



AGENDA
Bentley Town Council Regular Meeting
Tuesday October 12, 2021
6:45 pm

1. **Call to Order – Regular Meeting of Council**
2. **Amendments & Acceptance of Agenda**
3. **Adoption of Previous Minutes:**
 - a) **Regular Meeting September 28, 2021**
4. **Financial:**
 - a) **Prepaid Cheque Listing – Cheques No. 20210706 to 20210727**
5. **New Business:**
 - a) **COVID-19 and Bentley Arena Operation (Report from Administration)**
- **Delegation Bentley Minor Hockey (6:50pm)**
 - b) **Policy 40/2021 – Council Remuneration & Expenses – Rescinds Policy 40/2011**
 - c) **Digital Service Squad 2021 Grant - Letter of Support**
6. **Correspondence**
 - a) **Lacombe County Council Highlights September 23, 2021**
 - b) **2021 Municipal Election – Information for Voters**
7. **Council Reports**
 - a) **Mayor Rathjen**
 - b) **Deputy Mayor Dickau**
 - c) **Councillor Knutson**
 - d) **Councillor Talsma**
 - e) **Councillor Maki**
8. **Other Business / Council Question Period**
 - a) **Care Centre Doctor’s Office – Main Street Medical Update**
 - b) **Closed Meeting of Council Personnel Matter – (In accordance with the Freedom of Information and Protection of Privacy Act, Advice from officials – Section 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 consultations or deliberations involving officers or employees of a public body, a member of the executive council, or the staff of a member of the executive council.”)**

- c) **Closed Meeting of Council October 13, 2021 – Land Matter** – (In accordance with the Freedom of Information and Protection of Privacy Act, Advice from officials – Section 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 information, including the proposed plans, policies or projects of a public body, the disclosure of which could reasonably be expected to result in disclosure of a pending policy or budgetary decision)

9. **Adjournment**



**Minutes of the Regular Meeting of the Council of the Town of Bentley
September 28, 2021**

Date & Place: Minutes of the Regular Meeting of the Council of the Town of Bentley held Tuesday, September 28, 2021, at 6:45 pm, in the Bentley Municipal Office.

In Attendance: Mayor Greg Rathjen
Deputy Mayor Joan Dickau
Councillor Cora Knutson
Councillor Neil Maki
Councillor Doug Talsma
CAO, Marc Fortais

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

Agenda: **Motion 153/2021** Moved by Councillor Knutson, "THAT the Agenda of the September 28, 2021, Regular Meeting of Council be amended to include one additional item as other business:

1. Canada Post Door Hours Change to be open from 6am to 9pm.

Carried

Motion 154/2021 Moved by Councillor Talsma, "THAT the amended Agenda of the September 28, 2021, Regular Meeting of Council be accepted."

Carried

Previous Minutes:

Motion 155/2021 Moved by Councillor Maki, "THAT the minutes of the September 14, 2021, Regular Meeting of Council, be confirmed."

Carried

Financial: **Accounts Payable Cheque Listing Cheques No. 20210659 to 20210705**

Motion 156/2021 Moved by Deputy Mayor Dickau that the Accounts Payable Cheque Listing – Cheques #20210659 to #20210705, excluding cheque #20210692 due to a potential conflict of interest, be received for information.

Carried

Motion 157/2021 Moved by Councillor Knutson, “THAT Cheque #20210692 be received for information.”

Carried

New Business a) Mayor and Council Remuneration

“CAO Fortais presented the council report and comparative analysis of compensation for Mayor and Council in other communities.”

A discussion took place amongst council to consider the findings and provide recommendations to the CAO.

- Mayor Rathjen state that there should be no increase for the mayor but that there should be a separate amount for Deputy Mayor.
- Councillor Maki suggested to consider a 30% increase based on the tax implications that had occurred and that when the CRA implemented taxes on council remuneration, no correction was made to offset those taxes.
- Deputy Mayor Dickau did not concur with a 30% increase and suggested that any increase to offset taxation should have been considered at that time, however she was in favor of a technology amount to offset the increased requirement to operate remotely because of the pandemic and changing times.
- Councillor Knutson suggested that there should be a separate rate for the Deputy Mayor (\$250.00 per month) based on their responsibilities in the mayor’s absence, this is in alignment with other communities, and she also agreed that there should be a technology increase. She stated that people do not join Council for the money they join to make a difference in their community.
- Councillor Talsma stated that he would support a little extra for a technology offset of cost.

Motion 158/2021 Moved by Councillor Knutson, “THAT Mayor and Council direct CAO Marc Fortais to amend policy #140/2011 Council Remuneration & Expenses to include a separate base rate for the Deputy Mayor at \$250.00 per month to be in alignment with the analysis undertaken through the 2021 Council Remuneration Review: AND

THAT all members of Council, receive an additional \$50.00 per month as a technology allowance to offset the costs of ensuring that each members technology is up to date; AND

THAT the amendment is to take effect beginning January 1, 2022; AND

THAT ii be brought back to Mayor and Council for consideration at the October 12th, 2021, regular meeting of Council.”

Carried

Correspondence

a) Lacombe County Council Highlights, September 9, 2021

Motion 159/2021 Moved by Councillor Talsma, “THAT correspondence item a be received as information.”

Carried

Other Business

a) COVID-19 Town of Bentley Response – recent government changes

CAO Marc Fortais provided a summary of the emergency management procedures that are currently being followed within the community related to the COVID-19 response.

- Currently the Bentley Arena is operating at 1/3 capacity restriction with screening using the app.
- We will be moving to the REP program after thanksgiving if Adult Hockey is operating to ensure that we are in alignment with all Alberta Health Orders related to preventing the spread of COVID-19.
- The REP program will include all those utilizing the facility including the Curling Club.
- Currently the Senior’s drop in is closed.
- The town community room is operating, and all participants must meet Alberta Health regulations including masking and social distancing as well as vaccination screening as required.
- The Town Office door is again closed to the public and staff are masking as required. We are still able to open the slide door to support and assist the public with payments and transactions.

No motion was needed, and Mayor and Council were supportive of The procedures and protocol in place

b) Canada Post Door Hours Open from 6am to 9pm

Councillor Knutson brought up the fact that residents have been concerned with the access to the local post office and that there was a common sentiment in the community to have the door access open from 6am to 9pm.

Motion 160/2021 Moved by Councillor Knutson, "THAT administration request that Canada Post open their exterior door to the public in Bentley from 6am to 9pm; AND

In the event, they will not, that a letter be sent to the Regional Supervisor in Red Deer from Mayor and Council with a formal request to have the door hours changed as outlined above."

Carried

Adjournment

Motion 161/2021 Moved by Councillor Talsma, "THAT the meeting be adjourned at 8:05 p.m."

Carried

Mayor Greg Rathjen

CAO Marc Fortais



TOWN OF BENTLEY

Cheque Listing For Council

Cheque			Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date	Vendor Name				
20210706	2021-10-04	LAWRENCE, JIM	30092021	PAYMENT SEPTEMBER CAMPGROUND CONTF	1,088.67	1,088.67
20210707	2021-10-05	940918 ALBERTA LIMITED	101591	PAYMENT REMOVED CONCRETE FROM HYDR.	72.03	72.03
20210708	2021-10-05	BLACK PRESS GROUP LTD.	34149015	PAYMENT ELECTION NOTICE AD IN RIMBEY RE	428.61	428.61
20210709	2021-10-05	CARSON, BARB	06072021 27092021	PAYMENT MILEAGE INTERAGENCY LACOMBE MILEAGE LACOME ORANGE SHIRTS	28.32 28.32	56.64
20210710	2021-10-05	ECO TREE LTD	10645	PAYMENT TRIMMED & REMOVED TREE FROM	1,890.00	1,890.00
20210711	2021-10-05	GREGG DISTRIBUTORS LP	059-394754 059-395275	PAYMENT GLOVES FOR GARBAGE P,W, COFF P,W, SHOP SUPPLIES	151.79 369.20	520.99
20210712	2021-10-05	HOLDEN, KARI	30092021 30SEP2021	PAYMENT OFFICE JANITORIAL FOR SEPTEMBI BASEMENT JANITORIAL FOR SEPTE	150.00 135.00	285.00
20210713	2021-10-05	INNOV8, DIGITAL SOLUTIONS INC.	IN300355 IN300822	PAYMENT FCSS PHOTOCOPIER PHOTOCOPIER USAGE	9.54 822.41	831.95
20210714	2021-10-05	LACOMBE REGIONAL WASTE SERVICES COMMISSIO	36655	PAYMENT 2021 THIRD QUARTER LRWSC REQL	17,517.50	17,517.50
20210715	2021-10-05	MRF GEOSYSTEMS CORPORATION	C-5971	PAYMENT 2021 MRF WEB LICENSE, MODULE 8	4,830.00	4,830.00
20210716	2021-10-05	PACIFIC TIER SOLUTIONS INC.	7097	PAYMENT BOOKKING QUARTERLY FEES NOV	500.44	500.44
20210717	2021-10-05	PARKLAND REGIONAL LIBRARY	210024	PAYMENT 4TH QUARTER REQUISITION PAYME	2,419.42	2,419.42
20210718	2021-10-05	PITNEY BOWES LEASING	28092021	PAYMENT POSTAGE METER LEASE	242.24	242.24
20210719	2021-10-05	PITNEYWORKS	03102021	PAYMENT POSTAGE	540.00	540.00
20210720	2021-10-05	PUROLATOR INC.	448620279	PAYMENT FREIGHT FOR KAISEN LAB WATER S	54.44	54.44
20210721	2021-10-05	RECEIVER GENERAL	30092021 30SEP2021	PAYMENT REGULAR EMPLOYMENT INSURANC REDUCED EMPLOYMENT INSURANC	1,354.15 13,890.96	15,245.11
20210722	2021-10-05	RURAL MUNICIPALITIES OF ALBERTA	AB077170 AB078628	PAYMENT ELECTION & OFFICE SUPPLIES N.NOTES & OFFICE SUPPLIES	374.94 435.80	810.74
20210723	2021-10-05	SELECT AG FOODS	08312021 16092021	PAYMENT OFFICE SUPPLIES OFFICE SUPPLIES	8.42 12.90	21.32
20210724	2021-10-05	SHAW CABLE	12092021 21SEP2021	PAYMENT OFFICE INTERNET FCSS INTERNET AT DOCTORS OFFI	131.25 163.80	295.05
20210725	2021-10-05	STANTEC CONSULTING LTD.	1641807	PAYMENT 50TH STREET SOUTH REHABILITATI	2,433.75	2,433.75
20210726	2021-10-05	WASTE CONNECTIONS OF CANADA INC.	7425-0000235920	PAYMENT COMMERCIAL WASTE PICKUP FOR I	810.08	810.08
20210727	2021-10-05	WOLF CREEK BUILDING SUPPLIES		PAYMENT		226.21



Agenda Date: October 12, 2021

Agenda Item: New Business: Bentley Arena and implementation of the Restrictions Exemption Program

ADMINISTRATIVE RECOMMENDATION

THAT Mayor and Council consider implementation of the Restrictions Exemption Program at the Bentley Arena in accordance with CMOH Order 44-2021 and CMOH Order 45-2021.

SUMMARY & BACKGROUND

COVID-19 and the Alberta Governments response to it, continues to impact all residents, businesses, and communities. On September 23, 2021, the Chief Medical Officer of Health (CMOH) issued **CMOH Order 44-2021 (Attachment #1)**. This order was issued under the Emergency Management Act for the Province of Alberta, with the powers bestowed on the CMOH through the declaration of a state of public health emergency for the province of Alberta made on September 15, 2021.

The issuance of Order 44-2021 has some impacts on Town owned facilities, including the Bentley Arena and it is the intention of this report to discuss these impacts and seek a decision from Mayor and Council regarding the CAO's and the Director of Emergency Managements recommendation for the continued operation of this facility.

In effect Order 44-2021 impacts Adult (18 and over) physical activity, performance activity and recreational activity as follows:

- 11.1 No adult may attend an indoor location of a business or entity for the purposes of participating in a group physical activity, group performance activity, group recreational activity, or a competition or similar activity.
- 11.2 No operator of a business or entity may offer or provide services to, or a location for, an adult to participate in an indoor group physical activity, group performance activity, group recreational activity, or a competition or similar activity.
- 11.3 Despite anything in this Part, an adult is not prohibited from participating in 1:1 or solo indoor physical activities, performance activities or recreational activities and an operator of a business or entity is not prohibited from offering or providing services to, or a location for, an adult to participate in 1:1 or solo indoor physical activities, performance activities or recreational activities.
- 11.4 Despite anything in this Part, an adult is not prohibited from participating in group physical activity, performance activity or recreational activity when the participating adults are in a cohort referred to in sections 2.1(e)(i) or 2.1(e)(ii) of this Order.

It should be noted that the above does not apply to professional or semi-professional sports teams or athletes.

The order also requires:

- parents or guardians of youth (under 18) must screen youth for symptoms of COVID-19 prior to the youth participating in indoor youth activities in accordance with COVID-19 Alberta Health Daily Checklist. (This is accomplished at the Bentley arena through our App **(Scannable QR Code) (Attachment #2)** or **Youth Arena Entrance Questionnaire (Attachment #3)**).

- Physical distancing requirements be met
 - 2 metres from persons not part of your cohort – this includes spectators of facilities. Exceptions include coaches or instructors are not required to maintain this distance, youth is not required while participating in physical activity or performance activity
 - 3 metres for an adult participating in solo 1:1 physical activity with a coach, instructor, or trainer

- A person **must always wear a mask while attending an indoor public space** unless participating in an indoor physical activity, or consuming food or drink while seated at a table or standing at a table or sitting at a desk or has a health condition as determined by an authorized medical professional.

Some requirements from order 44-2021 can be exempted through implementation of the Restrictions Exemption Program, Order 45-2021 **(Attachment #4)**, which permits in-scope businesses, entities, and organizers to operate without most public health restrictions outlined in order 44-2021.

Currently the Bentley Arena is operating at 1/3 capacity restrictions, which enables the Arena to have 67 people in the lobby and up to 100 people in the stands. Through the operations of a 1/3 capacity, users do not have to provide proof of vaccination, but are required to follow physical distancing, hygiene, and masking requirements along with youth still being required to complete the App or Youth Arena Entrance Questionnaire. The Bentley Arena was able to operate at 1/3 capacity, due to no adult teams currently utilizing the facility.

It is anticipated that on October 18, 2021, that adult teams The Foggers and Red Deer Relics will begin to book ice time and utilize the facility, this is based on conversations with those teams. These teams are proposing that they will meet all the requirements of the REP program. It has also been confirmed that the Ladies Hockey Team will not play if it is possible to keep the Arena at 1/3 capacity to enable the minor hockey teams to continue to play and not require proof of vaccination. It has also been confirmed that the Parkland Hockey League will not play currently and will reassess as things change with COVID-19 and the Pandemic.

Initially the Town of Bentley was proposing that we operate a hybrid system, whereby youth teams (minor hockey) could operate at 1/3 capacity restrictions while youth teams were playing. A buffer would be created of about 45 minutes between when the last youth team played, and the adult teams came into the arena to ensure that there was no overlap of time. When the adult teams came to the Arena, they would follow all REP guidelines and requirements. Similar systems are being implemented in other Alberta communities, and this has created confusion amongst the user groups regarding the ability to have consistency and play within all facilities throughout various communities.

If the Bentley Arena is to allow adult participation at the facility, **we must implement the full REP program**, this has been confirmed through multiple levels of Alberta Health Services, and the

Provincial Operations Centre and through a conference call with Dr. Deena Hinshaw and municipal CAO's on October 7, 2021.

Implementation of the REP program would require:

- that any participant, coach, spectator, user 18 years or older must provide proof of vaccination to attend the facility. **(Attachment #5)**
- Each team would be responsible to ensure that they complete either the COVID-19 Arena Protocol **(18 Years and Over) (Attachment 6)** or the COVID-19 Arena Protocol Youth **(Under 18) (Attachment 7)** to ensure they understand the requirements of the program and the collection of proof of vaccination information.
- In addition, any participant, user, coach would be required to be verified for proof of vaccination by a team representative, that would complete the Proof of Vaccination Form (Attachment 6).
- It should be noted that spectators would be responsible to ensure that they also completed a proof of vaccination form or reached out to the team representative or facility operator for assistance with the completion of the form.

The Town also consulted with our legal counsel to ensure that we would meet the requirements of the Freedom of Information and the Protection of Privacy Act for the collection and storage of the proof of vaccination forms.

ADDITIONAL CONSIDERATIONS

- Bentley Minor Hockey President has indicated that if the REP program is implemented that potentially they would not be able to have all their teams play, as there are some coaches and parents that are not vaccinated. This would impact the potential revenues generated from Minor Hockey Bookings.
- The Town of Bentley is trying to balance user group expectations, with meeting the requirements of the CMOH public health orders and to support the Provincial Government in their efforts to stop the spread of COVID-19. Our view is trying to create a level playing field amongst users and not show favoritism to one specific group or another. On one hand we have adult teams that want to play that have met the requirements of the CMOH public health order and have all their vaccinations, on another we have users that do not support the public health order or the requirement for vaccinations based on their personal beliefs and their right to freedom of choice.

BUDGET AND FINANCIAL CONSIDERATIONS

- Minor Hockey anticipated revenue to December 31, 2021, = \$52,153.83
- Red Deer Relics anticipated revenue to December 31, 2021, = \$ 3,093.07
- Foggers anticipated revenue to December 31, 2021, = \$ 3,093.07

ALTERNATIVES FOR CONSIDERATION

- Continue to implement the 1/3 restrictions requirements and not allow any adult programs, or teams to operate within the facility currently, supporting minor hockey's request to allow youth teams only and no proof of vaccination.
- Close the Facility to all users until the COVID-19 restrictions are revised and do not required proof of vaccination.
- Close the Facility to spectators and implement the REP Program for all participants 18 years and over.

ATTACHMENTS

1. CMOH Order 44-2021
2. Scannable QR Code
3. Youth Arena Entrance Questionnaire
4. CMOH Order 45-2021
5. Proof of Vaccination Form
6. COVID-19 Arena Protocol **(18 Years and Over)**
7. COVID-19 Arena Protocol **(Under 18)**

Marc Fortais, CAO

RECORD OF DECISION – CMOH Order 44-2021

Re: 2021 COVID-19 Response

Whereas I, Dr. Deena Hinshaw, Chief Medical Officer of Health (CMOH) have initiated an investigation into the existence of COVID-19 within the Province of Alberta.

Whereas the investigation has confirmed that COVID-19 is present in Alberta and constitutes a public health emergency as a novel or highly infectious agent that poses a significant risk to public health.

Whereas under section 29(2.1) of the *Public Health Act* (the Act), I have the authority by order to prohibit a person from attending a location for any period and subject to any conditions that I consider appropriate, where I have determined that the person engaging in that activity could transmit an infectious agent. I also have the authority to take whatever other steps that are, in my opinion, necessary in order to lessen the impact of the public health emergency.

Whereas a state of public health emergency for the province of Alberta was declared on September 15, 2021.

Whereas having determined that additional measures are necessary to protect Albertans from exposure to COVID-19 and to prevent the spread of COVID-19, I hereby make the following order:

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Part 1 – Application

- 1.1 This Order applies throughout the province of Alberta.
- 1.2 This Order comes into force on September 20, 2021 except where otherwise stated in this Order.
- 1.3 If a section of this Order is inconsistent or in conflict with a provision in Record of Decision – CMOH Order 10-2020, 37-2021 or 38-2021, the section in those Orders prevail to the extent of the inconsistency or conflict.
- 1.4 This Order amends CMOH Order 42-2021 by making the following amendments to Part 7 effective September 16, 2021:
 - (a) deleting sections 7.1 through 7.6; and
 - (b) substituting the words “Despite this Part of this Order, a” with “A” in section 7.7.
- 1.5 This Order rescinds CHOH-Order 42-2021 effective September 20, 2021.

Part 2 – Definitions

- 2.1 In this Order, the following terms have the following meanings:
 - (a) “adult” means a person who has attained the age of eighteen years.

- (b) “authorizing health professional” means one of the following regulated members under the *Health Professions Act* who holds a practice permit:
- i. nurse practitioners;
 - ii. physicians;
 - iii. psychologists.
- (c) “child care program” means any of the following:
- i. a facility-based program providing day care, out of school care or preschool care;
 - ii. a family day home program;
 - iii. a group family child care program;
 - iv. an innovative child care program.
- (d) “Class A, B or C liquor licence” has the same meaning given to it under the *Gaming, Liquor and Cannabis Regulation, AR 143/96*, under the *Gaming, Liquor and Cannabis Act*.
- (e) “cohort”, as the context of this Order requires, means:
- i. for a person who resides on their own, one or two other persons with whom the person who resides on their own regularly interacts with during the period of this Order;
 - ii. for a household, the persons who regularly reside at the home of that household;
 - iii. for a household in which all eligible persons who regularly reside at the home are fully vaccinated, the members of that household and the members of a second household whose eligible members are fully vaccinated, up to a maximum of ten fully vaccinated persons, excluding children eleven and younger who are not vaccinated. This must be the same two households for the duration of the Order;
 - iv. for a fully vaccinated person who resides on their own, the person who resides on their own, and up to a maximum of nine fully vaccinated persons, excluding children eleven and younger who are not vaccinated. This must be the same nine people for the duration of the Order;
 - v. for a person attending an overnight camp, the group of campers and staff members assigned to them who stay together throughout the day, day to day, and overnight;
 - vi. for a school, the group of students and staff who primarily remain together for the purposes of instruction as a COVID-19 safety strategy.
- (f) “commercial vehicle” means a vehicle operated on a highway by or on behalf of a person for the purpose of providing transportation, but does not include a private passenger vehicle.
- (g) “day care” has the same meaning given to it in the *Early Learning and Child Care Regulation*.

- (h) “drive-in activities” means outdoor activities that a person can participate in or observe while remaining in a motor vehicle including the following:
 - i. a worship service;
 - ii. a drive-in movie;
 - iii. a graduation ceremony;
 - iv. physical activity, performance activity or recreational activity;
 - v. any activity similar in nature to those listed in this definition.
- (i) “eligible person” means a person born in 2009, or before 2009, who is living, working or going to school in Alberta who is eligible to receive the COVID-19 vaccine.
- (j) “face mask” means a medical or non-medical mask or other face covering that covers a person’s nose, mouth and chin.
- (k) “facility-based program” has the same meaning given to it in the *Early Learning and Child Care Act*.
- (l) “Facility Licence” has the same meaning given to it under the *Gaming, Liquor and Cannabis Regulation*, AR 143/96, under the *Gaming, Liquor and Cannabis Act*.
- (m) “family day home program” has the same meaning given to it in the *Early Learning and Child Care Act*.
- (n) “farming or ranching operation” means the primary production of eggs, milk, grain, seeds, fruit, vegetables, honey, livestock, diversified livestock animals within the meaning of the *Livestock Industry Diversification Act*, poultry or bees, an operation that produces cultured fish within the meaning of the *Fisheries (Alberta) Act*, and any other primary agricultural operation specified in the regulations, but does not include the operation of a greenhouse, mushroom farm, nursery or sod farm.
- (o) “fitness activity” means a physical activity that occurs at a gym, fitness studio, dance studio, rink, pool, arena or recreation centre and includes dance classes, rowing, spin, yoga, boxing, boot camp, Pilates and other activities of a similar nature.
- (p) “food-serving business or entity” means a restaurant, café, bar, pub or similar business or entity.
- (q) “fully vaccinated” means a person who is eligible for vaccination who has:
 - i. received two doses of a World Health Organization approved COVID-19 vaccine in a two dose vaccine series or one dose in a one dose vaccine series; and
 - ii. had fourteen days elapse since the date on which the person received the second dose of the World Health Organization approved COVID-19 vaccine of a two dose series or one dose of the vaccine in a one dose vaccine series.

- (r) "Gaming Licence" has the same meaning given to it under the *Gaming, Liquor and Cannabis Regulation, AR 143/96*, under the *Gaming, Liquor and Cannabis Act*.
- (s) "group family child care program" has the same meaning given to it in the former *Child Care Licensing Regulation*.
- (t) "health condition" means the following mental or physical limitations:
- i. sensory processing disorders;
 - ii. developmental delays;
 - iii. mental illnesses including: anxiety disorders; psychotic disorders; dissociative identity disorder; and depressive disorders;
 - iv. facial trauma or recent oral maxillofacial surgery;
 - v. contact dermatitis or allergic reactions to face mask components; or
 - vi. clinically significant acute respiratory distress.
- (u) "highway" means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes:
- i. a sidewalk, including a boulevard adjacent to the sidewalk;
 - ii. if a ditch lies adjacent to and parallel with the roadway, the ditch; and
 - iii. if a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be,
- but does not include a place declared by regulation not to be a highway.
- (v) "innovative child care program" has the same meaning given to it in the former *Child Care Licensing Regulation*.
- (w) "masking directive or guidance" means, as the context of this Order requires, either:
- i. a directive or guidance document made by a regional health authority, or a contracted service provider of a regional health authority, which sets out directions or guidance respecting the use of face masks in facilities or settings operated by the regional health authority or the contracted service provider; or
 - ii. a directive or guidance document made by Alberta Health and posted on the Government of Alberta website.
- (x) "medical exception letter" means written confirmation provided to a person by an authorizing health professional which verifies that the person has a health condition that prevents the person from wearing a face mask while attending an indoor public place and
- i. clearly sets out the information required by section 3.6 of this Order; and
 - ii. is valid for a period of one year from the date on which it is made.

- (y) “outdoor food and beverage services” means services which an operator of a food-serving business or entity provides in an outdoor area to persons who remain at the food-serving business or entity while consuming food or beverages. For greater certainty, outdoor food and beverage services are provided in an area that meet the following requirements:
- i. patios and dining areas with a roof must not have more than one enclosing wall;
 - ii. patios and dining areas without a roof may have one or more enclosing wall;
 - iii. for the purposes of this Order umbrellas and pergolas are not considered to be roofs;
 - iv. for the purposes of this Order, a fence or a half-wall is not an enclosing wall.
- (z) “out of school care” has the same meaning given to it in the Early Learning and Child Care Regulation.
- (aa) “performance activity” means singing, playing a musical instrument, dancing, acting or other activities of a similar nature and includes, but is not limited to, a rehearsal, concert, theatre, dance, choral, festival, musical and symphony events.
- (bb) “person who resides on their own” means a person living on their own or a person living on their own who has one or more youth living with them and under their care.
- (cc) “physical activity” means a fitness activity or sport activity.
- (dd) “preschool care”, has the same meaning given to it in the *Early Learning and Child Care Regulation*.
- (ee) “post-secondary institution” means a public or private post-secondary institution operating under the *Post-Secondary Learning Act* and includes the physical location or place where the post-secondary institution provides a structured learning environment through which a program of study is offered.
- (ff) “private place” means a private place as defined under the *Public Health Act*.
- (gg) “private social gathering” means any type of private social function or gathering at which a group of persons come together and move freely around to associate, mix or interact with each other for social purposes rather than remaining seated or stationary for the duration of the function or gathering, but does not include a cohort consisting of persons referred to in section 2.1(e) of this Order.
- (hh) “public place” has the same meaning given to it in the *Public Health Act*, and for greater certainty does not include a rental accommodation used solely for the purposes of a private residence.
- (ii) “recreational activity” means any structured or organized activity or program where the purpose of the activity or program is intended to develop a skill, including but not

limited to, Girl Guides, Scouts, arts and crafts, pottery or other substantially similar activities.

- (jj) “school” has the same meaning given to it in the *Education Act*.
- (kk) “school building” has the same meaning given to it in the *Education Act*.
- (ll) “Special Event Licence” has the same meaning given to it under *Gaming, Liquor and Cannabis Regulation*, AR 143/96, under the *Gaming, Liquor and Cannabis Act*.
- (mm) “sport activity” means sports training, practices, events, games, scrimmages, competitions, gameplay, league play, and other activities of a similar nature.
- (nn) “staff member” means any individual who is employed by, or provides services under a contract with, an operator of a school.
- (oo) “student” has the same meaning given to it in the *Education Act*.
- (pp) “visitor” means any individual who attends a school, but who is not a student or staff member.
- (qq) “youth” means a person under eighteen years of age.
- (rr) “youth activity” means any physical activity, performance activity or recreational activity youth are participating in.

Part 3 – Masking

A. Indoor masking requirements

- 3.1 Except as set out in this Order and subject to Part 13, a person must wear a face mask at all times while attending an indoor public place.
- 3.2 For greater certainty, indoor public places include, but are not limited to:
 - (a) a school building;
 - (b) commercial vehicles transporting the driver and one or more other persons who are not members of that persons household, or if the person is a person living alone, then the person’s close contact;
 - (c) the common areas of a day camp or overnight camp; and
 - (d) all indoor spaces under the control of a business or entity, including all areas where the public or employees of the business or entity may attend.
- 3.3 For greater certainty, except as otherwise set out in this Order:
 - (a) face masks must be worn at a wedding ceremony or funeral service that is held in an indoor public place; and
 - (b) a person must comply with all masking directives or guidance while attending at a facility operated by a regional health authority under the *Regional Health Authorities*

Act or a facility operated by a contracted service provider of a regional health authority.

B. General exceptions to indoor masking

- 3.4 Despite this Part of this Order, a person is not required to wear a face mask at all times while attending an indoor public place if the person is:
- (a) a youth under two years of age;
 - (b) a youth participating in an indoor performance activity in circumstances where it is not possible for the youth to wear a face mask while participating in the indoor performance activity;
 - (c) a youth participating in an indoor physical activity;
 - (d) an adult participating in an indoor physical activity;
 - (e) an adult participating in an indoor performance activity where it is not possible for the adult to wear a face mask while participating in the indoor performance activity;
 - (f) a person marrying another person during a wedding ceremony, and the individuals in their wedding party;
 - (g) unable to place, use or remove a face mask without assistance;
 - (h) seated at a table while consuming food or drink or, if standing at a standing table while consuming food or drink, as long as the person remains at the standing table at all times while consuming the food or drink;
 - (i) providing or receiving care or assistance where a face mask would hinder that caregiving or assistance;
 - (j) alone at a workstation and separated by at least two metres distance from all other persons;
 - (k) the subject of a workplace hazard assessment in which it is determined that the person's safety will be at risk if the person wears a face mask while working;
 - (l) separated from every other person by a physical barrier that prevents droplet transmission;
 - (m) a person who needs to temporarily remove their face mask while in the public place for the purposes of:
 - i. receiving a service that requires the temporary removal of their face mask;
 - ii. an emergency or medical purpose, or
 - iii. establishing their identity.

C. Exceptions for health conditions

- 3.5 Despite this Part of this Order, a person who is unable to wear a face mask due to a health condition as determined by an authorizing health professional is exempted from wearing a face mask while attending an indoor public place.

- 3.6 For the purposes of section 3.5, the health condition must be verified by a medical exception letter that includes the following:
- (a) the name of the person to whom the exception applies;
 - (b) the name, phone number, email address, professional registration number, and signature of the authorizing health professional; and
 - (c) the date on which the written confirmation was provided.
- 3.7 For greater certainty, although the medical exception letter must verify that a health condition applies, the medical exception letter must not include specific information about the health condition.

D. Exception for child care programs

- 3.8 Despite this Part of this Order, a youth attending at a child care program is not required to wear a face mask except in accordance with any masking directive or guidance made by Alberta Health and posted on the Government of Alberta website.

E. Exceptions for farming or ranching operations

- 3.9 Despite this Part of this Order, a person does not need to wear a face mask while working at a farming or ranching operation, unless the person is interacting with a member of the public.

Part 4 – Physical distancing

A. Two metres physical distance required

- 4.1 For all indoor and outdoor activities and settings, a person must maintain a physical distance of two metres from any other person who is not part of the person's cohort as referred to in sections 2.1(e)(i) or 2.1(e)(ii) of this Order.
- 4.2 For greater certainty, a person must maintain a physical distance of two metres from any other person who is not a member of the person's cohort as referred to in sections 2.1(e)(i) or 2.1(e)(ii) of this Order, when the person:
- (a) Is attending an indoor or outdoor space under the control of a business or entity, including all areas where the public or employees of the business or entity may attend;
 - (b) is attending as a spectator at an indoor or outdoor location of a business or entity for the purposes of observing physical activity, performance activity or recreational activity;
 - (c) is attending as a spectator at a school building for the purposes of observing indoor youth activity;
 - (d) is participating in an outdoor private social gathering including a wedding ceremony or reception and a funeral service or reception where the only indoor spaces are washroom facilities;

(e) is a youth or staff member attending at a day camp;

(f) is attending a place of worship.

- 4.3 For greater certainty, staff and students at post-secondary institution must maintain a physical distance of two metres from any other person who is not a member of their cohort as referred to in sections 2.1(e)(i) or 2.1(e)(ii) of this Order.

B. General exceptions to two metre physical distance requirement

- 4.4 Despite this Part, a person is not required to maintain a physical distance of two metres from any other person when the person is receiving a service from a business or entity that the person cannot receive while maintaining a physical distance of two metres.
- 4.5 Despite this Part, a coach, instructor or trainer is not required to maintain two metres physical distance from the person being coached, guided or instructed for physical activity, performance activity, or recreational activity if doing so inhibits the guidance or instruction being provided.
- 4.6 Despite this Part, a youth is not required to maintain two metres physical distance while participating in an indoor or outdoor physical activity or performance activity.
- 4.7 Despite this Part, an adult is not required to maintain two metres physical distance
- (a) while participating in an outdoor physical activity or performance activity;
 - (b) while participating in an indoor professional or semi-professional physical activity as a member of a professional or semi-professional sports team or as a professional or semi-professional athlete;
 - (c) while participating in an indoor professional or semi-professional performance activity as a member of a professional or semi-professional performance team or as a professional or semi-professional performer.
- 4.8 Despite this Part,
- (a) a person in a cohort as defined at section 2.1(e)(i), (ii), (iii), and (iv) of this Order that attends indoors at a private residence is not required to maintain a distance of two metres from another person in that same cohort;
 - (b) a person in a cohort as defined at section 2.1(e) of this Order that attends outdoors at a private residence is not required to maintain a distance of two metres from another person in that same cohort.

C. Three metres physical distance required

- 4.9 An adult must maintain a physical distance of three metres from any other person who is not a member of their cohort, referred to in sections 2.1(e)(i) or 2.1(e)(ii) of this Order, when the person is participating in indoor solo or 1:1 physical activity with a coach, instructor or trainer.
- 4.10 An operator of a business or entity providing a place for indoor solo or 1:1 physical activity with a coach, instructor or trainer must ensure that an adult who is participating in

indoor solo or 1:1 physical activity maintains three metres distance from any other person, including the coach, instructor or trainer, who is not a member of their cohort, referred to in sections 2.1(e)(i) or 2.1(e)(ii) of this Order.

D. Exceptions to three metre physical distance requirement

- 4.11 Despite this Part, a coach, instructor or trainer is not required to maintain three metres physical distance from the person being coached, guided or instructed for physical activity, performance activity, or recreational activity if doing so inhibits the guidance or instruction being provided.

Part 5 – Work from one’s private residence

- 5.1 An employer must require a worker to work from the worker’s own private residence unless the employer determines that the worker’s physical presence is required at the workplace to effectively operate the workplace.

Part 6 – Private Residences

- 6.1 Subject to sections 6.3, 6.4 and 6.5 of this Order, a person who resides in a private residence must not permit a person who does not normally reside in that residence to enter or remain in the residence.
- 6.2 Section 6.1 of this Order does not prevent a person from entering the private residence of another person for any of the following purposes:
- (a) to provide health care, personal care or housekeeping services;
 - (b) for a visit between a child and a parent or guardian who does not normally reside with that child;
 - (c) to receive or provide child care;
 - (d) to provide tutoring or other educational instruction related to a program of study;
 - (e) to perform construction, renovations, repairs or maintenance;
 - (f) to deliver items;
 - (g) to provide real estate or moving services;
 - (h) to provide social or protective services;
 - (i) to respond to an emergency;
 - (j) to provide counselling services;
 - (k) for a visit between a person who is at the end of their life (last four to six weeks, as determined by that person’s primary health care provider) and a family member, friend, faith leader or other person as long as no more than three visitors enter the private residence of the dying person at one time;
 - (l) to provide or receive personal or wellness services;
 - (m) to provide physical activity or performance instruction; or

(n) to undertake a municipal property assessment.

- 6.3 A person who resides on their own may have their cohort described in section 2.1(e)(i) of this Order attend at their own private residence and may attend at the private residence of the one or two other persons described in section 2.1(e)(i) provided the following conditions are met:
- (a) each person whose residence the person is attending at lives alone at their private residence; or
 - (b) each of the two people at the residence the person is attending at live together.
- 6.4 A cohort for a household as defined at section 2.1(e)(iii) of this Order, can choose one other household to visit with at each other's private residences provided that the following conditions are met:
- (a) the two households, when meeting together, are limited to a maximum of ten eligible persons; and
 - (b) all eligible persons who are part of the household must be fully vaccinated.
- 6.5 A cohort for a fully vaccinated person who resides on their own, as defined at section 2.1(e)(iv) of this Order, can visit with a maximum of nine eligible persons at each other's private residences provided that the following conditions are met:
- (a) the eligible persons, when meeting together, are limited to a maximum of ten eligible persons; and
 - (b) all eligible persons must be fully vaccinated.
- 6.6 For greater certainty, the maximum number of persons set out in sections 6.4 and 6.5 does not include persons eleven and younger.

Part 7 – Private social gatherings

- 7.1 All persons are prohibited from attending a private social gathering at an indoor or outdoor private or public place except in accordance with this Part of the Order.
- 7.2 For greater certainty, an indoor wedding reception or a funeral reception is a prohibited private social gathering.
- 7.3 Despite section 7.1 of this Order, a private social gathering of fifty persons or fifty percent of the total operational occupant load, whichever is less, as determined in accordance with the Alberta Fire Code and the fire authority having jurisdiction may occur at an indoor public or private place, excluding private residences, for the purposes of a wedding ceremony or a funeral service.
- 7.4 A private social gathering of two hundred persons or less may occur at an outdoor public or private place including for the purposes of a wedding ceremony or reception or a funeral service or reception.

A. Private social gatherings for protests

- 7.5 Despite this Part of this Order, a person may attend at an outdoor public place to exercise their right to peacefully demonstrate for a protest or political purpose without limit to the number of persons in attendance if the person:
- (a) remains outdoors except where necessary to use the washroom;
 - (b) wears a face mask at all times;
 - (c) maintains a minimum physical distance of two metres from any other person in attendance, including any other person who is a member of the person's household, unless:
 - i. either the person or the other person is, or both persons are, eleven years of age or younger; and
 - ii. both persons are members of the same household;in which case this subsection does not apply;
 - (d) does not offer food or beverages to any other person in attendance, regardless of whether the food or beverage is provided for sale or not; and
 - (e) immediately disperses in a coordinated fashion at the conclusion of the gathering, while at all times adhering to the requirements in this section.
- 7.6 For greater certainty, a protest or political purpose as described in section 7.5 means for the purpose of expressing a position on a matter of public interest.

Part 8 - Places of worship

- 8.1 A faith leader may conduct a worship service at a place of worship if the number of persons who attend the worship service at the place of worship is limited to thirty-three percent of the total operational occupant load as determined in accordance with the Alberta Fire Code and the fire authority having jurisdiction.
- 8.2 A person attending a worship service at a place of worship must remain in a cohort consisting of persons referred to in sections 2.1(e)(i) or 2.1(e)(ii) of this Order.

Part 9 – Businesses and entities

- 9.1 An operator of a business or entity listed in sections 1 through 4 of Appendix A must limit the number of members of the public that may attend the location where the business or entity is operating to the greater of:
- (a) thirty-three percent of the total operational occupant load as determined in accordance with the Alberta Fire Code and the fire authority having jurisdiction; or
 - (b) five persons.

- 9.2 A person may only attend at a business or entity with a cohort consisting of the persons referred to in sections 2.1(e)(i) or 2.1(e)(ii) of this Order.
- 9.3 Section 9.1 of this Order does not apply to a business or entity listed in sections 5 through 8 of Appendix A.
- 9.4 Despite this Part of this Order, a business or entity operating exclusively outdoors, excepting washrooms, is not subject to any capacity limits.
- 9.5 Despite this Part of this Order an unlimited number of persons may attend a drive-in activity if the persons who attend the drive-in activity:
- (a) remain within a motor vehicle that is designed to be closed to the elements while attending and observing or participating in the drive-in activity except where necessary to use the washroom or access other amenities; and
 - (b) position their motor vehicle at least two metres away from other motor vehicles.

Part 10 – Restaurants, cafes, bars and pubs

- 10.1 An operator of a food-serving business or entity is prohibited from offering or providing indoor food and beverage services.
- 10.2 A person who attends a food-serving business or entity that offers or provides outdoor food and beverage services, may eat or drink alone or with a cohort where the cohorts participating are the persons referred to in sections 2.1(e)(i) or 2.1(e)(ii) of this Order.
- 10.3 An operator of a food-serving business or entity that offers or provides outdoor food and beverage services must:
- (a) limit the number of persons seated at the same table to a maximum of six persons for persons who are members of same household and a maximum of three persons for persons who reside on their own; and
 - (b) require persons to remain seated while consuming food or beverages and must prohibit persons seated at a table or standing at a standing table from interacting with persons seated at a different table or standing at a different standing table.
- 10.4 An operator of a business or entity with a Class A or C liquor licence, including but not limited to restaurants, bars, lounges, pubs, cafes, legions or private clubs is prohibited from serving liquor after 10 p.m. and must ensure that liquor consumption at the business or entity ends at 11 p.m..
- 10.5 An operator of a business or entity with a Gaming Licence or Facility Licence or a Class B liquor licence, including but not limited to bowling alleys, casinos, bingo halls, pool halls and indoor recreation entertainment centers is prohibited from serving liquor after 10 p.m. and must ensure that liquor consumption at the business or entity ends at 11 p.m..
- 10.6 A person who holds a Special Event Licence is prohibited from serving liquor after 10 p.m. and must ensure that liquor consumption at the event ends at 11 p.m..

- 10.7 For greater certainty, an operator of a food-serving business or entity may, subject to applicable laws, provide food or beverages, including liquor, by take-out, delivery or drive-thru at any time, including after 10 p.m..

Part 11 – Adult physical activity, performance activity and recreational activity

- 11.1 No adult may attend at an indoor location of a business or entity for the purposes of participating in a group physical activity, group performance activity, group recreational activity, or a competition or similar activity.
- 11.2 No operator of a business or entity may offer or provide services to, or a location for, an adult to participate in an indoor group physical activity, group performance activity, group recreational activity, or a competition or similar activity
- 11.3 Despite anything in this Part, an adult is not prohibited from participating in 1:1 or solo indoor physical activities, performance activities or recreational activities and an operator of a business or entity is not prohibited from offering or providing services to, or a location for, an adult to participate in 1:1 or solo indoor physical activities, performance activities or recreational activities.
- 11.4 Despite anything in this Part, an adult is not prohibited from participating in group physical activity, performance activity or recreational activity when the participating adults are in a cohort referred to in sections 2.1(e)(i) or 2.1(e)(ii) of this Order.

A. Professional physical activities and performance activities

- 11.5 Part 11 of this Order does not apply to:
- (a) a person attending or an operator of a business or entity, providing or hosting a physical activity as member of or for a professional or semi-professional sports team or as a professional or semi-professional athlete;
 - (b) a person attending or an operator of a business or entity, providing or hosting a performance activity as a member of or for a professional or semi-professional performance team or as a professional or semi-professional performer.

Part 12 – Youth activities

- 12.1 A parent or guardian of a youth must screen a youth for symptoms of COVID-19 prior to the youth participating in indoor youth activities in accordance with the COVID-19, Alberta Health Daily Checklist (for children under the age of eighteen).

Part 13 – Schools

A. Physical distancing in schools

- 13.1 An operator of a school must assign each youth enrolled in kindergarten to grade six to a cohort as in accordance with the guidance on the Government of Alberta website.

- 13.2 Students, staff and visitors at a school building must maintain a physical distance of two metres from any other person who is not a member of their cohort as referenced in sections 2.1(e)(i), 2.1(e)(ii) or 2.1(e)(vi) in accordance with the guidance on the Government of Alberta website.
- 13.3 Despite this Part and in accordance with the guidance on the Government of Alberta website, students and staff at a school building are not required to maintain two metres physical distance if doing so inhibits the guidance or instruction being provided or where it is not possible to maintain two metres physical distance.

B. Masking requirements in schools

- 13.4 All students, except for students enrolled in grades kindergarten through three, and all staff, and visitors must wear a face mask while attending at a school building.
- 13.5 An operator of a school must ensure that all students enrolled in grades four through twelve, staff, and visitors wear a face mask while attending at a school building.

C. Exceptions to masking in schools

- 13.6 Despite Part 3 and this Part of this Order, students, staff or visitors are not required to wear a face mask at all times while attending at a school building if the student, staff or visitor:
- (a) is unable to place, use or remove a face mask without assistance;
 - (b) is unable to wear a face mask due to a health condition;
 - (c) is consuming food or drink in a designated area;
 - (d) is engaging in a physical activity;
 - (e) is seated at a desk or table
 - (i) within a classroom or place where the instruction, course or program of study is taking place, and
 - (ii) where the desks, tables and chairs are arranged in a manner
 - (A) to prevent persons who are seated from facing each other, and
 - (B) to allow the greatest possible distance between seated persons;
 - (f) is providing or receiving care or assistance where a non-medical face mask would hinder that caregiving or assistance; or
 - (g) is separated from every other person by a physical barrier.
- 13.7 An operator of a school must use its best efforts to ensure that any student, staff member or visitor who is not required to wear a face mask:
- (a) as permitted by section 13.6(a) or (b) of this Order is able to maintain a minimum of two metres distance from every other person;

D. School buses

- 13.8 Subject to section 3.10 of this Order, an operator of a school must ensure that the following persons wear a face mask while being transported on a school bus:
- (a) all students attending grades kindergarten through grade 12;
 - (b) all staff members;
 - (c) all visitors.
- 13.9 For greater certainty, section 13.8(b) applies in respect of any individual who transports students attending grades kindergarten through 12 on a school bus to a school, regardless of whether that individual is a staff member.
- 13.10 All students attending grades kindergarten through 12, staff members and visitors must wear a face mask that covers their mouth and nose while being transported on a school bus, unless the student, staff member or visitor:
- (a) is unable to place, use or remove a face mask without assistance;
 - (b) is unable to wear a face mask due to a mental or physical concern or limitation;
 - (c) is providing or receiving care or assistance where a face mask would hinder that caregiving or assistance; or
 - (d) is separated from every other person by a physical barrier.

E. Exception to masking where physical distancing can be maintained

- 13.11 Subject to section 13.12 of this Order, sections 13.4 to 13.10 of this of Order do not apply in respect of an operator of a school who is able to ensure that all students, staff members and visitors maintain a minimum of two metres distance from every other person while attending an indoor location within a school or while being transported on a school bus.
- 13.12 An operator of a school must:
- (a) create a written plan that sets out how physical distancing will be maintained;
 - (b) provide the plan upon request from the Chief Medical Officer of Health, Medical Officer of Health or Alberta Education; and
 - (c) receive an exemption from the Chief Medical Officer of Health.
- 13.13 Despite section 13.11 of this Order, an operator of a school does not need to ensure that students, staff members and visitors are able to maintain a minimum of two metres distance from every other person when a student, staff member or visitor is seated at desk or table:
- (a) within a classroom or place where the instruction, course or program of study is taking place, and
 - (b) where the desks, tables and chairs are arranged in a manner

- (i) to prevent persons who are seated from facing each other, and
- (ii) to allow the greatest possible distance between seated persons.

Part 14 – Exemptions under Alberta Government’s Restrictions Exemption Program

14.1 Notwithstanding anything in this Order, the Chief Medical Officer of Health may, pursuant the Alberta Government’s Restrictions Exemption Program, exempt a person or class of persons from the application of some, or all, parts of this Order.

Part 15 – General

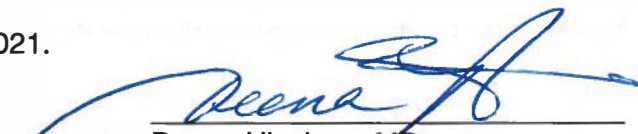
15.1 Notwithstanding anything in this Order, the Chief Medical Officer of Health may exempt a person or a class of persons from the application of this Order.

15.2 This Order provides the minimum standards for public health measures in Alberta for those matters addressed by this Order.

15.3 For greater certainty, nothing in this Order relieves a person from complying with any provision of any federal, provincial or municipal law or regulation or any requirement of any lawful permit, order or licence covering those matters which are addressed in this Order.

15.4 This Order remains in effect until rescinded by the Chief Medical Officer of Health.

Signed on this 23rd day of September, 2021.


Deena Hinshaw, MD
Chief Medical Officer of Health



Document: Appendix A to Record of Decision – CMOH Order 44-2021

Subject: CMOH Order 44-2021 Restrictions

Scope of Application: As per Record of Decision – CMOH Order 44-2021

Overview

This document sets out the businesses and entities that are subject to restrictions under Part 9 of this Order.

Businesses or entities subject to thirty-three percent capacity limit

1. Retail

- all retail, including indoor markets.

2. Recreational or Entertainment Business or Entity

- a business or entity, or a business or entity that is similar in nature to those described in this section, offering or providing access to the following types of recreational facilities or entertainment facilities:
 - Community halls and centres;
 - Theatres, auditoriums, concert halls, and community theatres;
 - Banquet halls and conference centres;
 - Hotel and Condominium fitness facilities, pools, hot tubs, saunas and steam rooms.

3. Festival or Event Business or Entity

- a business or entity, or a business or entity that is similar in nature to those described in this section, offering or providing any of the following activities:
 - Festivals;
 - Concerts;
 - Exhibitions;
 - Tradeshows;
 - Professional sporting or performance events.

4. Recreational or Entertainment Business or Entity

- a business or entity offering, or a business or entity that is similar in nature to those described in this section, or providing access to the following types of

recreational facilities or entertainment facilities:

- Movie theatres, libraries and science centres;
- Indoor children’s play centres and indoor playgrounds;
- Museums and galleries;
- Casinos;
- Gaming Entertainment Centre (as defined by the Alberta Gaming, Liquor and Cannabis);
- Nightclubs;
- Bingo halls, bowling alleys and pools halls;
- Racing Entertainment Centres;
- Indoor Recreation and Entertainment Centres;
- Amusement parks and water parks;
- Any indoor portion of an interpretative centre, excluding public washrooms;
- Any indoor portion of a zoo, excluding public washrooms.

Businesses or entities not subject to thirty-three percent capacity limit

5. Personal Service Business or Entity

- a business or entity offering or providing a personal service. For the purposes of this Appendix, a “personal service” has the same meaning given to it in the *Personal Services Regulation*, AR 1/2020, under the *Public Health Act*.

6. Wellness Service Business or Entity

- a business or entity offering or providing a wellness service, including massage therapy services and reflexology services.

7. Professional Service Business or Entity

- a business or entity offering or providing the following professional services, including but not limited to:
 - Health services;
 - Legal services;
 - Tax services;
 - Financial advisory services;
 - Accountant or bookkeeping services;
 - Photography services;
 - Mediation services;
 - Instructional services provided to an individual;
 - Counselling services.

8. Other entities

- a business or entity offering or providing the following:
 - mutual support meetings;
 - elections purposes and related activities;
 - child care services;
 - blood donation and collection activities;

- jury selections;
- shelters for vulnerable persons;
- charitable activities including but not limited to food, clothing, and toy collection and distribution.



Town of Bentley

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

Town of Bentley Arena
User Entrance Questionnaire
COVID-19 QR Code Scannable



URL Address: <https://covidforms.ca/location/form/d4a81ed8-6620-4ead-b96d-c3cb4eaa4fba>

Please use your Smart Phone to scan the QR code above. If you have an older phone it may not work, however you can key in the URL address to get to the same place. This will take you to a fillable questionnaire regarding COVID-19 symptoms. Please complete the Form, prior to entering the Bentley Arena.

NO USERS CAN ENTER THE FACILITY UNLESS THEY HAVE COMPLETED THE FORM AS THIS WILL ASSIST THE TOWN TO CONTACT ANY INDIVIDUAL POTENTIALLY IMPACTED IN THE EVENT OF A POSITIVE COVID-19 CASE.



Town of Bentley

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www.townofbentley.ca

COVID-19 INFORMATION

Screening Questionnaire COVID-19 ALBERTA HEALTH DAILY CHECKLIST Bentley Arena

Participants, Users, Parents/Guardians must use this questionnaire daily to determine if they should be entering the Facility. Parent/Guardians must complete for any participant under 18 years of age.

This tool is meant to be used to assist with assessing attendees who may be symptomatic, or who may have been exposed to someone who is ill or has a confirmed case of COVID-19.

Attendees should fill out this checklist prior to entering the facility. **If an individual answers yes to any of the questions, THEY MUST NOT ATTEND THE FACILITY, and should follow AHS protocol for testing and isolation related to COVID-19 <https://www.alberta.ca/covid19>.** Children and youth will need a parent to assist them to complete this screening tool. It is up to the Coaches of each team to ensure that all participants have completed this questionnaire each day they use the facility, prior to being allowed to participate.

Participant Information:

Salutation: Mr. Mrs. Other

First Name

Last Name:

Organization/Team

Parent/Guardian Contact Information (if required):

Salutation: Mr. Mrs. Other

First Name:

Last Name:

Screening Questions:

1.	Does the attendee have any new onset (or worsening) of any of the following?	CHECK IF APPLIES
	• Fever	<input type="checkbox"/>
	• Cough	<input type="checkbox"/>
	• Shortness of Breath/Difficulty Breathing	<input type="checkbox"/>
	• Sore Throat	<input type="checkbox"/>
	• Chills	<input type="checkbox"/>
	• Painful Swallowing	<input type="checkbox"/>
	• Runny Nose / Nasal Congestion	<input type="checkbox"/>
	• Feeling Unwell / Fatigued	<input type="checkbox"/>
	• Nausea / Vomiting / Diarrhea	<input type="checkbox"/>
	• Unexplained Loss of Appetite	<input type="checkbox"/>
	• Loss of Sense of Taste or Smell	<input type="checkbox"/>
	• Muscle / Joint Aches	<input type="checkbox"/>
	• Headache	<input type="checkbox"/>
	• Conjunctivitis (Pink Eye)	<input type="checkbox"/>

		YES	NO
2.	If you are not fully vaccinated**, have you travelled outside of Canada or recently returned to Canada in the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
3.	In the past 14 days, have you been directed by Alberta Health Services (AHS) to quarantine due to a close contact** with a confirmed case of COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>
4.	If you are not fully vaccinated**, are you a household contact* of someone who has COVID-19 symptoms or tested positive for COVID-19 in the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>

* Face to face contact within 2 metres and living in the same home. A health care worker in an occupational setting wearing the recommended personal protective equipment is not considered to be close contact

** A person is considered fully vaccinated after 14 days have passed since they received the second dose in a two dose COVID-19 vaccine series.

Please note a copy of this form will be held on file by the Town Office for 14 days and subsequently will be destroyed. In the event that a positive case of COVID-19 occurs within the facility, this information will assist AHS and the Town of Bentley to identify any individuals that may have been exposed. Also, by ticking the box below, you are providing consent for the Town of Bentley to temporarily store your personal information related to this form.

Digital Signature and Acknowledgement

By ticking this box, I acknowledge that I have read and understand the contents of this form and that if I have answered yes to any of the above questions, I will not enter the facility. I understand my obligations to help prevent the spread of COVID-19 and swear that I have been truthful in my response to this questionnaire.

Signature and Acknowledgement

RECORD OF DECISION – CMOH Order 45-2021

Re: 2021 COVID-19 Response – Alberta Government’s Restrictions Exemption Program; Rescinding and replacing RECORD OF DECISION – CMOH Order 43-2021

Whereas I, Dr. Deena Hinshaw, Chief Medical Officer of Health (CMOH) have initiated an investigation into the existence of COVID-19 within the Province of Alberta.

Whereas the investigation has confirmed that COVID-19 is present in Alberta and constitutes a public health emergency as a novel or highly infectious agent that poses a significant risk to public health.

Whereas under section 29(2.1) of the *Public Health Act*, I have the authority by order to prohibit a person from attending a location for any period and subject to any conditions that I consider appropriate, where I have determined that the person engaging in that activity could transmit an infectious agent. I also have the authority to take whatever other steps that are, in my opinion, necessary in order to lessen the impact of the public health emergency.

Whereas a state of public health emergency was declared in the province of Alberta on September 15, 2021.

Whereas I have determined it is possible to exempt eligible businesses, entities and events and patrons and attendees at their premises from certain restrictions found in Record of Decision CMOH Order 44-2021 provided that eligible participants screen patrons or attendees for proof of vaccination or a negative COVID-19 test result, I hereby make the following order:

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Part 1 – Application

- 1.1 This Order rescinds CMOH Order 43-2021.
- 1.2 This Order is effective September 20, 2021, and applies throughout the Province of Alberta.
- 1.3 Record of Decision CMOH Order 44-2021 is not in force in respect of eligible participants and patrons and attendees who are in compliance with this Order.
- 1.4 Record of Decision CMOH Order 45-2021 is not in force in respect of an employee of an eligible participant or first responders attending an eligible participant for the purposes of responding to an emergency situation.

Part 2 – Definitions

- 2.1 In this Order and the Appendix A to this Order, the following terms have the following meanings:
 - (a) “authorizing health professional” means
 - i. for the purposes of a masking exception, one of the following regulated members under the *Health Professions Act* who holds a practice permit:
 - A. nurse practitioners;
 - B. physicians;
 - C. psychologists.
 - ii. for the purposes of the vaccine exception, one of the following regulated members under the *Health Professions Act* who holds a practice permit:
 - A. nurse practitioners;
 - B. physicians.
 - (b) “COVID-19 test” means a Health Canada approved rapid screening test or a lab based PCR test approved by Health Canada or the lab accreditation body of the jurisdiction in which the test is performed which:
 - i. a person has taken within the last 72 hours;
 - ii. clearly outlines the laboratory that completed the test, if applicable the type of test, time of sample collection, and clear indication of a negative result; and
 - iii. is not sourced from the Alberta Health Services public COVID-19 testing system.
 - (c) “discretionary business, entity or event” means a business, entity or event described as “in scope” in Appendix A of this Order.

- (d) “eligible participant” means an operator of a discretionary business, entity or event that chooses to implement the Restrictions Exemption Program under this Order.
- (e) “eligible person” means a person who is living, working or going to school in Alberta who is eligible to receive the COVID-19 vaccine.
- (f) “first responders” means emergency medical responders registered with the Alberta College of Paramedics, police officers as defined in the *Police Act* and firefighters.
- (g) “employee” means workers, contractors, repair workers, delivery workers, volunteers, inspectors, or others who are entering the eligible participant for work purposes and not as patrons or attendees.
- (h) “face mask” means a medical or non-medical mask or other face covering that covers a person’s nose, mouth and chin.
- (i) “fitness activity” means a physical activity that occurs at a gym, fitness studio, dance studio, rink, pool, arena or recreation centre and includes dance classes, rowing, spin, yoga, boxing, boot camp, Pilates and other activities of a similar nature.
- (j) “Guidelines” means the Requirements for the Restrictions Exemption Program, as amended from time to time and as published on the Government of Alberta website.
- (k) “health condition” means the following mental or physical limitations:
 - i. sensory processing disorders;
 - ii. developmental delays;
 - iii. mental illnesses including: anxiety disorders; psychotic disorders; dissociative identity disorder; and depressive disorders;
 - iv. facial trauma or recent oral maxillofacial surgery;
 - v. contact dermatitis or allergic reactions to face mask components; or
 - vi. clinically significant acute respiratory distress.
- (l) “masking medical exception letter” means written confirmation provided to a person by an authorizing health professional which verifies that the person has a health condition that prevents the person from wearing a face mask while attending an indoor public place and:
 - i. clearly sets out the information required by section 4.5 of this Order; and
 - ii. is valid for a period of one year from the date on which it is made.
- (m) “medical contraindication to vaccination” means a condition diagnosed by an authorizing health professional as determined by guidance provided by the College of Physicians and Surgeons or the College and Association of Registered Nurses.

- (m) “personal identification” means a valid:
- i. birth certificate issued by a government of a province of Canada and including the photograph of the holder;
 - ii. citizenship card;
 - iii. driver’s licence issued by a government of a province of Canada and including the photograph of the holder;
 - iv. provincial or territorial issued identification card, including health card;
 - v. certificate of Indian Status;
 - vi. Métis Nation of Alberta Association citizenship and identification card;
 - vii. Inuit Status card;
 - viii. passport attesting to citizenship or other national status, issued by a government of any jurisdiction and including a photograph of the holder;
 - ix. Permanent Resident Card.
- (n) “patron or attendee” means an eligible person attending at a business, entity or event participating in the Restrictions Exemption Program under this Order.
- (o) “PCR test” means the polymerase chain reaction test for COVID-19.
- (p) “performance activity” means singing, playing a musical instrument, dancing, acting or other activities of a similar nature and includes, but is not limited to, a rehearsal, concert, theatre, dance, choral, festival, musical and symphony events.
- (q) “physical activity” means a fitness activity or sport activity.
- (r) “premises” means the site or location where the eligible participant operates.
- (s) “rapid screening test” means a COVID-19 testing device that is listed in *Authorized medical devices for uses related to COVID-19: List of authorized testing devices by Health Canada* published on the Government of Canada website and is approved for point-of-care molecular or antigen COVID-19 testing, including but not limited to, Panbio COVID-19 AG Rapid Test Device (nasal), Bd Veritor System For Rapid Detection Of SARS-CoV-2, Id Now COVID-19 and the Spartan COVID-19 System Cube.
- (t) “recreational activity” means any structured or organized activity or program where the purpose of the activity or program is intended to develop a skill, including but not limited to, Girl Guides, Scouts, choir, arts and crafts, pottery or other substantially similar activities.
- (u) “sport activity” means sports training, practices, events, games, scrimmages, competitions, gameplay, league play, and other activities of a similar nature.
- (v) “vaccinated” means a person who is eligible for vaccination who has:

- i. during the period between September 17, 2021 and October 24, 2021:
 - A. proof of receiving at least one dose of a World Health Organization approved COVID-19 vaccine and has had fourteen or more days elapse since the date on which the person received the first dose of vaccine;
 - ii. on or after October 25, 2021:
 - A. proof of receiving two doses of a World Health Organization approved COVID-19 vaccine in a two dose vaccine series and has had fourteen or more days elapse since the date on which the person received the first dose of vaccine;
 - B. proof of receiving one dose in a one dose World Health Organization approved COVID-19 vaccine series and has had fourteen days or more elapse since the date on which the person received the one dose of vaccine.
- (w) “vaccine medical exception letter” means an original, signed written confirmation provided to a person by an authorizing health professional which verifies there is a medical contraindication to vaccination that prevents the person from being vaccinated or verifies the person is a participant in a COVID-19 vaccine clinical trial and:
- i. clearly sets out the information required by section 5.5 of this Order; and
 - ii. is valid for a period of one year from the date on which it is made.

Part 3 – Restrictions Exemption Program

- 3.1 A discretionary business, entity or event which chooses to implement the Restrictions Exemption Program must do so in accordance with this Order.
- 3.2 A business, entity or event described as “Out of Scope” in Appendix A is ineligible for participation in the Restrictions Exemption Program.

Part 4 – Masking requirements

A. Indoor masking requirements

- 4.1 Except as set out in this Order, a patron or attendee must wear a face mask at all times while attending at an eligible participant’s premises.
- 4.2 For greater certainty a patron or attendee must wear a face mask in

- (a) all indoor spaces on the premises of an eligible participant that all patrons or attendees may attend; and
- (b) at a wedding ceremony or reception or at a funeral service or reception that is held at the premises of an eligible participant.

B. General exceptions to indoor masking

- 4.3 Despite this Part of this Order, a patron or attendee is not required to wear a face mask at all times while attending an eligible participant's premises if the patron or attendee is:
- (a) a youth under two years of age;
 - (b) participating in an indoor physical activity or performance activity;
 - (c) a person marrying another person during a wedding ceremony, and the individuals in their wedding party;
 - (d) unable to place, use or remove a face mask without assistance;
 - (e) seated at a table while consuming food or drink or, if standing at a standing table while consuming food or drink, as long as the person remains at the standing table at all times while consuming the food or drink;
 - (f) providing or receiving care or assistance where a face mask would hinder that caregiving or assistance;
 - (g) a person who needs to temporarily remove their face mask while in an eligible participant's premises for the purposes of:
 - i. receiving a service that requires the temporary removal of their face mask;
 - ii. an emergency or medical purpose, or
 - iii. establishing their identity.

C. Masking exceptions for health conditions

- 4.4 Despite this Part of this Order, a patron or attendee who is unable to wear a face mask due to a health condition as determined by an authorizing health professional is excepted from wearing a face mask while attending the eligible participant's premises.
- 4.5 For the purposes of section 4.4, the health condition must be verified by a masking medical exception letter that includes the following:
- (a) the name of the patron or attendee to whom the exception applies;
 - (b) the name, phone number, email address, professional registration number, and signature of the authorizing health professional; and
 - (c) the date on which the written confirmation was provided.

- 4.6 For greater certainty, although the masking medical exception letter must verify that a health condition applies, the medical exception letter must not include specific information about the health condition.

Part 5 – Obligations of eligible participants

A. Screening of patrons or attendees

- 5.1 An eligible participant must screen every patron and attendee for one of the following at the point of entry in accordance with the Guidelines:
- (a) proof of vaccination as set out in section 5.3;
 - (b) proof of a negative COVID-19 test result from a sample that is taken within the prior 72 hours;
 - (c) original vaccine medical exception letter.
- 5.2 A patron or attendee must provide an eligible participant with personal identification and one of the following at the point of entry:
- (a) proof of vaccination as set out in section 5.3;
 - (b) proof of a negative COVID-19 test result from a sample that is taken within the prior 72 hours;
 - (c) original vaccine medical exception letter.

B. Forms of proof of vaccination

- 5.3 One of the following is acceptable as proof of vaccination:
- (a) a picture or paper record of a valid Alberta Health Services, MyHealth Records, pharmacy, First Nations, or physician immunization record prominently displaying the name of the recipient, type of vaccine and date of administration;
 - (b) valid Government of Alberta vaccination QR code;
 - (c) an immunization record from another Canadian province or territory displaying the name of the recipient, type of vaccine and date of administration;
 - (d) Canadian armed forces immunization record, displaying the name of the recipient, type of vaccine and date of administration.
 - (e) For international travellers, an ArriveCan app and a valid international travel identity of the recipient document is acceptable as proof of vaccination.

C. Exceptions for proof of vaccination

- 5.4 Despite this Part of this Order, a patron or attendee who is unable to be vaccinated due to a medical contraindication to vaccination is excepted from the requirement of showing proof of vaccination to attend at an eligible participant's premises.
- 5.5 For the purposes of section 5.4 the medical contraindication to vaccination must be verified by a vaccine medical exception letter that includes the following:
- (a) the name of the patron or attendee to whom the exception applies;
 - (b) the name, phone number, contact information, professional registration number, and signature of the authorizing health professional;
 - (c) the date on which the written confirmation was provided; and
 - (d) the length of time the exemption is valid.
- 5.6 For greater certainty, although the vaccine medical exception letter must verify that a medical contraindication to vaccination applies, the vaccine medical exception letter must not include specific information about the nature of the medical contraindication to vaccination.
- 5.7 Despite section 5.2, the following persons are not required to provide proof of vaccination:
- (a) a person ineligible for immunization under the Alberta COVID-19 immunization program;
 - (b) a person with a medical exemption letter for vaccination;
 - (c) a person with a written or printed copy of a negative COVID-19 test.
- 5.8 Despite section 5.2, a patron or attendee who is 17 years of age or younger is not required to provide personal identification.

D. Positive Test Result

- 5.9 An eligible participant is prohibited from allowing a person presenting a positive COVID-19 test result from attending at the eligible participant's premises and must advise a person who presents a positive COVID-19 test result that the person must isolate in accordance with CMOH Order 06-2021.

Part 6 – General

- 6.1 This Order provides the minimum standards for public health measures in Alberta for those matters addressed by this Order.

- 6.2 For greater certainty, nothing in this Order relieves a person from complying with any provision of any federal, provincial or municipal law or regulation or any requirement of any lawful permit, order or licence covering those matters which are addressed in this Order.
- 6.3 This Order remains in effect until rescinded by the Chief Medical Officer of Health.

Signed on this 24th day of September, 2021.

Deena Hinshaw, MD
Chief Medical Officer of Health



Document: Appendix A to Record of Decision – CMOH Order 45-2021

Subject: CMOH Order 45-2021 Alberta Government's Restrictions Exemption Program

Scope of Application: As per Record of Decision – CMOH Order 45-2021

In Scope	Out of Scope
Restaurants and Food Courts with closed access to the public	Events in Private Dwellings
Nightclubs	Retail & Shopping Malls
Casinos, Bingo Halls, VLT Lounges	First responders attending for the purposes of responding to an emergency situation
Entertainment/Rec Centers, such as: <ul style="list-style-type: none"> • Bowling, racing entertainment, arcades, billiards halls, other similar entertainment • Museums, art galleries 	Libraries
Movie theatres	Employees in/on a worksite for the purposes of their employment
Recreation facilities for physical activity, performance activity or recreational activity <i>excluding</i> : <ul style="list-style-type: none"> • youth physical activity, performance activity and recreational activity • mutual support meetings • jury selection • elections purposes and related activities 	Schools, K-12
Conferences / Meeting Spaces / Halls/Rented space (excluding dwelling units) <i>excluding</i> : <ul style="list-style-type: none"> • mutual support meetings 	School curriculum based activity, K-12

<ul style="list-style-type: none"> • places of Worship – for faith services • jury selection • elections purposes and related activities 	
<p>Weddings and Funerals held in public facilities where the facility maintains responsibility for adherence to these requirements</p>	<p>Child care settings (e.g., daycare)</p>
<p>Spectator at a professional sport or performance activity</p>	<p>Accommodations (e.g., hotel)</p>
<p>Indoor adult sport and performance activities (participants)</p>	<p>Places of Worship – for faith services</p>
<p>Private social events held in public facilities where the facility maintains responsibility for adherence to these requirements</p>	<p>Health Services</p>
<p>Adult recreational activities (e.g., classes, groups)</p>	<p>Personal Services</p>
<p>Hotel and condo amenities such as:</p> <ul style="list-style-type: none"> • fitness rooms, pools • game rooms, movie rooms • other similar amenities 	<p>Wellness Services</p>
	<p>Youth physical activity, performance activity and recreational activity, where all participants are under the age of 18.</p>
	<p>Public transit</p>
	<p>Mutual support meetings</p>
	<p>Jury selection</p>
	<p>Elections purposes and related activities</p>



Town of Bentley

Box 179, 4918 – 50 Avenue
Bentley, AB T0C 0J0
403-748-4044 Fax: 403-748-3213
www.townofbentley.ca

Proof of Vaccination Form / Medical Exemption or Proof of Negative Covid Test - Adult (over 18) sport, fitness, recreation, and performance activities

The Town of Bentley is implementing the Restrictions Exemption Program, effective Oct 11, 2021, until further notice.

Accordingly, Participants, Users, Parents/Guardians who are over the age of 18 years and are entering the Bentley Arena as a user or as a spectator, must use this form to provide proof of vaccination/medical exemption or a negative test result in accordance with the guidelines established by the Alberta Government in the response to reduce the impacts of COVID-19 on the Alberta Health Care System.

The designated team member/coach or spectator 18 years or older must complete this form prior to being able to enter the facility. **It is all our responsibility to ensure that we meet the requirements of AHS and continue to allow recreational activities to take place at the Bentley Arena. Failure to do so may result in a suspension of team or individual privileges to attend the facility or an outright closure of the facility for spectators or a specific team not following the requirements or both.**

If any team member or spectator does not provide or is not willing to provide proof of vaccination, THEY MUST NOT ATTEND THE FACILITY OR THEY MUST LEAVE THE FACILITY IMMEDIATELY.

Spectator Information:

Salutation: Mr. Mrs. Other

First Name

Last Name:

Designated Staff/Team Member or Coach Verifying Proof of Vaccination

Salutation: Mr. Mrs. Other

First Name

Last Name:

Organization/Team

Digital Signature and Acknowledgement

By ticking this box, I acknowledge that.

- 1.) I have read and understand the contents of this form and that I confirm that as the designated representative for the facility or the team/user group renting the Bentley Arena, that I have personally checked and visually inspected for proof of vaccination, negative test, or an exemption in accordance with the Province of Alberta's recent requirements to reduce transmission of COVID-19.
- 2.) I declare that I have been truthful in the completion of this form and the below points:

- I have advised the participants and spectators of the purpose of the collecting of vaccination status, being to enable access to and participation in sporting events at the Arena in compliance with CMOH45-2021 and any amendments or additional orders requiring such proof of vaccination to enable access to the facility.
- I have confirmed that each person providing their information consents to the collection of the same and provision to the Town for proof of compliance and due diligence.
- The user group will use this record, only for the purpose of reporting and confirming compliance with the COVID-19 User Protocol and shall retain the record in accordance with its FOIP obligations.
- For more information, participants and spectators may direct questions to the user directly or to the Town of Bentley FOIP Officer – CAO Marc Fortais at 403-748-4044 or email mfortais@townofbentley.ca

3.) I consent to this record of my proof of vaccination, or medical or religious exemption or negative test being kept on file until no longer required

4.) I understand that I am subject to the Bentley Arena’s protocol regarding COVID-19 and I am responsible for helping to stop the spread of COVID-19 as such I understand that if I falsify my records I may be suspended or banned from the facility.

NOTE: Anyone not eligible for a medical exemption who is seeking an accommodation based on a recognized protected ground under the Alberta Human Rights Act, may make such a request to the Town of Bentley CAO, however, any such claimant will need to follow current guidance pending a formal decision from the CAO.

Signature and Acknowledgement

Team Member Summary *(Proof of Vaccination to be submitted with the form for ea. player participating)*

Participant/Spectator Initials Only	Vaccination Status Verified Y/N	Original Medical Exception Verified Y/N	ID Government Issue Photo ID Verified Y/N



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Bentley Arena

18 and Over Teams and User Groups

COVID 19 User Protocol and User Agreement

This document is intended to provide guidelines and protocol that is recommended to be followed by all users to reduce the risk of transmission of COVID-19. Please also review the Provincial Guidelines at <https://www.alberta.ca/guidance-documents.aspx#toc-0>

The Town of Bentley is implementing the REP program and as such any user, user group, participant, coach, spectator, or parent 18 years or older must complete the proof of vaccination form, prior to being able to attend the facility.

We are all in this together and it is yours and your organization/user group's responsibility to ensure that you are meeting or exceeding provincial requirements before, during and after use of this facility.

General Considerations & Recommendations

Points of Entry and Access

- Use hand sanitizer or wash your hands upon entering and leaving the facility
- Avoid touching your face and avoid touching surfaces as much as possible
- Participants are not to arrive more than 20 minutes before their booking time. Coordinate times to avoid crowding and reduce wait times.
- Participants must limit their spent time in the facility and to maintain physical distancing.
- There will not be tables for sitting or loitering in the lobby, please enter the facility and proceed to the bleachers if you are staying to watch
- All users entering the facility must wear masks indoors unless participating in the sporting or recreation activity.
- ***Organizations, User Groups, Spectators, Coaches, and Parents all share the responsibility to ensure that the screening checklist form for participants Under 18 is also completed and submitted each day they intend to utilize the facility. Participants who answer yes to any of the questions must leave the facility immediately***
- Team Coaches or the Team representative for the User Groups must also sign a copy of this Bentley Arena COVID-19 User Protocol and Acknowledgement form. This form is also available on the Town of Bentley Website:
www.townofbentley.ca
The form must be submitted to the Town Office at info@townofbentley.ca

Participants/User Groups, Parents, Spectators 18 years or older

- The Town of Bentley intends on keeping this information in a secure location at the Town Office until it is no longer needed. Once it is no longer needed it will be shredded and destroyed. The CAO for the Town of Bentley is responsible for the safe keeping of this information and will answer any questions that anyone may have regarding its collection and storage.

- It is the responsibility of each team to designate a member of the User Group/Team or Team representative, to ensure that the Proof of Vaccination Form has been completed and proof of vaccination has been submitted to the Town for every member of the Team, parents, coaches, participants **(18 years and older)** that is participating in the sporting or recreation activity.
- The User Group/Team has explained to each participant and/or spectator and has secured their individual acknowledgement that by attending and staying at the Bentley Arena, they are agreeing to comply with the operative Town of Bentley COVID-19 User Protocol, including the provision of information regarding vaccination status to the Town of Bentley, so that it may participate in the Province of Alberta's Restriction Exemption Program under CMOH 45-2021 and any subsequent amendments and or additions to that order.
- It should be noted that no agency relationship exists between the Town and the User Group.
- The designated team member must fill out this form once and provide proof of vaccination for each team member participating. If a new team member begins participating at any point in time, and where that team member has not previously provided a proof of vaccination, such proof of vaccination and an amended form must be submitted to the Town of Bentley prior to that team member being able to participate.

Screening Checklist

- ***Organizations, User Groups, Spectators, Coaches, and Parents all share the responsibility to ensure that the screening checklist form for participants Under 18 is also completed and submitted each day they intend to utilize the facility. Participants who answer yes to any of the questions must leave the facility immediately***
- To make it easier to complete the form, it is available by scanning the QR code or download online at the Town of Bentley Website www.townofbentley.ca Once completed the form is automatically submitted to the Town Office and will be stored on file
- Participants must be proactively and regularly monitored for symptoms. Coaches/organizers should be checking with participants prior to the start of each booking. Symptomatic individuals are prohibited from participating and should be sent home immediately

Dressing/Change Rooms

- Participants are to come dressed and ready for the activity, where possible
- Physical distancing must be maintained – **participants only in the dressing room where possible**
- Participants must always maintain a minimum two metre distancing from one another

Concession

- Concession may be open by the operator
- It is the operator's responsibility to follow all AHS protocol regarding safety and COVID-19 safety

Physical Distancing

- Participants and spectators are expected to maintain a distance of two metres in all facility areas

Spectators

- Spectators are required to complete the Proof of Vaccination form
- ***Spectators shall identify themselves to a team representative responsible for the collecting of vaccination screening data or to the facility operator. (It is the spectator's responsibility to ensure that they have completed the necessary paperwork to allow them entry into the facility)***
- **Failure to ensure that spectators have completed the form, may result in a further facility restriction or closure. We will conduct random checks of the facility.**
- If any spectator does not provide or is not willing to provide proof of vaccination, **THEY MUST NOT ATTEND THE FACILITY OR THEY MUST LEAVE THE FACILITY IMMEDIATELY.** This should be reported to the Arena Operator immediately and the Town Office as soon as possible. Failure to follow these guidelines may result in a facility closure or a suspension of individual or team privileges to access the facility if it becomes a recurring issue.
- Spectators are encouraged **NOT to enter** the participant spaces (e.g., Dressing rooms, ice surfaces to meet social distancing requirements)
- Unless from the same household, spectators must always maintain a minimum of two-metre distance from one another
- Masking is also required indoors as per the health order.
- Organizations and user groups are responsible to ensure guidelines are followed for players, coaches, spectators, and eventually officials

Participant Hygiene

- It is recommended to limit the use of shared equipment
 - Equipment must be visibly clean
 - Equipment should be frequently cleaned
 - Participants should not share any personal items (e.g., Water, bottles, towels etc.)
 - Spitting is not permitted
 - Encourage participants to exhibit good respiratory etiquette (e.g. Covering mouth if coughing or sneezing)
 - Scents or perfumes are not to be worn to prevent sneezing or coughing

Communications

- Ensure there is open dialogue and communications with all participants (coaches, staff, instructors, officials, participants, guardians and volunteers) about the risk of COVID-19 and practices that should be undertaken to mitigate risk. ***We are all in this together and we need to keep each other safe to ensure we have access to recreation and sports***
- Organizations must be able to provide first aid response to their participants along with the appropriate personal protective equipment, including a mask and gloves. (note: for more serious injuries, 911 should be called)

Public Health Recommendations

- Participants, coaches, instructors, officials or volunteers who become symptomatic during an activity are required to be isolated from others and must return home immediately
- Organizations must have and submit to the Town of Bentley, their response plan to manage symptomatic participants, spectators and staff/coaches/officials (Format is as attached)

- To support public health contact tracing efforts in the event that an attendee tests positive, organizations must collect the names and contact information of attendees. The Town of Bentley must be notified immediately
- Organizations may encourage participants to download the ABTraceTogether contact tracing app to assist public health officials with contact tracing in the event an outbreak should occur. <https://www.alberta.ca/ab-trace-together.aspx>

Organization / Club Name

Signature

Contact Person (Print)

Date



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Bentley Arena

Youth Under 18 Teams and User Groups

COVID 19 User Protocol and User Agreement

This document is intended to provide guidelines and protocol that is recommended to be followed by all users to reduce the risk of transmission of COVID-19. Please also review the Provincial Guidelines at <https://www.alberta.ca/guidance-documents.aspx#toc-0>

The Town of Bentley is implementing the REP program and as such any user, user group, participant, coach, spectator, or parent 18 years or older must complete the proof of vaccination form, prior to being able to attend the facility.

We are all in this together and it is yours and your organization/user group's responsibility to ensure that you are meeting or exceeding provincial requirements before, during and after use of this facility.

General Considerations & Recommendations

Points of Entry and Access

- Use hand sanitizer or wash your hands upon entering and leaving the facility
- Avoid touching your face and avoid touching surfaces as much as possible
- Participants are not to arrive more than 20 minutes before their booking time. Coordinate times to avoid crowding and reduce wait times
- Participants must limit their spent time in the facility and to maintain physical distancing
- There will not be tables for sitting or loitering in the lobby, please enter the facility and proceed to the bleachers if you are staying to watch
- All users entering the facility must wear masks indoors unless participating in the sporting or recreation activity.
- ***Organizations, User Groups, Spectators, Coaches, and Parents all share the responsibility to ensure that the screening checklist form for participants Under 18 is also completed and submitted each day they intend to utilize the facility. Participants who answer yes to any of the questions must leave the facility immediately***
- Team Coaches and/or point of contact for User Groups must also sign a copy of this Bentley Arena COVID-19 User Protocol and Acknowledgement form. This form is also available on the Town of Bentley Website: www.townofbentley.ca
The form must be submitted to the Town Office at info@townofbentley.ca

Participants/User Groups, Parents, Spectators 18 years or older

- The Town of Bentley intends on keeping this information in a secure location at the Town Office until it is no longer needed. Once it is no longer needed it will be shredded and destroyed. The CAO for the Town of Bentley is responsible for the safe keeping of this information and will answer any questions that anyone may have regarding its collection and storage.

- It is the responsibility of each team to designate a member of the User Group/Team or Team representative, to ensure that the Proof of Vaccination Form has been completed and proof of vaccination has been submitted to the Town for every member of the Team, parents, coaches, participants **(18 years and older)** that is participating in the sporting or recreation activity.
- The User Group/Team has explained to each participant and/or spectator and has secured their individual acknowledgement that by attending and staying at the Bentley Arena, they are agreeing to comply with the operative Town of Bentley COVID-19 User Protocol, including the provision of information regarding vaccination status to the Town of Bentley, so that it may participate in the Province of Alberta's Restriction Exemption Program under CMOH 45-2021 and any subsequent amendments and or additions to that order.
- It should be noted that no agency relationship exists between the Town and the User Group.
- The designated team member must fill out this form once and provide proof of vaccination for each team member participating. If a new team member begins participating at any point in time, and where that team member has not previously provided a proof of vaccination, such proof of vaccination and an amended form must be submitted to the Town of Bentley prior to that team member being able to participate.

Screening Checklist

- ***Organizations, User Groups, Spectators, Coaches, and Parents all share the responsibility to ensure that the screening checklist form for participants Under 18 is also completed and submitted each day they intend to utilize the facility. Participants who answer yes to any of the questions must leave the facility immediately***
- To make it easier to complete the form, it is available by scanning the QR code or download online at the Town of Bentley Website www.townofbentley.ca Once completed the form is automatically submitted to the Town Office and will be stored on file
- Participants must be proactively and regularly monitored for symptoms. Coaches/organizers should be checking with participants prior to the start of each booking. Symptomatic individuals are prohibited from participating and should be sent home immediately

Dressing/Change Rooms

- Participants are to come dressed and ready for the activity, where possible
- Participants will have access to the dressing room 20 minutes prior to the start of the booking and for 10 minutes after the end of the booking we encourage you to get ready quickly and leave the facility quickly when done to ensure we continue to meet social distancing requirements and support other users.
- physical distancing must be maintained – **participants only in the dressing room where possible**
- Participants must always maintain a minimum two metre distancing from one another

Concession

- Concession may be open by the operator
- It is the operator's responsibility to follow all AHS protocol regarding safety and COVID-19 safety

Physical Distancing

- Participants and spectators are expected to maintain a distance of two metres in all facility areas

- There is absolutely no gathering in the lobby areas and when entering the facility, please proceed to the bleachers immediately. If you are dropping off your kids, please ensure the kids come ready to play where possible, or proceed to the dressing room. **(remember only 20 minutes prior to booking)**
- Distancing exceptions can be made for those who are from the same household/cohort
- Organizations/user groups must develop their own procedures that allow for uncongested drop off and pick up of participants and to minimize the numbers of people in the lobby at one time. Physical distancing must be followed

Spectators

- Spectators are required to complete the Proof of Vaccination form
- ***Spectators shall identify themselves to a team representative responsible for the collecting of vaccination screening data or to the facility operator. (It is the spectator's responsibility to ensure that they have completed the necessary paperwork to allow them entry into the facility)***
- **Failure to ensure that spectators have completed the form, may result in a further facility restriction or closure. We will conduct random checks of the facility.**
- If any spectator does not provide or is not willing to provide proof of vaccination, THEY MUST NOT ATTEND THE FACILITY OR THEY MUST LEAVE THE FACILITY IMMEDIATELY. This should be reported to the Arena Operator immediately and the Town Office as soon as possible. Failure to follow these guidelines may result in a facility closure or a suspension of individual or team privileges to access the facility if it becomes a recurring issue.
- Spectators are encouraged **NOT to enter** the participant spaces (e.g., Dressing rooms, ice surfaces to meet social distancing requirements)
- Unless from the same household, spectators must always maintain a minimum of two-metre distance from one another
- Masking is also required indoors as per the health order.
- Organizations and user groups are responsible to ensure guidelines are followed for players, coaches, spectators, and eventually officials

Participant Hygiene

- It is recommended to limit the use of shared equipment
 - Equipment must be visibly clean
 - Equipment should be frequently cleaned
 - Participants should not share any personal items (e.g., Water, bottles, towels etc.)
 - Spitting is not permitted
 - Encourage participants to exhibit good respiratory etiquette (e.g. Covering mouth if coughing or sneezing)
 - Scents or perfumes are not to be worn to prevent sneezing or coughing

Communications

- Ensure there is open dialogue and communications with all participants (coaches, staff, instructors, officials, participants, guardians and volunteers) about the risk of COVID-19 and practices that should be undertaken to mitigate risk. ***We are all in this together and we need to keep each other safe to ensure we have access to recreation and sports***
- Organizations must be able to provide first aid response to their participants along with the appropriate personal protective equipment, including a mask and gloves. (note: for more serious injuries, 911 should be called)

Public Health Recommendations

- Participants, coaches, instructors, officials or volunteers who become symptomatic during an activity are required to be isolated from others and must return home immediately
- Organizations must have and submit to the Town of Bentley, their response plan to manage symptomatic participants, spectators and staff/coaches/officials (Format is as attached)
- To support public health contact tracing efforts in the event that an attendee tests positive, organizations must collect the names and contact information of attendees. The Town of Bentley must be notified immediately
- Organizations may encourage participants to download the ABTraceTogether contact tracing app to assist public health officials with contact tracing in the event an outbreak should occur. <https://www.alberta.ca/ab-trace-together.aspx>

Organization / Club Name

Signature

Contact Person (Print)

Date



Agenda Date: **October 12, 2021**

Agenda Item: **New Business: Council Remuneration Review and Discussion**

ADMINISTRATIVE RECOMMENDATION

THAT Mayor and Council approve Policy #40/2021 Council Remuneration and Expenses to be effective January 1, 2022; AND

THAT Policy 40/2011 (and all amendments thereto) be rescinded and replaced by Policy 40/2021

SUMMARY & BACKGROUND

Policy 40/2011 (Attachment #1) established the rates and guidelines for the claiming of remuneration by Mayor and Council. The policy also establishes an incremental increase annually to be based on the same cost of living adjustment made to the Employee Salary Grid annually in accordance with Policy 07/04 (Attachment #2). Administration was asked to undertake a review of Mayor and Council Remuneration in other communities in Alberta and to bring the results of that analysis to a council meeting for consideration.

It should also be noted that similar analysis was undertaken in 2017 and 2019, resulting in no additional changes to that policy at those times.

On September 28, 2021, that review was presented to Mayor and Council and feedback was received regarding changes to be made to the policy. Policy 40/2021 (Attachment #3) incorporates those changes including:

- Separate rate established for the Deputy Mayor in the amount of \$250.00 per month to take into consideration his/her duties and additional time spent as Deputy Mayor and in the absence of the mayor.
- Set the mileage rate to equal the rate established by The Canada Revenue Agency.
- Set the meal reimbursement rate equal to the rate established by The Canada Revenue Agency.
- Provide all members of Council an amount of \$50.00 per month as a technology and communication allowance to offset the costs of the personal use of phone, internet, cell phones and computers in their role as members of Council.
- Provide clarity regarding any remuneration received from another board or committee, while attending that board or committee meeting on behalf of the Town of Bentley and claiming the associated meeting rate and receiving reimbursement from the Town of Bentley.

- Provide clarity regarding the expected reporting requirements to Mayor and Council, when attending a meeting on behalf of the Town and receiving monetary compensation for that meeting.
- Clarify the reimbursement time frames for special committee and other meeting.
- Clarifying the payment procedures to Mayor and Council

If Policy 40/2021 is approved, Mayor and Council would receive the following compensation, effective January 1, 2022:

Position	Frequency of Remuneration	2022
Mayor	Monthly	\$556.84
Deputy Mayor	Monthly	\$250.00
Councillors	Monthly	\$146.57
Technology/Communication Allowance (all members of Council)	Monthly	\$ 50.00
Regular Budget Meetings	As Required	\$111.38
Special Committee & Other Meetings	As Required	
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
Meals* (up to maximum of \$69.00 day)	As Required	
Breakfast		\$ 23.00
Lunch		\$ 23.00
Dinner		\$ 23.00
Hotel	As Required	As per actual Expense
Other	As Required	As per actual Expense

- **Gratuities are included in the per day amount for meals**

Through the comparison and review undertaken by administration it was determined that compensation amounts vary significantly between municipalities. This is partly related to size of the community and anticipated obligations of those serving on Council. It should be noted that each community is unique and has unique obligations to the that community and compensation should be based on a method to attract, retain, and compensate fairly those serving in the position, while balancing fiscal responsibility and one’s desire to give back and contribute to the community.

Administration has provided the updated Policy 40/2021 for consideration of approval by Mayor and Council.

BUDGET AND FINANCIAL CONSIDERATIONS

- Current compensation is based on the rates established and approved as per Policy 40/2011 (and amendments thereto) (Attachment #1).

- Any increase to the current approved amounts for the current year would result in additional costs to December 31, 2021. Therefore, the administrative recommendation is to approve the policy effective January 1, 2022, to not impact the 2021 budget.
- Any proposed increase to a future year, such as 2022 will not impact the current year budget and will be brought back to Mayor and Council for consideration, through the 2022 budget process and after the 2021 municipal election.

ALTERNATIVES FOR CONSIDERATION

- No change and leave the current policy as is, with an annual review and incremental increase based on CPI index increases to consider cost of living increases.
- Direct administration to undertake further analysis and bring back further revisions to Policy 40/2021.

ATTACHMENTS

1. Policy 40/2011 – Council Remuneration and Expenses
2. Policy 07/04 – Salary Grid and Cost of Living Expense
3. Policy 40/2021 – Council Remuneration and Expenses

Marc Fortais, CAO



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

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

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

Initial _____

- 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

Initial

- 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.

Initial

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



Agenda Date: October 12, 2021

Agenda Item: New Business: Business Link Alberta Digital Service Squad Letter of Support

ADMINISTRATIVE RECOMMENDATION

That Mayor and Council provide a letter of support for the submission of a grant application to Business Link for the Alberta Digital Service Squad.

SUMMARY & BACKGROUND

Business Link and the Toronto Association of Business Improvement Associations as non-profit owner of the Digital Main Street (DMS) platform and program are collaborating to implement a two-year Digital Economy Program that delivers a suite of programs in Alberta including ShopHere powered by Google and Digital Service Squads (DSS).

Squads are free resources of trained youth situated throughout Alberta who will deliver personalized, one on one assistance designed to help small businesses navigate new digital tools and optimize their use to reach potential customers in existing and new markets. These trained specialists meet with small businesses, at no cost, help them complete an online assessment, and introduce them to online training modules to build their digital knowledge and skills. This one-on-one Squad assistance includes support for basic website set-up, Google My Business profiles, 360° photos, creation, or enhancement of social medial presence, and much more. Small Businesses are encouraged to work with the ShopHERE powered by Google program to set up a digital storefront with e-commerce functionality.

The purpose of the grant program include:

- Provide small businesses (under 50 employees) with resources, training, and support for the adoption of digital technologies
- Provide nonprofit stakeholder organizations, which may include municipalities, Economic Development Agencies, Business Improvement Areas (BIA), Chambers of Commerce, Indigenous Communities or Community Futures with contributions to facilitate the creation of local service squads within an applicable area in Alberta
- Provide opportunity and incentive for collaboration between prospective grant applicant organizations to deliver regional service squads

The Town of Bentley in conjunction with the communities of Sylvan Lake and Blackfalds would like to participate in the Digital Service Squad program to deliver free tools and training to support small businesses in our communities. As per the guidelines of the Business Link Alberta Digital Service Squad Grant, it is necessary and welcome for the Town of Bentley to partner with other communities to ensure a minimum number of small businesses can be supported. It is also anticipated that Sylvan Lake Economic Development Department will oversee the general administration of the program. The

Town of Bentley will benefit from the utilization of the squad member to support our local business community.

As a part of our application, there is a requirement to submit a letter of support from the Mayor and Council of each community.

BUDGET AND FINANCIAL CONSIDERATIONS

- None – is 100% funded via grant
- The grant is intended to cover all necessary costs of the program. There is no financial contribution required from The Town of Bentley.
- The Grant will cover the following costs:
 - Salaries and Wages – suggested \$25.00 per hour including benefits for squad members
 - Administrative costs – can be allocated to cost of human resources that support the program execution
 - Laptop cost limited to \$1,100/per squad member
 - 360-degree camera and accessories – limit 1 unit up to a max of \$600.00 per 5 squad members
 - Software – any software required to implement the program
 - Web Hosting and Domains
 - Office Supplies necessary for the squad members
 - Advertising and Marketing
 - Travel – Bus, Car Rental, Gas, mileage allowance at \$.50 per km and per diems as follows:
 - Breakfast \$9.20
 - Lunch \$11.60
 - Dinner \$20.75

ALTERNATIVES FOR CONSIDERATION

- That Mayor and Council does not provide a letter of support for the grant application and program.

ATTACHMENTS

1. Letter of Support from Town of Bentley Council to Business Link

Marc Fortais, CAO

Town of Bentley

Box 179, 4918 – 50 Avenue
Bentley, AB T0C 0J0
www.townofbentley.ca

October 12, 2021

Business Link
C/O Bakhtawar Pastakia
500-10150 100 Street
Edmonton AB T5J 0P6

Via email: bakhtawar@businesslink.ca

Dear Bakhtawar

Re: Digital Service Squad Grant

The Town of Bentley Mayor and Council is pleased to provide this letter of support for our application for Digital Service Squad funding.

We are excited at the opportunity to further support our local small business community and feel that this program will be a benefit to support those businesses in this new global age. The partnership between the Town of Blackfalds, Sylvan Lake and Bentley is a testament to the collaborative nature of Central Alberta and our commitment to a digital economy.

Project success will be accomplished through the appointment of a liaison from each community with project administration through the Town of Sylvan Lake. We will work together to ensure that project goals and outcomes are achieved and that we have a dispute resolution process if it becomes necessary.

Thank you for this opportunity and feel free to contact our CAO Marc Fortais PH: 403-748-4044 or email mfortais@townofbentley.ca, if you have any further questions in relation to our partnership and application.

Sincerely,

Greg Rathjen
Mayor, Town of Bentley



T: 403-748-4044
C: 780-838-2883
grathjen@bentleycouncil.ca



WHERE PEOPLE ARE THE KEY

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING September 23, 2021

COVID-19 UPDATE

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

2022 PAVING MANAGEMENT PROGRAM

Council adopted the five-year Paving Program. The County Manager was authorized to tender and award the paving project for 2022. The estimated cost of the 2022 project is \$7,410,100 and will be funded through the Main Road Reserve.

2022 BRIDGE MANAGEMENT PROGRAM

Council adopted the five-year Bridge Management Program. The County Manager was authorized to tender and award the bridge projects for 2022. The estimated cost of the 2022 projects is \$2,799,000. Funding will be determined on grant availability, with the remainder to be funded from the Bridge Reserve.

CITY OF LACOMBE/LACOMBE COUNTY FACILITIES OPERATIONAL COST-SHARING AGREEMENT

The revised City of Lacombe/Lacombe County Facilities Operational Cost-Sharing Agreement provides for the development of a joint process for considering requests from community groups for capital and operating support from the municipalities. The rationale for developing this process is to ensure that the City and County receive the same information from the community group requesting support; and to ensure that the decisions made by each of the Councils are not made in isolation of the other Council.

The revised City of Lacombe/Lacombe County Facilities Operational Cost Sharing Agreement was approved as presented.

LAPA POLICY RC(1) FUNDING REQUEST

As per Council approval, the Lacombe Athletic Park Association request for Lacombe County financial support of their Track and Field Expansion Project will be considered through the Community Groups – Facility Capital and Operating Funding Requests process, as outlined in the City of Lacombe/Lacombe County Operational Cost-sharing Agreement.

LACOMBE FIRE SERVICES – FEE FOR SERVICE PROPOSAL

Council authorized the development of a proposed Fire Services Agreement between the City of Lacombe and Lacombe County based on a fee for services model.

AUDITING SERVICES REQUEST FOR PROPOSAL

A request for proposal (RFP) was issued on August 18, 2021 for auditing services for Lacombe County. The RFP deadline was September 2, 2021 and two proposals were received

By resolution of Council, the 2021 to 2025 auditing services contract was awarded to BDO LLP based on terms outlined in their September 2021 RFP submission.

LAND DONATION

The County Manager was authorized to enter into an agreement with a land donor to acquire 19.5 acres of land adjacent to Sylvan Lake (NW 24-39-2 W5M) and to ensure those lands are protected for the said purposes in alignment with the requirements of Policy AD(37) Acceptance of Gifted Lands.

RALLY CANADA RESOURCES LTD. – TAX PROPOSAL

A resolution to approve Rally Canada Resources Ltd.'s tax payment proposal for the payment of outstanding 2020 and 2021 property taxes did not receive Council approval.



WHERE PEOPLE ARE THE KEY

ECKVILLE & AREA WELLNESS COALITION HEALTH RESOURCES COMMITTEE

A request for the appointment of a Council representative to the Eckville and Area Wellness Coalition Health Resources Committee was received for information.

A representative of the Eckville and Area Wellness Coalition Health Resources Committee will be invited to make a presentation to Council in the future.

NATIONAL DAY FOR TRUTH & RECONCILIATION

The County Manager was directed to prepare a report for presentation at a future Council meeting regarding options for Lacombe County to honor National Day for Truth and Reconciliation.

Lacombe County staff will be encouraged to participate in orange shirt day and the flags will be lowered to half-mast on September 30, 2021 in honour of the National Day for Truth and Reconciliation.

COST OF LIVING ADJUSTMENT (COLA)

A cost-of-living adjustment of 2.75% for staff/Council remuneration and annual operating grants provided pursuant to the County's fire, recreation and cemetery policies and agreements was approved for 2022.

LACOMBE FISH & GAME ASSOCIATION – BURBANK CAMPGROUND

The County Manager was directed to prepare a report with regard to the approval of the installation of newly proposed powered sites at the Burbank campground; the renewal/extension of the lease agreement between Lacombe County and the Lacombe Fish & Game Association for the campground and a proposed date for a public hearing regarding that agreement.

Next Regular Council Meeting is
Thursday, October 14, 2021 - 9:00 a.m.

Next Committee of the Whole Meeting is
Tuesday, October 5, 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) after approval.**



NOTICE OF ELECTION AND REQUIREMENTS
FOR VOTER IDENTIFICATION
Local Authorities Election Act (Sections 12,35,46,53)
Alberta Senate Election Act (Sections 5,37)
Referendum Act (Section 7)

NOTICE OF ADVANCE VOTE

Local Jurisdiction: Town of Bentley, Province of Alberta

Notice is hereby given:

A. That an election will be held for the filling of the following offices:

Office	Number of Vacancies	Electoral Division (Ward)
Councillor	Four (4)	
School Board Trustee	One (1)	Ward C Wolf Creek Public School

B. That an election will be held for the election of a Senate nominee for the purposes of the Alberta Senate Elections Act.

C. That a vote of electors will be held on the following referendum questions under the Referendum Act:

Question 1: Equalization

Should section 36(2) of the Constitution Act, 1982 – Parliament and the government of Canada's commitment to the principle of making equalization payments – be removed from the constitution?

Question 2: Daylight Savings Time

Do you want Alberta to adopt year-round Daylight Savings Time, which is summer hours, eliminating the need to change our clocks twice a year?

ADVANCE VOTING will take place on Thursday October 14, 2021, between the hours of 4pm and 8pm.

- The voting station location for the election will be at the Senior's Drop-In located at Bentley Town Office, located at 4918 50th Avenue in Bentley AB.

To vote, you must produce identification for inspection. The identification must be one or more of the following as required by section 53 of the Local Authorities Election Act.

- One piece of photo identification issued by a Canadian government or agency which includes the electors name and current address (i.e., Operator/Driver's Licence; Government Photo Identification Card (for non-drivers); or
- One piece of identification authorized by the Chief Electoral Officer under the Election Act that establishes the elector's name and current address (i.e., Government cheque or cheque stub, property tax notice; insurance policy or coverage card; utility bill etc.) The complete authorized list can be found online at [ma-local-elections-voter-id-2020-07.pdf \(townofbentley.ca\)](https://www.townofbentley.ca/ma-local-elections-voter-id-2020-07.pdf)
- If a voter's identification shows a post office box numbers as the address instead of a residential or legal address, it can be accepted as verification of current address if it is in reasonable proximity to the voting jurisdiction.

For further information please refer to the Town of Bentley Website (main page) www.townofbentley.ca
Dated at the Town of Bentley in the Province of Alberta this 30th day of September,

Kathleen McMillin, Returning Officer



NOTICE OF ELECTION AND REQUIREMENTS
FOR VOTER IDENTIFICATION

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Do you want Alberta to adopt year-round Daylight Savings Time, which is summer hours, eliminating the need to change our clocks twice a year?

VOTING will take place on Monday October 18, 2021, between the hours of 10am and 8pm.

- The voting station location for the election will be at the Senior's Drop-In located at Bentley Town Office, located at 4918 50th Avenue in Bentley AB.

To vote, you must produce identification for inspection. The identification must be one or more of the following as required by section 53 of the Local Authorities Election Act.

- One piece of photo identification issued by a Canadian government or agency which includes the electors name and current address (i.e., Operator/Driver's Licence; Government Photo Identification Card (for non-drivers); or
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Kathleen McMillin, Returning Officer



Town of Bentley
September 2021
Mayor's Report

Sept 14. Council meeting
Sept 23 PAMZ Meeting
SEPT 28 Council Meeting
Sept 29 LREMP MEETING

Greg Rathjen
Town of Bentley



Town of Bentley

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

www.townofbentley.ca

Report to Council – September, 2021

September 14 Regular Council meeting

September 27 Attended Zoom meeting for Lacombe Foundation as alternate for Cora Knutson.

-Reports included Senior Income Amounts, Financials ending August, 2021, Occupancy Stats, Directors Update and a Covid update.

-Board members ratified a motion (email vote September 16) on Mandatory vaccinations. There was further discussion concerning liability, termination, severance. Vote on ratification remained same 4-3. One member asked that these types of motions should not be done in the evening. Human Resources put forth two policies 1) immunization of Workers for Covid; and 2) Workplace Accommodation. Both policies were adopted.

-Annual Report: members let me make the motion to adopt the report.

September 27 Parent Council meeting via Zoom Election of Officers – all members acclaimed. Trustee Hansen reported that there would be a day off for students and staff in honor of Truth & Reconciliation Day. School would graciously accept cash donations for lunch and tools for school programs. Enrolment – 402 students K-12 and 30 Pre-K

September 28 Regular Council Meeting

Joan Dickau



Town of Bentley
Council Report
September 2021
By Cora Knutson

September 8	Bentley Library Regular Mtg.
September 14	Reg. Council Mtg.
September 16	Parkland Regional Library Mtg.
September 23	Parkland Community Planning Services Mtg.
September 28	Reg. Council Mtg.

Parkland Regional Library Services

Parklands 2022 budget was approved by the board and will shortly be sent out to the municipalities. There will be no increase in the per capita requisition for the next three consecutive years.

Since Parkland has an Advisory Committee and could potentially have others, the Board changed its policy to limit the authorization to move funds to the Executive Committee and the Board.

Policy now reads: "Movement of funds from fund accounts be accompanied by a motion from either the Board or Executive Committee, or according to policy.

The new statutory holiday, "National Day for Truth and Reconciliation" was announced on short notice and caught many organizations unaware. Parkland will most likely start observing the holiday next year assuming the majority of our member libraries do the same.

The Advocacy Committee has joined with the Yellowhead Advocacy Committee. This union has produced some useful tools, such as: (1) A welcome package for all councillors elected in October. (2) Return on Municipal Levy that complements the Municipal Return on Investment. (3) A guide to appointing a Trustee for the Parkland Board.

Sylvan Lake and Area Urgent Care

This was our 10th year volunteering at Tim Hortons drive through. It looks like this year could be out top year for cookie sales. To date we have sold and collected cash and donations that equal \$10,000.00.

This has placed us #2 in Alberta for Smile Cookie sales. We should have the total sales shortly. This year we spent 51 hours in the drive thru over the course of 7 days. It took 113 volunteers to accomplish this. Another great success, thanks to volunteers.

Lacombe Foundation

Motion via e-mail: Barb Gilliat moved that Lacombe Foundation implement mandatory COVID19 vaccination for all staff working at the Eckville Manor and Lacombe Lodge site, to be completed by October 30, 2021 or as determined by operations. The motion was carried by a vote of 4 to 3.



Town of Bentley
Council Report
September 2021
Doug Talsma

Sept - 14 Regular Council Meeting

Sept - 28 Regular Council Meeting

Doug Talsma

Town of Bentley



Town of Bentley
Council Report
September 2021
Neil Maki

Sept 14. Council meeting

Sept 28. Council meeting

Neil Maki
Town of Bentley