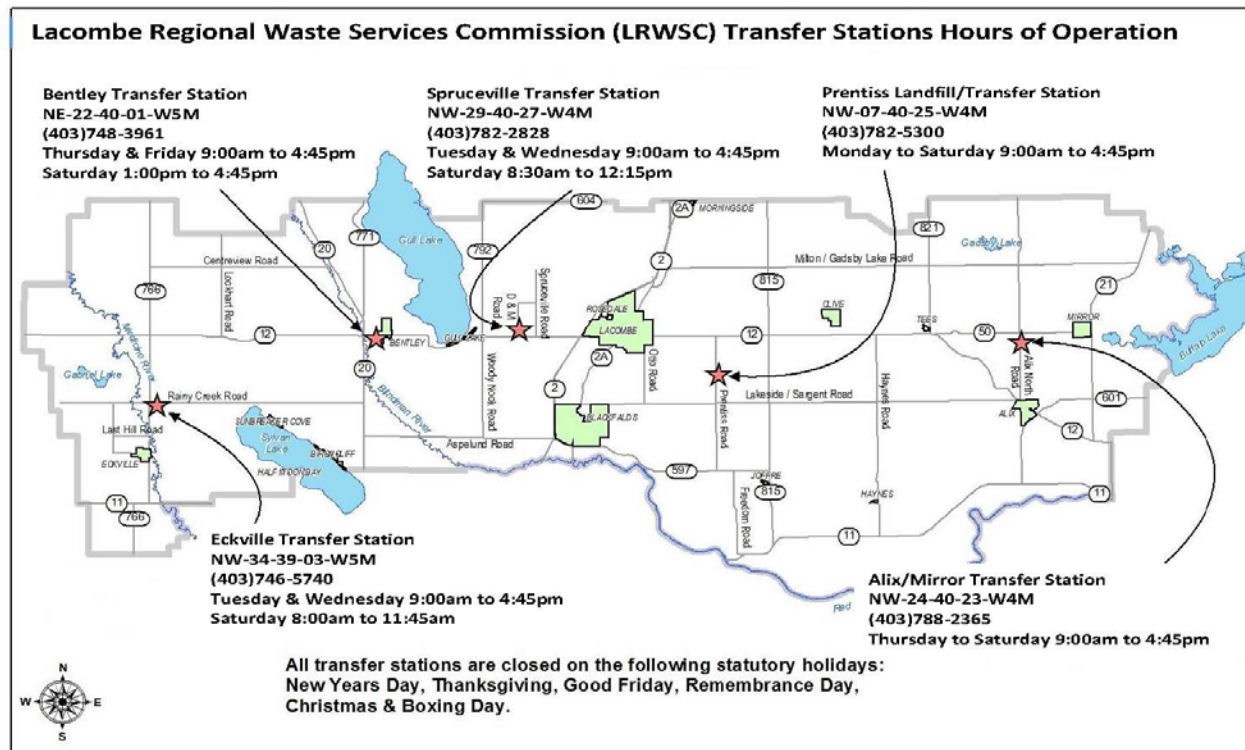
- Established 2013 with implementation in 2014
- Independent from Lacombe County
- Responsible for management of solid waste for six members
 - Lacombe County
 - City of Lacombe
 - Town of Bentley
 - Town of Eckville
 - Village of Alix
 - Village of Clive



Transfer Sites and Landfill

Lacombe Regional Waste Services

- 4 Transfer Sites (Eckville, Bentley, Spruceville, and Alix/Mirror)
- 1 Class 3 landfill (Prentiss)



Historical Highlights

Year	
1984	Established Lacombe Regional Solid Waste Authority with implementation in 1987
1999	20-Year Agreement with West Dried Meat Lake Landfill (term ends 2019)
2003	50-Year Post Closure Reserve implemented
2005	In-house hauling to West Dried Meat Landfill New buildings at Alix/Mirror & Eckville
2007	Year-round Household Hazardous Waste facility eWaste facility
2010	Alberta Recycling Excellence Recognition



Historical Highlights

Year	
2013	Order in Council establishing the Commission Strategic Plan Workshop
2014	New building at Spruceville Shingle Recycling
2015	Purchased Swap Centre from Lacombe County
2016	Operations Plan (deferred to 2017)
2018	New Office Building Construction of Cell 4
2019	Strategic Plan Workshop 12,000MT Shingles Recycled into road base at WDML
2020	Mattress Recycling Program (Grant from Dow) Construction of Cell 5 5-Year Agreement with West Dried Meat Lake Landfill (term ends 2024)



LRWSC Operations

- Dry Rubble – Any non-hazardous waste that does not rapidly decompose (Drywall, insulation, furniture).
- Municipal Solid Waste (MSW) – Non-hazardous waste containing rapidly decomposing materials (Food, Compost).
- LRWSC landfills under 10,000MT of Non-hazardous Dry Rubble every year. We are bound by the Code of Practice for Landfills through Alberta Environment to keep our Landfill annual totals under 10,000MT.
- LRWSC collects at each site approx. 9500MT compacted Municipal Solid Waste (MSW) and transports the waste to the West Dried Meat Lake Landfill Class 2 facility in the County of Camrose.
- LRWSC collects approx. 1000MT of Dry Rubble at the four remote sites, and transports back to the Prentiss Landfill.
- LRWSC collects approx. 300MT of waste metal at the four remote sites, and transports back to the Prentiss Landfill.

General Information

- Service to a total population of 29,675
- Compactor Garbage
 - Household waste hauled to West Dried Meat Lake Regional Landfill
 - 9,159 MT in 2021
- Dry Rubble to Prentiss Landfill
 - 9,615 MT in 2021
 - maximum allowable per Alberta Environment - 10,000 MT/year



Disposal Fees (Prentiss Site Only)

- 499 kg or less No Charge
- 500kg – 1,000 kg \$45
- Over 1,000 kg \$45/MT
- Stoves, Washer, Dryer, Water Tanks \$10/unit
- Fridges, Freezers, Water Coolers \$40/unit
- No charge for household (kitchen) waste
- Unsorted Loads \$100-300
- Asphalt Shingles (Clean Load)
 - Under 500 kg \$40
 - 500 kg – 1,000 kg \$75
 - 1,000 kg and over \$75/MT
- Satellite Sites require loads over 500 kg to be hauled to Prentiss Landfill



Reasons for Refusal at Remote Sites

Our site attendants will refuse loads for the following reasons:

- Load is more than 500kg or larger than a pick up truck box.
- Shingle loads.
- HHW, paint, and oil loads.
- Unacceptable waste (Industrial, Hazardous)
- Not a Lacombe County tax paying resident.

All refused Lacombe County waste is directed to the Prentiss Facility.

When a Rate Payer calls with concerns that cannot be resolved with a simple answer, pass their information off to me.

(403) 896-3715



Printable
Link on
Website
lrwsc.ca

<u>Type of Waste Accepted</u>	Prentiss Transfer Site	Alix/Mirror Transfer Site	Bentley Transfer Site	Eckville Transfer Site	Spruceville Transfer Site
Disposed Items					
Household Garbage (Organics, Food Waste)	✓	✓	✓	✓	✓
Residential Dry Rubble (Fees Apply >500kg)	✓	<500kg	<500kg	<500kg	<500kg
Residential Scrap Wood (Fees Apply >500kg)	✓	<500kg	<500kg	<500kg	
Yard Waste (Sod, Leaves, Grass) - 2-3 bags	✓	✓	✓	✓	✓
Yard Waste (Sod, Leaves, Grass, Dirt) - Small loads	✓				
Commercial Rubble, Wood, Metal, and Construction Material (Minimum Charge Fees Apply)	✓				
Recycled Items					
Residential Scrap Metal Recycling (Metal, BBQ, Bikes, Treadmill, etc.) (Fees Apply >500kg)	✓	<500kg	<500kg	<500kg	<500kg
Residential Wire Recycling (Barbed, Smooth, Page, Chainlink) (Fees Apply >500kg)	✓	<500kg	<500kg	<500kg	<500kg
Residential Scrap Wood (Branches, Pallets) (Fees Apply >500kg)	✓	<500kg	<500kg	<500kg	
Residential Appliances (Fees Apply)	✓			Purchase stickers from Town	
Shingle Recycling (Fees Apply)	✓				
Electronics Recycling	✓	✓	✓	✓	
Mattress Recycling	✓	✓	✓	✓	✓
Oil Recycling	✓				
Antifreeze Recycling	✓				
Empty Oil Jugs, Pail Lids, and Oil Filter Recycling	✓	✓	✓	✓	✓
20L Empty Plastic Pail Recycling (No Lids)	✓	✓	✓	✓	✓
Paint and Aerosol Can Recycling	✓				
Battery Recycling	✓	✓	✓	✓	✓
Fluorescent Light Tube and Ballasts Recycling	✓	✓	✓	✓	✓
Paper/Cardboard Recycling		✓	✓	✓	
Tin Can Recycling		✓	✓	✓	
Tire Recycling	✓	✓	✓	✓	✓
Propane Tank Recycling (1, 20, 30, 40lbs)	✓	✓	✓	✓	✓
Propane Tank Recycling (100lbs)	✓				
Plastic Twine Recycling (LRWSC Provides Bags)	✓	✓	✓	✓	✓
Ag Chemical Containers Recycling (Triple Rinsed)	✓	✓		✓	
Household Hazardous Material	✓				

Questions?





By-law No. 165/2013

Being a By-law of the Town of Bentley, in the Province of Alberta, for the purpose of prohibiting certain activities in order to prevent and compel the abatement of nuisances, unsightly property, weed control and public disturbances.

WHEREAS, under the authority and subject to the provisions of the *Municipal Government Act, Chapter M-26, RSA 2000*, and amendments thereto, a Council may pass a by-law for the purpose of prohibiting certain activities in order to prevent and compel the abatement of nuisances, unsightly property, weeds and public disturbances within the corporate limits of the Town of Bentley.

WHEREAS, under the authority and subject to the provisions of the *Municipal Government Act*, a Council may pass By-laws preventing and compelling the abatement of nuisances generally and regulating untidy and unsightly properties, and

WHEREAS, Bentley Town Council wishes to improve the safety and beauty of the Town of Bentley through the regulation and control of nuisances in order to benefit the Town, overall, and

WHEREAS, the *Municipal Government Act* authorizes a municipality to pass By-laws regarding the remedying of contraventions of by-laws, and

WHEREAS, it is desirable for regulations affecting the community standards of property within the Town of Bentley to be located, as much as possible, in one by-law,

NOW THEREFORE, the Council of the Town of Bentley, in the Province of Alberta, duly assembled, enacts as follows;

SECTION A – TITLE

This By-law may be cited as the “**Community Standards By-law**”

Initial

SECTION B – DEFINITIONS

In this By-law;

1. **“Approved”** means acceptable to the Appeal Board or Designated Officer or designate
2. **“Automobile Parts”** includes, but is not limited to, any vehicle part or collection of vehicle parts, or vehicles that are dilapidated, derelict or not in operation.
3. **“CAO”** means the Chief Administrative Officer of the Town of Bentley, or designate
4. **“Community Standards Appeal Board”** means the Council of the Town of Bentley
5. **“Construction”** means the temporary process of demolishing or building any structure or repairing or improving a building that already exists, including landscaping, home repair, property improvements and any work in connection with that process
6. **“Derelict Vehicle”** means a vehicle, whether or not in operating condition, which
 - (i) is unlicensed for the current year
 - (ii) has all or part of its superstructure removed or
 - (iii) is in a dilapidated or unsightly condition.
7. **“Guardian”** shall mean a person who is eighteen (18) years of age or older and responsible for a youth, child or minor.
8. **“Good Repair”** means maintaining the condition of an object or structure such that it does not become derelict, untidy, unsightly or dangerous and such that the object or structure can continue to be used in the means that it was originally intended
9. **“Graffiti”** means one or more letters, symbols, figures, etchings, scratching, inscriptions, stains or other markings or things that disfigure a structure or thing, but for greater certainty, does not include an art mural
10. **“Highway”** means a highway as defined the *Traffic Safety Act, Chapter T-6, RSA 2000*, and amendments thereto

Initial

11. **“Litter”** means;

- Any solid or liquid material or product or combination of solid or liquid materials or products, including but not limited to;
- Rubbish, refuse, garbage, paper, package containers, bottles, cans, manure, human or animal excrement or sewage of the whole or part of an animal carcass, or
- The whole or part of any raw or processed material, motor vehicle or parts or other machinery that is disposed of or that is not currently in use.

12 **“Non-residential”** means the use or occupancy of a building or land or part thereof for any purpose other than residential

13. **“Nuisance”** means any act or deed or omission or thing, which is or could reasonably be expected to be annoying or troublesome, harmful, hazardous or injurious to another person and /or his property from which complaints are received by the Bentley Town Office.

14. **“Occupant”** means any owner of any of the premises who resides or carries on any kind of business therein or any person or Corporation residing therein and / or carrying on business therein as a lessee or the owner or the owner of any vacant premises

15. **“Owner”** means the person(s) who is registered under the Land Titles Act as the owner of the land or, in the case of a vehicle, the person who owns the vehicle and includes any person renting a vehicle or have the exclusive of a vehicle under a lease, pursuant to the *Traffic Safety Act, RSA 200 Chapter T-5*.

16. **“Peace Officer”** means a member of the Royal Canadian Mounted Police, a Peace Officer or a By-law Enforcement Officer who has been appointed by the Town of Bentley

17. **“Person”** shall mean and include a corporation, other legal entities and an individual having charge or responsibility or control of a premises

18. **“Pest”** means any animal, bird, reptile or insect which causes or could reasonably be expected to cause annoyance or damage or injury to any person or animal or plant

Initial

19. **“Property or Premises”** means the whole or part of any building and / or land, including land immediately adjacent to any building or building, situated in whole or in part within the Town
20. **“Public Place”** means a place to which the public have or are permitted to have access including;
- i. Municipally owned or leased property and without restricting the generality of the foregoing includes streets, sidewalks, lanes, parks and recreation areas, and
 - ii. Privately owned or leased property and without restricting the generality of the foregoing includes places of business
21. **“Rubbish”** means and includes any paper product, fabric, wood, plastic, glass, metal or any matter or substances of any kind which have been discarded or in any way disposed of
22. **“Standards”** means the standards set out in this by-law
23. **“Town”** means the Town of Bentley
24. **“Untidy or Unsightly”** means any property or premises, in whole or in part, on which there are uncontrolled weeds, uncut grass, litter and /or rubbish, refuse, garbage, paper, yard material or the accumulation of same, which causes the property or any part of it to look untidy, unsightly, unpleasant or offensive to look at
25. **“Violation Ticket”** has the same meaning as in the *Provincial Offenses Procedure Act*
26. **“Yard Material”** means any waste material of an organic nature formed as a result of horticultural activities including grass, tree and hedge cuttings, waste sod and decomposing plants, leaves and weeds

SECTION C – GENERAL

- 1 The owner of any real property, as registered on title at the Land Titles Office is responsible for all activities on the property which may constitute prohibition of this by-law.
2. Nothing in this by-law relieves a person from complying with any Federal or Provincial law or regulation, other by-law of the Town or any requirements of any lawful permit

Initial

3. Every provision of this by-law is independent of all other provisions and if any provision of this by-law is found or declared invalid, the invalid provision shall be severed and all other provisions of this by-law shall remain valid and enforceable.
4. Where this by-law refers to another act, by-law, regulation or agency, it includes reference to any act, by-law, regulation or agency that may be substituted therefore.
5. All schedules attached to this by-law shall form part of the by-law

SECTION D – GENERAL PENALTY PROVISIONS

1. Any person who contravenes any provision of this by-law by
 - a) Doing any act or thing which the person is prohibited from doing or
 - b) Failing to do anything the person is required to do, is guilty of an offence
2. Any person who is convicted of an offence pursuant to this by-law is liable to a fine of not more than \$10,000.00 or to imprisonment for not more than one year, or both fine and imprisonment.

SECTION E – REMEDIAL ORDER AND COMMUNITY STANDARDS APPEAL BOARD

1. Every remedial Order written with respect to this by-law must:
 - a. Indicate the person to whom it is directed;
 - b. Identify the property to which the Remedial Order relates by municipal address and legal description
 - c. Indicate the date the Remedial Order is issued
 - d. Identify the property which fails to comply with this or another by-law
 - e. Identify the specific provisions of the by-law the property contravenes
 - f. Identify the nature of the remedial action required to be taken to bring the property into compliance
 - g. Identify the time within which the remedial action must be taken

Initial

- h. Indicate that if the required remedial action is not complete within the time specified, the Town may take whatever action or measures are necessary to remedy the contravention
 - i. Indicate that the expenses and costs of any action or measures taken by the Town under this Section are an amount owing to the Town by the person to whom the order is directed
 - j. Indicate that the expenses and costs referred to in this Section may be attached to the tax roll of the property if such costs are not paid by a specified time
 - k. Indicate that there lies an appeal from the Remedial Order to the Community Standards Appeal Board, if a notice of appeal is filed in writing with the Town within fourteen (14) days of the receipt of the Remedial Order
2. A remedial Order written pursuant to this By-law may be served personally upon the owner of the property to which it relates or it may be left with a Person apparently over the age of 18 years at the property.
3. If, in the opinion of a Peace Officer, service of the Remedial Order cannot be reasonably affected or if a Peace Officer believes that the owner of the property is evading service, a Peace Officer may post the Remedial Order in a conspicuous place on the Property to which the Remedial Order relates or on the private dwelling place of the owner of the property, as registered at the Land Titles Office or on the Municipal Tax Roll of the property and the Remedial Order shall be deemed to be served upon the expiry of three (3) days after the Remedial Order is posted.
4. Every person who fails to comply with the Remedial Order issued pursuant to this By-law within the time set out in the Remedial Order commits an offence.
5. Appeal of Remedial Orders;
- a. A person to whom a Remedial Order is directed may seek a review of the Remedial Order by filing an appeal in writing with the Town within fourteen (14) days of receiving the Order issued under the provisions of Section 545 of the Municipal Government Act and within seven (7) days of receiving the Order issued under Section 546 of the Municipal Government Act
 - b. Each notice of appeal shall be in writing and shall;
 - i) State with reasonable detail the grounds of appeal

- ii) State the name, address, telephone contact number and address at which documents in relation to the appeal may be delivered and the interest of the appellant in the property
 - iii) Be in the form determined by the Chief Administrative Officer and must be accompanied by the appropriate fee;
 - iv) Be dated and signed by the appellant or on his behalf by his agent and if signed by an agent, shall state the name and address of the agent as well as that of the appellant
- c. The Community Standards Appeal Board shall;
- i) Hold a hearing within thirty (30) days after receipt of the Notice of Appeal
 - ii) Ensure that the notice of hearing is mailed to the appellant at least five (5) days prior to the date of the hearing
 - iii) Consider each appeal having due regard to the circumstances and merits of the case and to this by-law
- d. When hearing an appeal, the Appeal Board shall
- iv) Not be bound by the rules of evidence applicable to courts of civil or criminal jurisdiction
 - v) Afford to every person concerned the opportunity to be heard, to submit evidence of others and
 - vi) Make and keep a written record of its proceedings which shall be in the form of a summary of the evidence presented to it at the hearing.
- e. In determining an appeal, the Community Standards Appeal Board
- i) may confirm, revoke or vary the Notice of Appeal
 - ii) shall render its decision in writing to the appellant with fifteen (15) days from the date of decision
 - iii) may confirm, revoke or modify the decision of the Chief Administrative Officer

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SECTION F– PENALTIES and ENFORCEMENT

1. Any person who contravenes any provision of this by-law by doing any act or thing which the person is prohibited from doing or failing to do any act or thing the person is required to, is guilty of an offence and is liable upon summary conviction, to a specified penalty for that offence as set out in Schedule “A” of this by-law.
2. A Peace Officer is hereby authorized and empowered to issue Violation Tags to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this by-law.
3. A Violation Tag may be issued to such person either
 - i) Personally or
 - ii) By mailing a copy to such person at his or her last-known post office or civic address
4. A Violation Tag issued pursuant to this by-law shall be in a form approved by the Chief Administrative Office and shall state;
 - i) The name of the person
 - ii) The offence
 - iii) The appropriate penalty for the offence, as specified in Schedule “A”
 - iv) The time period in which the specified penalty must be paid in order to avoid prosecution of the offence
 - v) Any other information as may be required
5. Where a Violation Tag has been issued pursuant to this by-law, the person to whom the Violation Tag has been issued may, in lieu of being prosecuted for the offence, pay to the Town, within 20 days, the penalty specified on the Violation Tag.
6. Where the Violation Tag has been issued and the penalty specified on the Violation Tax has not been paid within the prescribed time as set out in 5, the Peace Officer is hereby authorized and empowered to issue a Violation Ticket.
7. A Violation Ticket issued with respect to a contravention of this by-law shall be served upon the person responsible for the contravention in accordance with the Provincial Offences Procedure Act.

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8. The person to whom the Violation Ticket is issued may plead guilty by making a voluntary payment in respect to the summons by delivery to the Provincial Court, on or before the initial appearance date, the Violation Ticket, together with an amount equal to the specified penalty for the offence as provided for in Schedule "A" of this by-law.
9. When a Clerk of the Provincial Court records the receipt of a voluntary payment, the act of recording constitutes acceptance of the guilty plea and constitutes the conviction and imposition of a fine in the amount of the specified penalty.

SECTION G – UNSIGHTLY PROPERTIES

1. No occupant and/or owner of any property shall cause, allow or permit the property to become or to continue to be untidy or unsightly as defined in this by-law.
2. No occupant and/ or owner of any property shall dump or cause to be dumped any rubbish, garbage, waste, either solid or liquid, petroleum products, industrial or commercial waste products or by-products or to dispose of any material whatsoever in, about, near or upon any property within the Town, except at such place or places specifically designated for the receiving of said rubbish, garbage and waste.
3. No occupant and/or owner of any residential property shall allow the accumulation of building material, whether new or used, unless that person or owner can establish that a construction or renovation undertaking is being carried out on the premises and that
 - a) The project has begun or the beginning of the work is within thirty (30) days;
 - b) The materials on the property relate to the project taking place in a quantity reasonable to complete the project, and
 - c) The work on the project has not been suspended for a period in excess of one hundred and twenty (120) days
 - d) All the project building material stored on the property are stacked or stored in an orderly manner
4. Every occupant and/or owner of any property within the Town of Bentley shall:
 - a) not permit any building structures or erections of any kind whatsoever, or any excavation, depression, surface water or other matter or thing to remain a nuisance and/or dangerous and/or a fire hazard to the public safety or health,

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- b) cut the grass and control the weeds on property they own or occupy and cut the grass on any boulevard which abuts, flanks or adjoins such property and this shall include lanes or alleys at the rear or side of such property
- c) prune, remove or otherwise maintain trees and shrubs that are adjacent to and interfere with or endanger lines, poles, pipes, sewers, sidewalks, streets and alleyways or other works of the Town of Bentley.
- d) not allow to go unchecked any blight or disease of trees or shrubs or other plant life that is liable to spread to other trees or shrubs or plant life within the Town.
- e) ensure that branches, roots, stems or trunks of trees or shrubs, whether on private property or otherwise, shall not in any way interfere with or endanger traffic control devices, lines, poles, conduits, pipes, sewers or other works of a utility system, serving or owned by the Town of Bentley.
- f) Ensure that trees and shrubs, whether on private property or otherwise, shall not in any way interfere with sidewalks, streets and alleyways, or other works of the Town of Bentley, within or on such property;
 - i) Trees whose branches overhang a road, lane or alley or interfere with the sightline at an intersection, shall be pruned to a height of 3.66 meters (12 feet) over any roadway and shall not encroach over the property line so as to obstruct the sightline and flow of traffic through an intersection.
 - ii) Trees whose branches overhang a sidewalk shall be pruned to a height of 2.63 meters (8 feet) over the sidewalk so as not to encroach onto or over the sidewalk or obstruct or prevent the flow of pedestrian traffic
- g) not permit the accumulation of dirt, stones, old implements, automobiles or parts of automobiles, scrap iron, lumber, building materials or any other litter or rubbish so as to cause any untidy or unsightly appearance or cause any hazard or risk of hazard within or on such property
- h) not permit the proliferation of any insect or other pest that is likely to spread disease, be destructive or dangerous or otherwise become a nuisance

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- i) not permit the accumulation of animal feces within or on a property
 - j) remove any dead grass or brush or other rubbish which may be untidy or unsightly or may harbor pests
 - k) when requested to do so by written notice from the Town, clean up any untidy or unsightly property within the time period set out in the notice.
5. Any vehicle, automobile parts or mechanical equipment or object on any non-residential land which is in a wrecked or dismantled condition shall be removed from the land, unless a storage area is defined and enclosed with an approved fence or visually screened which prevents the object(s) from being viewed from any neighboring or public areas, to the satisfaction of the CAO or designated officer.
6. All residential property shall be kept free of any vehicle, trailer or object which is in a wrecked, dismantled, discarded or abandoned condition.
7. An occupant or owner may allow a dilapidated vehicle to remain on the occupant or owners property, provided that the vehicle is wholly contained within a structure, approved pursuant to the Land Use By-law of the Town and cannot be viewed from any neighboring property or public area,
8. No occupant or owner of a property shall allow a refrigerator or freezer to remain outside on the property without first ensuring the hinges or latches or lid or doors of the unit has been removed and no occupant or owner shall allow any appliance to remain on the property if such appliance can be viewed from any neighboring property or public area.
9. Every occupant or owner of a property shall ensure the following areas shall be maintained in good repair;
- a) Fences and their structural members
 - b) Structures and their structural members, including;
 - i. Foundations and foundation walls
 - ii. Exterior walls and their components
 - iii. Roofs
 - iv. Windows, doors and their casings/frames
 - v. Exterior stairs, landings, porches, balconies and decks
 - vi. Protective or decorative finishes of all exterior surfaces
10. No person shall create or apply graffiti.

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SECTION H – DRAINAGE

1. No person shall alter surface elevations or surface grades of any property that may cause or have the potential to cause a nuisance, hazard, drainage problem or damage to an adjacent property.
2. No occupant or owner of a property shall allow a flow of water from a hose or rainwater downspout or similar device to be directed towards an adjacent property if it is likely that the water from the device will enter the adjacent property.

SECTION I – AIR QUALITY

1. No person shall engage in any activity that is likely to allow smoke, dust or other airborne matter to disturb other people located in adjacent or near-by properties.

SECTION H – FIGHTING, ASSEMBLY of PERSONS and LOITERING

1. No person shall participate in a fight or any physical or verbal confrontation in any public place or any place to which the public is allowed access.
2. No person shall be a member of an assembly of three or more persons in any public place or any place to which the public is allowed access where a Peace Officer has reasonable grounds to believe the assembly will disturb the peace of the neighborhood and any such person shall disperse as requested by a Peace Officer.
3. No person shall loiter and thereby obstruct any other person in any public place.

SECTION I – BULLYING

1. No person shall bully any person in any public place.
2. No person shall participate in or encourage by verbal or public means in the bullying of any person in any public place.

SECTION J– CURFEW

1. No child fifteen (15) years of age or under who is unaccompanied by a parent or guardian shall be in any public place between the hours of 11:00 p.m. and 6:00 a.m.

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2. If a child to whom this by-law applies is found in a public place during the hours so fixed, they may be verbally warned to go home by a Peace Officer and if after the warning the child refuses or fails to go home, he may be taken to his home or to a shelter, by the Peace Officer.
3. Any parent or guardian who permits a child to contravene this By-law is guilty of an offence and liable upon summary conviction as set out in is “Schedule A”, attached to and forming part of this by-law.

SECTION K – SPITTING/URINATING

1. No person shall urinate or deposit any human waste in any public place or in any place to which the public is allowed access, other than a public washroom.
2. No person shall spit at any person or on any public or private property that they do not own.

SECTION L– CIVIC ADDRESSING

1. All occupants or owners of a property must display the assigned civic address number to their land, building, units or sub-units

SECTION M – BY-LAW REPEALS AND COMING INTO FORCE

1. By-law No. 28/97 and all amendments thereto, are hereby repealed.
2. This by-law shall come into force and effect on the date of the final passing thereof.

Read a first time this 12th day of February, 2013.

Read a second time this 12th day of February, 2013

Read a third and final time this 12th day of February, 2013.

Original Signed _____
Mayor

Original Signed _____
Chief Administrative Officer

Schedule A

Community Standards By-law Penalties

Section E.	Failure to comply with a Remedial Order	\$ 500.00
Section G.1.	Allow untidy or unsightly property	\$ 500.00
Section G.2.	Dump rubbish, garbage, waste, petroleum products, Industrial or commercial waste	\$ 500.00
Section G.3	Accumulation of building material	\$ 250.00
Section G.4.	Failure to maintain building, yard, trees, shrubs, As set out in Section G.4	\$ 500.00
Section G.5, 6., 7.	Failure to remove or visually screen vehicle, parts, equipment in a wreck or dismantled condition	\$ 300.00
Section G.8	Appliance on property which can be viewed by Public and refrigerator or freezer left with lid on	\$ 200.00
Section G.9.	Failure to maintain fence, foundations, exterior walls, roofs, porches, decks, etc	\$ 300.00
Section G.10	Creation or applying graffiti	\$ 300.00
Section H.1.	Alter surface elevation or surface grades	\$ 500.00
Section H.2.	Allow flow of water from hose or downspout to enter another property	\$ 500.00
Section I.1.	Allow smoke, dust or other airborne matter to disturb other people	\$ 300.00
Section H.1.	Participate in fight, physical or verbal confrontation in public place	\$ 500.00
Section H.2.	Participate in assembly causing disturbance	\$ 500.00
Section I	Bully or participate in bullying another person	\$ 500.00
Section J.3	Parent or guardian permitting child to contravene Curfew	\$ 500.00
Section K	Spitting or urinating or depositing of human waste	\$ 500.00
Section L	Failure to display civic address number	\$ 100.00



Agenda Date: February 8, 2022

Agenda Item: **New Business:**
Annual Review – Employee Salary Grid and Council Remuneration & Expense

POLICY GUIDANCE/AUTHORITY

Policy 07/04 Salary Grid and Cost of Living Policy establishes a salary grid for each employment position. Annually, Council shall consider a cost of living increase.

Policy 40-2021 Council Remuneration & Expenses establishes rates and guidelines for the claiming of remuneration by Council and expenses incurred by Council, Staff members and Citizen Members-at-large attending meetings, conferences, seminars, courses, workshops etc.

SUMMARY AND BACKGROUND:

Annually, pursuant to the Salary Grid and Cost of Living Policy 07/04 (Attachment 1), Council considers a cost of living increase to the Employee Salary Grid (Attachment 2). Council has been using an average of the Statistics Canada Consumer Price Index of the previous year to guide their deliberations.

Council Remuneration & Expense Policy 40/2021 (Attachment 3), as amended, states “annually, the remuneration and expense rates will be adjusted, based on the same cost of living adjustment made to the Employee Salary Grid, as determined by Council, pursuant to the Salary Grid and Cost of Living Policy 07/04”. The changes to Council Remuneration & Expenses are shown in (Attachment 4).

Information from the Statistics Canada Consumer Price Index, for the months of January to December, 2020, is as follows;

January	.80%	July	3.70%
February	.60%	August	4.70%
March	1.90%	September	4.00%
April	3.30%	October	4.30%
May	3.10%	November	4.30%
June	2.70%	December	4.80%

The average Consumer Price Index for Alberta for the 12 months of 2021 is 3.20% (**rounded from 3.18%**)

RATIONAL FOR RECOMMENDATIONS:

- The annual salary increase has been done in accordance with policy 07/04 approved by Mayor and Council. This small salary increase is in alignment with the increased costs of goods and services as per the Statistics Canada Consumer Price Index.
- The amount of increase was anticipated in budget planning and budgeted for within the 2022 budget approved by Mayor and Council in December of 2021.
- No other performance increases have been contemplated in the 2022 budget, this increase only contemplates the cost of living increases faced by staff and all Albertans as reported by Statistics Canada.

BUDGET & FINANCIAL CONSIDERATIONS:

It is anticipated that the impact of this increase over the prior year 2021 budget will be approximately \$18,200 including all wages and deductions for both staff salaries and council remuneration for the 2022 calendar year. This amount was factored into the approved 2022 budget.

RECOMMENDATION:

- a) That pursuant to Policy 07/04, Council approve a cost-of-living increase of 3.20% to the salary grid, to take effect March 1, 2022.
- b) That pursuant to Policy 40/2021, Council approve a cost-of-living increase of 3.20% to the Council remuneration and expense rates, to take effect March 1, 2022.

ATTACHMENTS:

- 1) Policy 07/04 – Salary Grid and Cost of Living Expenses
- 2) Town of Bentley Employee Salary Grid
- 3) Policy 40/2021 – Council Remuneration and Expense
- 4) Council Remuneration and Expense Summary

Marc Fortais, CAO

POLICY NO. 07/04

POLICY TITLE: Salary Grid and Cost of Living Increases

DATE ADOPTED: July 27, 2004

POLICY PURPOSE:

- a) Amendment to Personnel Policy No. 7/2000 Article 17 - Pay Administration
- b) To provide a stable working environment that encourages and rewards employees for their job performance
- c) To maintain salary levels that are current with the (municipal) market place
- d) To establish a fair, impartial and consistent method of determining the salary of each employee.


POLICY STATEMENT: Personnel Policy No. 7/2000, Article 17 - Pay Administration shall be deleted and replaced with the following:

- 17.1 A salary grid is hereby established for each employment position.
- 17.2 Individual employee placement and advancement on the grid shall be determined by the Chief Administrative Officer and shall be based on the following criteria:
 - a) work related experience and knowledge
 - b) results of annual performance review
 - c) recognized further education/training successfully completed
 - d) additional job responsibilities
 - e) budgetary considerations
- 17.3 Annual employee performance appraisals will be undertaken in December of each year.

- 17.4 Annually, during the month of January, Council shall consider a cost of living increase.
- 17.5 Pay periods shall be mid-month and month-end. Payments shall be by direct deposit to the employees' individual bank account.

All employees shall receive an itemized statement showing the period worked, gross earnings and all relevant deductions for the pay period in question.

- 17.6 Copies of daily time records shall be kept on file in the Municipal Office.



Mayor



Chief Administrative Officer

Town of Bentley - Salary Increases

2022 Increases as per Policy 07/04

CPI Increase

3.20%

Position	HRS	1		2		3		4		5		6		7		8		
		2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	
Chief Administrative Officer	35 hrs/wk	\$ 91,387.41	\$ 94,311.81	\$ 94,129.00	\$ 97,141.13	\$ 96,952.89	\$ 100,055.38	\$ 99,861.45	\$ 103,057.02	\$ 102,856.95	\$ 106,148.37	\$ 105,943.22	\$ 109,333.40	\$ 125,000.00	\$ 129,000.00	\$ 130,000.00	\$ 134,160.00	*
Administrative Assistant	32.5 hrs/wk	46,769.02	48,265.63	47,989.12	49,524.77	49,596.25	51,183.33	51,074.82	52,709.21	\$ 52,553.37	54,235.08	\$ 54,192.66	55,926.83	\$ 55,815.86	57,601.97	\$ 57,503.36	59,343.47	
Administrative Clerk	26 hrs/wk	33,634.16	34,710.45	34,637.02	35,745.40	35,678.44	36,820.15	36,758.44	37,934.71	\$ 37,851.29	39,062.53	\$ 38,969.85	40,216.89	\$ 41,077.80	42,392.29	\$ 41,361.28	42,684.84	
Public Works Foreman	40 hrs/wk	75,808.46	78,234.33	78,081.53	80,580.14	80,422.85	82,996.38	82,835.55	85,486.29	\$ 85,320.60	88,050.86	\$ 87,880.23	90,692.40	\$ 90,516.63	93,413.16	\$ 93,179.28	96,161.02	
Assistant Public Works Foreman	40 hrs/wk	64,486.77	66,550.35	66,415.24	68,540.53	68,414.29	70,603.55	70,460.37	72,715.10	\$ 72,577.64	74,900.12	\$ 74,764.17	77,156.62	\$ 76,998.41	79,462.36	\$ 79,308.38	81,846.25	
Maintenance Worker III	40 hrs/wk	56,608.19	58,419.65	58,324.99	60,191.39	60,065.35	61,987.44	61,875.78	63,855.80	\$ 63,734.46	65,773.96	\$ 65,639.15	67,739.60	\$ 67,614.69	69,778.36	\$ 69,633.63	71,861.91	
Maintenance Worker II	40 hrs/wk	48,605.42	50,160.79	50,117.15	51,720.90	51,622.33	53,274.24	53,174.54	54,876.13	\$ 54,750.25	56,502.26	\$ 56,396.51	58,201.20	\$ 58,089.82	59,948.69	\$ 59,830.17	61,744.74	
Maintenance Worker I	per hour	\$ 16.33	16.85	\$ 16.82	17.36	\$ 17.32	17.87	\$ 17.85	18.42	\$ 18.40	18.99	\$ 18.92	19.53	\$ 19.49	20.11	\$ 20.09	20.73	

* No CPI Index applied as is according to contract. No Raise Applied based on CPI increase according to contract

Seasonal & Part Time (Includes Arena Part Time)

FCSS Program	28 hrs/wk	\$ 40,649.85	41,950.65	\$ 41,864.85	43,204.53	\$ 43,124.84	44,504.83	\$ 44,414.84	45,836.11	\$ 45,749.83	47,213.82	\$ 47,129.83	48,637.98	\$ 48,539.82	50,093.09	\$ 49,949.82	51,548.21	
Casual Labour	May Vary	\$ 16.33		\$ 27.93	\$ 16.85		\$ 28.82		Wage varies subject to job duties, experience and knowledge									

Public Works Stand-by-Rates

	2021	2022
Monday - Friday: outside regular work hours	\$23.26	\$ 24.00
Saturday, Sunday: per 24 hour period	\$58.14	\$ 60.00
Holidays: as recognized in the Personnel Policy per 24 hour period	\$69.94	\$ 72.18

Placement and / or Advancement on the Salary Grid is determined by:

- results of performance evaluation
- work related experience & knowledge
- recognized education/training
- additional job responsibilities
- budgetary considerations

3.20% Cost of Living Increase to Salary Grid

Approved by Bentley Town Council - Date:

Mayor Greg Rathjen

CAO Marc Fortais



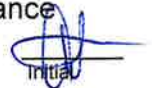
TOWN OF BENTLEY

POLICY NO.	40/2021
POLICY TITLE:	Council Remuneration & Expenses
DATE ADOPTED:	October 12, 2021
DATE EFFECTIVE:	January 1, 2022
REPLACES:	Policy 40/2011
PURPOSE:	<p>To recognize the time and out-of-pocket expenses incurred by members of the Bentley Municipal Council on meetings, functions and other activities relating to or required by their elected positions.</p> <p>To establish the rates and guidelines for the claiming of remuneration by Council and the expenses incurred by Council, Staff Members and Citizen Members-at-large attending meetings, conferences, seminars, courses, workshops, etc.</p>

1. Monthly Council Remuneration

Mayor \$556.84 per month

- Established to recognize the additional duties and responsibilities of the "Chief Elected Official" as set out in the Municipal Government Act and the additional time spent, as Mayor, on Town business or public relations
- To recognize time spent in the Municipal Office signing cheques, letters, and other Municipal Documents
- To recognize time spent reviewing/discussing matters with the Chief Administrative Officer, members of Council and/or members of the Community, outside the formal meeting setting
- To recognize time spent meeting with other Government Officials, engineers, lawyers, and attending as "exo-ficio" meetings of Council Committee
- To recognize time spent attending local functions when the presence of the Mayor is requested or when protocol dictates the Mayor's presence or where good public relations warrants the Mayor's attendance


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- i.e. - groundbreaking ceremonies
- grand openings
- anniversaries/birthdays
- community reunions
- graduation exercises

Deputy Mayor \$250.00 per month

- To recognize the additional time spent, as Deputy Mayor, on Town business and public relations.
- To recognize time spent in the Municipal Office signing cheques, letters, and other municipal documents in the Mayor's absence.
- To recognize any time spent, in the Mayor's absence, reviewing/discussing matters with the Chief Administrative Officer, members of Council and/or members of the Community, outside of the formal meeting setting.
- To recognize time spent meeting with other Government Officials, engineers, lawyers and attending as "exo-ficio" meetings of Council Committee in the Mayor's absence.
- To recognize time spent attending local functions when the presence of the Mayor is requested or when protocol dictates the Mayor's presence or where good public relations warrants the Mayor's attendance and where the Deputy Mayor is attending on behalf of the Mayor.
- i.e. - groundbreaking ceremonies
- grand openings
- anniversaries/birthdays
- community reunions
- graduation exercises

Councillors \$146.57 per month

- to recognize the time spent reviewing/discussing matters with other members of Council and the citizens of Bentley, outside of the formal meeting setting
- attending local functions when the presence of members of Council are requested, when protocol dictates a Council presence or where good public relations warrants Council attendance
- to recognize the time spent on other local matters pertaining to the office of Councillor of the Town of Bentley
- to recognize the representation of Council, at functions in which the Mayor is unable to attend

2. Meeting Rates – Mayor and Council

A.	Regular Council Meetings	\$ 111.38 per meeting
	Budget Meetings	\$ 111.38 per meeting


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- B. Special Council Meetings:
- Up to and including 2hrs. \$ 63.30
 - Over 2hrs. and up to and including 4hrs \$ 111.38
 - Over 4 hrs. - Per day (maximum) \$ 208.83
- C. Attendance at other meetings of Council, Board/Committee, Foundation or Society, Conference, Seminars, Workshops, etc. meetings held within the Town – Same rate as Special Council meetings
- D. Attendance at Board/Committee, Foundation, Society, Conference, Seminars, Workshops, etc., held outside the Town – Same rate as Special Council meetings except that travel time is included in time durations.
- E. Attendance at informal (Public Relations) activities over 1 hour, i.e., parades – Mileage and meal per diem only

3. Expenses

- A. Hotel/Motel Accommodations for attendance at functions, meetings, conferences, conventions, workshops, etc, located more than 100 kilometers from Bentley, requiring an overnight stay shall be paid as per receipts submitted.
- Reimbursement of expenses for overnight stays within 100 km. from Bentley will require prior approval.
- B. Same activities as above, but staying at a friend or relative's residence - **\$41.00** per night
- C. Mileage – will be paid at the rate established by Canada Revenue Agency for reimbursement of mileage.
For example, 2021 CRA Rates are: 59 cents per km – first 5000km and 53 cents per km after that.
- D. Meals – shall be reimbursed for actual expenses (receipts to be submitted) subject to a maximum per meal and daily rate as defined by the Canada Revenue Agency (with no receipt).

For example, 2021 CRA Rates are (Daily Max \$69.00):

Breakfast	\$23.00
Luncheon	\$23.00
Dinner	\$23.00

Gratuities are included in the above

4. Technology/Communication Allowance

The Town shall reimburse Mayor and Council members at a flat rate of \$50.00 per month as an allowance for their use of personal telephone, internet service and cellular phones, and computers in the execution of their duties.



A. Other Expenses

Parking Charges – actual expense based on submitted receipt, except that no receipts are required for parking meter costs.

Car Rentals – actual expense based on submitted receipts

Miscellaneous – other related expenses based on submitted receipts

5. Remuneration from Outside Boards and/or Committees

Where Mayor or Councillor receives additional remuneration from another board or committee for which they are attending on behalf of the Town and receiving reimbursement from the town, such additional remuneration should be paid directly to the Town of Bentley.

6. Reporting

It is expected when attending a meeting on behalf of the Town of Bentley and claiming a meeting rate that the Mayor, Deputy Mayor or Councillor will report to their fellow councilors regarding such meetings.

7. Payment Procedures

- The Council member will submit an expense sheet monthly to the CAO for review, prior to the end of the month (at least 5 days in advance). The expense sheet will outline their attendance at approved meetings and the appropriate rate, any expenses they are claiming with supporting receipts and documentation
- Council Members claims will be approved by the Mayor.
- Mayor Claims will be approved by the Deputy Mayor.
- Payments for claims submitted at the end of a month will be made the following month on the 15th day of that month.

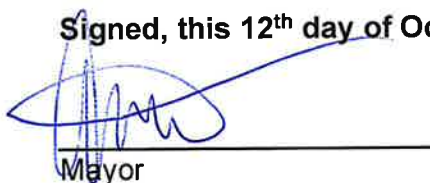
8. Community Citizens serving on Council appointed Committee and Boards shall be subject to the same meeting and expense rates as set out in this policy and amendments thereto.

5. Staff members shall be subject to the same expense rates as set out in this policy and amendments thereto.

6. Annually, Council will determine if the remuneration and expense rates will be adjusted, based on the same cost of living adjustment made to the Employee Salary Grid, pursuant to the Salary Grid & Cost of Living Policy 07/04.

7. This Policy replaces Policy 40/2011

Signed, this 12th day of October 2021



Mayor



Chief Administrative Officer



TOWN OF BENTLEY

POLICY NO. 40/2011

POLICY TITLE: Council Remuneration & Expenses

DATE ADOPTED: March 22, 2011
Amendment Date: February 14, 2012, February 12, 2013, February 11, 2014
Amendment Date: February 10, 2015, February 14, 2017
Amendment Date: March 12, 2019, Feb 11, 2020, Feb 9, 2021

DATE EFFECTIVE: April 1, 2011
Amendment Effective: March 1, 2012, March 1, 2013, March 1, 2014, March 1, 2015
Amendment Effective: March 1, 2017, April 1, 2019, March 1, 2020, March 1, 2021

REPLACES: Policy 24, 2007

PURPOSE: To recognize the time and out-of-pocket expenses incurred by members of the Bentley Municipal Council on meetings, functions and other activities relating to or required by their elected positions.

To establish the rates and guidelines for the claiming of remuneration by Council and the expenses incurred by Council, Staff Members and Citizen Members-at-large attending meetings, conferences, seminars, courses, workshops, etc.

POLICY:

1. Monthly Council Remuneration

Mayor \$556.84 per month

- Established to recognize the additional duties and responsibilities of the "Chief Elected Official" as set out in the Municipal Government Act and the additional time spent, as Mayor, on Town business or public relations
- To recognize time spent in the Municipal Office signing cheques, letters and other Municipal Documents
- To recognize time spent reviewing/discussing matters with the Chief Administrative Officer, members of Council and/or members of the Community, outside the formal meeting setting


Initial

- To recognize time spent meeting with other Government Officials, engineers, lawyers, and attending as “exo-ficio” meetings of Council Committee
- To recognize time spent attending local functions when the presence of the Mayor is requested or when protocol dictates the Mayor’s presence or where good public relations warrants the Mayor’s attendance
 - i.e. - ground breaking ceremonies
 - grand openings
 - anniversaries/birthdays
 - community reunions
 - graduation exercises

Councillors

\$146.57 per month

- to recognize the time spent reviewing/discussing matters with other members of Council and the citizens of Bentley, outside of the formal meeting setting
- attending local functions when the presence of members of Council are requested, when protocol dictates a Council presence or where good public relations warrants Council attendance
- to recognize the time spent on other local matters pertaining to the office of Councillor of the Town of Bentley
- to recognize the representation of Council, at functions in which the Mayor is unable to attend

2. Meeting Rates – Mayor and Council

- | | | |
|----|--|-----------------------|
| A. | Regular Council Meetings | \$ 111.38 per meeting |
| | Budget Meetings | \$ 111.38 per meeting |
| B. | Special Council Meetings: | |
| | • Under 2 hours | \$ 63.30 |
| | • Half day | \$ 111.38 |
| | • Per day (maximum) | \$ 208.83 |
| C. | Attendance at other meetings of Council, Board/Committee, Foundation or Society, Conference, Seminars, Workshops, etc. meetings held <u>within the Town</u> – Same rate as Special Council meetings | |
| D. | Attendance at Board/Committee, Foundation, Society, Conference, Seminars, Workshops, etc., held <u>outside the Town</u> – Same rate as Special Council meetings except that travel time is included in time durations. | |


Initial

- E. Attendance at informal (Public Relations) activities over 1 hour, i.e. parades – Mileage and meal per diem only

3. Expenses

- A. Hotel/Motel Accommodations for attendance at functions, meetings, conferences, conventions, workshops, etc, located more than 100 kilometers from Bentley, requiring an overnight stay shall be paid as per receipts submitted.

Reimbursement of expenses for overnight stays within 100 km. from Bentley will require prior approval.

- B. Same activities as above, but staying at a friend or relative's residence - **\$41.00** per night

- C. Mileage - In recognition of the fluctuation of the cost of gasoline, the mileage rate will be based on the minimum of \$.50 or 50% of a litre of gasoline, per kilometer, whichever is greater. The Chief Administrative Officer will determine what the price of gasoline was for the last week of each month, based on the invoice received from the local supplier. In the event the cost of gasoline is above \$1.00 per litre, 50% of said gas price will be applied as the mileage rate to all expense claims for the said month.

- D. Meals – shall be reimbursed for actual expenses subject to a maximum of **\$68.76** per 24 hour period – receipts will be required

The guideline for individual meals shall be:

Breakfast	\$17.20
Luncheon	\$17.20
Dinner	<u>\$34.36</u>
	\$68.76

Gratuities are included in the above

- E. Other Expenses:

Telephone Calls – actual expense for costs incurred for calls relating to Town business – a copy of telephone bill must be submitted

Parking Charges – actual expense based on submitted receipt, except that no receipts are required for parking meter costs.

Car Rentals – actual expense based on submitted receipts

Miscellaneous – other related expenses based on submitted receipts



Initial

4. Community Citizens serving on Council appointed Committee and Boards shall be subject to the same meeting and expense rates as set out in this policy and amendments thereto.
5. Staff members shall be subject to the same expense rates as set out in this policy and amendments thereto.
6. Annually, the remuneration and expense rates will be adjusted, based on the same cost of living adjustment made to the Employee Salary Grid, as determined by Council, pursuant to the Salary Grid & Cost of Living Policy 07/04.
7. This Policy replaces Policy 24. 2007

Signed, as most recently amended, this 9th day of February 2021

Mayor


Chief Administrative Officer

Town of Bentley - Mayor and Council Renumeration and Expense

2022 Increase as per Policy 40/2011

CPI Index Increase

3.20%

Position	Frequency of Renuumeration	2021	2022
Mayor	Monthly	\$ 556.84	\$ 574.66
Deputy Mayor	Monthly	\$ 250.00	\$ 258.00
Councillors	Monthly	146.57	\$ 151.26
Regular Budget Meetings	As Required	111.38	\$ 114.94
Special Committee & Other Meetings	As Required		
Under 2 hours		63.30	\$ 65.33
Half Day		111.38	\$ 114.94
Per Day (maximum)		208.83	\$ 215.51
Meals *			
Breakfast	Per Day	17.00	\$ 23.00
Lunch	Per Day	17.00	\$ 23.00
Dinner	Per Day	33.95	\$ 23.00

Hotel As Per Actual Expense
 Other As per Actual Expense
 Technology Allowance \$50.00 per month
 Meals As per CRA Rates \$23.00 per meal max (69.00 per day)
 Mileage As per CRA Rates .59 per km 2021

* Gratuities are included in the per day amount

2022 Budget			
Mayor	\$	6,860.27	\$ 6,860.27
Deputy Mayor	\$	3,080.00	\$ 3,080.00
Councillors	\$	1,361.34	\$ 5,445.37
Concillor Other Meetings	\$	4,137.99	\$ 20,689.95
Technology Allowance	\$	3,000.00	\$ 3,000.00
			\$ 39,075.59



WHERE PEOPLE ARE THE KEY

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING January 31, 2022

COVID-19 UPDATE

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

LOCKHART ROAD WIDENING & PAVING

Due to increased construction and engineering costs for the paving of Lockhart Road in 2022, Lacombe County Council authorized an increase of \$123, 927.80 to the 2022 paving program.

PAID PARKING AT SUNBREAKER COVE/SANDY POINT

Council received information into regarding the implementation of a paid parking system at Sandy Point Beach, Sandy Point Boat Launch, and Sunbreaker Cove Boat Launch. Council authorized the County Manager to establish a Digital Parking System through at the Sandy Point Beach, Sandy Point Boat Launch and Sunbreaker Cove.

In addition, a user fee schedule was adopted and will be added to the *Lacombe County Rates & Fees Bylaw*.

ROAD BANS – WOODY NOOK / ASPELUND ROAD

Council authorized the County Manager to remove the 90% road bans from the Woody Nook and Aspelund Roads, effective immediately.

ENVIRONMENTAL ACTION PLAN UPDATES

County Council received the 2021 Environmental Action Plan Update for information. This document is updated annually to identify projects or practice changes that assist Lacombe County in meeting its goals/targets for priority areas of the Environmental Management Plan.

Updates to the Environmental Action Plan for 2022 have also been completed and were adopted by Council as presented.

SOLAR UPDATE

Lacombe County installed a 115 kWDC solar PV system on the roof of the County Public Works Shop in June 2021. The actual solar energy production has exceeded the estimated production.

MUNICIPAL ENERGY CHAMPIONS

Council received a presentation regarding Lacombe County's selection to the Municipal Energy Champions (MEC) Program. The Municipal Climate Change Action Centre puts on this program, which supports small municipalities to become Energy Champions by managing energy use, and identifying opportunities to reduce energy consumption and save money.

Lacombe County was one of six communities selected to participate in the 2022 program.

LACOMBE ATHLETIC PARK ASSOCIATION (LAPA) FUNDING REQUEST

Lacombe County Council approved \$250,000 in funds and/or work-in-kind support for the Lacombe Athletic Park running track project. Further funding may be considered in 2023 and is subject to further funding by the City of Lacombe.

TOWN OF ECKVILLE – NURSE PRACTITIONER

Lacombe County Council agreed to invite the Wolf Creek Primary Care Network and Town of Eckville Council and Administration to an upcoming Council meeting to discuss the Nurse Practitioner Program.



WHERE PEOPLE ARE THE KEY

LACOMBE COUNTY AGRICULTURAL SERVICE BOARD AGENDA

The Lacombe County Agricultural Service Board was established in compliance with the Agricultural Service Board Act. The Board promotes the long-term sustainability of the agriculture industry and addresses local agriculture concerns.

Council approved the Lacombe County Agricultural Service Board meeting agenda for March 1, 2022.

BYLAW NO. 1359/22 TAX PENALTY BYLAW

Bylaw No. 1359/22 is a bylaw of Lacombe County to authorize a tax installment payment plan (TIPP) and the levying of penalties on unpaid property taxes. For the past two years (and tax seasons), Lacombe County has deferred the first tax payment deadline by one month from August 31 to September 30.

Bylaw No. 1359/22 will return the County's first tax payment deadline to August 31, returning it to its pre-Covid date. For 2022, tax payment deadlines will be August 31 and November 30, and the deadline to enroll in the TIPP's program would also change to August 31.

Council approved Bylaw No. 1359/22 as presented.

BYLAW NO.1358/22 BORROWING BYLAW

Council approved Bylaw No.1358/22, which authorizes borrowing for the purpose of financing operating expenditures. Pursuant to Section 251(1) of the Municipal Government Act, a municipality may only make a borrowing if a borrowing bylaw authorizes the borrowing. The County's financial services provider, Servus Credit Union, requires the County to maintain a temporary line of credit borrowing bylaw.

Council approved Bylaw No. 1358/22 as presented.

BDO DELEGATION

Council received for information BDO Canada LLP's plan for the audit of the consolidated financial statements of Lacombe County for the period ended December 31, 2021.

RED DEER RESTORATIVE JUSTICE PRESENTATION

County Council received a presentation on the Rural Red Deer Restorative Justice Program for information.

IN CAMERA MATTER – LEGAL MATTER

Regarding the Statement of Claim served upon Urban Dirtworks Inc., County Council endorsed the Formal Offer to Settle dated January 13, 2022.

Next Regular Council Meeting is
Thursday, February 10, 2022 - 9:00 a.m.

Next Committee of the Whole Meeting is
April 5, 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.**



Mayor Greg Rathjen

Council Report for January 2022

- Jan 11 - Regular Council Meeting
- Jan 12 presentation by Ecco Tree in Red Deer to council
- Jan 21-MEO roles and responsibilities in Emergency Management Training
- Jan 25th-regular Council Meeting
- Jan 31st AGM Bentley Fire Department



Deputy Mayor Dale Grimsdale

Council Report for January 2022

- Jan 10- Parent Advisory Board meeting.
 - Constable Dave Lahucik presented on internet safety including providing resources such as the Canadian Center for child protection website. Covid 19 updates were also provided.
- Jan 11 - Regular Council Meeting
- Jan 12 presentation by Ecco Tree in Red Deer to council
- Jan 21-MEO roles and responsibilities in Emergency Management Training
 - Online training that highlighted what to expect, responsibilities, and procedures when dealing with an emergency scenario.
- Jan 25th-regular Council Meeting
 - Presentation from Tourism Lacombe.



Lenore Eastman

Council Report For January 2022

Jan. 11 regular council meeting

Jan. 12 - went with council to meet Shawn Moore and Eco tree

Jan. 21 - attended a MEO course with council

Jan. 25 - regular council meeting

Jan. 31 - Lacombe Foundation zoom meeting.



Councillor Pam Hansen

Council Report for January 2022

- regular council meeting: January 11 as per minutes
- committee of the whole: January 12
- Emergency Management: January 21, refresher regarding community emergency management
- regular council meeting: January 25 as per minutes



Councillor Brenda Valiquette

Council Report for January 2022

- Jan 11 - Regular Council Meeting
- Jan 12 presentation by Eco Tree in Red Deer to council
- Jan 21-MEO roles and responsibilities in Emergency Management Training
- Jan 25th-regular Council Meeting
- Jan 31st AGM Bentley Fire Department